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<tr>
<td>Arson</td>
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<tr>
<td>Burglary</td>
<td>Computer Systems Down</td>
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<tr>
<td></td>
<td>Vacation Home (Occupants Gone)</td>
</tr>
</tbody>
</table>
Sign into Merge Client.

Arrange the listed reports by type order.

Start by merging your **case reports first**. Be aware you cannot merge arrest reports prior to merging any case reports, if accidentally done arrest report(s) will be **lost**. Therefore it is suggested merging reports first and subsequently all other types.

You will soon after be prompted to verify information being merged.

Options:

1. Does this person/item match any prior entries in our system? If so click on item on list. Updated information on current record being merged? If so click update subject. If not double click on listed item.
2. Does not match any entry? Click add subject.
3. Override address if it’s not in San Leandro.

MERGE WITH ERRORS

Select a case; Click on Merge results

The error is the writing in red. Based on the error go into New World Records program and verify the information did not pull through. If the information did not, go ahead and add the information in the correct tab.

Once you have verified and corrected the error, click Change Status drop down on toolbar. Select merge error fixed. Refresh screen, You’re done! You have completed a merge error.
COMPLETEING REPORTS

1. Open Case

2. Go to document tab:
   A. Check report, Do we have property? Items with serial numbers?
      a. If so, Property tab– Property Entered? Click individually and verify NCIC entered.
      b. All associated documents in? (IE SUPPS, TECH RPT, DECLARATION, ETC.)
      c. Check offense tab
      d. Must be in descending order (Worst crime on top)
      e. If 10851, Attach vehicle printouts, enter information below in offense tab.
      f. 459 Auto – Verify offense in the correct one. UCR CODES MUST BE LARCENY
         i. Sub Tab– BURG/LARCENY/COUNTERFEIT must be filled in.
***If offense is not in correct order notify Judy for correction***

If the case is complete, go to review tab, and enter: Level 1 and Type: Data Entry Complete
1. Collect all Jail arrest reports from the jail.
   a. Warrant arrest? Verify warrant printouts are attached. If not, check warrant printout filing folder on desk.
      i. Make a copy of arrest report and warrant printouts and place in warrant box near printer.
      Place original arrest report with warrant printouts in “to be scanned” box.
   * Tip: Organize by case number.

2. Check box in squad room for any completed paperwork
   a. Sort all the paperwork, attach to any arrest reports if applies. If no arrests associated to paperwork, place in “to be scanned” box.

Log into: Consolidated Records Information Management System (CRIMS)

Print Declaration report
A.

1. Select reports on the tab.
3. Select agency from drop down - San Leandro PD
4. Click on Run
5. The screen below will appear

6. Export to .DOC
   a. Once opened in word document, set to: landscape and set all margins to: .5. Print sheet.

B.

1. Circle the cases going to court the following business day and cases cited.

2. Starting with the first case:
   a. If subject is held > than 48hours before court, must be listed as **HOLDOVER** and signed off by judge.
b. Print case report and any additional paperwork from merge associated.

c. Any Statements? Checked box in squad room? Read/Check report for further paperwork

d. Print 3 copies of Declaration (MAKE SURE IT MEETS CRITERIA)
   i. Seen by judge within 48 hours? Daily Declaration sufficient signed by supervisor.

e. Not seen by judge before 48 hours? Holdover declaration, signed by judge (Unless subject has warrant)

f. Run Individual for – CRIMS, CII, DL. [IF NOT HELD AT OUR JAIL]
   *** See: Criminal Packet on a subject ***

g. Place packet in order.
   *** See: Order of Reports ***
   i. Duplicate (2 packets per individual)
      ii. If co-defendants make sure all declarations duplicated together and (2) duplicate of packets per defendant.
         a. Drug case? If so extra packet for Vice
         b. DUI? Packet to be forwarded to Traffic division.

** Cited out? Based on the above printout – if Santa Rita Jail / North County Jail, no cite will be available. **
ORDER OF REPORTS

1. Declaration of Probable Cause
2. Confidential (if juvenile, DVR, or 290)
3. Arrest Report
4. Event Form (First page of case report)
5. Involved Parties (Second page of case report)
6. Case Narrative
7. Supplements / Detective Follow Ups
8. Property Control Sheets
9. Technician Report / Narrative
10. Statements, Field Admonition, (See DUI order), CHP180, criminal packet
11. Search Warrants, Photos, Probation Printout*, Citation Copy, etc.

*If report refers to and/or arrest report has 1203.2 as additional charge, please printout CRIMS probation page.

Check the event page of the case report and make sure all boxes that are checked are the items you have in your packet or you have read the narrative and have all documents discussed therein.

DUI - After Property Control Sheet, Field Sobriety Test, Lab Test(s), DMV & Detainer, 901, CRIMS, etc.
Log into CRIMS. Click on the Person Summary tab and enter subject's PFN. If PFN is not known click on Name Search Tab and enter as much information as possible.

The screen below will appear. First drop down box will always be: C-Case/Rpt/File Number. Audit Details: (Badge #) Detective DA Case (Case #). Report will appear on new screen, print report.

- Case Report/ File #
- Badge #, DA SUM (case number)
Obtaining CII history information
Log into: ALACO
Obtain CII number from the CRIMS report printed above. If one is not listed attempt to locate -

If CII #, run criminal history again using the formula below

CII report:

Drivers License History:

Request from C.I.D to Records

Two copies (unless otherwise stated)

When a request is received follow the procedure of preparing for court (See: Criminal Packet).

Criminal History Packet should include the following:
1. CRIMS printout
2. CII printout
3. CDL printout

Once packet is complete, paperclip documents
Open the Adobe Acrobat Program
Papers must be face down on the scanning machine
Click on create PDF → Option: from scanner

The following screen will appear, click scan. → Items to consider:

- **Image Options tab**: select the best option based on type of document being copied
- **Scan Type**: Double sided, Single sided.

Save document. Either in your documents tab or as an item on your desktop.
Go into New World Records program → Enter Case number → Documents Tab → Import

Where did you save the document when you scanned it? Open document to merge into report. Once done, name your document as appropriate (descriptive name).

You’re done!
BANK DEPOSITS/CASH DRAWER

Always leave $100.00 in change

Count your columns in your daily cash log. Total as well by payment types (Cash, Credit, Check(s)). Verify the column totals match your payment type total.

Separate receipt keeping yellow for our paperwork. Also, if bail receipt we keep goldenrod copy (yellow and pink go to Warrant Clerk along with bond paperwork and put in the warrant inbox, unless cash bail, See: Bails)

Credit Card Transactions?
Run a settlement report (from credit card machine).

Total will be printed on your receipt which should match your credit card total from above log. Paperclip credit card receipt and settlement report together. Set aside.

Checks?
Stamp back of checks with deposit stamp located in the drawer that is not labeled.

Deposit Bag
Take one of the clear WF deposit bags (in drawer) and fill out as shown below

Customer Name:  City of San Leandro
Location #: Police – Records   Date: Enter current date
Location: Cash Vault

Deposit said to contain: ____ (Enter amount being deposited)
Deposit Contains: (Check all that apply, right below enter the amount)
Deposit slip:

Enter Date

Enter currency by denomination and quantity

Enter Check number and total

Grand total of both above, make sure they match.

Place deposit slip with checks and cash inside an envelope. Seal. Write the following on envelope:

DEPOSIT

[DATE]

[AMOUNT]

Place envelope in the above deposit bag. Seal the back. Retain the top portion.

Deposit Log

Enter the totals in your deposit log. Fill in the blanks. Print two copies (three if you have a credit card receipt AND five if you have a cash bail).

Put yellow receipts in order of receipt number (highest on top). Take one copy of the deposit log and attach all of our receipts AND top of plastic WF bag to back.

Take another copy of the deposit log and attach credit card receipt and settlement.

IF you have a cash bail, paperclip two copies of deposit log to two copies of vouchers (this is for the cashier).

Take all copies of the deposit log AND the deposit bag to the Cashier at City Hall. They will sign off on all copies and give you back your copy with yellow receipts attached **

You will file that in Christi’s top file drawer under the month of the deposit.

