

## Outside Agency Warrant Service

### 306.1 PURPOSE AND SCOPE

From time to time, outside federal, state or local law enforcement agencies serve search or arrest warrants within the City of Irvine. This procedure outlines our responsibilities when we are notified that any agency plans to execute such warrants in the City of Irvine.

### 306.2 SUPERVISOR RESPONSIBILITIES

Generally, whenever an outside agency is serving a search or arrest warrant in the City of Irvine, a field supervisor should be present in order to ensure we are providing the proper support to the agency and that we are in a position to mitigate any potential community impact.

The field supervisor shall contact the person in charge of the warrant service and inquire about the nature of the warrant, number of personnel involved, expected duration of the warrant service, and other pertinent information that may be of interest to on-duty personnel or other on or off-duty command personnel. In addition, the field supervisor should conduct an in-house records check of the location and any known suspects associated with the warrant. Based on the unique circumstances of the warrant service, the supervisor may offer support in gathering and providing additional intelligence helpful to the outside agency serving the warrant.

It is not expected that the responding field supervisor be present with the outside agency when entry is made. Once the supervisor has made contact and gathered the needed information, it is permissible that the supervisor take a position a safe distance away from the actual target residence. Once entry has been made and the situation has been deemed to be safe, the supervisor, at his or her discretion, may leave or remain at the scene. The supervisor may also remain at the scene after entry has been made if requested to do so by the agency serving the warrant.

### 306.3 NOTIFICATIONS

A Command Staff page shall be sent as soon as practical. At minimum, the body of the message should include the agency serving the warrant, the crime for which the warrant has been issued, the address, the time the warrant is expected to be executed and the name of the Irvine Police supervisor at the scene. The field supervisor will also be responsible for ensuring a Mobile Data Computer (MDC) message is sent to on-duty personnel with relevant information about the warrant service.

### 306.4 PATROL OFFICER RESPONSIBILITIES

During the course of area patrols, if an officer becomes aware of an outside agency in Irvine who has, or intends to serve a warrant, the officer shall contact a field supervisor.

# Irvine Police Department

## Policies

### *Outside Agency Warrant Service*

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#### **306.5 COMMUNICATION DIVISION RESPONSIBILITIES**

Any Communications employee who is notified that an outside agency will be serving a warrant in Irvine shall make every effort to learn what agency is serving the warrant, the crime for which the warrant has been issued, the address of the warrant, the person in charge of the warrant service, a contact phone number, number of personnel present, an approximate time that entry is planned, and any other pertinent information. Communications personnel should also inform the outside agency representative that a field supervisor will be inquiring further. Communications personnel shall then notify an on-duty supervisor.