



# Warrant Processing Station Manual

# Table of Contents

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Daily Processes.....	3
Processing Warrants .....	4
Traffic Warrants .....	6
AWS Warrant Entry .....	7
Adding/Deleting A.K.A's.....	9
Adding/Deleting Date of Birth (DOB).....	10
Adding/Deleting Operator License Number (OLN).....	11
Adding/Deleting Social Security Numbers (SSN) .....	11
RIMS Warrant Entry .....	12
Wanted Persons System (WPS).....	16
WPS Entry .....	16
Name Tab .....	17
Numeric Identifier Tab.....	18
Aliases / SMT's Tab.....	19
Miscellaneous Tab.....	20
WPS Offense Codes .....	21
Required Entry Information .....	22
WPS Cancel.....	23
Verifying a Warrant.....	25
Placing a Hold .....	27
Cancel A Hold.....	27
Transportation .....	27
Warrant Status Changes .....	28
Status Change Teletypes.....	28
Changing the Status.....	28
Recalls .....	29
Status Updates from Court .....	29
Recall List from Court.....	30
MAID Messages (manual recalls from court).....	30
RIMS Update of Arrest.....	31

Warrant of Arrest – Outside Arrest .....	31
Bench Warrant – Outside Arrest .....	31
Warrant of Arrest – RCPD Arrest .....	31
Bench Warrant – RCPD Arrest .....	31
AWS Warrants Assigned to RCPD .....	32
Attempt Service Requests (Agencies not in AWS).....	33
Returned Attempt Service Requests from Officer.....	33
AWS Due Diligence (DILIG) .....	33
Attempt Method .....	34
Attempt Results .....	34
Relationship Type.....	35
DOJ NCIC Validation .....	36
DOJ Wanted Persons Purge.....	37
Bail .....	39
Bail Transmittal.....	39
Bail Receipt .....	40
Contacts .....	42
Inmate Locator Websites.....	43
Judge Codes.....	45
Warrants Quick Guide.....	48
Sample Warrants .....	51
Warrant of Arrest.....	51
Bench Warrant.....	52
Traffic – Full Sheet.....	<b>Error! Bookmark not defined.</b>
Traffic – Half Sheet.....	54
Attempt Service Control Form .....	55
Warrant Service Letter .....	56
CJIS Update Form .....	57
Manual Updates.....	58



## Processing Warrants

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1. Warrants are received each working day from the court officer.
2. Upon receipt of warrants, check each and make sure the following are present:
  - a. Court Seal, Authorized Signature (for judge), Date, Assigned to 4113

The image shows a sample warrant form with several fields. A circular court seal is on the left. The form contains the following text: "ELLIS, H. JAMES" above "JUDGE". Below that is "JOHN C. FITTON, COURT EXECUTIVE OFFICER/CLERK". To the right, the date "2/21/08" is handwritten above the "DATE" label. Below the judge's name, there is a signature "S. Boeck" above the "DEPUTY" label. At the bottom, there are two lines for "RESPONSIBLE LAW ENFORCEMENT AGENCY RC" and "LAW ENFORCEMENT AGENCY FILING COMPLAINT RC". On the left side, there are two lines for "AGENCY ORI NO 04113". Arrows point from the text in the list above to the seal, the judge's name, the date, and the signature.

3. If any of the above mentioned items are missing, put a post-it note with reason for return and put in the court officer's tray. The warrant will be sent to court for correction and returned. Usually within one or two working days.
4. Date stamp each warrant as received.
5. Run the Active Responsible Agency List
  - a. In CLETS, using free form, type LEWM\RESP\A and press send.
  - b. Type LEWM/PRINT/4113 to get hard copy of list
6. Verify that all warrants listed have been received.
  - a. For warrants received but not listed, put the warrant in the pending tray to be processed when it appears on the list. Put a post-it on the warrant – “not on list and the date”
  - b. If a warrant on the list has not been received highlight the warrant. Put the list in the pending tray and note “Not rec'd as of *date*.” Process the warrant when it is received. Usually the warrant comes in the next day.
7. Get additional case/warrant info from RIMS person file
  - a. CASE # / FBI# / CII# / DL# & expiration date / SSN# / SMT / Alias
  - b. Write additional info on warrant
8. Update the warrant entry in AWS by using the MCHGS mask in CLETS.
  - a. Update FBI#, CII#, and CASE#
9. Enter the warrant in RIMS (see RIMS Warrant Entry section)
10. If the warrant is a misdemeanor or felony AND bail is either NO BAIL or over \$7,500; enter the warrant into WPS (see the Wanted Persons System section)
11. Print list of active Redwood City warrants for patrol from RIMS
  - a. Click- Other / Search / Warrants / Load a Search / All Users / RCPD Active Warrants

- b. Modify the date for past 3 months and then click Search
- c. Click – Print / Custom / Fit to Page Width / Print Dialog Output / Number of Copies - 10
- d. Print 10 copies and put in yellow RC Active folder in briefing room

12. Put warrants out for service

- a. If the residence is outside RCPD Jurisdiction, and
  - i. Bail amount is \$7,500 or more – send teletype to agency of residence using CLETS mask WANT6
  - ii. Bail amount is \$7,500 or more but has PO Box address – Send letter to suspect
  - iii. Bail amount is less than \$7,500 – send letter to suspect
- b. If RCPD resident, and
  - i. Bail is \$1,000 or more – will appear on patrol list
  - ii. Bail is less than \$1,000 or infraction warrant – Send letter to suspect

13. Make warrant envelopes and file: warrant, WPS entry (if entered), Attempt service teletype (if sent)

Last Name, First	DOB
Warrant #	
○	
WPS	
\$amount	

## Traffic Warrants

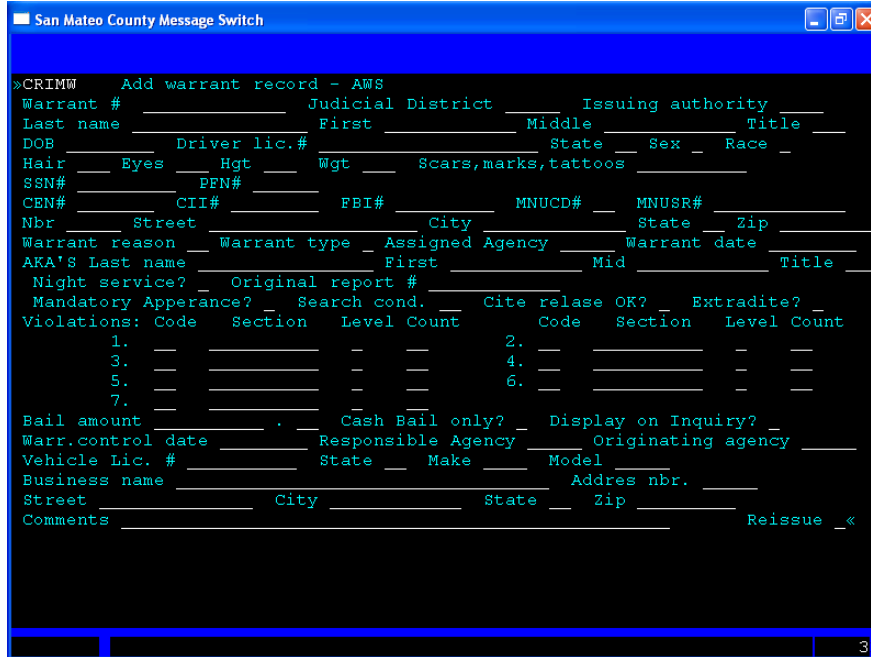
---

Note: We have not received traffic warrants for a very long time – Court now sends these to a collection agency. IF we receive any traffic warrants – they are to be processed as follows:

1. Upon receipt of warrants, check each and make sure the following are present:
  - a. Court Seal, Authorized Signature (for judge), Date, Assigned to 4113
2. If any of the above mentioned items are missing, put a post-it not with reason for return and put in the court officer's tray. The warrant will be sent to court for correction and returned. Usually within one or two working days.
3. Date stamp each warrant as received.
4. Get additional case/warrant info from RIMS person file
  - a. CASE # / FBI# / CII# / DL# & expiration date / SSN# / SMT / Alias
  - b. Write additional info on warrant
5. Enter the warrants in AWS by using the CRIMW mask in CLETS. (see AWS Warrant entry section)
6. Enter the warrant in RIMS (see RIMS Warrant Entry section)
7. If the warrant is a misdemeanor or felony AND bail is either NO BAIL or over \$7,500; enter the warrant into WPS (see the Wanted Persons System section)
8. Put warrants out for service
  - a. If the residence is outside RCPD Jurisdiction, and
    - i. Bail amount is \$7,500 or more – send teletype to agency of residence using CLETS mask WANT6
    - ii. Bail amount is \$7,500 or more but has PO Box address – Send letter to suspect
    - iii. Bail amount is less than \$7,500 – send letter to suspect
  - b. If RCPD resident, and
    - i. Bail is \$1,000 or more – will appear on patrol list
    - ii. Bail is less than \$1,000 or infraction warrant – Send letter to suspect
9. Make warrant envelopes and file: warrant, WPS entry (if entered), Attempt service teletype (if sent)

# AWS Warrant Entry

1. This is for Traffic Warrants or any warrant that has not been entered by the court
2. In CLETS, type CRIMW to open the mask for adding warrant records to AWS