***UNLESS you have a cash bail. In that case they will keep your copy until they issue a check per the voucher. They will return all back to us.
Appearance date:
Felony – Next day (Dept 502)
Misdemeanor – 60 days from bail (Dept 517 = out of custody, Dept 588 = in custody

Use bail/fee receipt (Sample above) – bond payment
If Bail bonds man – Give original, we keep 2 copies

Cash Bail
If large amount have 2\textsuperscript{nd} person standby and count
Place money in envelope.

*If warrant give receipt for each warrant.
What you need:

- CDL
- Vehicle Plate
- Repo entry MUST have been entered by SLPD

1. Run CDL and vehicle registration (It must be current)
2. Is vehicle in system as repo? If not verify that repossession is not over 30 days (if so, repo’s fall off system after 30 days.)
3. Our repossession?
4. Collect $15.00 fee.
   a. Make out a receipt: Enter case number and plate.
5. Cancel repossession entry.
6. Fill out “Record of Deposit,” place receipt in drawer behind cash tray.

Obtain FCN # from Repossession entry.

---

Repossession Receipt

License Plate Number
Registered Owners Name
Address of Registered Owner

$15.00 Fifteen

Your Last Name, Badge #
VEHICLE RELEASE

Reasons: Impound, Tow, Stolen vehicle, Repossession.

Impound/Tow/ Repo:
1. FEE: $200.00 DUE
2. Verify vehicle is currently registered
   a. If not: Must register or obtain a one day moving pass from DMV.
3. Is the person in front of you the registered owner?
   a. If not: Must have a signed hold harmless letter authorizing the individual to take possession of
      the vehicle on owner’s behalf, as well as a copy of the registered owners ID. (Compare
      signatures)
4. Verify owner driver’s license is valid.
   a. If not: Someone else with a valid DL. Must still have ID from owner to confirm ownership of
      vehicle.
5. Once the above qualifications are met fill out vehicle release form addressed to tow company.
6. Go into NCIC and cancel the vehicle entry.

10851 Vehicle Release:
- Did we recover vehicle? If so we need a release from original reporting agency before releasing to tow
  company.
- If we are the originating agency, release is addressed to recovering agency

Above qualifications EXCEPT – NO CHARGE

What you must have when you’re all done and it ready to be scanned:
1. Release Form 2. Receipt 3. Cancel Hit
ENTERING AN EMERGENCY PROTECTIVE ORDER

Log into ALACO
On a clear screen enter: LEMM
Option 6, then X (for TRO)
Enter the following information on the screen:

---

**TYPE:** X RESTRAINING ORD  
**CAUTION:** 
**ENTER:** 05112013

**COURT:** 01120  
**SOI:** CA  
**TYPE:** EPO

**RESTRaining ORDER #:** CASE NUMBER  
**ISSUED:** WHEN?

**AGENCY:** 00112 SANLEANDRO  
**CALL:** DISPATCH  
**510 577-2740**  
**EXP.:** DATE ON FORM

**OCA:** CASE NUMBER

---

**RESTRAINED**  
**LAST**  
**FIRST**  
**MIDDLE**  
**TITLE**  
**DOB:** DATE OF BIRTH

**SEX:** ?  
**RACE:** ?  
**HAIR:** ???  
**EYES:** ???  
**HGT:** ??  
**WGT:** ??  
**SMT:** SCARS/MARKS/TATS

**ADDR:** ENTER ADDRESS OF PERSON RESTRAINED

**OLN:** DRIVER LICENSE #

**PFN:** IF KNOWN  
**CEN:** ______

**FPC:** ______

**YLN:** ______

**TYP:**  
**ST:**  
**SR:**  
**MN:**  
**VC:**  
**VIOL:** PC  
**SKIN:** 

**PROTECTED PERSON INFORMATION:**  
**NAME:** VICTIM: LAST  
**FIRST**  
**MIDDLE**

**DOB:** DATE OF BIRTH  
**SEX:** ?  
**RACE:** ?

---

**COMMAND===>** ONCE FORM IS COMPLETED.

F1=HELP F2=EXTHELP F3=EXIT F4=PRoMPT F5=REFRESH F8=FWD  
**F12=CANCEL**
Enter Service Information Below

RESTRAINING ORDER #: ____________________________
RESTRAINED NAME: ____________________________

ORDERS:
CONTACT PROTECTED PERSON: N
CUSTODY: PP
VISIT: N
FIREARMS PROVISION: B
STAY AWAY: R P W C V
(R)RESIDENCE; (P) PROTECTED; (W) WORKPLACE; (C)CHILD’S SCHOOL; (V) VEHICLE
YARDS: __100__

VACATE ADDR: ADDRESS TO VACATE
CITY: ____________________________ ST: __ ZIP: __________

OTHER ORDERS:
______________________________
______________________________
______________________________
______________________________
______________________________
______________________________
______________________________

ZX001 COMPLETE DATA ENTRY. THEN PRESS ENTER TO ADD THE RESTRAINING ORDER...
COMMAND==> __________
F1=HELP F2=EXTHelp F3=EXIT F4=PROMPT F5=REFRESH F7=Bkwd F9=DOJ F10=SERV F11=LOG
After all the above required information is entered, click [enter], submit by clicking F9 (DOJ) and F5 to print. Attach EPO entry and original form to charging packet, make sure these documents are scanned into the report.

If error occurs: Go to CLEW → CJIS manual online → Select Domestic Violence restraining Order.

In table of contents go to: error message codes. This will list all the error codes, follow instructions on correcting error.
If you can’t locate a vehicle that was recovered by our agency it may because...

Vehicle was cleared and possibly plates may have been entered.

What can you do to find the recovery?

Run it by the Vehicle Identification Number (VIN)

Example of response to running by license plate

Example of response to running by VIN #
RECEIVING A STOLEN VEHICLE SYSTEM LOCATE
(Via teletype)

Cut the teletype information, tape onto the vehicle-follow up sheet (see below)

SAN LEANDRO POLICE DEPARTMENT

Call the victim and let them know the vehicle has been found. If unable to speak to registered owner, send letter.
Open case in New World, Click on Property Tab. Double click on vehicle.

If you need to enter a stolen plate, follow “Entering a Lost or Stolen Plate”

1. Go up to NCIC tab (yellow/blue) and click on vehicle inquiry by license plate.
2. Enter license plate number and send to NCIC.
3. Click on bottom NCIC tab and read message. Look for located stolen vehicle and owner's info. Now you may go back to property code and click on “Recovered.”
4. Copy FCN number (CTRL C) Go to stolen/recovered tab and enter locate date, recovery code and in recovered from location enter: Agency that recovered vehicle if not us, and if there was anyone in custody notate here.
For example if California Highway Patrol recovered a vehicle with 0 in custody you would enter as shown in sample below.

5. Go up to NCIC tab and click on vehicle clear w/locate. Enter case number exactly as it appears on teletype (take out extra zeros and), paste FCN number (CTRL V) and check to make sure date is same as recovery date. Send message.**
6. Go into bottom NCIC tab and read messages. Should say “SVS clear”

7. Click on  

8. Send recovery notice letter to owner. Letters are found in the G drive under: Records Letters. Send letter on letterhead. Print an additional copy for our records to scan into case. –

All done!

**If the case is not in the system, you must clear the vehicle the “long way”**

Here is how…..

Go to NCIC TAB AND OPEN ADMIN TAB AND CLICK ON FREE FORM

**CLETs FREE FORM TRANSACTION**

*DATABASE CODE*  

FREE FORM TEXT STARTING WITH MTE (ex QV OR CHR)
SENDING A STOLEN VEHICLE RECOVERY TELETYPEType

When you receive a Stolen Vehicle Recovery printout from Dispatch you send a recovery notice to the originating agency of report.

**TIP** [Control & Enter] – To go to next line

San Leandro PD case number

Originating agency’s case number

If subject in custody, write: Subject in custody. Please fax a copy of your report to [Redacted].

When teletypte is sent a copy will automatically print on our teletype printer, attach to SVS printouts.
SENDING AN AREA AND/OR STATEWIDE TELETYPE

For example, an officer lost his badge and a teletype is requested:

Bay Area: [Redacted]
Statewide: [Redacted]
HOW DO I FIND AN ORI FOR AN AGENCY?

