

**WINONA POLICE DEPARTMENT**

**NUMBER: 107-01 PAGES: 2**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: SERVICE OF WARRANTS**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish policy and procedures for the service of warrants by members of the Winona Police Department.

**2.0 POLICY:**

**2.1** For the purposes of this policy, warrants will be divided into two sections:

**2.1.1** Parking warrants: The supervisor of the 3-11 shift will be responsible for the control and service of these warrants.

**2.1.2** General criminal warrants: The supervisor of the 7-3 shift will be responsible for the service of general warrants.

**2.1.3** When necessary, either supervisor will ask for and receive whatever assistance from other units is required to accomplish the service of these warrants.

**2.2** Warrants issued by or for the city of Winona or the Winona Police Department will be served by Winona Police Department personnel in the following cases:

**2.2.1** The person named on the warrant is a resident of the city of Winona;

**2.2.2** The person named in the warrant is not a resident of the city of Winona, but is known to work in the city and the place of employment is known;

**2.2.3** The person named in the warrant is located during routine duties and the warrant can legally be served at that time.

**2.3** Warrants for other agencies shall be served when the person named on the warrant has been located by a member of the Winona Police Department and the warrant can legally be served at that time.

**3.0 PROCEDURE:**

**3.1** A record of all local warrants and pickup orders is maintained in the Law Enforcement Center computerized file. The file is available through the Dispatch Center or by an officer through an AS400 computer terminal. If during a routine

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check of the computer file an active warrant or pickup order is indicated on an individual, the officer shall:

**3.1.1** Request that the Dispatch Center verify that the warrant or pickup order is current and valid by locating the original or certified copy.

**3.1.2** If the original or certified copy cannot be found, the individual shall be released and a request made to the Dispatch Center for the computer entry to be corrected.

**3.1.3** If the warrant or pickup order is located and satisfied, dispatch will be advised that the warrant or pickup order has been served so that it can be removed from the computerized file.

**3.2** A record of warrants and pickup orders from other agencies is maintained in the state and national computer system. This system is available through the Dispatch Center. If during a routine check of the state and/or national computer system an active warrant or pickup order is indicated on the individual, the officer shall:

**3.2.1** Request that the Dispatch Center verify that the warrant or pickup order is extraditable, current and valid by contacting the issuing agency.

**3.2.2** The Dispatch Center should receive a FAX or teletype from the issuing agency indicating that the warrant or pickup order is extraditable, current and valid and that the agency will pick up the individual.

**3.2.3** If the Dispatch Center receives a notification from the issuing agency that the warrant or pickup order is no longer valid, the individual shall be released.

**3.2.4** If the Dispatch Center does not receive a reply from the issuing agency within a reasonable time, a determination to release the individual shall be made by the Supervisor.

**3.2.5** If the warrant or pickup order is served, the officer shall notify the Dispatch Center to advise the issuing agency of the service.