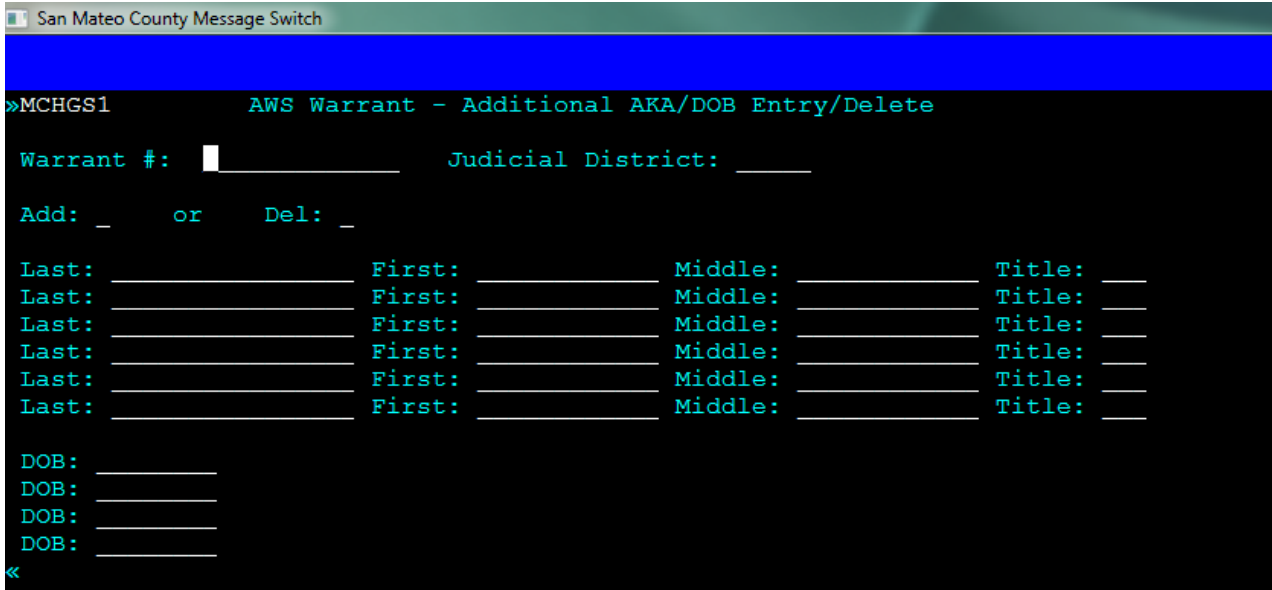


- Warrant # = court case number on warrant w/o parenthesis
- Judicial District = 41470 (Southern Muni / Traffic) – SM# and ST#  
= 41100 (Superior Court) – SC#
- Issuing Authority = Judge’s Code (if not in book, call Criminal Court for new Judge code and add to list, if none use ZZZZ)
- Enter Persons info - including SSN number if available  
- If PO Box: skip Nbr and enter all info in Street  
- If Transient, put unk under Street  
- Apt number in with the Street
- AKA, if available
- Warrant Reason = BW (Bench Warrant)  
= OR (Original Warrant / Warrant of Arrest)
- Warrant Type = F (Felony) / M (Misdemeanor) / I (Infraction)
- Assigned Agency = Agency of Residence from codes (if not in AWS, assign to 4113)
- Warrant Date = Date Issued
- Night Service = Y if marked and signed by Judge
- Original Report # = RCPD case number or citation number
- Mandatory Appearance = Y if marked on warrant
- Violations = Code (VC, BP, PC, HS, etc)  
= Section (code number, ex 14601.1(A) or 12500)  
= Level (F, M, I)  
= Count (if 1, leave blank; enter # if greater than 1)

- Bail Amount = No \$ sign, or commas. If no bail, type: 0 tab 00
- Resp and Orig Agency = 4113
- Comments = If Bench Warrant - Reason For warrant (ex. FTA 05-23-09)  
= If charge is muni code, describe offense

## Adding/Deleting A.K.A's

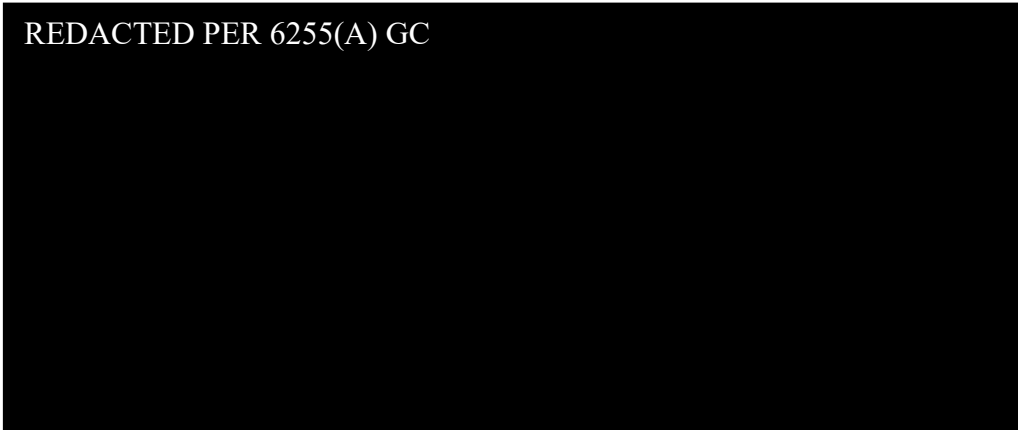
To add/delete date of birth or AKA's in AWS use the CLETS mask: MCHGS1



Enter Warrant # as it appears on the warrant  
Enter Judicial District: 41100

If Adding information, place an "x" in "Add"  
If Deleting information, place an "x" in "Delete"

Adding AKA'S: Last, First, Middle  
Click Enter



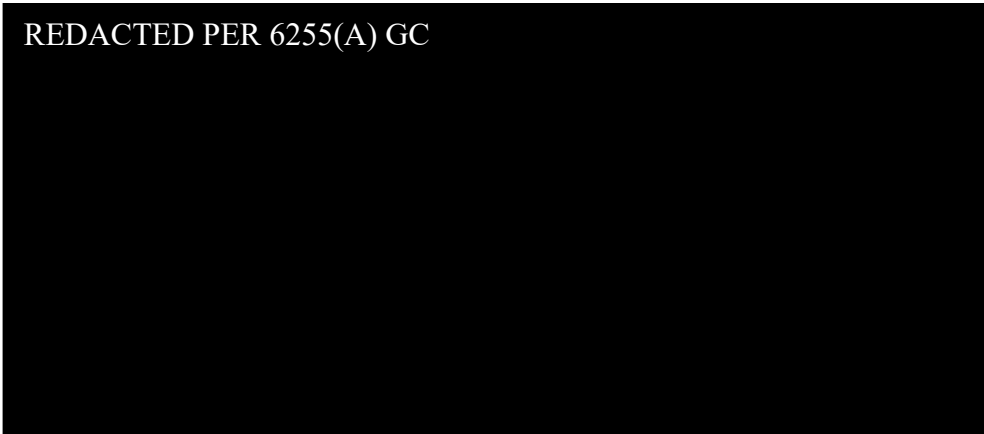
CLETS message confirming addition of AKA

## Adding/Deleting Date of Birth (DOB)

DOB: month (xx) day (xx) year (xxxx)     *example: 04111975*

Click Enter

```
San Mateo County Message Switch
>>MCHGS1      AWS Warrant - Additional AKA/DOB Entry/Delete
Warrant #: 16SM006475A__   Judicial District: 41100
Add: X   or   Del: _
Last: _____   First: _____   Middle: _____   Title: _____
Last: _____   First: _____   Middle: _____   Title: _____
Last: _____   First: _____   Middle: _____   Title: _____
Last: _____   First: _____   Middle: _____   Title: _____
Last: _____   First: _____   Middle: _____   Title: _____
Last: _____   First: _____   Middle: _____   Title: _____
DOB: 04111975
DOB: 
DOB: _____
DOB: _____
<<
```



CLETS message confirming addition of DOB

## Adding/Deleting Operator License Number (OLN)

The following commands are entered into CLETS as indicated below:

### DELETE OLN

LEWE\UPEXT\WXNUM=NM341625A\JDSTC=41100\UPOLN=DEL\OLN=F1510249\OLS=CA

*Example:*

LEWE\UPEXT\WXNUM=**16SF001324A**\JDSTC=**41100**\UPOLN=DEL\OLN=**F1510249**\OLS=**CA**

### ADD OLN

LEWE\UPEXT\WXNUM=NM341625A\JDSTC=41100\UPOLN=ADD\OLN=F1510249\OLS=CA

*Example:*

LEWE\UPEXT\WXNUM=**16SF001324A**\JDSTC=**41100**\UPOLN=ADD\OLN=**F1510249**\OLS=**CA**

## Adding/Deleting Social Security Numbers (SSN)

The following commands are entered into CLETS as indicated below:

### DELETE SSN

LEWE\UPEXT\WXNUM=NM341625A\JDSTC=41100\UPSSN=DELETE\SSN=555126666

*Example:*

LEWE\UPEXT\WXNUM=**NM341625A**\JDSTC=**41100**\UPSSN=DELETE\SSN=**555126666**

### ADD SSN

LEWE\UPEXT\WXNUM=NM341625A\JDSTC=41100\UPSSN=ADD\SSN=555126666

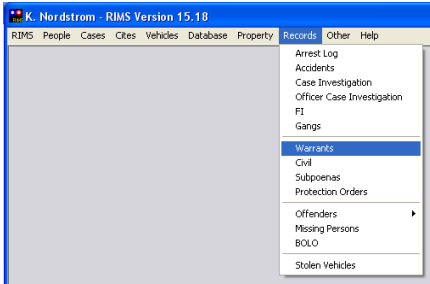
*Example:*

LEWE\UPEXT\WXNUM=**NM341625A**\JDSTC=**41100**\UPSSN=ADD\SSN=**555126666**

# RIMS Warrant Entry

---

1. Select Warrants from the Records Menu



2. Type in the name (Lastname, First) and the warrant number, then click Add.

REDACTED PER 6255(A) GC

3. Select the person that matches the warrant.

REDACTED PER 6255(A) GC

4. Verify person information is accurate and up to date both in RIMS and on the Warrant

REDACTED PER 6255(A) GC

5. Enter the warrant information into the Warrant Screen.

REDACTED PER 6255(A) GC

### Warrant Info Section

- Name Auto filled
- **Warr Name** Name on wrnt if different from RIMS record
- Warr # Auto filled
- Date date warrant was issued
- Type Bench or Arrest
- Status Active or Closed (active when new warrant)
- Fel/Mis Select Type of warrant from drop down menu
- Reason Select Failure to Appear or Prob Violation
- Court Muni / Superior / Traffic

- Judge Judge's name on warrant (**first & last**)
- Case # with dashes
- Cite no dash
- Ref # **Redwood City Police Department**
- Night Svc Check if judge signed for night service
- Charges Type in Offense code, tab to description – explain charge
- Bail no \$ or comma
- No Bail Wrnt Check “No Bail Warrant” and enter “0” in bail amount
- Check appropriate boxes according to warrant: ie: Mandatory Appearance, Is to be Admitted to Bail, etc