EXAMPLE RESPONSE:

ICP
SENDING ADMINISTRATIVE MESSAGE [OUTSIDE OF CA]

NLTAM

NLTAM  NLETS Administrative Message Format

REQUESTED BY:  NAME/SERIAL#  NAME, BADGE NUMBER

NLETS DESTINATION(S)/ORI  DESTINATION AGENCY(S)/NAME

ORI  PD NAME

ATTENTION:  WHICH DEPARTMENT?

REFER TO:  WHO IS IN CHARGE OF THIS UNIT  DEPARTMENT

DATE AND TIME  MMDDCCYY 0000  CASE ?  PHONE

(MMDDCCYY 0000)

TEXT

EXAMPLE:
THIS IS TO ADVISE YOU WE HAVE LOCATED THE FOLLOWING VEHICLE...

***************CONFIRMATION OF RECOVERED VEHICLE***************

RE: VEHICLE#  YEAR MAKE MODEL STYLE COLOR DESTAGENCY/CASE#

THIS IS TO CONFIRM RECOVERY OF THE ABOVE STOLEN VEHICLE
REPORTED TO YOUR AGENCY. VEHICLE APPEARS TO BE DRIVEABLE,
NO PLATES MISSING, AND NO ONE IN CUSTODY.

VEHICLE IS BEING STORED AT ______________ PHONE#. PLEASE CANCEL
YOUR ENTRY. THE NIC# DOES NOT SHOW VALID TO LOCATE ON OUR END. THANK YOU.
CLEARING A VEHICLE ASSOCIATED TO A WANTED PERSON

GO TO ALACO SCREEN

IF LICENSE PLATE IS ENTERED USE 4 DOTS AT THE END
IF VIN IS ENTERED USE 6 DOTS AT THE END
A vehicle has been towed by our agency. The printout below will come from dispatch.

Send letter notifying owner of tow.

*VERIFY OWNERSHIP OF VEHICLE BY PRINTING A VEHICLE REGISTRATION. SEND LETTER TO R/O AND LEINHOLDER IS ANY. MAKE SURE TO SEND LETTER TO LEINHOLDER VIA CERTIFIED MAIL.

Letter will generate, print 2 copies, one on letterhead. Mail letter to registered owner and a certified letter to lien holder if applicable.

How to send a certified letter?
Place a certified mail receipt on upper right corner of mailing envelope. (see sample below)
Fill out domestic return receipt on both sides, see sample below.

Stamp with our information or fill in our information as shown.

On bottom write case number associated

Lein holders Name
Address
City, State Zip Code
**IMPOUND VEHICLE NOTICE**

***Cannot release vehicle before 30 days unless approved by detective/sergeant OR Legal Owner***

A vehicle has been impounded by our agency. The printouts (impound and vehicle registration) below will come from dispatch.

<table>
<thead>
<tr>
<th>Vehicle Release</th>
<th>Impound</th>
<th>Lost Article</th>
<th>Victim</th>
<th>Clearance</th>
</tr>
</thead>
</table>

Send letter notifying owner of tow.

Impound are usually for either unlicensed driver (14602.2), 22655.5 for investigative hold or for participating in a speed contest [23109.2(A)].

30 day hold starts the day vehicle was impounded
If a lien holder is here to take vehicle, we must release it to them, but we must inform them they must honor the 30 day hold.

Per VC 14602.6:

(f) A vehicle removed and seized under subdivision (a) shall be released to the legal owner of the vehicle or the legal owner's agent prior to the end of 30 days' impoundment if all of the following conditions are met:

1. The legal owner is a motor vehicle dealer, bank, credit union, acceptance corporation, or other licensed financial institution legally operating in this state or is another person, not the registered owner, holding a security interest in the vehicle.

2. (A) The legal owner or the legal owner's agent pays all towing and storage fees related to the seizure of the vehicle. No lien sale processing fees shall be charged to the legal owner who redeems the vehicle prior to the 15th day of impoundment. Neither the impounding authority nor any person having possession of the vehicle shall collect from the legal owner of the type specified in paragraph (1), or the legal owner's agent any administrative charges imposed pursuant to Section 22850.5 unless the legal owner voluntarily requested a poststorage hearing.

IS MY WARRANT STILL ACTIVE?
When you want to know if a warrant is still active, just do a quick query and that is it!

VIA WANTED AWS IN NCIC TAB (IN NEW WORLD)

LEWI  Warrant Inquiry (AWS)

Query by NAME
LAST  FIRST  MIDDLE

DOB  (MM/DD/YYYY)  SEX  (M, F, or U)

Query by OLN
OLN

Query by SSN
SSN

Query by PFN
PFN

Query by WARRANT NUMBER
WARRANT NUMBER

Query Out of State by OLN
OLN  STATE

Query Out of State by Name

VIA ALCO SCREEN – FOR HISTORY OF A WARRANT

LEWH  AWS PROD (Q,P)  AWS: WARRANT HISTORY INQUIRY  09/24/13 18:

ENTER THE WARRANT NUMBER (INACTIVE WARRANT ONLY).

WARRANT NUMBER  *WARRANT #
Verify warrant is out of both systems, AWS and NCIC, you do this by running the subject (as shown below) OR by running the warrant based on the FCN# assigned to warrant OR warrant number.
If warrant is NOT out of any system you must take it out.

If not of out of NCIC, follow the instructions below

Cancel based on FCN# from hit
Note the case number of warrant from hit. Scan the recall document and cancel to case to keep track of what is going on with case.
UNDER REMARKS ENTER THE FOLLOWING INFORMATION:

```
*************** WARRANT CONFIRMATION ******************
RE: LAST, FIRST   DOB: MM/DD/YY   SEX:   RAC:   HGT:
WGT:   EYE:   HAIR:   SSN:   CIL:   FBI:   CDC:

WE HOLD THE FOLLOWING (FELONY/MISDEMEANOR) WARRANT FOR THE
ABOVE SUBJECT CURRENTLY IN YOUR CUSTODY. PLEASE PLACE A
HOLD FOR OUR AGENCY.

WRNT#        COURT:   HAYWARD SUPERIOR DEPT 502
CHARGE(S):   24405 AMADOR ST, HAYWARD
BAIL: $       ISSUING AUTH:   JUDGE NAME ON WARRANT

MANDATORY APPEARANCE IN ABOVE COURT. PLEASE CONFIRM HOLD HAS
BEEN PLACED AND DISPO OF SUBJECT.
```
### ENTERING A RAMEY WARRANT

A RAMEY warrant needs to be entered into AWS and CLETS

**Hint: In AWS at any field hit F4 as a “help” tool**

#### AWS ENTRY:

Log into ALACO
At the prompt type LEWE – This will bring you to the AWS warrant entry

<table>
<thead>
<tr>
<th>LEWE</th>
<th>AWS PROD (O,P)</th>
<th>AWS: WARRANT ENTRY</th>
<th>09/24/13 16:28</th>
</tr>
</thead>
<tbody>
<tr>
<td>WXX</td>
<td>OUR CASE NUMBER</td>
<td>DIST: COURT HOUSE (F4)</td>
<td>AUTH: JUDGE WHO AUTHORIZED</td>
</tr>
<tr>
<td>DATE</td>
<td>TODAY'S DATE</td>
<td>TYPE: M</td>
<td>PFN: ENTER</td>
</tr>
<tr>
<td>RESP</td>
<td>00112</td>
<td>ASSN: 00112</td>
<td>ORIG: 00112</td>
</tr>
</tbody>
</table>

**REFER TO WARRANTS**

| CITE REL | N | MAND APPEAR | Y | NITE SVC | Y | EXTRADITE | Y | BAIL: AMT LISTED ON WARRANT |
| VIO (CD/SEC/LVL/CN) | PC | CHARGE | F/M |

| NAME-LAST, FIRST, MIDDLE, TITLE | LAST | FIRST | MIDDLE |
| ADR-#, STRT, CTY, ST, ZIP | 1234 | STREET ADDRESS | CITY | CA | ZIPCODE |

| SEX | F/M | RACE | F4 | HAIR | COLOR | EYE | COLOR | HGT | WGT | WGT | DOB | DOB | SSN | SOCIAL |
| OLN | DRIVER LICENSE NUMBER | ST | CA | VLN | VEH LICENSE # | ST | CA | MAKE | MAKE | MODEL | MODEL |

**BUSINESS NAME: ____________________________**

**ADR-#, STRT, CTY, ST, ZIP: ________ ____________________________ __________**

**COMMENTS: ____________________________**

**FREE FORM FIELD – LIST THE DETECTIVE REQUESTING THE WARRANT**

**WHEN THE MASK IS COMPLETE, PRESS ENTER. THE WARRANT WILL AUTOMATICALLY PRINT. THE WARRANT IS NOW IN AWS, THE DOJ WARRANT STILL NEEDS TO BE ENTERED VIA NCIC**

| F1=HELP | F2=EXITHELP | F3=EXIT | F4=PROMPT | F5=REFRESH | F12=CANCEL |

---
There are two ways to enter into NCIC, 1. Follow Walk Warrant procedure or ..........

