



Roll Call Training Bulletin

Produced by: PSU
Prepared by: PSU

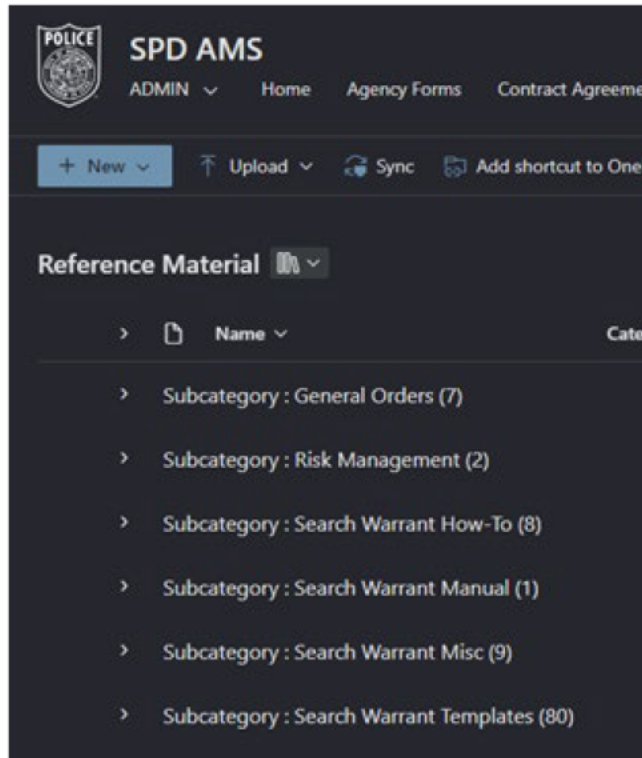
Katherine Lester, Chief of Police
Volume 99

The E-Warrant Portal is used for the following:

1. Emergency arrest warrants.
 - a. Send the warrant to the intake e-mail handle at the DA's Office (intake@sacda.org) and indicate "Emergency Walk thru warrant" on subject heading.
 - b. The deputy district attorney will review it and e-mail the officer back.
 - c. Review the procedure for requesting an Emergency Arrest Warrant (1) [REDACTED]
 - d. Enter the "Emergency Arrest Warrant" into the court portal under the "Submit Emergency Arrest Warrant".
2. Ramey arrest warrants are submitted for a judges signature the same way as emergency arrest warrants.
3. Search warrants.
4. Search warrant returns.

For warrants submitted to the E-Warrant Portal during **non-business hours**, that require immediate attention (e.g., DUI blood draw warrant, emergency arrest warrant), be sure to submit the warrant through the E-Portal **and then**, contact the county operator for the on-call judge to review. If you do not contact the on-call judge after you have uploaded the request, it will not be reviewed until the following business day.

AMS contains a quick view tab titled "Search Warrant Resources" containing documents on the search warrant process.



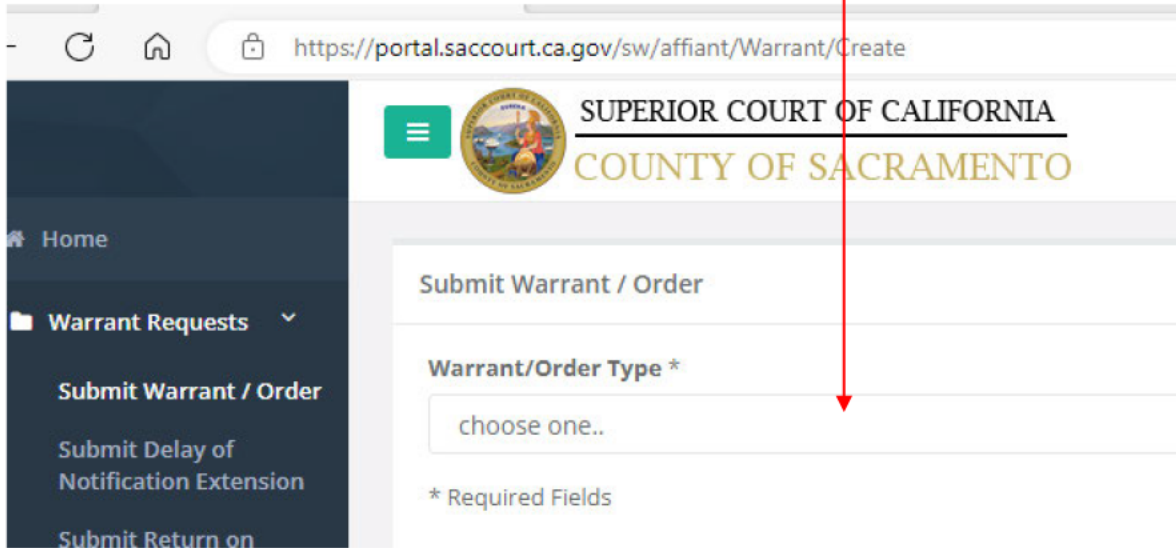


Roll Call Training Bulletin

Produced by: PSU
Prepared by: PSU

Katherine Lester, Chief of Police
Volume 99

Officers should read the files in that folder as well as review the pertinent General Orders and the Search Manual. To avoid errors, officer should make sure to use the current templates located drop down menu in the Court Search Warrant Portal.



Below are links that contain information about this process including a link to the one-hour video training session. To open the links right click on each line and in the pop-up window click "open hyperlink."