Personal Info Section      Auto fills

If warrant is entered in WPS – type in FCN number on Page 2 of warrant screen under “Other”

REDACTED PER 6255(A) GC

***Attempt Service Tab***

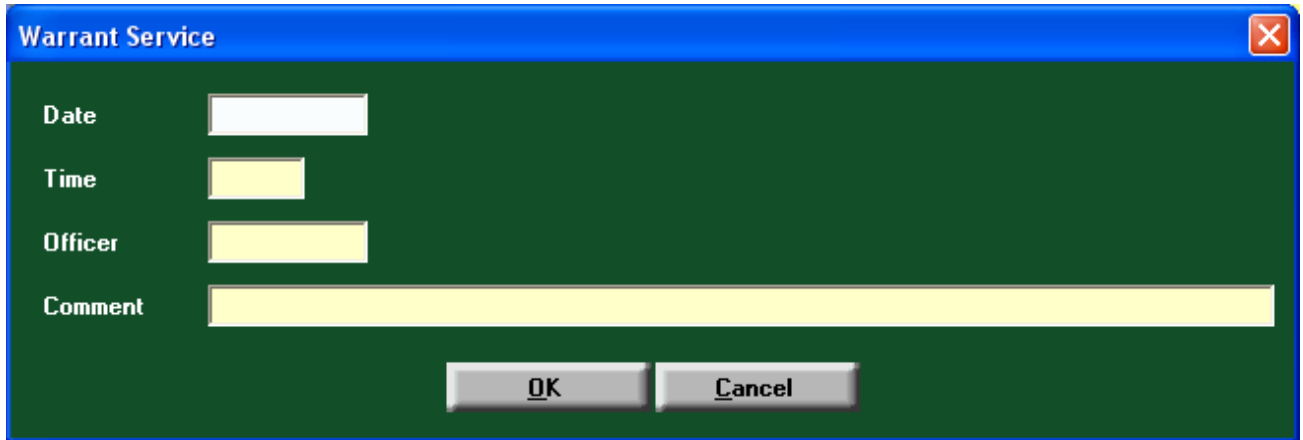
**NOTE: Detailed due diligence notes in the Attempted Service section is very important in case you are called to testify in court.**

**Updating Attempt Service in RIMS**

1. Click on the Attempt Service button

REDACTED PER 6255(A) GC

2. Fill in the Warrant Service form that opens



- Date                      Date of attempt (MMDDYYYY)
- Time                      using 24hr clock
- Officer                    badge number
- Comments                the service attempt made

Comment examples:

1. Rec'd Hard Copy / Entered in WPS
2. Letter to subject – *address*
3. On Patrol list – *address*
4. TT to *agency* for service – *address*
5. Service attempted/subject not home
6. Subject arrested by Off. Smith – R10-00-0000

**Any information received on a wanted subject shall be updated in the warrant file (attempt service tab) in RIMS.** This may include, but not limited to:

1. Phone Conversations
2. Returned Mail
3. Teletypes from other agencies
4. If the subject is arrested, change the Warrant Status from active to closed.

REDACTED PER 6255(A) GC

After all entries and updates are completed, scan all documents and enter under Attachments Tab.

## Wanted Persons System (WPS)

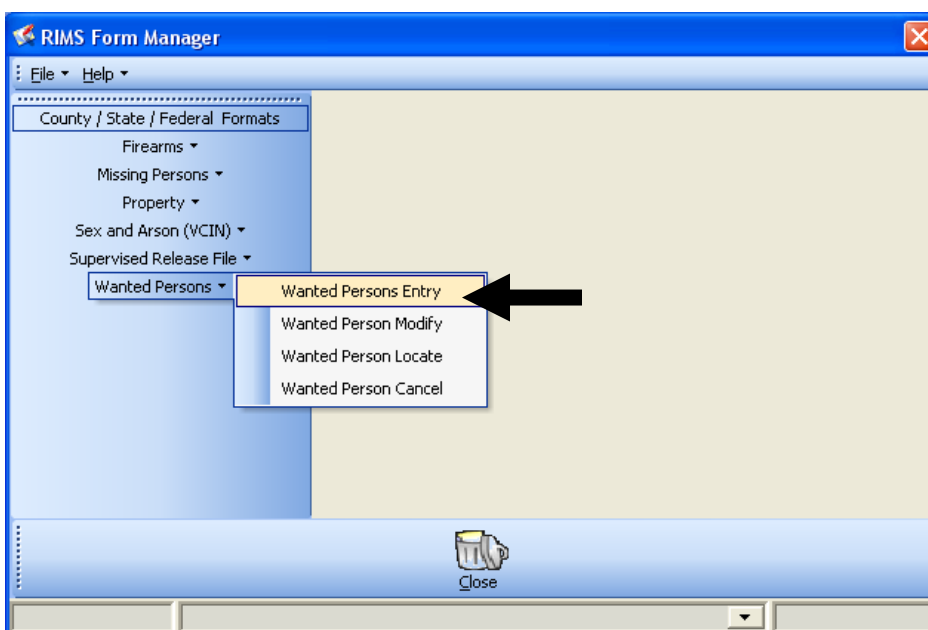
---

### WPS Entry

1. In RIMS press F9 to open the CLETS screen
2. Select RIMS Form Manager



3. Select Wanted Persons Entry from the Wanted Persons drop down menu



4. Fill out the Wanted Persons Entry form and tabs

**Name Tab**

- Requesting Unit                                      your unit id (ex Y11)
- Case Number    with dashes (no cite #s)
- Name    Last, First Middle (name on warrant)
- Sex    M or F
- DOB    MM/DD/YYYY
- Ethnicity    select applicable from drop down
- Eye Color    as listed on warrant
- Hair Color    as listed on warrant
- Height    FII (F-feet / I-inches)
- Weight    example: 150
- Skin tone:    SKIP
- Extradition Limitations                                      If a felony warrant – Extradition will be “1”
- Place of Birth    SKIP
- Fingerprint Classification                                      SKIP
- Additional Date of Births                                      SKIP

**\*\*\* NOTE \*\*\***

**Only 1 felony warrant can be entered in WPS at any given time – if subject has more than 1 felony warrant, make notation in misc field “Be advised subject has more than 1 felony warrant, indicate warrant number and bail amount”**

The warrant with the largest bail amount should be entered in WPS if more than 1 felony warrant is active.

## Numeric Identifier Tab

The screenshot shows a software window titled "Wanted Persons Entry" with a "Numeric Identifiers" tab selected. The form contains several input fields and dropdown menus. At the top, there are fields for "Requesting Unit" and "Case Number". Below that, a tabbed interface shows "Numeric Identifiers" as the active tab, with other tabs including "Name", "Aliases / SMTs", "Miscellaneous", "Vehicle 1", "Vehicle 2", "Caution", "False Names", and "False Info". The main form area includes fields for "License Number (OLN)", "License State (OLS)" (a dropdown menu), and "License Year (OLY)". Below these are fields for "FBI Number (FBI)" and "CII Number (CII)". There are three rows of "Miscellaneous Numbers (MINU)", each with three dropdown menus. The "Social Security Numbers (SOC)" section consists of two rows of five input fields each. A "Required Entry Information" section at the bottom contains fields for "Entry Code (ENT)", "Offense Code (OFF)", "Warrant Number (WAR)", "Type of Warrant (TOW)", "Bail Amount (BAL)", "Date of Warrant (DOW)" (with a date picker), and "Agency Case Number (OCA)". At the very bottom of the window are four buttons: "Send", "Cancel", "Form Help", and "View Send String".

- License Number Driver's License Number
- License State from pull down
- License Year Expiration Year
- FBI Number from warrant
- CII Number from warrant - no "alpha characters" – just numbers
- Miscellaneous Numbers not for "x" numbers
- Social Security Numbers no dashes

## Aliases / SMT's Tab

Wanted Persons Entry

Requesting Unit:  Case Number:

Name | Numeric Identifiers | Aliases / SMTs | Miscellaneous | Vehicle 1 | Vehicle 2 | Caution | False Names | False Info

Alias Names (AKA):

Scars, Marks, Tattoos (SMT):

Required Entry Information

Entry Code (ENT):  Offense Code (OFF):

Warrant Number (WAR):  Type of Warrant (TOW):  Bail Amount (BAL):

Date of Warrant (DOW):  Agency Case Number (OCA):

- Alias Names last name, first name (from warrant)
- Scars, Marks, Tattoos from drop down menu

**MONIKERS** = NAME, \* Example (SLIM, \*)

## Miscellaneous Tab

Wanted Persons Entry

Requesting Unit:  Case Number:

Name | Numeric Identifiers | Aliases / SMTs | **Miscellaneous** | Vehicle 1 | Vehicle 2 | Caution | False Names | False Info

Reference (REF):  Court ORI (CTI):   Notify Originating Agency (NOA)

Linkage Case Number (LKA):  Linkage Case Agency ORI (LKI):

Original Offense Code (OOC):

Miscellaneous Information (MIS):

Required Entry Information

Entry Code (ENT):  Offense Code (OFF):

Warrant Number (WAR):  Type of Warrant (TOW):  Bail Amount (BAL):

Date of Warrant (DOW):  Agency Case Number (OCA):

Send Cancel Form Help View Send String

- Reference SKIP
- Court ORI SKIP
- Notify Originating Agency SKIP
- Linkage Case Number SKIP
- Linkage Case Agency ORI SKIP
- Original Offense Code (OCC) The original charge code – see WPS Manual
- Miscellaneous Information Description of why warrant issued / description  
Ex: FTA FOR MISD ARRAIGNMENT ON MMDDYY  
POSSESS CONTROLLED SUBSTANCE