**CLETs ENTRY**

IN RECORDS NEW WORLD GO TO NCIC LIST UNDER ADMINISTRATIVE
CHOOSE CLETs FREE FORM

IF NO BAIL = BAL/NO BAIL

![CLETs Free Form Transaction](image)

**KEY:** Optional Data Fields = Those contained within () in the format below. The DFC must be indentified and followed by a slash(/) and the data. Optional data field may appear in any sequence after mandatory fields.

Group Fields (entered as one) = Those contained within [] in the format.

Mandatory Data Fields = Do not have () or [] in the format

**Notes:**
1. DOW is optional for ENT/1, ENT/3, and ENT/4 records. If not used enter three periods between TOW and ENT. DOW is mandatory for ENT/2. If ENT/2 is entered, use data of entry for DOW.
2. WNO cannot be used in ETR entries. Use a period to represent the WNO.
3. BAL is mandatory and must be identified with BAL/.
4. OCA, WGT, and HAI mandatory for ENT/2 entries
5. OOC is mandatory when 4999, 5001, 5011, 5012, 5013, 5014 or 5015 offense codes are used
6. Multiple content data fields: MNU, SOC, SMT, AKA, ADB, and MNU can include up to 9 of the same data elements.
7. Only two vehicles (VEG) and License(LIG) data can be entered for each wanted person record.
8. If an ENT/2 record is entered, LIY must be at least current year minus one for license data to be forwarded to NCIC. If LIY is not-expiring, use NX.
9. Multiple content data fields: CMC, OLG, and all stolen or fraudulent information (SFB, SFG, SFN, SFO and SFM) can include up to 3 of the same data elements.

**WPS OFFENSE CODES**

<table>
<thead>
<tr>
<th>TREASON</th>
<th>FORGERY</th>
<th>PAROLE VIOLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESPIONAGE</td>
<td>FRAUD</td>
<td>PROBATION VIOLATION</td>
</tr>
<tr>
<td>SABOTAGE</td>
<td>EMBEZZLEMENT</td>
<td>CONDITIONAL RELEASE VIOL</td>
</tr>
<tr>
<td>SEDITION</td>
<td>STOLEN PROPERTY</td>
<td>MANDATORY RELEASE VIOL</td>
</tr>
<tr>
<td>SELECTIVE SERVICE</td>
<td>DAMAGE PROPERTY</td>
<td>FAILURE TO APPEAR</td>
</tr>
<tr>
<td>SOVEREIGNTY</td>
<td>DANGEROUS DRUGS</td>
<td>OBSTRUCT/GENERAL</td>
</tr>
<tr>
<td>MILITARY DESERTION</td>
<td>SSEX OFFENSE</td>
<td>BRIBERY</td>
</tr>
<tr>
<td>MILITARY</td>
<td>OBSCENITY</td>
<td>WEAPON/EXPLOSIVES</td>
</tr>
<tr>
<td>ILLEGAL ENTRY</td>
<td>FAMILY OFFENSE</td>
<td>PUBLIC PEACE</td>
</tr>
<tr>
<td>FALSE CITIZENSHIP</td>
<td>GAMBLING</td>
<td>TRAFFIC</td>
</tr>
<tr>
<td>SMUGGLE ALIENS</td>
<td>COMMERCIALIZED SEX</td>
<td>HEALTH/SAFETY</td>
</tr>
<tr>
<td>IMMIGRATION</td>
<td>LIQUOR</td>
<td>CIVIL RIGHTS</td>
</tr>
<tr>
<td>HOMICIDE</td>
<td>OBSTRUCT POLICE</td>
<td>INVATION/PRIVACY</td>
</tr>
<tr>
<td>KIDNAP</td>
<td>FLIGHT-ESCAPE</td>
<td>SMUGGLING</td>
</tr>
<tr>
<td>SEX ASSAULT</td>
<td>BAIL</td>
<td>ELECTION LAWS</td>
</tr>
<tr>
<td>ROBBERTY</td>
<td>PERJURY</td>
<td>ANTITRUST</td>
</tr>
<tr>
<td>ASSAULT</td>
<td>CONTEMPT OF COURT</td>
<td>TAX REVENUE</td>
</tr>
<tr>
<td>ABORTION</td>
<td>OBSTRUCTION OF JUSTICE</td>
<td>CONSERVATION</td>
</tr>
<tr>
<td>ARSON</td>
<td>OBSTRUCTION OF COURT</td>
<td>CRIMES VS PERSON</td>
</tr>
<tr>
<td>EXTORTION</td>
<td>MISCONDUCT/OFFICER</td>
<td>PROPERTY CRIMES</td>
</tr>
<tr>
<td>BURGLARY</td>
<td>CONTEMPT OF CONGRESS</td>
<td>MORALS/DECENCY</td>
</tr>
<tr>
<td>LARCENY</td>
<td>CONTEMPT OF LEGISLATURE</td>
<td>PUBLIC ORDER CRIME</td>
</tr>
<tr>
<td>STOLEN VEHICLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* REQUIRES A FREE TEXT EXPLANATION
** REQUIRES AN OOC AND OFF
MODIFYING A WARRANT FROM ENT/2 TO ENT/1

DETECTIVE HAND YOU A WARRANT HE WANTS MODIFIED
GO INTO ALACO SCREEN

SELECT THE TYPE OF INQUIRY DESIRED: S (A=AWS)
(D=AWS/DOJ) (V=VCIN/AWS)
(L=AWS/DOJ/DMV) (S=AWS/DOJ/DMV/SRF/VCIN)

THEN ENTER SELECTION CRITERIA IN THE FIELDS PROVIDED BELOW. PRESS ENTER.

NAME (LAST.FIRST.MI): LAST NAME FIRST
DATE OF BIRTH: OR AGE: YEARS 5
SEX/RACE/HAIR/EYES: / / /
HEIGHT/WEIGHT: /
ADDRESS(3)/CITY: / CNT:
OPERATOR LIC/STATE: /
SOCIAL SECURITY NBR: FCN:
CORPUS PFN: CII: FBI:
WARRANT NUMBER:
PIN:

EXACT MATCH ON LAST NAME?: N

COMMAND===>
F1=HELP F2=EXTHELP F3=EXIT F4=PRMPT F5=REFRESH F9=DOJ F12=CANCEL

ONCE A LIST OF ITEMS COME BACK, SELECT THE RECORD
IF THIS IS THE CORRECT RECORD, SELECT F9 TO GO TO DOJ

ENT/2 MEANS CA & NCIC. IF DETECTIVE WANTS CA ONLY, YOU NEED TO CHANGE THIS TO ENT/1. WRITE DOWN THE FCN NUMBER AND THEN GO TO A BLANK SCREEN (F12 UNTIL YOU GET TO A BLANK SCREEN). TYPE IN THE FOLLOWING:
LOCATING WARRANT AND RECEIVING CONFIRMATION

