



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 88	DATE February 27, 2004
SUBJECT:	WARRANT CANCELLATIONS	DISTRIBUTION A, B, D-I, D-II, E, F & H.
REFERENCE:		

POLICY

In order to avoid instances of individuals being arrested on invalid warrants, members of this Department must insure that warrants are cancelled in Law Enforcement Information Network {L.E.I.N.} and National Crime Information Center {N.C.I.C.} when arrests are made.

PURPOSE

The following guidelines will be adhered to in order to insure warrant cancellation.

PROCEDURE

1.0 BOOKING CLERK

- 1.1 When booking a prisoner, the Booking Clerk shall query L.E.I.N. to identify outstanding warrants for the individual.
- 1.2 If there are any warrants in L.E.I.N., the Booking Clerk will print the information, and shall affix his/her name and badge number on the printout, and place in the individuals file.
- 1.3 The Booking Clerk shall place any holds on the individual's booking screen; i.e., Hold for O.C.S.O., District Court Warrant, Circuit Court Warrant, F.O.C. Warrant.
- 1.4 The Booking Clerk shall send a L.E.I.N. administrative message to Communications, the Warrants Unit, and if applicable, to the Friend of the Court advising that the subject is in custody, and including the Originating Case Agency {OCA} Number.
- 1.5 The Booking Clerk shall insure that an acknowledgement is received from Communications and/or the Warrants Unit, and shall place said acknowledgement in the individuals file.

2.0 **BOOKING SUPERVISOR**

2.1 Upon being notified of an outstanding warrant on a new arrest, the Booking Supervisor shall review the booking screen to ensure the warrant has been entered.

3.0 **COMMUNICATIONS UNIT**

3.1 Upon receipt of a "Warrant Cancellation Message" from Booking, the Communications Agent shall send a L.E.I.N. administrative message to Booking acknowledging the message was received.

3.2 The Communications Agent shall cancel the warrant from L.E.I.N. and the warrant-tracking computer, indicating in the remarks and comments field the reason for cancellation. If the warrant is a Friend of the Court warrant, the F.O.C. card is to be pulled from the file, reason for cancellation noted on the card, and the L.E.I.N. cancellation attached to it. The L.E.I.N. cancellation paperwork shall be sent to the appropriate unit.

4.0 **WARRANTS UNIT**

4.1 When the Warrants Unit receives a cancellation notice from Booking during normal business hours, a message will be sent to Booking acknowledging the receipt.

4.2 Each morning the Warrants Unit Clerk shall review the L.E.I.N. and warrant-tracking computer messages received during the previous 16 hours, taking note of any warrant cancellations.

4.3 The Warrants Unit Clerk shall retrieve all documentation from the Communications Unit and match with the cancellation notices.

4.4 The Warrants Unit Clerk shall then process the warrant in the usual manner. Each warrant is handled in a different manner based on the circumstances of that warrant.



Michael J. Bouchard
Sheriff