### Skip the following Tabs

- Vehicle 1
- Vehicle 2
- Caution
- False Names
- False Info

## WPS Offense Codes

3.16.8 WPS OFFENSE CODES					
Offense Code	Literal Translation	PD Offense Codes	Offense Code	Literal Translation	PD Offense Codes
0101	Treason		4199	Liquor	
0103	Espionage		4899	Obstruct Police	148, 69
0104	Sabotage		** 4999	Flight-Escape	
0105	Sedition		** 5001	Bail	
0106	Selective Service		5003	Perjury	
* 0199	Sovereignty		* 5005	Contempt of Court	
* 0201	Military Desertion		5006	Obstruction of Justice	
* 0299	Military		5007	Obstruction of Court	
0301	Illegal Entry		5008	Misconduct /Officer	
0302	False Citizenship		5009	Contempt of Congress	
0303	Smuggle Aliens		5010	Contempt of Legislature	
* 0399	Immigration		** 5011	Parole Violation	
0999	Homicide		** 5012	Probation Violation	
1099	Kidnap	207	** 5013	Conditional Release Violation	
1199	Sex Assault	261 / 289	** 5014	Mandatory Release Violation	
1299	Robbery	212	** 5015	Failure to Appear	
1399	Assault	243 / 187	* 5099	Obstruct / General	
1499	Abortion		5199	Bribery	
2099	Arson		5299	Weapon / Explosives	417
2199	Extortion		5399	Public Peace	415
2299	Burglary	459	5499	Traffic	23152 / 14601 / 20002
2399	Larceny	488 / 487	3599	Health / Safety	11364 / 11550
2499	Stolen Vehicle		5699	Civil Rights	
2599	Forgery		5799	Invasion / Privacy	602
2699	Fraud	530, 529	5899	Smuggling	
2799	Embezzlement		5999	Election Laws	
2899	Stolen Property		6099	Antitrust	
2999	Damage Property	594	6199	Tax Revenue	
3599	Dangerous Drugs		6299	Conservation	
3699	Sex Offense	290 / 647b	* 7099	Crimes vs Person	
3799	Obscenity		* 7199	Property Crimes	
3899	Family Offense	273	* 7299	Morals / Decency	314
3999	Gambling		* 7399	Public Order Crime	
4099	Commercialized Sex				

\* Requires a free text explanation. See section 3.16.6 for further information

\*\* Requires an OOC and OFF. See section 3.16.7 for further information

**Felony Warrants - Entry Code = 2 (CA + NCIC)**

**Extradition Limitations = 1 (Full Extradition)**

**Required Entry Information (Section below in blue)**

Requesting Unit:  Case Number:

Name | Numeric Identifiers | Aliases / SMTs | Miscellaneous | Vehicle 1 | Vehicle 2 | Caution | False Names | False Info

Name (NAM):  Sex:  DOB:   Temporary Record

Ethnicity (RAC):  Eye Color (EYE):  Hair Color (HAI):   Ramey Warrant

Height (HGT):  Weight (WGT):  Skin Tone:  Extradition Limitations (EXL):

Place of Birth (POB):

Finger Print Classification (FPC):

Additional Date of Births (ADB):

Required Entry Information

Entry Code (ENT):  Offense Code (OFF):

Warrant Number (WAR):  Type of Warrant (TOW):  Bail Amount (BAL):

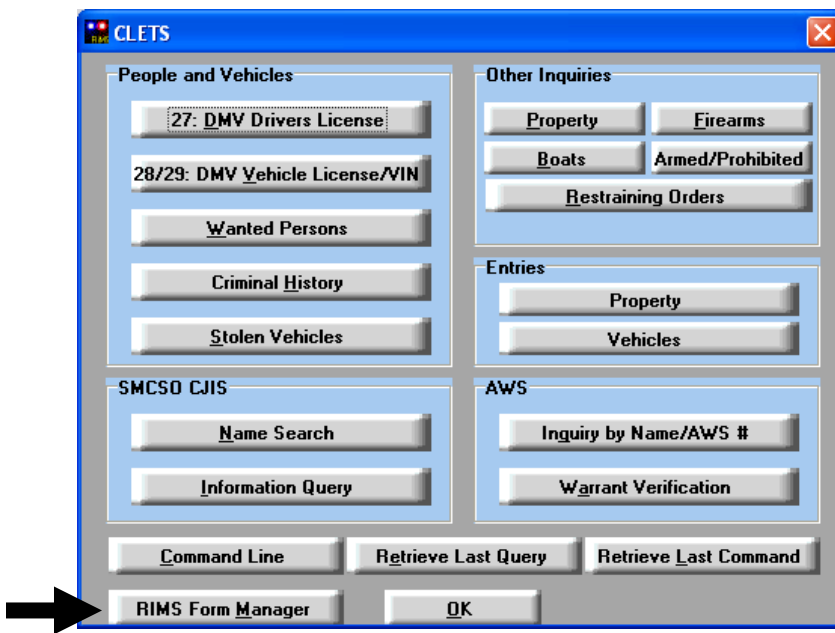
Date of Warrant (DOW):  Agency Case Number (OCA):

- Entry Code  
1 – CA Only for Misdemeanor Warrants  
2 – CA and NCIC for Felony Warrants
- Offense Code  
See WPS Manual
- Warrant Number  
as entered in CLETS
- Type of Warrant  
F – Felony  
M - Misdemeanor
- Bail Amount  
No \$  
Must have comma  
If no bail enter NO BAIL
- Date of Warrant  
Date warrant issued
- Agency Case Number  
RCPD Case or Cite number (no dashes)

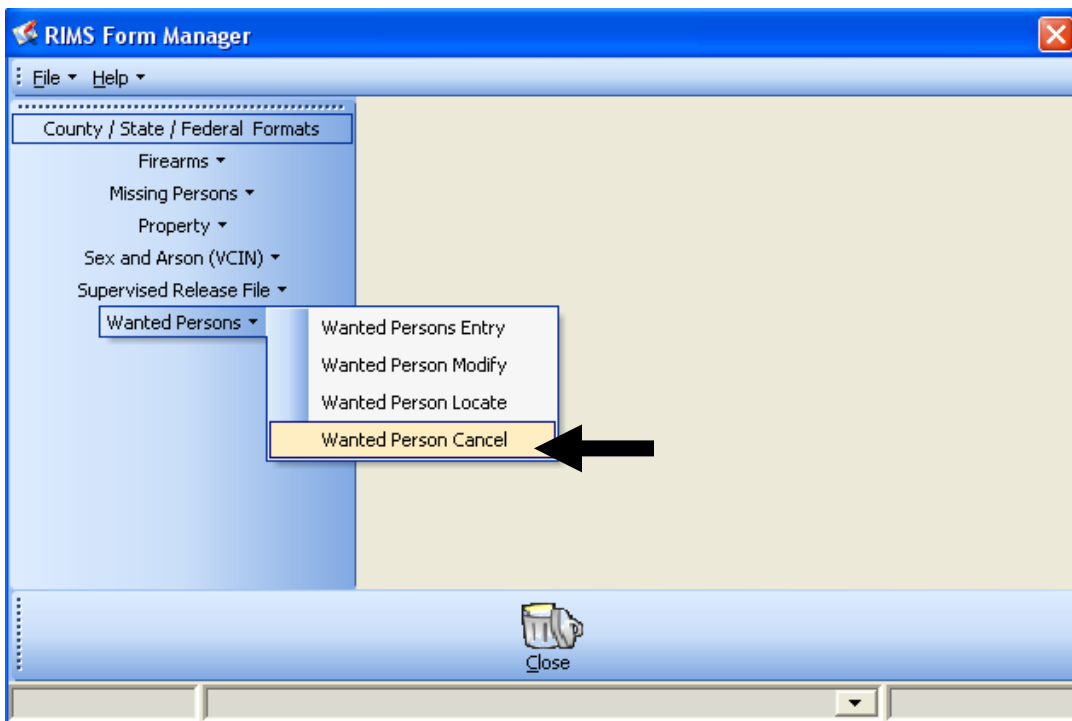
## WPS Cancel

---

1. In RIMS press F9 to open the CLETS screen
2. Select RIMS Form Manager



3. Select Wanted Persons Cancel from the Wanted Persons drop down menu



4. Fill out the Wanted Person Cancel form and click send

- |                          |                                       |
|--------------------------|---------------------------------------|
| • Requesting Unit        | Your unit ID number                   |
| • Case Number            | not required (with dashes if entered) |
| • FCN                    | FCN number from WPS entry             |
| • Name                   | as entered in WPS entry               |
| • Date of Cancellation   | date you are cancelling               |
| • Additional Information | Skip this section                     |

## Verifying a Warrant

---

Run the person using PERSON mask in CLETs

1. Look for the AWS inquiry list and obtain the stack ID and sequence # for the warrant

REDACTED PER 6255(A) GC

C = stack-id  
1 = record sequence number

2. The free form format to verify is:  
LEWX\VERFY\stack id\record sequence number\destination-1,-2,-3\verify comments  
To verify the above warrant: **LEWX\VERFY\C\1\41JL,4116\PLS UPDATE**
3. Print out the verification sent page
  - a. Change warrant in RIMS from Active to Closed
  - b. Remove WPS entry (if entered)
  - c. Update Attempted Service in RIMS
  - d. Scan and file with warrant in inactive drawer until recalled by the court
4. If the agency is **not** in the AWS system you will have to use the mask WANT6 in CLETS

```

San Mateo County Message Switch
»WANT6 Warrant Abstract
Requesting Agency MNE: [ ] MSG Number: [ ] Date/Time: [ ]
Agency: [ ]
Attention: [ ]

Name: [ ]
DOB: [ ]
Description: [ ]
Address: [ ]

Warrant Number: [ ] Type: [ ]
Bail: [ ] Date of Issue: [ ]
Judge: [ ] Court: [ ]
Violation(s): [ ]

( ) Nite Service ( ) Mandatory Appearance ( ) Bail may be forfeited
( ) Subject in your custody, please place hold and advise dispo
( ) Subject NOT in custody, please attempt service

Additional information: [ ]
[ ]
[ ]
Refer: [ ] Agency: [ ]