1. Run the person via ALACO screen.
   a. LEMM screen option 1. (LEWI)

   LEMM ARS PROD (O,P) AUTOMATED WARRANT SYSTEM: MAIN MENU

   WELCOME TO THE AUTOMATED WARRANT SYSTEM (AWS).
   PLEASE SELECT AN ACTIVITY FROM THE LIST BELOW BY
   ENTERING ITS CORRESPONDING NUMBER HERE:

   1. RUN A WARRANT CHECK..............LEWI
   2. RUN A VEHICLE CHECK..............LEVI
   3. PERFORM WARRANT MAINTENANCE......LEWM
   4. INPUT A WARRANT DIRECTLY..........LEWE
   5. PERFORM SUBJECT MAINTENANCE......LESM
   6. INPUT A SUBJECT DIRECTLY..........LESE
   7. SYSTEM CONTROL FUNCTIONS.........LEXM
   8. WARRANT HISTORY INQUIRY..........LEWH
   9. SPECIALIZED INQUIRIES MENU........LEQM

2. Call entering agency and confirm warrant -  * ONLY IF WARRANT IS NOT IN AWS

3. Wait for teletype confirmation
4. Locate the person via pre-formatted screen in RMS

5. Either the person is arrested or cited out

6. Warrant Abstract, teletype confirmation and Locate to be scanned.
LOCATING OUR AWS WARRANT FOR A NON-AWS AGENCY

You get a call from outside agency regarding an arrest on our warrant.
  1. We send teletype confirming warrant
  2. Fax warrant abstract (if needed)
Run person in wanted person to verify they were taken out. If they were taken out you should receive a no
match on search.

If the agency asks for pick up, contact our warrants clerk and advise other agency of disposition on the request.
If pick up is desired the jail or County (who ever picks up) with do the rest, if not desired follow the next step.

If need be and you know subject cited out send teletype asking for disposition.

<table>
<thead>
<tr>
<th>CLTAM</th>
<th>Administrative Message Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>CALIFORNIA DESTINATIONS</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ARRESTING AGENCY</td>
<td></td>
</tr>
<tr>
<td>DESTINATION AGENCY</td>
<td></td>
</tr>
<tr>
<td>ATTENTION</td>
<td>DISPATCH JAIL</td>
</tr>
<tr>
<td>REFER TO</td>
<td>YOUR NAME, BADGE # UNIT WARRIORS</td>
</tr>
<tr>
<td>DATE AND TIME</td>
<td>[MM/DD/YY] CASE IX-12345 PHONE -10077319</td>
</tr>
<tr>
<td>OPERATOR NAME/EMAIL</td>
<td>YOUR NAME, BADGE #</td>
</tr>
<tr>
<td>TEXT</td>
<td>RE: LAST, FIRST DOB MM/DD/YY OUR WARRANTS</td>
</tr>
<tr>
<td></td>
<td>ABOVE SUBJECT WAS ARRESTED BY YOUR AGENCY ON MM/DD/YY ON OUR WARRANT AND BAILLED. PLEASE ADVISE OF DISPO.</td>
</tr>
</tbody>
</table>
Once disposition teletype comes through go to AWS system and find subjects warrant by going into LEMM, selecting # 1.

Once warrant is selected, press F11 for STAT.
If A/R in Alameda Co, warrant will come out by ACSO. If outside Alameda Co, we can clear it out of AWS or you can leave it in. Either way whether court date was satisfied or subject did not make it to court, the courts will recall warrant or issue arrest warrant. No need to worry about cancelling it.

**********WARRANT STATUS CHANGE ALERT**********
12/17/13 15:06
TO: SAN LEANDRO POLICE DEPT
CONFIRMING A WARRANT

1. If warrant is in the system, then it is a good warrant. Check to make sure it is a good warrant by verifying in case as well.

2. Send teletype confirmation message
You may also send them a warrant abstract via Fax, by selecting F5 from ALACO screen.
UPDATING A WARRANT

1. Print screen.
2. Run subjects CRIMS, CII and DL (look for: AKA’s, SSN, DOB, CII, FBI, DL).
   A. If additional descriptors verify and add any additional information to warrant.
3. Go to command line (on bottom of warrant screen) type SSN # and enter. Do same for all other information being added. You will need to note where the information came from, ex. OLN=D, (F4) will give you a list of options.
4. ONCE COMPLETE (F9) SEND TO DOJ.

   MISDEMEANOR WARRANT – DOJ
   FELONY WARRANT – DOJ/NCIC

7. Skip to REF: Enter detectives name: (Detective handling case)
8. OCA: Enter case number (usually the last digit cuts off so verify)
9. OFFENSE: (F4) FOR A LIST OF OPTIONS
10. MISC: Is what the warrant is for, ie. Robbery, Carjacking, assault with deadly weapon

All SMT, OLN, ETC. that you entered will be transferred over except for ADB (additional dates of birth)

Once you are all done, (F9) to enter, (F5) to print, scan into case.
A subject gets a warrant entered into AWS through the court. We need to enter that warrant into NCIC. How to enter:

1. Log in to ALACO
   a. On a blank screen enter: LEWM
Once you click F9, the DOJ WPS entry will appear
Enter any information you have available such as OLN(Driver License), SMT, etc. Use resources such as CRIMS, etc. for updating warrant information. Once the above sheet is completed, click ENTER then F9 to verify DOJ/NCIC entry. Print confirmation of entry (F5).

STILL HAVE QUESTIONS?
CONTACT ACSO WARRANTS FOR HELP
TO MODIFY A WARRANT  (oops, you made a mistake)

Follow steps in CLETS CJIS Manual section 3, page 3-25 Modify transactions. For my sample, I forgot the zero at the end of my case number, so in NCIC→ Administrative→ CLETS FREE FORM:

Print modify. Re run subject to confirm record was updated, print updated record. Scan the original entry, modify confirmation and updated record.
WARRANT ATTEMPT SERVICE

Attempt Service:

*Attempt service requests are received via teletype or us mail.*

*(Check every mid-week)*

1. Log NEW attempt services on excel spreadsheet.
2. Update Warrant Book/Online
3. LEWM – Warrants by Beat (Update in ALACO system)

```
LEWM AWS PROD (Q,P) AWS: WARRANT MENU 10/03/14 11:20

SELECT THE TYPE OF INQUIRY HERE: A = ASSIGNED LIST
                                          R = RESPONSIBLE LIST  Q = DIRECT QUERY

ENTER ADDITIONAL SELECTION CRITERIA BELOW.

NAME OR WAR/DOB/SEX: ____________________________ / ____________ / __________

DIRECT INQUIRY----------------------------------------------MATCH LIST----------------

O LN OR CAL/ID/ST: ____________________________ / WARRANT TYPE (F.M.I/OB.OR): _ / __
SOCIAL SECURITY NBR: _______ / JUDICIAL DISTRICT CODE: _____
PFN/DFN/UFN: _______ / ASSIGNED AGENCY CODE: _____
FBI NBR: _______ / RESPONSIBLE AGENCY CODE: _____
CII NBR: _______ / WARRANT STATUS CODE/CATEGORY: N / __
VEHICLE LIC NBR/ST: __________ / BEAT: __________
F CN: __________ / ENTRY DATE FR: 010181 TO: CURRENT

LAST UPD FR: __________ TO: __________

COMMAND==> ________
F1=HELP F2=EXTHelp F3=EXIT F4=PRMPT F12=CANCEL
```
1. Assign beats to those warrants that do not have a beat assigned.
   a. Look up address in new world. Which beat is it? Assign beat on screen
   b. If not our warrant and not our jurisdiction re assign to originating agency. (see below)

2. Go through and select each warrant and check if warrant(s) are entered in wanted persons (NCIC), if not enter now.
   (*Hint if no FCN number above it has not been entered into wanted persons)
3. Once beat assigned, if our agency press F10 (due diligence)

4. Enter information in white, see above for example. (Do not print, officers can see them online)
5. Go through each beat and print list of all warrants.

6. Print list by pressing F5. These are warrants assigned to us by other agencies within Alameda County that were not sent to us individually (some agency do both jus to be safe).

7. Add to your warrant book/online log along with all individual warrants entered that were received.

8. Run individual persons in your book to see if we can attach additional warrants from other agencies (i.e. it may bring up outside county warrants that you can add so officer may be aware of additional wants on this subject)
9. If additional warrant are located print and add to the book. (Don’t have to be assigned to us or sent to us, just print ANY warrant this person has outstanding).

