



DEPARTMENTAL  
GENERAL  
ORDER

Rev.  
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Index as:

Ref: CALEA  
Standards 74.1.1;  
74.1.2; 74.3.2

Warrant Service on Department  
Personnel

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## WARRANT SERVICE ON DEPARTMENTAL PERSONNEL

The purpose of this order is to set forth procedures for serving arrest warrants on Departmental Personnel.

### I. RECORDS DIVISION

- A. The Warrants Section checks for outstanding warrants on Departmental personnel, in accordance with the provisions of Part II, C, of General Order F-7, DRIVERS' LICENSES.
- B. Whenever a traffic or other warrant is received for service upon any member or employee, the Warrants Section shall immediately inform the Fugitive Unit supervisor who shall notify:
1. The Professional Standards Division
  2. The Deputy Chief of the Bureau of Investigation
  3. The Criminal Investigation Division commander
  4. The individual's unit commander.
- C. The Warrants Section shall retain the warrant pending service and shall ensure that the following information is documented and/or cross referenced:
- Date and time received.
  - Type of legal process, civil or criminal.
  - Nature of document.
  - Source of document.
  - Name of plaintiff, complainant, court, magistrate, defendant or respondent.
  - Officer assigned for service.
  - Date of assignment.
  - Court docket number.

- Date service due.
- D. Following the execution or attempted service of legal process documents, the Warrants Section shall record:
- Date and time service was executed/attempted.
  - Name of officer(s) executing or attempting service.
  - Name of person on whom legal process was served or executed.
  - The method of service or reason for nonservice
  - The address of service or attempt of service.

## II. PROFESSIONAL STANDARDS DIVISION (PSD)

- A. Upon being notified that a warrant against a member or employee has been received, PSD shall:
1. Ensure that expeditious service is accomplished by arranging for a Departmental **member** to serve the warrant, or
  2. Require the individual to clear the warrant at the Warrants Section, as appropriate.
- B. The Professional Standards Division shall prepare a Complaint Investigation Report in accordance with General Order M-3, COMPLAINTS AGAINST DEPARTMENTAL PERSONNEL OR PROCEDURES and, if necessary, conduct an appropriate investigation.

## III. WARRANT SERVICE

Member(s) assigned to serve warrants on Departmental personnel shall provide the Warrants Section with the information required in Part I, D, of this order.

By order of

Joseph Samuels, Jr.  
Chief of Police

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