San Diego Community College District
Police Department
Policy and Procedures

4.08 NOTIFY WARRANTS

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for requesting notify warrants.

II. SCOPE

This procedure applies to all SWORN members of the Department.

III. DEFINITIONS

A notify warrant is a summons issued by mail by the City Attorney's Office to an individual notifying him/her that a criminal complaint has been filed in Superior Court. The summons requires the individual to appear in court on a specified day to answer the charge(s).

IV. PROCEDURES WHEN REQUESTING NOTIFY WARRANTS

A. Most adults arrested for misdemeanors should be issued misdemeanor citations (Refer to Department Procedure 7.01, Traffic Enforcement & Citation Procedures). Notify warrants should normally be requested under the following circumstances:

1. The misdemeanor offense was not committed in the presence of the officer and the offender is not placed under citizen's arrest;

2. The offender was not present when the misdemeanor offense was committed. For example, a bartender serves liquor to a minor and the bar owner is not present; and,

3. The circumstances would make it extremely difficult or unwise to issue a misdemeanor field release citation. For example, the offender requires hospitalization.

B. When a notify warrant is requested, an arrest report (ARJIS-8) shall be completed as though a custodial arrest had been made.

1. The arrest report must be completed in detail since it is normally used as the basis for the issuance of an arrest warrant if the offender fails to appear in court.

   a. List names and addresses of all witnesses.

   b. Detail the facts about the incident.

2. All evidence must be impounded.

3. Write "notify warrant" in place of the booking number.

4. The arrest report will then be screened by the appropriate investigative unit.

5. The arrest report will be forwarded to the City Attorney's Office for further review and issuance of the notify warrant.

C. Traffic citation forms may not be used to request notify warrants.