

GENERAL ORDER, RECORDS AND COMMUNICATIONS, NUMBER 7
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Arrest Warrants

B. PURPOSE:

To establish and maintain guidelines for the processing and service of all arrest warrants received by the Department.

This General Order is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven, can only form the basis of a complaint by this Department, and then only, in a non-judicial, administrative setting.

C. POLICY:

To accomplish the above purpose it is the policy of the Department that the following procedure shall be instituted and adhered to by all Department employees except when expressly authorized by the Chief of Police.

D. PROCEDURE:

1. Definitions

- a. Arrest Warrant – an order of the Court to take a person into custody for a public offense. (Throughout this General Order, Arrest Warrant shall be referred to as a warrant, and the meaning shall remain the same.)
- b. Local Warrant – a warrant issued by the Black Hawk County Court System and caused by action of the Department or by a department within the City Government.
- c. Outside Warrant – a warrant issued by any court and caused by a criminal justice agency other than the Department.

2. Processing Warrants

- a. The Waterloo Police Department, Cedar Falls Police Department, Evansdale Police Department and the Black Hawk County Sheriff's Office all participate in the Criminal Justice Information System (CJIS). Black Hawk Consolidated Dispatch personnel enter the warrant information into the shared CJIS computer Wants/Warrants module. This system permits each CJIS agency to inquire on active Black Hawk County warrants. Black Hawk Consolidated Dispatch personnel also enter the warrant information into the I.O.W.A. and N.C.I.C. systems.
 - b. Inquiry to the shared CJIS warrants file may be by:
 - 1. Name
 - 2. Warrant Number
 - 3. Date Issued
 - 4. License
3. Upon serving a warrant, the arresting officer shall perform one of two actions:
- a. If the warrant is from an outside Agency, the officer shall initiate a Wanted Outside Incident Report stating the facts of the warrant arrest. The officer should also inform Black Hawk Consolidated Dispatch Center personnel that the warrant has been served.
 - b. If the warrant is a local warrant, the officer shall do an Investigative Report closing the original case and stating the fact that the warrant was served. The officer should also inform Black Hawk Consolidated Dispatch Center personnel that the warrant has been served.
4. Service of Warrants
- a. The Department shall authorize and guarantee the return of defendants held on local arrest warrants according to the following schedule:
 - 1. Simple misdemeanor warrants, countywide return (Black Hawk County).
 - 2. Serious and aggravated misdemeanor warrants statewide return (Iowa).

5. Certified Copy of Warrant

- a. When it is necessary to send a certified copy of a local warrant to another agency, the following procedure shall be followed:
 1. The employee requesting the sending of the certified copy of the warrant shall notify the Consolidated Dispatch Center Supervisor in writing and shall supply the necessary mailing instructions.

BY ORDER OF:

Thomas J. Jennings
Chief of Police