

	SECTION:	OPERATIONS	OPR-211
	CHAPTER:	ARREST-SEARCH AND SEIZURE	
	DIRECTIVE:	ARREST WARRANTS (High Risk)	

211.01 SUMMARY

This directive describes the procedures for processing and executing arrest warrants.

The purpose of this directive is to provide an Officer with procedures to promptly and lawfully execute valid warrants.

211.02 EXECUTING MUNICIPAL WARRANT(S)

SWORN OFFICER – Only a sworn Officer may execute an arrest warrant.

OFFICER VERIFIES VALIDITY – The Officer will verify the validity of any arrest warrant prior to executing it.

OUTSIDE GRAND JUNCTION CITY LIMITS – An Officer who does not have a Deputy Sheriff commission may execute an arrest warrant if accompanied by a Mesa County Deputy Sheriff and with prior approval of the Officer’s Supervisor. An Officer may execute an arrest warrant if a Mesa County Deputy Sheriff supervisor is notified of the intent to execute the warrant. In this case, the Deputy Sheriff Supervisor should be notified as soon as possible.

LEGAL AUTHORITY – **C.R.S. 16-3-301 and 102** provide the legal authority of an Officer on when and how to make an arrest.

211.03 PROCEDURES AFTER ARREST

MUNICIPAL COURT FTA OR FTC WARRANTS

OFFICER HAS DISCRETION – If the Municipal Court is open for business and Officer safety will not jeopardized, an Officer may take the arrestee directly to Municipal Court for posting of bond. Otherwise Officers should attempt to settle the warrant by taking payment from the defendant before booking them into the Mesa County Jail.

- For safety reasons and/or the defendant’s inability to post bond the Officer may elect to transport the arrestee to the Mesa County Detention Facility for incarceration.

BONDING HOURS – During regular Municipal Court business hours (Monday through Friday from 0730 to 1730 hours) the arresting or transporting Officer will escort the defendant to City Hall Municipal Court for bond processing.

**PROCEDURES AFTER
ARREST (con't)**

During non-business hours a defendant that can pay via cash, or check and will do so at the Records Information window at the Police Department. During Records hours (Sunday through Saturday from 0700 to 1800 hours) Records personnel will process the bond payment.

Between the hours of 1800 to 0700 hours, Officers will process the bond payment for cash or check only (no credit cards).

BONDING PROCEDURE – Funds tendered will be taken for the full amount of the bond only (no change will be given). If a defendant claims a discrepancy in regards to the amount owed on the bond, they may address this issue with the court.

- Receipt books and the “Defendant’s Recognizance Bond” envelopes for cash and checks will be available in the PST office or in Records for collecting bond monies. Bonds may be paid by the defendant or other third party. Receipts will be filled out by the Officer or Records Specialist and signed by both the Officer or Records Specialist and the person providing the bond.
- The original receipt is given to the defendant/payer. A copy of the receipt will be placed in the Defendant’s Recognizance Bond envelope. The envelope shall be filled in by the Officer or Records Specialist as appropriate (An example of the bond envelope will be kept with the receipt book). Court dates will be set by the Officer two or three weeks from the date of arrest (time is already noted on the Recognizance envelope). All return dates for answering charges will be made on Tuesdays.
- A photo copy of the Defendant’s Recognizance Bond envelope will be made for the defendant/payer for bond return dates. A copy of the completed receipt will be placed with the funds in the envelope, SEALED, and dropped into the slot near the Records entrance.
- All transactions will be picked up by City Hall personnel and transported to Municipal Court.

WARRANT DOCUMENTATION – If/when the defendant is taken to the Mesa County Detention Facility or Municipal Court, the Officer who completes the arrest report will also:

1. Obtain a copy of the warrant from the Municipal Court;
2. Document on the face of the copy of the warrant, the date, time, location, and new case number for the arrest.

PROCEDURES AFTER
ARREST (con't)

3. Submit a supplemental report as per the report writing manual documenting the arrest.
4. Turn in a copy of the warrant or confirmation to the Sergeant's box.
5. A copy of the warrant shall be given to the arrestee.

COUNTY, DISTRICT, GRAND JUNCTION POLICE
DEPARTMENT ARREST WARRANT(S)

- Transport the defendant to the Mesa County Detention Facility.
- Obtain warrant confirmation from the Communications Center.
- Give a photocopy of the warrant confirmation to the jail.
- Submit a copy of the cancellation to the sergeant by the end of shift
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- Complete a supplemental report under the current case number if the arrest warrant is from any agency other than the Grand Junction Police Department. If the warrant is an Arrest Warrant issued out of the GJPD (as indicated on the front of the CCIC entry) use the **original case number** that is listed on the warrant so that case can be closed.

211.04 ARREST
DOCUMENTATION

The arresting Officer will ensure, through the Communication Center, that the appropriate teletype message(s) is sent. All sent and received teletype(s) concerning the warrant shall be included in the case documentation. The teletype message may be either the warrant confirmation and notice to the originating agency that the arrest was made or a message withdrawing the warrant from the computer system.