```

- Requesting Agency MNE: Mnemonic of the agency requesting verification
- MSG Number 01 (if first time sending)
- Date/Time: Date and time you are sending abstract
- Agency: Name of the agency requesting verification
- Attention: Name of requestor or HWD DESK / PLACE HOLD
- Name Name of wanted subject
- DOB MM/DD/YYYY
- Description Race/Sex/Adult (WMA) HGT/WGT HAIR/EYES
- Warrant Number Number on warrant
- Type Misd or Felony / Warrant of arrest or Bench warrant  
Ex: MISD BENCH WARRANT
- Bail with \$ and comma
- Date of Issue date warrant issued
- Judge issuing judge name
- Court usually SOUTHERN MUNI CRT / 400 COUNTY CTR
- Violation(s) Can use codes, ex PC 488
- Check boxes Mandatory Appearance (if on warrant)  
Always mark "Subject in your custody..." when verifying
- Additional information "PLEASE VERIFY RECIEPT OF TT VIA MNE"RCY0"  
AND NOTIFY US VIA "RCY0" AND "SOSO" WHEN SUBJ IS  
READY FOR PICK UP – THANK YOU!"
- Refer name/WRNTS 650-780-7100 MNE"RCY0"
- Agency REDWOOD CITY POLICE DEP

## **Placing a Hold**

---

Sometimes a subject is already in custody but not on our warrant. In this case you will have to do the following:

1. Call the jail where the subject is in custody to confirm they are still there and not yet on our warrant.
2. Get the name/number of the person you are speaking to and the booking number of the subject. Confirm with the jail what mnemonic you need to send a hold request to.
3. Send a teletype request using the mask WANT6 (see verifying a warrant for agency out of AWS)

REDACTED PER 6255(A) GC

## **Cancel A Hold**

---

To cancel a hold you will use the ADMIN1 mask  
(Sample printout)

REDACTED PER 6255(A) PC

## **Transportation**

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1. When you receive a teletype request for Pick-up send a teletype to the Sheriff's Office Transportation Unit at "SOS0". Print out a copy.
2. After you send the teletype, fax a copy of the warrant, the teletype from the jail requesting pick up and the teletype you sent to the Sheriff's Office to the Transportation unit (599-7496) attn: Betty.
3. If we are unable to transport, teletype the agency holding our warrant and request for our warrants hold to be dropped.

4. Update Attempted Service in RIMS. (3 separate entries)
  - a. REC'D PICK UP REQUEST TT FROM *agency* – LAST DAY FOR P/UP *date*
  - b. TT PICK UP REQ TO S/O TRANSPORTATION
  - c. FAX P/UP REQ AND TTs TO S/O TRANSPORTATION

## Warrant Status Changes

---

### Status Change Teletypes

1. Verify that 4113 is the RESP agency, if not discard.
2. If status change is to RECALLED (see section on recalls)
3. If status change is from ACTIVE to any status other than RECALLED
  - a. Remove the warrant from the active drawer
  - b. Update warrant in RIMS from active to closed
  - c. If our agency arrest, add attempted service with date/time of arrest, badge number of officer that made the arrest, and in comments: SERVED / *case number*
  - d. If other agency arrest, add attempted service with date/time of status change, your badge number, and in comments: VERIFIED TO *agency*
  - e. Update RIMS page 1 of the case that generated the warrant (see RIMS Update of Arrest section)

### Changing the Status

To change the status of a warrant in AWS, use the M3066 mask in CLETS

```

San Mateo County Message Switch
»M3066   Change warrant status - AWS

Warrant # _____ New status _ Judicial District _____
Officer Badge _____ Comments _____
Court department ___ Date (MMDDYY) _____ Time (HHMM) _____

Code   Status
----   -
A - Arrested
B - Booked
C - Cite/Released (Court dept, Date, Time required)
F - Field Cite (Court dept, Date, Time required)
N - New Warrant
P - Posted Bail (Court, Date, Time required if mandatory appearance)
R - Recalled
V - Voided
X - Reactivated«
  
```

- Warrant # as entered in AWS
- New Status For arrested, use “A” status, Only booking agencies use “B”. For cite-outs use “F” status. Jail uses “C”. For posted bail use “P”. NOTE: Status C, F, and P require a court dept, court date and time to update in AWS. When you void “V” a warrant, put the reason in the comments field.
- Judicial District 41470 (for southern muni court)  
41100 (for superior)
- Officer Badge - if changing to A and subject arrested by RCPD, put the arresting officer’s badge # / otherwise put your badge #
- Comments - reason for status change
- Court department 41 (for our courts)
- Date/Time Date/time of court appearance

## Recalls

---

### Status Updates from Court

1. Retrieve warrant from inactive drawer. If the status change is ACTIVE to RECALLED the warrant will still be in the active drawer.
2. Stamp the original warrant with the RECALLED stamp and write the date warrant was recalled
3. If entered in WPS, make sure it has been removed
4. Verify in RIMS that all teletypes and notes are entered in the Attempted Service section of the warrant and the status has been changed to CLOSED
5. If the warrant is being sent back the same day as the date of recall, enter the return information in the attempted service section of the warrant file in RIMS with the date/time of recall, your badge number, and “RECALLED / RTC”
6. If the warrant was recalled on one day and sent back to court later, you will enter two separate attempt service comments. The first with date/time of recall, “COURT” instead of your badge number, and “RECALLED”. The second with only the date you are returning the warrant, your badge number and “RET TO COURT”
7. If the warrant was active to recalled, put in comments ACTIVE TO RECALLED / RTC. (RTC = Returned to court).
8. Send your original warrants to SOUTHERN MUNI COURT

## **Recall List from Court**

1. Highlight warrants on the list that the RESP agency is 4113
2. Check the warrant in RIMS to verify that the warrant has already been returned to court
3. Place a check mark next to the name to verify the warrant has been returned.
4. When you have completed checking the list, file it in the accordion file for court recall lists.

## **MAID Messages (manual recalls from court)**

1. When you receive a maid message through RCY0, you will need to respond to it at the main CLETS terminal.
2. The free form response: TO\DMB\RCY

ACKNOWLEDGE RECALL REQUEST FOR *subject wrnt number issue date*  
THANK YOU - *initials and badge number*

## RIMS Update of Arrest

---

### Warrant of Arrest – Outside Arrest

- When our Warrant of Arrest is served by an outside agency, open the originating Case and modify the **Status**, **Dispo**, and **Date** fields on page 1.
- The status is changed to **INACTIVE**
- The dispo is changed to **BY EXCEPTIONAL MEANS**
- The date is the date of arrest by the other agency

REDACTED PER 6255(A) GC

### Bench Warrant – Outside Arrest

- When a bench warrant is served by an outside agency. No changes are needed in RIMS.

### Warrant of Arrest – RCPD Arrest

- When a Warrant of Arrest is served by our officers, open the originating case and verify/modify the **Status**, **Dispo** and **Date** on page 1 of the case.
- The status is changed to **INACTIVE**
- The dispo is changed to **CLEARED BY ADULT ARREST**
- The date is the new arrest date.

### Bench Warrant – RCPD Arrest

- When our Bench Warrant is served by our agency, open the originating Case and verify the **Status**, **Dispo**, and **Date** fields on page 1.
- They should not need to be modified. Verify that the status is **INACTIVE**, the dispo is **CLEARED BY ADULT ARREST**, and the date will remain the original arrest date.
- In the **Refs** field, enter the case number of the warrant arrest.
- Open the warrant arrest case and enter the originating case number in the **Refs** field.
- Sometimes the officer will not get a new case number and will write a supp to the originating case. If this happens, there will be nothing to update.

REDACTED PER 6255(A) GC



REDACTED PER 6255(A) GC



## **AWS Warrants Assigned to RCPD**

---

1. Run out active assigned agency list (in CLETS)
  - a. Type LEWM\ASGN\A (to view abbreviated list)
  - b. Verify correct assigned agency / jurisdiction
    - i. Update agency assigned as needed (Skip RESP/04113 as they are our warrants and assigned agency is updated during the MCHGS process)
      1. LEAL\UPDT\seq#\agency#

2. Re-run list if any changes are made
- c. Type LEAL\PRINT\4113 (to print full list) – must do step **a** first
  - ii. To print out any 10 day period
    1. Type: LEWM\ASGN\A\LUPDR=MMDDYY,MMDDYY
    2. After Step 1, Type: LEAL\PRINT\4113
2. Print out warrants from other responsible agencies (not 4113) using AWSWKS
  - a. ONLY, if bail is \$7,500 or more
    - i. Print Warrant Service Attempt Log directly to the bottom of the abstract. Highlight the subjects Name, Address, Bail, DOB and Warrant Number.
    - ii. Update DILIG in CLETS (PT-patrol / PR-pending results)
    - iii. Put in warrant folder in briefing
  - b. If bail is less than \$7,500 – do not print / do not attempt service
    - i. Update DILIG in CLETS (does not meet criteria)

### **Attempt Service Requests (Agencies not in AWS)**

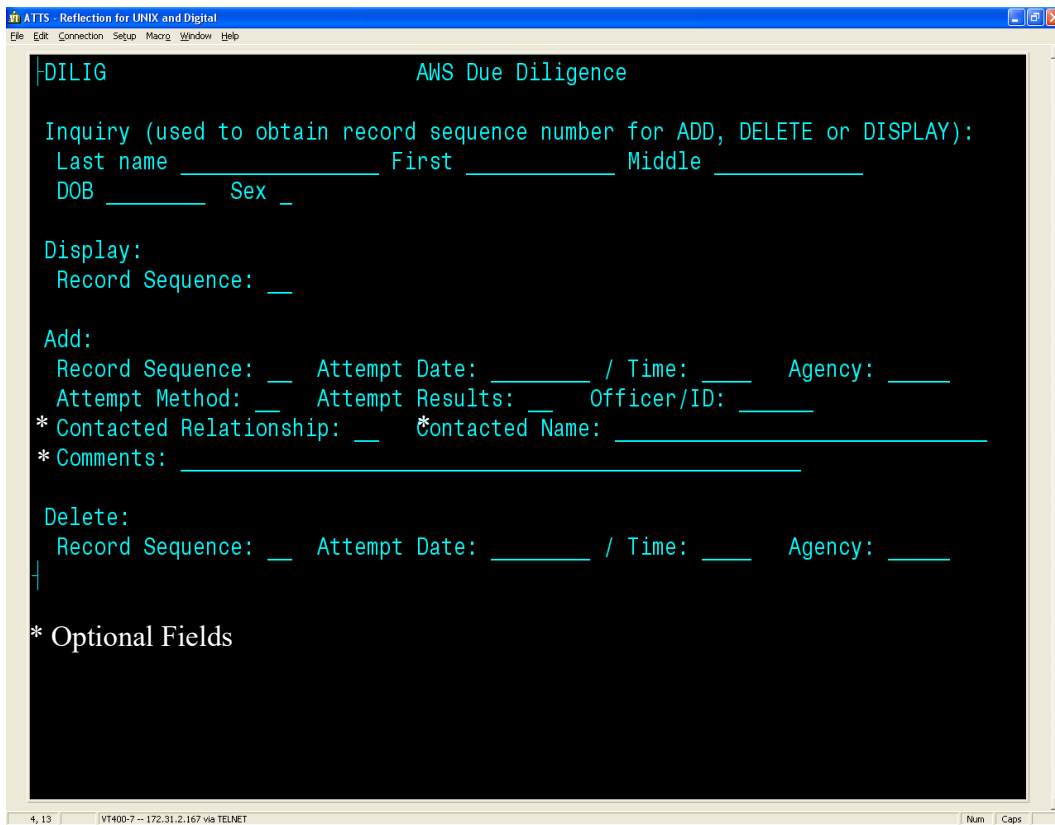
1. Confirm the address is within our jurisdiction
  - a. If not, send teletype back to the agency
2. Print Warrant Service Attempt Log directly to the bottom of the abstract. Highlight the subjects Name, Address, Bail, DOB and Warrant Number.
3. Put out for service in the appropriate box in Sergeants Office

