



**Baltimore County Sheriff's Office
Towson, Maryland**

**Sheriff.
R. Jay Fisher**

General Order

Subject: Warrant Squad Operations	Effective Date 07/03/12	Number B-23
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Purpose:

This directive establishes policies and procedures for Sergeants and Deputies assigned to the Warrant Squad operated by the Baltimore County Sheriff's Office.

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I. Policy

The policy of the Baltimore County Sheriff's Office is to ensure that all warrants and writs of body attachments are served, maintained and tracked as mandated by law. Ensuring accountability for all persons taken into custody by the Baltimore County Sheriff's Office Warrant Squad.

The warrant and writ of body attachment files shall have 24-hour access. During regular Agency hours, only supervisors, members assigned to the Warrant Squad and Criminal Records Clerks are authorized to search for or remove warrants, writs, and body attachments for service. During non-regular Agency hours, only supervisors, members assigned to the Warrant Squad, Criminal Records Clerks and fugitive duty members are authorized to search for or remove warrants, writs, and body attachments for service.

II. Sheriff's Warrant Squad Office/Area

The Warrant Squad's area is located on the south side of the Circuit Court Building and is staffed by a Sergeant and assigned Deputies. The warrant squad office/area has a lockup cage and booking area, therefore it is a restricted area and not open to the public.

III. Field Operations Bureau Lieutenant's Responsibilities

- A.** The Field Operations Bureau Lieutenant is responsible for the oversight, development, review and enhancement of operational policy and procedures of the Warrant Squad.

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- B. Provide direct supervision of the Warrant Squad Sergeants/OICs. Compile all statistical information and submit a report to the Sheriff, via the chain of command, monthly.
- C. Conduct daily observation of the Warrant Squad to ensure that Supervisor and Members are in compliance with their responsibilities. Address any issues encountered during these daily observations.

IV. Warrant Squad Sergeant's Responsibilities

- A. The Warrant Squad Sergeant is responsible for the management and supervision of daily operations in the Baltimore County Sheriff's Warrant Squad and the prisoner-holding cell located in unit's booking area. The Sergeant/OIC shall provide direct supervision to the Deputies assigned to the Warrant Squad.
- B. Ensure that every effort is made to serve the warrants that are assigned for service in keeping with established procedures. *Note: The Criminal and Civil warrants/body attachments that are assigned to the Warrant Unit include: Non-Support, Civil District Court Warrants, Juvenile Writs, Hospital Warrants, Extradition Warrants and Criminal Warrants that are marked "If the person named is arrested in a county other than the county in which this writ was issued, he is to be taken immediately before a judicial officer in the country where arrested for his initial appearance".*
- C. Ensure that the original Baltimore County warrants/writs of body attachment are stored in a secure manner in keeping with established procedures. *Note: They include Non-Support Warrants, Civil District Court Warrants, Juvenile Writs, and Hospital Warrants.*
- D. Ensure that certification for required computer systems are maintained by members assigned to the Warrant Squad. Examples of these systems are: NCIC, METERS, Live Scan Finger Printing System, MVA, and E-Booking System.
- E. Maintain and complete the following in keeping with established procedures:
 - 1. Maintain the Biweekly Times Sheets for the Non-Support Grants and related reports per the grant requirements.
 - 2. Maintain the Juvenile Custody Log and submit it to the Governor's Office of Crime Control and Prevention, quarterly.
 - 3. Maintain and schedule the Call Back List for weekend duty as required.
 - 4. Maintain the "Deadbeat Parents" website and respond to e-mail generated by the web site. Ensure information received is follow-upped as needed.
 - 5. Review and evaluate members' arrest reports daily.
 - 6. Review the Daily Activity Reports of assigned and detailed personnel.

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7. Ensure that messages from the unit's landline recording/answering machine are monitored daily and necessary action or response is done in a timely manner.
8. Ensure that the daily arrest board in the office is maintained.
9. Ensure that any arrestees needed for court are placed on the next court day's Jail List. And report all transportation trips to the Court Services Lieutenant in keeping with established procedures:
10. Ensure that the "Detainer Check List" is picked up each day from OIT and check the list of recent County arrests for any person(s) in BCDC that are wanted on any of the Sheriff's warrants or writs of body attachment. Lodge a detainer with BCDC for any arrestees identified.
11. Ensure that served warrants and writs of body attachments are cleared from the METERS and NCIC in keeping with established procedures.
12. Ensure that a wanted inquiry is conducted for each arrestee and take appropriate notifications as required.

V. Warrant Squad Deputies' Responsibilities

- A. Each day court is in session; one Deputy will be assigned to remain in the Warrant Squad office to assist the Sergeant/OIC with various administrative tasks. This deputy will also process arrestees that surrender to the Sheriff's Office, persons from BCDC that the Sheriff's Office has detainers on, and persons who are arrested by other jurisdictions.
- B. Deputies will be assigned in teams, of no less than two members, to execute the warrants and writs of body attachment that are assigned by the Sergeant/OIC.
- C. Ensure each arrestee is checked for open warrants and notify the issuing agency in keeping with established procedures.
- D. Be aware of and comply with the "On Call" and "Week-End" duty assignments.
- E. Assist with court security and prisoner transportation duties as needed.
- F. Assist Child Support Enforcement Personnel as needed.

VI. Criminal Records Clerk Supervisor's Responsibilities

- A. Ensure that all warrants and writs of body attachment received from the Baltimore County Circuit Court, Baltimore County District Court, and from outside jurisdictions are processed, recorded and securely stored in keeping with established procedures. Ensure a Warrant Sign In/Out Form # 111 is completed.

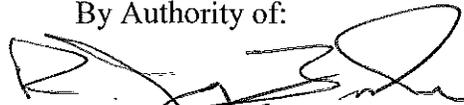
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- B.** Ensure all warrants, and writs of body attachment are entered into the applicable computer systems (METERS, NCIC, Baltimore County Warrant Inventory System and Agency files).
- C.** Ensure that all warrants and writs of body attachment received for processing are reviewed to confirm and verify that necessary information has been entered by the courts, such as: judicial officer's signature, defendant's identity and description, case number, name of complaint, etc.
- D.** Ensure the following Agency administrative information is included in the warrant and writ of body attachment records: date and time received, charge, source of the document, Baltimore County Sheriff's Office warrant control number, date the warrant or writ of body attachment was issued, and Court case number.
- E.** Ensure that all warrants and writs of body attachments are entered into the Baltimore County Warrant Inventory System in keeping with established procedures. In the interest of deputy safety, ensure to include any law enforcement alerts or background information that is indicated.
- F.** Ensure that a wanted check is made for all warrants and writs of body attachment that are processed and entered into the Baltimore County Warrant Inventory System, utilizing the Computer Check-off Wanted Person File Form #122.
- G.** In regards to District Court Civil Warrants and Circuit Court Juvenile Court Writs of body attachment; ensure a *surrender letter*, explaining how to surrender for such warrants and writs, is written and mailed to defendants wanted on District Court Civil Warrants and to the parents of respondents wanted on Circuit Court Juvenile Writs.
- H.** Ensure that all served warrants and writs of body attachment are stored and/or returned to their jurisdiction in keeping with established procedures.

Distribution

All Members

By Authority of:



R. Jay Fisher
Sheriff