WARRANT ATTEMPT SERVICE (CONT’D)

ASSIGNING/RE-ASSIGNING WARRANT BACK TO ORIGINATING AGENCY

1. Select warrant, notice not our jurisdiction?
2. Change the assigned code directly on this screen then press F10 for updating and entering
WARRANT ATTEMPT SERVICE (CONT’D)
WARRANT NOT OUR JURISDICTION

When do I send the warrant back?

The warrant is not within our jurisdiction.

1. You still must enter warrant into warrant spreadsheet.
2. Send teletype to originating agency (o/a). If you know who the warrant belongs to, let the o/a know.

3. File original warrant and teletype in warrant service folder.
ENTERING A MISSING PERSON

Log into Alaco.
Press LEEY on a black screen

ALL FIELDS IN WHITE ARE REQUIRED, ALL ADDITIONALS ARE OPTIONAL.

ONCE FIELDS ARE FILLED OUT, PUSH ENTER BUTTON AND IT WILL AUTOMATICALLY PRINT YOUR RESPONSES.
BE SURE TO RUN THE SUBJECT IN CAD TO BE SURE THE MISSING PERSON HIT SHOWS UP IN ALL THE SYSTEMS.

ONCE YOUR RESPONSES HAVE PRINTED, WRITE THE CASE NUMBER ON THEM AND CLIP THEM TOGETHER.
MISSING PERSONS

WHEN A MISSING PERSON MUPS CANCEL COMES FROM DISPATCH, YOU MUST:

1. LOG INTO ALCO
2. ENTER THE FOLLOWING ON A CLEAR SCREEN:
3. ENTER SUBJECT'S INFORMATION

<table>
<thead>
<tr>
<th>LSEM</th>
<th>AWS PROD (Q.P)</th>
<th>AWS: SUBJECT MENU</th>
<th>07/19/15 11:07</th>
</tr>
</thead>
</table>

SELECT THE TYPE OF INQUIRY HERE: Q = MISSING PERSONS LIST
S = SUBJECTS LIST    Q = DIRECT QUERY
R = TO DOJ SEND/LIST  L = REGISTRATION LIST

AND ENTER THE SUBJECT TYPE HERE: _

THEN ENTER THE SELECTION CRITERIA IN THE FIELDS PROVIDED BELOW.

SUBJECT NAME/DOB/SEX: LAST NAME____ FIRST NAME____ _______ DOB____ __

OLN / ST: ________________ | RELATED WRNT #: __________
OCA/REPORT NBR: ____________ | GANG NAME: ____________
SOC SEC NBR: ____________ | AGENCY CONTACT: __________
PFN/DFN/UFN: ____________ | ENTRY AGENCY: __________
RESTR ORDER #: ____________ | JURISDICTION: __________
FBI NBR: ____________ | ENTRY DATE FR: ______ TO: ______
CII NBR: ____________ | EXP DATE FR: ______ TO: ______
VEH LIC/ST: ____________ | FCN: ____________

SMC32 NO SELECTION CRITERIA ENTERED...
COMMAND====>
F1=HELP  F2=EXTHelp  F3=EXIT  F4=PRMPT  F12=CANCEL

4. SELECT SUBJECT FROM THE LIST
6. THE ABOVE SCREEN SAYS THIS SUBJ IS CANCELLED VIA AWS, NOW CHECK NCIC.
7. RUN SUBJECT IN **MISSING PERSONS** SYSTEM (MUPS), VERIFY LOCATE.
ON THE MUPS PRINTOUTS NOTATE THE FOLLOWING:

VERIFIED AWS AND MUPS CANCEL – (ENTER INITIALS)
IF THE MISSING PERSON IS NOT CLEARED FROM AWS, TAKE THE FOLLOWING STEPS

*******HIT SHOWING THE PERSON IS STILL IN AWS**********

THIS SUBJECT HAS NOT BEEN CLEARED, THERE IS NO MESSAGE INDICATING IT (FOUND MID SCREEN IN WHITE LETTERS)
IF THE LOCATING AGENCY IS OUTSIDE OF ALAMEDA COUNTY, THEY MAY NOT BE ABLE LOCATE THE SUBJECT SO WE MUST DO SO. PRESS [F11] TO CLEAR THE SUBJECT.

SELECT F4 FOR PROMPT ON WHAT INFORMATION TO ENTER.
SAMPLE OF INFORMATION YOU WOULD ENTER FOR NON-AWS AGENCY TO CLEAR SUBJECT.
PRESS [ENTER] TO COMPLETE TRANSACTION. PRESS [F3] TO LEAVE THIS SCREEN AFTER TRANSACTION HAS BEEN

THIS SUBJECT HAS BEEN LOCATED SUCCESSFULLY! SEE LOCATE MESSAGE MID SCREEN IN WHITE
When you receive printouts for a stolen vehicle entry from dispatch you
1. Verify the case has been merged in New world Records
2. If the case is in follow the steps below:
   1. Go to Property Tab
      a. Double click vehicle
      b. Click on NCIC tab (yellow/blue)
      c. Click on Vehicle inquiry by LIC#
      d. Once this is done enter *NCIC ENTERED in property code
      e. Save

All done!
REPORT REQUEST

Requesting a copy of a report:
1. In person
2. Online (if a collision only)
3. Letter (make sure it is signed and a copy of id/license attached) and money order or check if Law officer, Insurance company office)

In person, please have them fill out requester’s portion of form.

What to look for when releasing a report:

1. IS REQUESTER INVOLVED PARTY?
   - NO
   - YES

2. WHO IS INVOLVED?
   - JUVENILE OR MULTIPLE PEOPLE
   - REVIEW

3. IS THE CASE OPEN?
   - SUSPECT INFO.
   - REVIEW

* OTHER AGENCIES MAY REQUEST REPORT VIA FAX OR US MAIL. PLEASE SCAN ORIGINAL REQUEST WITH FAX CONFIRMATION INTO REQUESTED CASE.
ENTERING A LOST OR STOLEN PLATE

ONCE SENT, CHECK NCIC MESSAGE TAB TO VERIFY TRANSMISSION OF ENTRY.
Make – (Use the gun book to find the make OR Clew website)

CALIBER – ONLY TAKES UP TO FOUR CHARACTERS
    IF SHOTGUN - ENTER GAUGE IN CALIBER

TYPE CODES:
RIFLE – R
PISTOL – PI
SHOTGUN – SH

*IF MODEL IS UNKNOWN USE 0000, NOTE ON MISC TAB: MODEL UNKNOWN
SENDING A GUN HIT CONFIRMATION / POSSESSION CONFIRMATION

Request

1. RUN GUN BASED ON SERIAL NUMBER VIA GUN INQUIRY TAB IN NCIC.
2. OPEN CASE, CHECK TO MAKE SURE THE GUN IS STILL OUTSTANDING.
3. CONFIRM VIA TELETYPING

4. RECEIVE A TELETYPE FROM THE OTHER AGENCY LOCATING GUN. REQUIRED TO ATTACH TO OUR CASE SHOWING ITEM HAS BEEN LOCATED.
ENTERING A STOLEN SHIPPING CONTAINER

SEE EXAMPLE BELOW

NCIC Entry Form [VEH4 - Vehicle License Plate or Parts Entry]

VEH 4  Vehicle License Plate or Parts Entry

LICENSE PLATE ENTRY  CALIF ONLY

ORIGINATING AGENCY CASE #

DATE OF TRANSACTION (MMDDYYYY)

LIC PLATE  LIC State  LIC YEAR  LIC TYPE

NUMBER OF PLATES MISSING  FOUND OR EVIDENCE PLATE(S)  FELONY PLATE

DUPLICATE PLATE ISSUED  OTHER PLATE STILL ON VEHICLE  DEALER PLATE(S)

MISC

VEHICLE PART ENTRY

CALIF ONLY  Choose One: STOLEN  FOUND/EVIDENCE

ORIGINATING AGENCY CASE #  CASE #  DATE OF TRANSACTION (MMDDYYYY)

SERIAL #  CONTAINER #  OAN #

BRAND  CATEGORY  SP

MISC  VHA/40FT-CARGO  CONTAINER RED EMPT?