### **Returned Attempt Service Requests from Officer**

1. Update DILIG in CLETS / Send teletype to agency
2. Check incident in RIMS – Make sure type of call is WARR add comment to call
  - a. “Warrant Service Attempt Control Form Officer comments...”
3. Shred papers when completed

### **AWS Due Diligence (DILIG)**

---



1. Enter subjects name and DOB
2. A list will come back matching that person
  - a. Note the number of the warrant you want to view
3. Re-run the DILIG mask
4. Enter sequence number to display
5. OR, add new due diligence record

## Attempt Method

<u>Code</u>	<u>Translation</u>
AC	ATCRIT – DOES NOT MEET SERVICE ATTEMPT CRITERIA
CS	COMPSYS – COMPUTER SYSTEM CHECK
EM	EMPLOY – EMPLOYER; PLACE OF EMPLOYMENT
IP	INPERSN – IN PERSON
LE	LETTER
LF	LOCFILE – LOCAL FILES CHECK
OT	OTHER
PT	PATROL – ASSIGNED TO; ADVISED
RE	HOME
SC	SCHOOL
TE	PHONE

## Attempt Results

<u>Code</u>	<u>Translation</u>
IC	INCUST – IN CUSTODY

IW INFORMD – INFORMED OF WARRANT  
 LC LEFTCRD – LEFT BUSINESS CARD  
 LM MESSAGE – LEFT MESSAGE  
 LO LOGGED – LOGGED/POSTED  
 LR RETURNED – LETTER RETURNED  
 MN MOVEDNO – NO NEW ADDRESS  
 MO MOVED – TO NEW ADDRESS  
 NA NOANSWR – NO ANSWER  
 NE NOEMPLY – NO LONGER EMPLOYED  
 NH NOTHOME – NOT AT HOME  
 NI NOINFO – NO NEW INFORMATION  
 NK NOTKNWN – NOT KNOWN  
 PR PENDING - RESULTS  
 RA REASSGN – REASSIGNED TO RESPONSIBLE AGENCY  
 RD DECEASD – REPORTED DEAD  
 RT RET/CRT – WARRANT RETURNED TO COURT  
 SU SURREND – AGREED TO SURRENDER  
 WS SERVED – WARRANT SERVED

## Relationship Type

### Code Translation

AU	AUNT	LL	LANDLORD
BF	BOYFRIEND	ME	MEMBER
BL	BROTHER-IN-LAW	ML	MOTHER-IN-LAW
BR	BROTHER	MO	MOTHER
CO	COUSIN	NE	NEPHEW
CW	CO-WORKER	NI	NIECE
DA	DAUGHTER	OT	OTHER
DL	DAUGHTER-IN-LAW	PO	PROB/PAROLE OFFCR
EM	EMPLOYEE	RM	ROOMMATE
ER	EMPLOYER	SB	STEP-BROTHER
FA	FATHER	SF	STEP-FATHER
FI	FIANCEE	SG	SIGNIFICANT OTHER
FL	FATHER-IN-LAW	SI	SISTER
FR	FRIEND	SL	SON-IN-LAW
GA	GAURDIAN	SM	STEP-MOTHER
GD	GIRL FRIEND	SO	SON
GF	GRANDFATHER	SS	STEP-SISTER
GM	GRANDMOTHER	SW	SISTER-IN-LAW
HB	HALF BROTHER	TE	TENANT
HS	HALF SISTER	UN	UNCLE
HU	HUSBAND	WI	WIFE
LE	OTHER LEA (LAW ENFORCEMENT AGENCY)	WP	SUJ/DEFENDANT
		XH	EX-HUSBAND
		XW	EX-WIFE

## DOJ NCIC Validation

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### Validation Checklist – Wanted Persons File

Periodically you will receive a NCIC Validation Checklist in your work tray from the Records Supervisor. Keep in mind this is different from the DOJ Wanted Persons Purge (described in the next section). This list is to confirm that the warrants associated are still active and the entry is still correct. Please see the following steps for processing the DOJ NCIC Validation Checklist.

REDACTED PER 6255(A) GC

1. Verify that warrants on Checklist are still active
  - a. In RIMS, open the warrant record and check the Status
  - b. Double click on the person's name to open the Person Record
  - c. Select the Query button and run the DL/Name Query
  - d. Verify there is an active warrant in the AWS return
    - i. If the warrant is still active:
      1. Check the Outstanding box YES ( )
      2. Verify the WPS entry with the original warrant in the warrant attachments (Modify if necessary)
        - a. If the warrant is not attached in RIMS, pull the original warrant file to verify and then attach in RIMS
    - ii. If the warrant is inactive:
      1. Mark the Outstanding box NO ( )
      2. Remove the WPS Entry and update in RIMS
2. When the list is completed, initial and date at the bottom of the form and return to the records supervisor.

# DOJ Wanted Persons Purge

EDMUND G. BROWN JR.  
Attorney General

State of California  
DEPARTMENT OF JUSTICE



Telephone: (916) 227-3689  
Fax: (916) 227-3741  
E-Mail Address: WantedPersons@doj.ca.gov

October 1, 2009

CA 0411300

## Acknowledgment of the Receipt of Wanted Persons System WPS Record Purge List

I acknowledge receipt of the Wanted Persons System purge material. I understand that unless the attached purgeable records are modified with a new date of purge, our records will be purged from the Wanted Persons System on \_\_\_\_\_.

Name: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chief Administrator  
(or Designee)

Agency: \_\_\_\_\_

Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

**PLEASE RETURN THIS ACKNOWLEDGMENT IMMEDIATELY.** A self-addressed envelope is provided for your convenience or you may fax the acknowledgment to (916) 227-3741.

Please furnish the name, unit and telephone number of the individual to contact in your Agency regarding this list. It is not necessary to return the printout to the Department of Justice.

Any questions concerning the WPS purge process should be directed to Deborah Greer of the Wanted Persons Unit at (916) 227-3689.

EDMUND G. BROWN JR.  
Attorney General

State of California  
DEPARTMENT OF JUSTICE



Telephone: (916) 227-3689  
Fax: (916) 227-3741  
E-Mail Address: WantedPersons@doj.ca.gov

October 1, 2009

To: ALL CJIS USERS

## Wanted Persons System (WPS) Record Purge Program

In order to provide timely and valid information to its users, The Department of Justice maintains a record purge program for the Wanted Persons System (WPS). The purge criteria requires a review of misdemeanor warrant records (TOW/M) every three years. Felony warrant records (TOW/F) and records without a type of warrant noted in the record are required to be reviewed every five years. WPS records are purged in quarterly/annual cycles (once every 90 days).

The enclosed list contains WPS records entered by your agency which are eligible for Purge the Fourth Quarter of 2009. Please review the records listed and modify those records you wish to retain. Complete instructions for reviewing and retaining purgeable WPS records are located on page 3-39 of the CJIS Manual, Wanted Persons System Terminal Operator's Guide. Any record on the enclosed list that is not modified by your agency will be programmatically canceled from WPS on January 1, 2010.

Upon receipt of this package, please remove the enclosed acknowledgment letter along with enclosed return envelope and mail it to the Department of Justice immediately. Please note any changes on the form or you may fax the acknowledgment letter to (916) 227-3741.

Please contact Deborah Greer of the Wanted Persons Unit at (916) 227-3689 if you have any questions about the WPS purge process.

Sincerely

PATRICK HASSEL, Supervisor  
Wanted Persons Unit

For: EDMUND G. BROWN, Jr  
Attorney General

REDACTED PER 6255(A) GC

3. Return enclosed Letter
  - “Acknowledgement of the Receipt of Wanted Persons System WPS Records Purge List”
4. Verify that warrants on Purge List are still active
  - a. If inactive, cancel WPS entry and cross off list
5. Modify letter to DA (WPS Purge Letter in “R” drive)
  - a. Attach copy of Purge List, and copies of each warrant
  - b. Place packet in Court Officer Tray
  - c. Make a copy of packet for Records Supervisor
6. Modify the purge date for each WPS entry using WANT5 in CLETS
  - a. Year = +3yrs for Misdemeanor warrants / +5yrs for Felony Warrants
  - b. Quarter = same quarter in letter (this example is quarter 4)
  - c. Indicate new purge year next to each WPS entry on Purge list
  - d. Include this copy in packet to Records Supervisor

# Bail

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## Bail Transmittal

- Bail can be posted or received either at the front counter or through the mail.
  - We only accept Check or Money Orders
1. When you receive the bail, fill out a bail receipt. Pink copy goes to the person posting bail. White copy stays with the bail
  2. Pull the Original Warrant from the holding file and update the warrant using MCHGS and use P for posted bail
  3. Remove from WPS, if entered
  4. Update the warrant in RIMS to closed and add the following into the attempted service section - bail posted on *date*
  5. Fill out a Bail Transmittal form. The pink copy stays in our files and the white and yellow copies go to court along with the bail.
  6. Label your Envelope **“Clerk of the Muni Court”**  
**Attn: Accounting**  
**Warrants and Bail**
  7. Put the bail and transmittal form in the envelope and place in the court officer’s tray
  8. When the court officer gives the bail to court and they have checked the accuracy, the court clerk will sign the white copy and it will be returned to the warrants clerk
  9. We throw away the pink copy that’s in the file once we receive the white transmittal form. The bail transmittal is kept in a folder marked “Bail Transmittal”.

