

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Warrant and Wanted Files	NUMBER: GO 2-53
EFFECTIVE DATE: May 19, 2019	REVIEW DATE: April 2, 2019
AMENDS/SUPERSEDES: GO 2-53, July 1, 2003	APPROVED:  Sheriff
VLEPSC: ADM.25.10	

1 **INDEX WORDS**

- 2
- 3 Establishing criteria,
- 4 Entering notices
- 5 Receiving information
- 6 Recording information
- 7 NCIC (National Crime Information Center)
- 8 NLETS (National Law Enforcement Telecommunications System)
- 9 Twenty-four hour access
- 10 VCIN (Virginia Crime Information Network)
- 11 Verifying information

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13 **POLICY**

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15 It is the policy of the York-Poquoson Sheriff's Office to maintain a warrant file and insure

16 wanted files are accessible 24 hours a day through the 911 Emergency Communications Center.

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18 **PURPOSE**

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20 The purpose of this general order is to establish guidelines and provide direction to Sheriff's

21 Office and 911 Emergency Communications Center personnel on procedures involving NCIC

22 and VCIN information systems.

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24 **PROCEDURES**

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- 26 • Access to Regional, State, and Federal Information Systems
 - 27 ○ The warrant and wanted files are maintained in the 911 Emergency Communications
 - 28 Center.
 - 29 ▪ Each dispatcher has access and control of the warrant and wanted files 24 hours a
 - 30 day.
 - 31 ▪ Authorized Sheriff's Office personnel have access, through the on-duty
 - 32 dispatcher, to the warrant and wanted files.
 - 33 ❖ The warrant and wanted file is cross-referenced with the master name index
 - 34 file maintained by 911 Emergency Communications Center personnel through
 - 35 the Center's computer aided dispatch system.
 - 36 • Criteria to Enter Warrants and Wanted Notices

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- During normal duty hours the Records Section of the Sheriff’s Office shall send warrants to the 911 Emergency Communications Center to be entered into the state/federal information systems.
 - After hours, during weekends, and on holidays, the deputy either receiving or obtaining the warrant shall deliver a copy of the warrant to the 911 Emergency Communications Center for entry.
 - Any Unserved felony warrants shall be entered into NCIC/VCIN within 72 hours.
 - Extraditions
 - Extraditions involve the apprehension of an offender in another State and then bringing the offender back to York County to stand trial for the charges placed.
 - The apprehension of an offender anywhere in the Commonwealth of Virginia and returning them to York County to stand trial is not an extradition.
 - Extradition Authorization
 - An extradition determination and authorization shall be made for all un-served felony warrants, indictments, capias’s and probation violations.
 - Extradition determinations and authorizations on felony warrants shall be provided, in written form, by an authorized representative of the Sheriff’s Office.
 - The Commonwealth Attorney has authorized the following Sheriff’s Office personnel to make felony charge extradition decisions:
 - ❖ The Sheriff,
 - ❖ Chief Deputy,
 - ❖ Division Commanders,
 - ❖ Lieutenant of Investigations.
 - Only the Commonwealth’s Attorney can authorize an extradition on a misdemeanor charge.
 - Extradition authorizations are not required if the offender is apprehended anywhere within the Commonwealth of Virginia.
 - Felony warrants delivered to the 911 Emergency Communications Center without extradition authorization, shall be entered into NCIC/VCIN with a designation of “no extradition” unless it is determined otherwise, based upon the seriousness of the offense.
 - After normal business hours, if it is determined by the Sheriff’s Office on-duty supervisor that the offense is serious enough in nature such as murder, abduction, etc. and that extradition parameters must be determined prior to an entry into NCIC/VCIN, and there is no written authorization, staff of the 911 Emergency Communications Center shall contact an authorized representative of the Sheriff’s Office to obtain extradition instructions.
 - The written authorization shall be obtained as soon thereafter as possible.
 - Any time extradition information is changed, the warrant entry shall be modified to include the up-to-date authorized extradition.

- 82 ○ Extradition authorizations and limitations shall be based on the following:
- 83 ▪ Seriousness of the offense,
- 84 ▪ Prior criminal history of the offender,
- 85 ▪ Type and quality of the case for which the offender is wanted.
- 86
- 87 ○ The following extradition parameters are authorized:
- 88 ▪ No Extradition
- 89 ▪ Surrounding States Only,
- 90 ▪ East of the Mississippi,
- 91 ▪ Nationwide, or
- 92 ▪ A Specific State or States.
- 93
- 94 ● Wanted Entries
- 95 ○ Sheriff's Office Personnel shall provide 911 Emergency Communications Center
- 96 personnel with all information necessary to perform wanted entries into the
- 97 NCIC/VCIN system.
- 98 ○ These entries include, but are not limited to:
- 99 ▪ Stolen Firearms,
- 100 ▪ Stolen Vehicles,
- 101 ▪ Stolen Articles,
- 102 ▪ Wanted Persons,
- 103 ▪ Runaway Juveniles,
- 104 ▪ Missing Persons, etc.
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- 106 ○ The Sheriff's Office shall provide an incident report with a case number for all
- 107 wanted entries, except wanted persons, to be entered into the NCIC/VCIN system.
- 108 ▪ The incident report shall be attached to the wanted entry and be filed and
- 109 maintained by the 911 Emergency Communications Center.
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- 111 ● Criteria for Receiving and Verifying Wanted Information
- 112 ○ Wanted information entered in the federal or state information systems
- 113 (NCIC/VCIN/NLETS) shall be entered into the system in accordance with
- 114 NCIC/VCIN manual requirements to include second party cross checks to verify the
- 115 information to be entered.
- 116 ○ Wanted information received from another jurisdiction, the federal or state
- 117 information system (NCIC/VCIN/NLETS), by teletype, or other electronic means
- 118 such as email or facsimile shall be reviewed by the receiving dispatcher and, if
- 119 necessary, forwarded to the on-duty supervisor for additional action.
- 120 ▪ Information to be forwarded to the on-duty supervisor would include:
- 121 ❖ Wanted information concerning an individual who may be in York County or
- 122 the City of Poquoson and is believed to be an immediate danger or threat to
- 123 the community,
- 124 ❖ Information pertinent to officer safety involving a wanted person believed to
- 125 be in York County or the City of Poquoson,

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- ❖ Any information which could lead to the apprehension of a wanted individual or the recovery of stolen property,
 - ❖ Hit confirmation requests, etc.
- The dispatcher will make either electronic or telephone contact with the originating agency to verify information received on a warrant or wanted notice and document on the printed notice, the time, date, and name of the individual providing verification.
 - Copies of hit requests and/or hit confirmations or documentation supporting warrant verifications will be maintained in the 911 Emergency Communications Center files.
 - When receiving information from other agencies and/or jurisdictions specifically addressed to a Division or individual, the 911 Emergency Communications Center personnel will forward the information accordingly.
 - This would include training notifications, law enforcement equipment related information, etc.
- Recording Information in Agency Files
 - Information entered into the state or federal information system will be recorded and maintained in designated files located in the 911 Emergency Communications Center.
 - Canceling Information
 - Requests for information to be entered into the state or federal information system can be canceled by:
 - The Sheriff,
 - Chief Deputy,
 - Applicable Division Commander, or
 - By the requesting individual or agency from whom the request originated such as the Commonwealth Attorney or the Courts.