



# TOWN OF MACEDON POLICE DEPARTMENT

<b>General Order:</b> 434	<b>Effective Date:</b> March 21, 2021
<b>Subject:</b> Administration and Service of Warrants	
<b>Reference Standards:</b> 8.12, 8.13	
<b>Rescinds:</b> GO 434 dated July 17, 2020	
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## I. Purpose

The purpose of this directive is to provide guidance relevant to the service and administration of warrants. These procedures are designed to provide accountability and direction while maintaining compliance with New York State Criminal Procedure Law.

## II. Procedure

The following guidelines are designed to outline the normal procedure or routing of warrants issued by the Macedon Town Court with the actions necessary at each step of the sequence.

A. Warrants issued by the Macedon Town Court shall be forwarded to the Macedon Police Department's Police Clerk. The MPD Police Clerk will ensure that the following occurs:

1. The warrant is date and time stamped.
2. The warrant is entered in eJustice.
3. A Warrant Tracker Sheet is printed and attached to the warrant.
4. Once the above is completed the warrant is to be filed in the Warrant Filing Cabinets in the Police Clerk's Office.
5. The Police Clerk will notify the Warrant Coordinator of the existence of the warrant.

B. Once filed, warrants are accessible 24 hours a day in the Police Clerk's Office.

1. In the event an outside agency has a Macedon PD warrant suspect in custody and MPD police personnel are not in service, Wayne County E-911 will contact the Patrol Sergeant. The Road Patrol Sergeant will assign an officer to respond to the police department to secure the warrant and take appropriate action to execute said warrant.

a) In the event the Road Patrol Sergeant is unavailable, Wayne County

E-911 will contact the Administrative Sergeant.

- C. The Chief of Police will assign a member of the Road Patrol as a Warrant Coordinator. The Warrant Coordinator will generally be responsible for the upkeep of their specific warrants. In addition, Warrant Coordinator's will:
1. Send a letter to the defendant notifying them of the existence of the warrant.
  2. Make copies of all new warrants, arrest and bench, and provide same to the primary officer.
  3. Ensure all new warrants are filed alphabetically.
  4. Check warrants weekly for proper organization and alphabetical filing.
  5. Research information, time permitting, on older warrants to facilitate service in relation to "timeliness of prosecution" as defined by the NYS Criminal Procedure Law.
- D. When warrant service is attempted the police officer will:
1. Verify the actual warrant exists prior to affecting an arrest for the warrant.
  2. Document all attempts at service of the warrant on the Warrant Tracker Sheet that is attached to the original warrant. The officer should be sure to note any useful information or leads on the warrant tracker sheet that could potentially be of investigative value in future service of the warrant.
- E. Service of Warrants
1. Officers are responsible for seeking warrant suspects, including conducting neighborhood checks, examining previous criminal and FIF reports for other locations.
  2. Officers will verify the existence of any warrant prior to taking the subject into custody; the officer will determine the individual's full name, date of birth, and any other information that will help to ensure positive identification.
  3. If the existence of a Macedon Police Department warrant is indicated in the eJustice database, the officer will confirm the warrant is physically present.
  4. When a warrant is served the officer will:
    - a) Complete the Warrant Tracker Sheet by indicating the date and time that the warrant has been served. The Warrant Tracker Sheet should be included in the arrest folder.
    - b) Complete an arrest report and necessary CAP Court paperwork.

- c) Complete an arrest booking in the Livescan system (If applicable).
- d) The subject shall be photographed and fingerprinted per section 160.10 of the New York State Criminal Procedure Law and according to current departmental directives.
- e) A New York State eJustice Rapsheet will be generated on each subject in custody on a warrant. The New York State eJustice Rapsheet will be utilized to determine if the subject is wanted by any other police agency and additionally to determine if a DNA sample is required. If required, the DNA sample will be secured and submitted for inclusion in the NYS DNA Databank pursuant to NYS Executive Law 995 as directed in G.O. 432.
- f) Once a warrant has been served, verification shall be done to ensure the warrant has been removed from eJustice.

F. Lodging of Warrants

1. When a subject is in the custody of a jail or correctional facility, warrant lodging will be handled by the Police Clerk if present. In the absence of the Police Clerk, an officer will accomplish the warrant lodging in the following manner:
  - a) Locate the active warrant in the Warrant Filing Cabinet.
  - b) Indicate, by noting the date and time on the Warrant Tracker Sheet, that the warrant has been lodged.
  - c) FAX a copy of the warrant to the jail or correctional facility.
  - d) The "Successful fax notice" will accompany the warrant in the warrant jacket.
  - e) The Road Patrol Sergeant and Warrant Coordinator will be advised the warrant has been lodged at a jail or correctional facility.

By Order of the Chief of Police

*John P. Colella*

John P. Colella (Mar 21, 2021 09:57 EDT)

John P. Colella  
Chief of Police

Dated this 21st day of March, 2021