OPTIONAL:

VEHICLE YEAR  XRF FCN #  XRF CASE #

CONTAINER DESCRIPTION
VEHICLE STATUS CODES

A - VEH NOT DAMAGED, STRIPPED OR BURNED
B - VEH STRIPPED OF MAJOR PARTS/NOT BURNED
C - VEH STRIPPED OF MINOR PARTS/NOT BURNED
D - VEH BURNED/NOT STRIPPED
E - VEH BURNED/STRIPPED OF MAJOR PARTS
F - VEH BURNED/STRIPPED OF MINOR PARTS
G - VEH DAMAGED/NOT STRIPPED
H - VEH DAMAGED AND STRIPPED
J - VEH DAMAGED/CARGO THEFT (COMMERCIAL VEH ONLY)
U - VEH PARTS RECOVERED (STOLEN VEH PART RECORD)
I - LIC PLT RECOVERED (LOST/STOLEN PLT RECORD)

0 - NO LICE PLT MISSING/VIN OK
1 - 1 PLT MISSING/VIN OK
2 - 2 PLTS MISSING/VIN OK
3 - NO PLTS MISSING/VIN REMOVED OR ALTERED
4 - 1 PLT MISSING/VIN REMOVED OR ALTERED
5 - 2 PLTS MISSING/VIN REMOVED OR ALTERED
6 - NO PLTS MISSING/VIN SWITCHED
7 - 1 PLT MISSING/VIN SWITCHED
8 - 2 PLTS MISSING/VIN PLT SWITCHED
I - LIC PLT RECOVERED (LOST/STOLEN PLT RECORD)
U - VEH PARTS RECOVERED (STOLEN VEH PART RECORD)

Y - SUSPECT IN CUSTODY
N - NO SUSPECT IN CUSTODY

**WRITING A REPORT**

**Questioning:**

<table>
<thead>
<tr>
<th>FOUND PROPERTY</th>
<th>LOST / STOLEN PLATE (NO SUSPECT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- WHO FOUND PROPERTY? ID OF RP-NEED ALL INFO* &amp; PHONE #</td>
<td>Lost or Stolen? Lost Plate vs 484</td>
</tr>
<tr>
<td>- WHERE WAS IT FOUND? LOCATION - ADDRESS?</td>
<td>1. RUN PLATE WHILE STILL ON PHONE WITH RP, R/O?</td>
</tr>
<tr>
<td>- DATE / TIME FOUND?</td>
<td>- LOCATION WHERE TAKEN FROM OR LAST SEEN?</td>
</tr>
<tr>
<td>- DETAILS FOR NARRATIVE. ANY PERTANANT DETAILS – (IE: RP WENT TO ADDRESS ON CDL VICT NOT KNOW HERE.)</td>
<td>- DATE AND TIME LAST SEEN ON VEHICLE?</td>
</tr>
</tbody>
</table>

*(TIP – RUN ID/LIC TO HAVE INFO SAVED)

1. CREATE AN INCIDENT, ONLY FILL OUT DETAILS TAB

<table>
<thead>
<tr>
<th>Incidents</th>
<th>Add Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases</td>
<td>Edit Incident</td>
</tr>
<tr>
<td>Accidents</td>
<td>Incident Reports</td>
</tr>
<tr>
<td>Persons and Global Vehicles</td>
<td></td>
</tr>
<tr>
<td>Global Guns</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td></td>
</tr>
<tr>
<td>Tickets and Arrests</td>
<td></td>
</tr>
<tr>
<td>Property Room</td>
<td></td>
</tr>
<tr>
<td>Case</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Wants and Personal</td>
<td></td>
</tr>
</tbody>
</table>

*(TIP – RUN ID/LIC TO HAVE INFO SAVED)
2. Fill out tabs. Link property to victim.
Write Summary

**Summary samples:**

Lost/ Stolen Plates

On MM/DD/YY XXXXHRS, VICTIM X CALLED THE SAN LEANDRO POLICE DEPARTMENT TO REPORT HE THEFT OF HIS FRONT LICENSE PLATE. HE TOLD ME THE FOLLOWING:

ON MM/DD/YY AT XXXXHRS, VI X PARKED HIS VEHICLE ON THE STREET IN FRONT OF HIS APARTMENT COMPLEX AT: XX. ON MM/DD/YY AT XXXXHRS, HE NOTICED HIS FRONT LICENSE PLATE, FRAME AND BOLTS ALL MISSING. HE DOES NOT KNOW WHO WOULD HAVE TAKEN HIS FRONT LICENSE PLATE AND HAS NO SUSPECT INFORMATION.

LICENSE PLATE X WAS ENTERED INTO SVS.

NO FURTHER DETAILS.

If property, submit as evidence.

On Saturday, December 29, 2012 reporting party John Doey came to the San Leandro Police Department to turn in found property, RP Doe told me the following information:

On Friday, December 28, 2012, at 20000 hours, Rp Doe was shopping at Nordstroms Rack, located at xxx Marina Blvd, and located the above listed property. Rp Doe attempted to drive by address listed on VI Sanchez California ID card, but subjects at the residence did not know who VI was.

I took possession of the above listed property and submitted to S.L.P.D property division as found property.

No further details.

If property, submit as evidence.
HOW TO RUN ARREST LOG
Date range should be the previous week.

Change to current date and time.
Instructions for Officers
New CRIMS e-Process - Online E-Warrants

Settings
Statement of training and experience (Hero Statement) should be added prior to creating a new warrant request.

- Select ‘My Settings’ on the top left of CRIMS screen; Click on ‘Statement of training and experience’

  ![CRIMS Screen]

- Type directly into, or copy and paste the statement into the box (shown below)
  - Note* You cannot make edits to the Statement of training and experience directly in the new warrant request form. You must return to “My Settings” to make edits.

- Click ‘Save’ then click ‘Close’
To create a Warrant request

1. On the E-Process tab in CRIMS, two separate sub-tabs are available, 'E-Documents' and 'E-Warrants'. Click on the 'E-Warrants' tab.

   - You will see your E-Warrants work queue. Click the "New Warrant" link.
   - Click the type of Warrant you would like to create.

2. For all Warrant types “Affiant” is the officer entering the details into the warrant request form.
   - Select Duty station from drop down
   - Enter in Affiant contact number - This is the phone number that the judge will call them at if they have a question. This should be a cell phone or a number they can be reached at right away.
   - To grant access to other officers to view the warrant you must add the officer under “Designated Officers”, shown below. No one else in the law enforcement community can view these warrants. The designated officers will only be able to view and not update the warrants.
   - To add an officer Click ‘Add’
In User Search box type the first few letters of the officers last name. Select the officer name by double clicking on the name. This will close the box and add the officer to the list. You can add additional officers by clicking 'Add' as shown above.

3. For all Warrant types you can add multiple attachments (i.e. jpg, pdf). This can be found at the top right hand corner of your screen as shown below. To add attachments Click 'attachment' as shown below.

To attach a file:
Click ‘browse’ and select file.
Click ‘Upload’. Your file will show under file name as shown below.
4. To include the statement of training and experience within the new warrant request you must check the checkbox next to “Include Statement of training and experience” as shown below.
   Note* You cannot make edits to the hero statement directly in the new warrant request form. You must return to “My Settings” to make edits.
   Note* You will not see this checkbox if you have not created a Statement of training and experience as described above under Settings.

5. CRIMS sessions timeout if idle for more than 1 hour. The EWarrant currently being edited will be saved temporarily. If you are logged off, you will see the message below the next time you try to create a new warrant.
   a. Click on ‘Yes’ to retrieve the incomplete warrant
   b. Click on ‘No’ to discard and start a new warrant request
   *Note – all attachments will not save in the temporary file. You will need
Multifunctional Search Warrant- special issues

1. Multiple "place(s) to be searched" as well "evidence to be seized" can be added by selecting the "Add" button as shown below.

