

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

Warrant Management System and AWSS Warrant Database

Purpose

The purpose of this Training Bulletin is to familiarize department personnel with the procedures necessary to access the Warrant Management System and the searchable AWSS warrant database now available on the Intranet.

Introduction

The Warrant Management System was created as a means of managing all arrest warrants generated by investigative units of the Santa Ana Police Department. At a time when arrest warrants are increasingly being challenged in court for a lack of due diligence, this database will facilitate compliance with court mandates. By complying with due diligence requirements, we can limit court challenges of our warrants and ensure successful prosecutions. The Warrant Management System will also track updated information on wanted subjects and serve as a means to communicate the information to department personnel.

A searchable AWSS warrant database is also now available on the Intranet. Traditionally, patrol officers would contact an individual in the field and conduct a warrant check over the radio. With the searchable AWSS warrant database, officers can use a variety of search criteria to query the database to proactively search for wanted persons living in Santa Ana. The database is updated approximately once per week. The last update information can be located at the top of each search screen in the database.

The position of Warrant Administrator has been created to supervise the Warrant Management System and to coordinate efforts to serve arrest warrants. The Warrant Administrator duties shall be assigned to the Homicide Sergeant.

I. Warrant Management System

The Warrant Management System is available to department personnel through a link on the Intranet. Most of the warrants obtained by the investigative units of the department are available for review. When accessing the Warrant Management System, the homepage of the program opens up and a vertical menu of buttons is available on the left side. Select the "Query Warrants" button and the query menu page appears next. From the query page, users can select from the Predefined Search Requests column or select from any of the other available search criteria. A search word entry box can be used to search for any word or portion of a word in any record within the database. When using the query page, the most

important detail to remember is that all selected criteria *must* be true to get a result. For example, if the user selects “Offender Frequents Westend” and “Offender Fequents Southeast”, *both must be true* in order to receive a result. If you also add “Offenders with Gang Relationships”, then all three must be true.

After making a query of the system, a Warrant Query Results page will appear. Each warrant is assigned a unique Warrant Project Number when it is entered into the system. Review the results page and select a warrant by clicking on the designated Warrant Project Number. The Warrant Project can be printed out and the information used to locate, identify and arrest the wanted subject. Any efforts to serve the warrant must be communicated to the case agent and the Warrants Administrator via the e-mail link at the top of the Warrant Project page. The information you provide will become part of the due diligence record. Additionally, any requests the detective/investigator may have for the arresting officer can be found in the Case Agent section of the report.

All warrants must be verified before making an arrest. The information received from the Warrant Management System is for investigation purposes only.

II. AWSS Warrant Database

The AWSS Warrant Database contains all arrest warrants with an address in Santa Ana or where our agency is responsible for due diligence. The database is searchable using a variety of fields available in the search page. There are also a variety of links available to attempt to connect related warrants. At the top of the search page and on each result page, the last time an update to the database was made is available. Officers are also reminded to verify all warrants prior to arrest as the information changes constantly.

The view button on the far right portion of the results page presents a page containing all of the information available to assist the officer with warrant service. By selecting the print button at the top right section of the page, a report form (AWSS Warrant Information report) with a line for the case number will be printed out. After warrant service is attempted, that page must be filled out and turned into Records for distribution. Warrants assigned to Santa Ana should have the case number filled out in the appropriate location. If the warrant is not assigned to Santa Ana, the case number section should be left blank. The information in the report will be used to update the AWSS database and to comply with due diligence requirements.

When an arrest is made, the arresting officer should complete a crime/arrest report or supplemental report depending on who the originating police agency is. In addition, the AWSS Warrant Information report should also be completed and submitted to records. The report will be forwarded to the appropriate law enforcement agency by the Warrant Administrator.

Summary

The information provided in both of these systems must be verified through AWSS or WPS before arresting the wanted person. Once service is attempted, the necessary notification should be made. The notification is either with an AWSS Warrant Information Report if the

warrant was in the AWSS Warrant Database or an e-mail to the Warrant Administrator if the warrant was in the Warrant Management System. Officers arresting a subject for a Santa Ana Police Department warrant found in the AWSS Warrant Database should check the Warrant Management System to determine if the warrant is in that system also. Special attention should be paid to the Case Agent Section to determine if the detective/investigator requested notification of the arrest.

Acknowledgment:

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