



Sheridan Police Department
Policies and Procedures
13.4

Chapter 13 – Communications
Section 4 – Municipal Warrants & Other Municipal Court Documents

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Signature:

Municipal warrants, and related court documents (orders to show cause and subpoenas) will be filed in the communications center. Warrants will be accessible to departmental personnel at all times.

13.4.1 Warrant Responsibilities

- A. Once a warrant is issued and signed by the Municipal Court judge, it will be delivered to the Communications Center at the Police Department with the following information as prepared by the Municipal Clerk of Court:
1. Name of the defendant;
 2. Address of the defendant;
 3. Birth date of the defendant;
 4. Bond amount;
 5. Charge; and
 6. Date of issue.
- B. When the warrant is received by Communications, the file will be reviewed and the correct defendant identified through Spillman. Communications will run the driver's license record of the subject, which shall be checked to verify the name, date of birth, and social security number listed on the warrant as accurate. Missing information will be added. Sheridan Police Department and Sheridan County Sheriff's Office Spillman records will be checked. Communications will print out a contact page from Spillman on the subject to create the "contact sheet." The contact sheet will contain the following information:
1. Type of document (warrant or order to show cause);
 2. Name of defendant;
 3. Birth date;
 4. Addresses from Spillman name files;
 5. Phone numbers from Spillman name files;
 6. Date issued;
 7. Bond amount if applicable; and
 8. Photo identification number if available.
- C. Once the warrant has been entered into Spillman by Communications and the contact sheet has been completed, the warrant will be filed alphabetically in the warrant file. The original warrant, plus two (2) copies of the warrant will be filed in each warrant file - the original warrant is to be returned to the respective court by the serving Police Officer, a copy is to be submitted to the Defendant, and a copy is to be submitted to Records after it has been scanned to the Spillman Law case. When an order to show cause is received, the same procedures will be followed if applicable.

- D. When an officer requests a warrant check and the Communication Operator locates a warrant in the CAD system, the Communication Operator will confirm that a warrant is present in the file and the type of warrant prior to advising the officer that there is a valid warrant.
- E. The Communication Operator shall advise the officer of the warrant's existence and confirm if it is the same subject they are in contact with by verifying name, date of birth and social security number.
- F. After notification that a warrant has been served the Communication Operator will remove the warrant from Spillman and then remove the copies of the warrant from the physical warrant file.

13.4.2 Warrant Service

- A. Patrol officers will serve Municipal Court warrants as their work load permits. An officer may contact the defendant by phone, requesting that they come to the police department or City Hall to post bond, or the officer may personally contact the defendant and arrest the person.
- B. After any warrant is served, the officer will notify Communications so that the warrant can be removed from Spillman. The original warrant and two copies will be removed from the physical file. The original warrant will be signed and returned to the respective court by the serving officer, a copy of the warrant will be given to the officer for service to the defendant, and the second copy will be scanned, attached to the Spillman Law case and then submitted to the Records Division.

13.4.3 Dismissing Warrants

- A. If a Municipal warrant is dismissed by the court, the Municipal Clerk of Court will send an email to the Communication's Center notifying the dispatchers on duty. It is then the responsibility of the dispatcher that has been notified to remove the warrant from Spillman and then pull the original warrant and it's two copies from the physical file to be returned to Municipal Court with the emailed list of dismissals from the clerk.

13.4.4 Subpoenas

- A. Once a subpoena for a subject to appear in court is issued by the Municipal Court judge, the Municipal Clerk of Court shall create a second copy of the subpoena and attach it to the original. The copy shall be stamped as a "copy" and will be the copy for service to the subject being sought. Both copies will be forwarded to Communications, through routing, for service.
- B. Communications, upon receipt of a subpoena, will follow the same steps in the creation of a contact sheet, but will provide both copies of the subpoena, along with the contact sheet to the shift supervisor for assignment.
- C. Attempted service of subpoenas will also be documented on the contact sheet. Service for subpoenas shall be made in person and the person shall receive a physical copy of the subpoena. Attempts will be made to serve the subpoena up until the court date indicated on the document. Subpoenas that are not served will be returned to Municipal Court, along with a copy of the contact sheet.
- D. Subpoenas that are served will have the date and time of service documented on the return, and the original will be sent to Municipal Court.