# Bail Receipt

No. 07801		<b>BAIL RECEIPT</b>		<b>POLICE DEPARTMENT</b>		No. 07801	
		Redwood City, California					
Date	1. Today's Date	Received from	11. Name of person posting bail		10. Today's Date		COURT COPY
Def.	2. Defendant's Name	Address	12. Current address of person posting bail				
From	3. Name of person posting bail		13. Bail written out (ex. TEN DOLLARS ONLY) Dollars (\$ 14. Bail)				
To Appear	4. Court Date	Bail for	15. Defendant's name as it appears on warrant				
Amount \$	5. Bail Amount	Charge	16. As they appear on warrant				
Officer	6. Your name and ID#	Citation No.	17. From Wrnt if shown		Warrant No. 18. Warrant number		
Received by	7. Skip this field	<input type="checkbox"/> MUNICIPAL COURT SAN MATEO COUNTY 19. San Mateo County Only					
Date Received	8. Skip this field	<input type="checkbox"/> OTHER COURT 20. Outside SM County (indicate address)					
Released by	9. Skip this field	COURT DATE	21. . 19				
REVISID 6-1-70		COURT TIME	22. A.M. P.M.		By 24. Your name and ID#		
		FORFEIT	23. Yes <input type="checkbox"/> NO <input type="checkbox"/>		BADGE NO.		

1. Date you are receiving bail
2. Name of the Defendant as it appears on the warrant
3. Name of the person posting the bail (sometimes bail is posted for the defendant by another person.)
4. Court date – only needed if warrant is for Mandatory Appearance
  - a. Wednesday (one month out) NOTE: Court is closed the third Wednesday of each month)
5. Bail amount being paid (this amount is found on the warrant)
6. Your name and badge number
7. Skip this field
8. Skip this field
9. Skip this field
10. Same as #1 – Date you are receiving bail
11. Same as #2 – Name of person posting the bail (sometimes bail is posted for the defendant by another person)
12. Current address of person posting bail. (If the defendant is posting the bail, do not take the address from the warrant itself. Request his current address.)
13. Bail written out (ex. One Thousand Dollars)
14. Bail amount in numbers
15. Defendant's name as it appears on the warrant
16. Charges: violations as they appear on the warrant (ex. PC 666, PC 488)
17. Citation Number from warrant (If there is no citation #, leave it blank.)
18. Warrant number
19. Mark for our courts
20. Do not mark or fill out (we no longer accept bail for other agencies)
21. Same as #4 – Court date
22. Court time – 8:30am
23. If the bail is forfeitable and subject wants to forfeit, check "YES"
24. Your name and badge #

- Pink copy goes to the person making bail/defendant.
- White copy goes with the Original Warrant, Bail and Status Change Update.
- Place in the tray for the Warrants Clerk.
- The left hand side of the receipt is the stub. This stays with the book.

NOTE: If the defendant pays cash, check, MO or bond, indicate on the stub by the receipt number.

Make sure the warrant is updated using MCHGS, when the subject makes payment (use P for posted bail)

## Contacts

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- ❖ Transportation (San Mateo County Sheriff)
  - Phone 650-363-4544
  - Fax 650-599-7496
  
- ❖ Traffic Court
  - Phone 650-599-1658 (Julie)
  
- ❖ Muni Court
  - Phone 650-363-1963
  - Fax 650-363-4976
  - James 650-363-1993
  
- ❖ Superior
  - 650-363-4302
  
- ❖ CDC Number Inquiry
  - Phone 916-445-6713
  - Fax 916-322-0500

### **Identification (ID) Unit**

Provides prison location of adult offenders within the jurisdiction of the California Department of Corrections and Rehabilitation. To locate an offender, you can call the Identification Unit at (916) 445-6713. You must provide the full name and the month, day and year of birth or CDC identification number for the subject of your inquiry. This unit can only provide the current location and CDC identification number for the offender. The Identification Unit does not have, and will not provide, any future release date information. This service is available only Monday through Friday from 8:00 a.m. to 5:00 p.m. excluding state holidays. You may also fax your inquiry to the Identification Unit at (916) 322-0500.

## **Inmate Locator Websites**

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Alameda County

[http://acgov.org/sheriff\\_app/inmateSearch.do](http://acgov.org/sheriff_app/inmateSearch.do)

Federal Bureau of Prisons

<http://www.bop.gov/iloc2/LocateInmate.jsp>

Kern County

<http://www.kernsheriff.com/misc/inmatesearch/Pages/default.aspx>

LA County

[http://app4.lasd.org/iic/ajis\\_search.cfm](http://app4.lasd.org/iic/ajis_search.cfm)

Napa County

<http://www.co.napa.ca.us/GOV/Departments/DeptPage.asp?DID=24500&LID=1274>

Sacramento County

[http://www.sacsheriff.com/inmate\\_INFORMATION/search\\_names.cfm](http://www.sacsheriff.com/inmate_INFORMATION/search_names.cfm)

San Joaquin County

<http://207.104.50.87/whosincustody/>

Santa Clara Department of Corrections

[http://eservices.sccgov.org/ovr/find\\_inmate.do](http://eservices.sccgov.org/ovr/find_inmate.do)

Ventura County

<http://157.145.215.163/inmate/>

## Agency Codes

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<u>Code</u>	<u>Translation</u>	<u>Code</u>	<u>Translation</u>
04100	SAN MATEO COUNTY SHERIFF	00100	ALAMEDA COUNTY SHERIFF
04101	ATHERTON POLICE DEPT	00101	ALAMEDA POLICE DEPT
04102	BELMONT POLICE DEPT	00102	ALBANY POLICE DEPT
04103	BRISBANE POLICE DEPT	00103	BERKELEY POLICE DEPT
04104	BURLINGAME POLICE DEPT	00104	EMERYVILLE POLICE DEPT
04105	COLMA POLICE DEPT	00105	FREMONT POLICE DEPT
04106	DALY CITY POLICE DEPT	00106	HAYWARD POLICE DEPT
04107	HALF MOON BAY POLICE DEPT	00107	LIVERMORE POLICE DEPT
04108	HILLSBOROUGH POLICE DEPT	00108	NEWARK POLICE DEPT
04109	MENLO PARK POLICE DEPT	00109	OAKLAND POLICE DEPT
04110	MILLBRAE POLICE DEPT	00110	PIEDMONT POLICE DEPT
04111	PACIFICA POLICE DEPT	00111	PLEASANTON POLICE DEPT
04113	REDWOOD CITY POLICE DEPT	00112	SAN LEANDRO POLICE DEPT
04114	SAN BRUNO POLICE DEPT	00113	UNION CITY POLICE DEPT
04115	SAN CARLOS POLICE DEPT	00114	EAST BAY REGIONAL PARK PD
04116	SAN MATEO POLICE DEPT	00121	B.A.R.T.
04117	SOUTH SAN FRANCISCO PD	00197	UNIV OF CA POLICE DEPT
04119	BROADMOOR POLICE DEPT	03801	SAN FRANCISCO POLICE DEPT
04120	FOSTER CITY POLICE DEPT		
04127	EAST PALO ALTO POLICE DEPT	04300	SANTA CLARA CO SHERIFF
04801	BENICIA POLICE DEPT	04302	CAMPBELL POLICE DEPT
		04304	GILROY POLICE DEPT
		04305	LOS ALTOS POLICE DEPT
		04307	LOS GATOS POLICE DEPT
		04308	MILPITAS POLICE DEPT
		04310	MORGAN HILL POLICE DEPT
		04311	MOUNTAIN VIEW POLICE DEPT
		04312	PALO ALTO POLICE DEPT
		04313	SAN JOSE POLICE DEPT
		04314	SANTA CLARA POLICE DEPT
		04316	SUNNYVALE POLICE DEPT
		04317	SAN JOSE STATE UNIV PD

## Judge Codes

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<u>CODE</u>	<u>JUDGE NAME</u>	<u>CODE</u>	<u>JUDGE NAME</u>
A301	ANDERSON, T.G.	D313	DYLINA, STEVEN L
A302	ANDERSON, STEPHEN	D316	DABBLE,
A303	ALLEN, JOSEPH K	E301	EDSON, LYLE R
B301	BECKER, CHARLES	E302	ERICKSON, MARY
B302	BISCAY, MARCEL P	E303	ELLIS, H. JAMES
B303	BLUM, FRANK B	E304	EASTERBROOK, ALEX
B304	BRANSON, J A	F301	FERRARO, CATHERINE
B305	BARCLAY, ROBERT	F302	FOLEY, THOMAS L.
B306	BALLANTE, ANTHONY	<b>F303</b>	<b>FORCUM, MARK R.</b>
B307	BELMONANTE, ANTHONY	F304	FLOCKS, FRANKLIN
B308	BELLHOFFER, ALAN J	F305	FREDERICK, KEVIN
B309	BROWNING, JAMES L. JR	K311	KINNE, SUSAN
B310	BALLIET, JOHN	K312	KARESH, JONATHAN
B311	BERGERON, J	K313	KELLY, RICHARD F
B312	BIBLE, JOHN J.	L301	LIBERTY, RICHARD
B313	BRESEE, PATRICIA	L302	LANAM, F. WILLIAM
B314	BURLEIGH, WILLIAM	L303	LEDWITH, WARREN
B317	BUCHWALD, GERALD	L304	LANG, JAMES P
<b>B318</b>	<b>BORJA, HUGO</b>	L305	LABOWITZ, ERIC
C301	CALDWELL, THOMAS B	L306	LECHOWICK, VINCENT T.
C302	COHN, MELVIN E	L307	LA ROCHE, CARLOS
C303	COMAICH, FRANK J	L308	LIVERMORE, RICHARD CLIFTO
C304	CHRISTENSEN, WILLIAM	L309	LELLI, RAMON
C305	COTTON, AYLETT	L310	LOVESETH JR, PAUL
C306	CAREY, ROBERT E	L311	LESLIE, C
C307	CHURCH, MARVIN	L313	LEE, ELIZABETH
C308	CAPACCIOLI, WALTER PAUL	M301	MILLINTON WAYNE R
C309	CONTANTINO, PAUL	M302	MOURA, LORRAINE
<b>C311</b>	<b>CRETAN, CLIFFORD</b>	M304	MATULICH, J.
D301	DELARIOS, F J	M305	MILLER, ROBERT D
D302	DEMATTIES, LOUIS B	M306	MARTIN, JOSEPH A.
D303	DONATI, F R	M307	MILLER, JAMES O
D305	DAVANCENS, A.J.	M308	MCDONALD, V.G.
D306	DUPRAS, FRED	M309	MORSE, HENRY
D307	DEKREON, GAIL	M310	MCCARTHY, FRANK P
D308	DEL GRANDE, DONALD JR.	M311	MARCOS, SHIELA
D309	DEABENDERFER, ROBERT C	M312	MALLACH, BARBARA J
D310	DEST, MICHAEL	M313	MUTH, WILLIAM J.
D311	UNKOWN	M314	MACLAREN, JANIS
D312	DIAZ, MARTA	M315	MIRAM, GEORGE A

