


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT: ARREST AND RELEASE – FAILURE TO APPEAR & DELINQUENT TIME PAY	POLICY NUMBER 1000
	CHAPTER: ARREST PROCEDURES	ISSUE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	EFFECTIVE DATE 02/19/2008
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I. PURPOSE

The purpose of this order is to establish the procedures by which members of this Department manage persons that have outstanding Failure to Appear (F.T.A.), Failure to Comply (F.T.C.) or Delinquent time Pay (D.T.P.) warrants with whom they come in contact.

II. PROCEDURES

When an officer arrests any individual, a warrants check shall be done on the person to determine if there is any outstanding F.T.A., F.T.C. or D.T.P. warrants. The officer will have M.E.C.A. check the current traffic and misdemeanor record (command 2) for any criminal summons or state division (SD) warrants. Any person that has an outstanding F.T.A., F.T.C. or D.T.P. warrant issued by the Pine Bluff Municipal Court shall be processed as follows:

A. DURING BUSINESS HOURS

Persons with an outstanding F.T.A., F.T.C. or D.T.P. warrant shall be transported to the holding cell. The officer shall obtain a copy of the warrant from the Warrant Office; have the Service Division remove it from the computer, fill it out showing that it was served, and then turn the warrant over to the Court. The person can be turned over to service personnel down stairs if available, if none are available the arrest/transporting officer will stay with the person if the Court will not take custody.

B. AFTER BUSINESS HOURS

The officer shall contact a street supervisor and give him the name and warrant number or commitment number of the arrestee. The supervisor or his designee will come to the Warrant Office and pull the warrant or commitment. The supervisor or designee will then fax the warrant or D.T.P. to J.C.D.C. The warrant or D.T.P. will be documented as served, deleted from the computer and placed in the file pocket outside the warrant office by the officer faxing the warrant. The supervisor or officer serving the warrant should make every attempt to ensure the warrant is deleted from the system. If the supervisor or officer has M.E.C.A. delete the warrant he will get the name and payroll number of the operator and write it on the warrant. The supervisor or officer faxing the warrant will also put his/her payroll number on the warrant. Any warrant with a bond of \$500.00 or higher will require incarceration **No Promise To Appear**. If the supervisor or the designee is unable to locate the physical warrant, the person will be issued a promise to appear and released. It will be up to the street supervisor whether anyone arrested outside of Jefferson County on a Pine Bluff Municipal Court warrant will be released or transported.

C. FAILURE TO DELETE WARRANTS

If a warrant that has been served is not deleted, an investigation will be initiated to determine who is at fault. The results of the investigation will be forwarded to the serving officer's Division Commander for appropriate disciplinary action. It is the responsibility of the street supervisor to ensure that the warrant is deleted from the system.