2. If you have special requests, please click on the “+” sign next to “Special Requests” to expand that section and select the applicable boxes. See example below.
Ramey and Steagald Warrants- special issues

- Night Service Request – If you check the “Night Service” box details regarding the night service should be described within the probable cause to arrest section.
- Steagald warrant require a special information field to be completed: “Probable Cause to believe that Arrestee is now inside Premises and will be there when warrant is executed.”
- Suggested Bail amount (or NO Bail checkbox) must be filled out. The approving judge can override this value.

Saving and Submitting

- Once you have completed the warrant request form Click ‘Save’. The warrant form will now show as a read-only document.
- Click on the Submit button to submit the request to the judges’ for approval.
- The Judge will review the warrant request. The completed warrant request will show up in the “E-Warrant Approved/Completed Queue”.
- To view and print the warrant click on the ‘Warrant’ link in the Action column.
Warrant Return

- Once the search warrant is served you must go back in and create a return.
  - Click the ‘Warrant’ link
  - Click ‘Create Return’
  - Enter all the required details and attach any relevant documentation (e.g. pictures of property seized)
  - Click ‘Save’ and then ‘Submit’
1. **Affiant logs on**: The first step is that the affiant will log on to CRIMS and complete the appropriate Worksheet.  

   **Nomenclature**: Technically, the officer who writes an affidavit for a search warrant is an affiant, and an officer who writes a Declaration of Probable Cause for a Ramey warrant is declarant. To simply things, we will refer to the officer who is applying for any type of warrant as the affiant, and we will refer to both affidavits and declarations as affidavits.  

   **Special procedure requests**: Under certain circumstances, the affiant may request that the judge authorize officers to implement certain special procedures to be utilized in executing the warrant. A list of available special procedures is contained in the various worksheets. To obtain authorization to utilize one, the affiant must simply follow the various prompts in the Worksheet.  

   **Special procedures not yet available**: Until further notice, applications for full or partial sealing orders and anticipatory search warrants must be made via normal channels, not via CRIMS.  

   **Training and experience**: If grounds for issuance of the warrant include the affiant’s opinion as to the meaning or significance of any circumstance set forth in the affidavit or declaration, or as to the existence of probable cause, the affiant must include a summary of his or her relevant training and experience in the affidavit. This can be done manually or by clicking “Include statement of training and experience,” in which case CRIMS will automatically insert the appropriate information from the affiant’s stored digital file.  

   **Attachments**: If the affiant needs to include one or more attachments to the affidavit, he or she will click the “Attachment” button and follow the instructions for attaching a document and incorporating it into the affidavit.  

2. **Affiant phones judge**: The affiant will phone the on-call judge for the following purposes:  

   **Notification**: The affiant will notify the judge that a proposed warrant and accompanying affidavit have been prepared and are ready to be transmitted to the judge via CRIMS.  

   **Special requests**: If the affiant is requesting that the judge authorize one or more special requests, the affiant must notify the judge so that the judge can make sure that the affidavit contains sufficient facts to justify the order.  

   **Attachments**: If the affiant incorporated an attachment to the affidavit, he or she must notify the judge so that the judge will be sure to download it.  

   **Priority**: The affiant will notify the judge if the issuance of the warrant is needed as soon as possible or, if not, when it will be needed.  

   **Affiant sworn**: The judge will administer the oath to the affiant over the phone.  

3. **Affiant transmits documents to judge**: After being sworn, the affiant will begin the process of transmitting the affidavit and proposed warrant to the judge by clicking the “Save” button on the Worksheet, and this will trigger the following actions by CRIMS:  

   **Format proposed warrant**: CRIMS will compose and format the proposed warrant based on the information contained in the Worksheet.
Format affidavit: CRIMS will compose and format the affidavit based on the information contained in the Worksheet.

Digital signature: CRIMS will insert the affiant’s digital signature to the perjury declaration at the end of the affidavit.

Display completed documents: CRIMS will display on the affiant’s screen the proposed warrant and signed affidavit.

Transmit: If the affiant is satisfied with the documents, he or she will click the “Submit” button which will result in the transmission of the completed documents to the judge.

4. Judge confirms: At this point, the judge will confirm with the affiant over the phone that the proposed warrant and affidavit (including any attachments) were received and are legible. The judge may choose to remain on the phone with the affiant while the proposed warrant is being reviewed, or the judge may make other arrangements for any renewed communication. If any part of the affidavit is not legible or if any attachments are missing, the warrant must be denied in its entirety. The affiant may resubmit a corrected affidavit after being re-sworn.

5. Judge reviews affidavit and warrant: The judge will review the affidavit and any attachments to determine if (a) it contains facts that establish probable, and (b) there are sufficient grounds for all requested special procedures.

6. Judge issues or denies warrant

Warrant issued: If the judge determines that probable cause exists, and if the judge approves of the language contained in the proposed warrant, he or she will do the following:

Approve or deny special requests: For each special request, click “Approve” or “Deny”.

Approve issuance of search warrant: Click the “Approve” search warrant button which will trigger the following actions by CRIMS:

Digital signature: CRIMS will insert the judge’s digital signature to the warrant.

Insert approved special procedures: CRIMS will insert authorization to utilize all special procedures that were approved.

PDF conversion: CRIMS will convert the warrant into an unalterable PDF file.

Transmit to affiant: CRIMS will transmit the warrant to the affiant after inserting the date and time of transmission.

Transmit to court clerk: CRIMS will transmit a copy of the warrant and affidavit to the Court Clerk after inserting the date and time of transmission.

Judge and affiant confer: After the warrant has been transmitted, the judge and affiant will confer for the following purposes:

Confirmation of receipt: The affiant will notify the judge that the warrant was, or was not, received.

Duplicate original created: If the warrant was received, the judge will authorize the affiant to write the words “Duplicate Original” on the first copy of the warrant to be printed.

Warrant denied: If the judge determines that probable cause does not exist, the judge will click the “Deny” button. This will result in the deletion of all documents submitted to the judge, including deletion from the judge’s queue of the entry pertaining to this application. If the judge chooses, he or she may confer with the affiant by phone and attempt to cure the defects. For legal assistance, the affiant should phone the on-call Deputy District Attorney.

Retransmission after rejection: If the affiant transmits a revised affidavit to the judge after making the necessary changes, the judge must re-administer the oath before it is transmitted.

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POST-ISSUANCE PROCEDURE: If the judge issues the warrant, the affiant and Court Clerk shall do the following:
A. **Affiant prints hard copy:** The affiant will print at least four hard copies of the warrant, affidavit and any attachments to the affidavit, and will write the words “Duplicate Original” on the first copy of the warrant to be printed. The affiant will retain the “Duplicate Original” warrant.

B. **Warrant executed:** The warrant will be duly executed. On the “Duplicate Original” warrant the affiant will write the date and time the warrant was executed.

C. **Affiant returns warrant:** Within ten days after the warrant was issued, the affiant will complete a Return of Warrant form via CRIMS and transmit it to the Court Clerk’s Office.

D. **Court Clerk processes documents:** At the start of each business day, the Court Clerk’s Office will check CRIMS to determine if any warrants or returns were transmitted to the Clerk’s Office. If so, the Court Clerk will do the following:

   - **Print warrant and affidavit:** Print a hard copy of the warrant and the affidavit (including any attachments).
   - **Assign number:** Assign a search warrant number to the printed warrant, affidavit, and Return of Warrant; and write the words “Original Warrant” on the warrant.
   - **File documents:** File the “Original Warrant” and all other documents in the customary manner.
   - **Process Return of Warrant:** When a Return of Warrant form is received, the Clerk will insert the warrant number, print the form, and file it in the customary manner.

E. **Affiant provides copies to DA:** The affiant will ensure that at least one copy of the following shall be provided to the District Attorney’s Office at the time the case is presented for charging: (1) the warrant, (2) the affidavit (including any attachments), and (3) the Return of Warrant. If a person is charged as a result of evidence discovered during the execution of the warrant, the District Attorney’s Office will promptly provide copies of these documents to the person’s attorney of record in the course of discovery.

One final note: This is a work in progress. We expect that changes may be necessary as more and more officers utilize the eWarrant process and encounter a variety of circumstances. When a change is necessary, we will keep you informed. Thank you for your cooperation.