M316	MITTLESTEADT, CAROL	H310	HAHN, DALE A
M317	MCKENNA, KATHLEEN	H311	HOLM, CARL W.
N301	NELSON, GEORCE	H312	HARBAND, MARTIN
N302	NELSON, GRACE	H313	HATHAWAY, GALEN
N303	NOVAK, LISA A.	<b>H314</b>	<b>HALL, STEPHEN M</b>
O301	OKEEFE, JAMES T	H315	HENRY, KATHLEEN
O302	O'BRIEN, A.	I301	ICE, G. BROOKS
O303	ORR, JOSEPH	J302	JENSEN, GREGORY S.
O304	OTIS, DAVID	J303	JOHNSON, WILBUR R.
O305	OGLE, H. KELLY	J304	JENKINS, THOMAS M.
O306	OLSEN, ROBERT	J305	JONES, HOWARD E.
P301	PRARA, H	J306	JONES, RICHARD L.
P302	PIOMBO, FRANK	J307	JONES, JONATHAN P.
P303	PLISKA, ED	J308	JAKUBOWSKI, SUSAN
P304	PAYNE, EUGENE C	K301	KANE, ROBERT F.
P305	POMERENK, DAVID	K302	KNOWLTON, ROBERT
P306	PFEIFFER, ROSEMARY	K303	KELLY, THOMAS
P307	PIFER, GEORGE	K304	KEMP, MARGARET
P308	PARSONS, CRAIG	K305	KNIGHT, CLARENCE B.
P309	POSNER, IRWIN	K306	KOZLOSKI, JUDITH W
F306	FRANKLIN, ROBERT	K307	KEHOE, LORYN
F307	FAITHFULL, SANDRA	K308	KESSEL, RICHARD
F308	FOILES, ROBERT	K309	KOSSOU, RICHARD
F309	FINCHE, BRUCE	K310	KOPP, QUENTIN L
F310	FREEMAN, BETH	R301	ROSE, FRANK R.
G301	GREENE, D F	R302	RYAN, EDWARD
G302	GURLYN, KIRK	R303	ROUSE, ALLISON M
G303	GRUBER, JOSEPH N.	R304	REISCH, CONRAD B
G304	GATZERT, NORMAN J.	R305	RAGAN, GERALD E
G305	GRAVELLE, RICHARD D.	R306	RUNDE, JOHN WINFIELD
G306	GURNEY, GUY T	R307	RYAN, JEFFREY
G307	GALLIGAN, MICHAEL	A300	SAN MATEO COUNTY
G308	GOODWIN, NORRIS M	S301	SCOTT, EDMUND
G309	GEMELLO, LINDA	S302	SEAGRAVES, ROY W
G312	GRUNEWALD	S303	SMITH, THOMAS M
G313	GREENBERG, SUSAN	S304	SHELTON, PHRASEL
G314	GRANDSAERT, JOHN L.	S305	SAVAGE
G315	GARRATT, STEPHANIE G	S306	SEVERIAN, ARAM
H301	HARTLEY, W. HOWARD	S307	SCHLICHTER, PAULA W.
H302	HUPF, PAUL	S308	STEVENS, L.T.
H303	HAHN, GLADYCE M	S309	SKILLMAN, WILLIAM
H305	HIGGINS, MARIE G	S310	SUITS, MARTIN
H306	HARPER, GERALD R	S311	SMITH, CLEO
H307	HAVERTY, ALAN W	S312	SOLOMON, MARK
H308	HANING III, ZERNE P.	S313	SHANNON, TERRANCE
H309	HARRINGTON JR, WALTER H	S314	SCHLICHTER, PAULA W.

S315 SCOTT, JOHN A.  
S316 SHWARTZ, JOHN  
S317 STAUFFER, MICHAEL  
S318 SAMARA, MAJEED  
S319 SCOTT, JOSEPH C.  
A301 ANDERSEN, T. G.  
T301 TYLER, GEORGE  
T302 TEETER, MARILYN  
T303 TAYLOR, GEORGE  
V301 VANASEK, R. G.  
W205 WEINER, MARIE SETH  
W301 WYLIE, WAYNE  
W302 WALTI, PAUL  
W303 WOODMAN, DENNIS  
W304 WINCHELL, PAUL  
W305 WHITMER, JUDITH

## **Warrants Quick Guide**

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### **INACTIVE RESPONSIBLE AGENCY LIST**

- Type LEWM\RESP\I (to view abbreviated list)
- Type LEWL\PRINT\4113 (to print full list)
- To print out any 10 day period LEWM\RESP\I\LUPDR=MMDDYY,MMDDYY

### **ACTIVE RESPONSIBLE AGENCY LIST**

- Type LEWM\RESP\A (to view abbreviated list)
- Type LEWL\PRINT\4113 (to print full list)
- To print out any 10 day period LEWM\RESP\A\LUPDR=MMDDYY,MMDDYY

### **ACTIVE ASSIGNED AGENCY LIST**

- Type LEWM\ASGN\A (to view abbreviated list)
- Type LEAL\PRINT\4113 (to print full list)
- To print out any 10 day period LEWM\ASGN\A\LUPDR=MMDDYY,MMDDYY

### **UPDATE ASSIGNED AGENCY**

- Type LEWM\ASGN\A (note sequence number of warrant to be reassigned)
- Type LEAL\UPDT\seq #\new assigned agency #

### **INQUIRE BY NAME (FOR ACTIVE WARRANTS)**

- Use mask – PERSON or WANT
- Or, LEW\NAME\A\lastname,firstname\dob\sex

### **INQUIRE BY WARRANT NUMBER**

- Use mask – AWSWKS
- Or, LEWM\WAR\warrant number

### **VERIFYING A WARRANT**

- Inquire by name and Write down sequence # (ex. A 1)
- Using AWS – LEWX\VRFY\seq ltr\ seq #\destination terminal\PLS UPDATE
  - Example: LEWX\VRFY\A\1\4313,41JL\PLS UPDATE
  - We have to take out of WPS

### **WARRANT STATUS CHANGES/UPDATES**

- Use Mask M3066
- Comments: why status change

### **OBTAIN COURT SCHEDULE**

- LEQC\court code (ex: LEQC\41470)

### **ADDING INFO TO WARRANT**

- Use MCHGS to add information such as
  - AKA / CII / FBI / Report Number

### **ADDING DOBs**

- LEWE\UPEXT\warrant #\court #\UPDOB=ADD\DOB=alternate dob

### **MODIFY A DOB**

- First add correct DOB using ADDING DOB format
- Then delete incorrect DOB: LEWE\UPEXT\warrant #\court #\UPDOB=DEL\DOB=incorrect dob



## Sample Warrants

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### Warrant of Arrest

REDACTED PER 6255(A) GC

## Bench Warrant

REDACTED PER 6255(A) GC

**TRAFFIC-FULL SHEET**

REDACTED PER 6255(A) GC

**Traffic – Half Sheet**

REDACTED PER 6255(A) GC

## **Attempt Service Control Form**

REDACTED PER 6255(A) GC

## Warrant Service Letter

REDACTED PER 6255(A) GC

# CJIS Update Form



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN MATEO  
UPDATE CJIS CASE INFORMATION FORM  
CONFIDENTIAL**

**Please print** your name, your agency name, the case number, the defendant's name, and the information that you would like us to update. You may submit this form either by fax or mail to:

<b>Southern Criminal Division</b> 400 County Center, 4th Floor Redwood City, CA 94063 Fax: (650) 363-4976	<b>Northern Criminal Division</b> 1050 Mission Road South San Francisco, CA 94066 Fax: (650) 877-5703	<b>District Attorney's Office</b> 400 County Center, 3rd Floor Redwood City, CA 94063 Fax: (650) 363-4873
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**Your Name** \_\_\_\_\_

**Your Agency Name** \_\_\_\_\_

**Your Telephone #** \_\_\_\_\_

**Case Number** \_\_\_\_\_

**Defendant's Name** \_\_\_\_\_

**Defendant's information to be updated:**

Address \_\_\_\_\_

Phone \_\_\_\_\_

Driver's License

or I.D. # \_\_\_\_\_

Race \_\_\_\_\_

SSN # \_\_\_\_\_

Sex \_\_\_\_\_

DOB \_\_\_\_\_

Ht \_\_\_\_\_ Wt \_\_\_\_\_

Age \_\_\_\_\_

Eye \_\_\_\_\_ Hr \_\_\_\_\_

**Comments** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Clerk's office use only:  
Changes made by \_\_\_\_\_ Date \_\_\_\_\_

## **Manual Updates**

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Created by K Tate #1118	8-4-09
Updated by C Langley #1085	6-28-13
Updated by N. Stoney #1149	3-24-16
Updated by N.Stoney #1149	7-20-16