

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: LEGAL PROCESS**

**Date of Issue: 02-18-1999**

**Number of Pages: 2**

**Policy No. P090**

**Review Date: 06-01-2007**

**Distribution: Departmental**

**Revision Date:**

## **I. Purpose**

To establish procedures for the proper processing of criminal and non-criminal warrants by this department and to ensure that all warrants are promptly and efficiently served.

## **II. Statement of Policy**

The Covington Police Department is not responsible for the retention of any criminal warrants. The responsibility for this function shall rest with the Newton County Sheriff's Office.

## **III. Procedure for Criminal Warrants**

- A. When a criminal warrant is taken by an officer or investigator, the case number is written on the warrant, a copy made and left in the records office and the original is taken to the Newton County Sheriff's Office by that officer or an on-duty officer.
- B. Only sworn officers will have the authority to serve a warrant. All attempts and other information will be noted on the Warrant memo form attached to the warrant.
- C. Officers shall be limited to serving only those warrants where the person resides in the city limits. Officers who have warrants on persons who reside in another jurisdiction shall first notify the proper agency and request for an officer from that agency to help serve the warrant. Under no circumstances will an officer serve a warrant outside the city limits of Covington without an officer from the appropriate jurisdiction being present
- D. When a person has been contacted, the officer will take the person into custody and shall sign the execution of the warrant.

## **IV. Procedures for Municipal Court Warrants**

- A. Warrants from Municipal Court shall be written by the Municipal Court clerks.
- B. A warrant memo will be attached to the warrant.

- C. The warrant along with the corresponding LEDS sheet will be left with the CSR. It shall be the responsibility of Support Service personnel to enter the warrant on GCIC and then file the warrant alphabetically. Access to the warrants shall be on a 24-hour basis.
- D. When a hit is received on a wanted person, it is the responsibility of the CSR to verify the status of the warrant by checking the warrant file.
- E. Warrants on persons who live outside the city may be transferred to the appropriate agencies by copy. The original warrant is never to be taken from the Covington Police Department. A copy is to be made of the original warrant when a person has been arrested and taken to the Newton County Sheriff's Office. The CSR is responsible for removing the original warrant from the file and returning same to Court Services and canceling the warrant on GCIC and Spillman.
- F. All Municipal Court warrants will be retained by Court Services until the court appearance plus three years after being executed. All open warrants will be maintained for a period of fifty (50) years, then purged.
- G. All attempts of service and other pertinent information will be noted on the memo attached to the warrant. When officers serve a warrant, they will fill out the date and time of service and their name and badge number. If an officer attempts to serve a warrant, he/she will fill out the service attempt section of the warrant memo.
- H. Officers shall be limited to serving only those warrants where the person resides in the city limits. Officers shall notify the proper agency on warrants to be served outside the jurisdiction of the Covington Police Department and request for an officer from that agency to help serve the warrant. Under no circumstances will an officer serve a warrant outside the city limits without an officer from the appropriate jurisdiction being present.

**V. Warrants from other Agencies**

- A. If an agency requests assistance in arresting a person who resides in the corporate limits of Covington, the patrol supervisor must verify the validity of the warrant. Once the warrant is determined to be valid, uniformed officers may be allowed to assist the agency.
- B. If the agency is unable to come to this jurisdiction to make an arrest, a teletype message must be sent to our agency stating the offenders name, address, description, charges, warrant number and a copy of the warrant faxed to the Covington Police Department before any officer will attempt to arrest the offender.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*

Stacey L. Cotton  
Chief of Police