

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> August 1, 1998	<i>Number</i> GO91-4.9
<i>Subject</i> Arrests / Arrest Warrants		
<i>Reference</i> OCGA Titles 17 and 35, State of Georgia Constitution CALEA Standards – 1.1.4, 1.2.5, 1.2.6, 1.2.7, 74.1.3, 74.3.1		<i>Revised</i> July 28, 2020 26, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2022 2024	<i>No. Pages</i> 18

I. Policy

It is the policy of the Dalton Police Department that arrests shall be made in accordance to the dictates of the constitutional and statutory requirements of the State of Georgia and the Fourth Amendment of the United States Constitution and to ensure that all warrants issued by the Dalton Municipal Court and by the Whitfield County Magistrate Court, that fall within the jurisdiction of the Dalton Police Department, be accounted for, served and / or returns made, and filed in compliance with the rules and regulations hereinafter stated by this policy, as well as in compliance with Georgia law.

II. Definitions

- A. *Arrest* – An arrest is accomplished whenever the liberty of a person to come and go at will is restrained, no matter how slight such restraint may be, except in investigative detentions. An actual touching of a person with a hand is not essential to constitute a valid arrest.
- B. *Investigative Detention* – A situation in which an Officer is permitted to stop and briefly detain a person for investigative purposes based on a reasonable suspicion, supported by articulable facts, that criminal activity may be afoot.
- C. *Miranda Warning* – A decision reached by the United States Supreme Court, cited *Miranda v. Arizona*, 384 U.S. 436 (1966), in which the court stated that all persons, while in the custody of police officers and being asked questions, must be advised of the “right to remain silent, that any statement made can and will be used against them in a court of law, and that they have the right to the presence of an attorney and that if they can’t afford an attorney, one will be appointed for them prior to any questioning, if they do so desire.”
- D. *Probable Cause Requirement* – Probable cause exists when the “facts and circumstances within the officer’s knowledge are sufficient to warrant a prudent person, or one of reasonable caution, in believing, in the circumstances shown, that the suspect has committed, is committing, or is about to commit an offense.” [*Michigan v. Defillippo*, 443 U.S. 31 (1979)]

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- E. *Sworn Officer* – A certified law enforcement officer who is appointed or employed in conformity with Chapter 8 of Title 35 of the Official Code of Georgia Annotated.

III. **Officer Discretion / Alternatives to Physical Arrest**

- A. An Officer's discretion is an essential function of effective law enforcement. Discretion shall be used in accordance with Department policy.
- B. What is reasonable in terms of appropriate law enforcement action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. There may be a report written or, in the case of minor offenses, verbal warnings or other referrals given. However, in every case, an Officer must act reasonably within the limits of his / her authority. Whether an individual is arrested or released with a citation, Officers shall not inhibit the individual's right of access to courts, which may be accomplished by assigning a court date.
- C. Whenever possible, an Officer may use alternatives to physical arrest by giving a warning or issuing citations. The decision to make a physical arrest shall be based on:
1. The seriousness of the offense
 2. Department policy
 3. An evaluation of the offender's intent and mental state
 4. The victim's willingness to press charges
 5. Any other influencing circumstances

IV. **Obtaining a Warrant**

- A. When a suspect is not yet in custody, a state warrant may be ~~obtained~~ **sought in person at** ~~from~~ the Whitfield County Magistrate Court ~~from 09:00 to 17:00~~ **during regular business hours** ~~Monday through Friday~~ **or applied for using the electronic warrant system.**
- B. Magistrate judges are available after **regular** business hours on an "on-call" basis and may be requested to issue warrants in cases with extenuating circumstances. **Officers shall obtain and with** a Supervisor's approval **prior to contacting a magistrate judge after regular business hours.**
- ~~C.B.~~ The following guidelines shall be followed when a magistrate judge is not available **and the suspect is in custody:**
1. Complete the Officer's Statement in Support of Warrantless Arrest Form.
 2. Attach a copy of the incident report to the form.
 3. Complete all required fields in the non-custody booking section of the

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Records Management System.

4. All bonds will be handled by the Whitfield County Sheriff's Office (WCSO).
- ~~5. This procedure is only to be used when the Officer has the violator in custody.~~

~~D.G.~~ All unserved state warrants shall be turned in to the WCSO's **Warrant Division** after all attempts to serve the warrants have been exhausted.

V. **Arrest with a Warrant**

- A. An arrest warrant has the purpose of interposing a probable cause determination by a neutral and detached magistrate or judge between the law enforcement officer and the person to be arrested [Johnson v. U.S., 333 U.S. 10 (1948)]. An arrest warrant must be executed by a sworn law enforcement officer only.
- B. An Officer has the right to execute the warrant by arrest of the defendant not only in a public place, but also at his or her home. [Payton v. New York, 445 U.S. 573 (1980)]
- C. When there is probable cause to arrest a person for a crime and the requirements for an arrest without a warrant are not met, an Officer shall obtain an arrest warrant from a magistrate judge or superior court judge prior to taking the person into custody.
- D. In misdemeanor cases, the Officer shall have the warrant in his or her possession at the time of arrest or so near at hand that it can be exhibited on demand.
- E. In felony cases, it is not necessary for the Officer to have the actual warrant in hand at the time of arrest.

VI. **Municipal Court Bench Warrants / Probation Warrants**

- A. The Records Section is responsible for receiving and maintaining Dalton Municipal Court bench warrants and probation warrants. All warrants are accessible twenty four (24) hours a day.
- B. Quarterly audits shall be conducted of the warrants on file to maintain file integrity by the Support Services Division Commander or his / her designee. This quarterly audit is in addition to GCIC requirements and audit procedures.
- C. Copies of the approved procedures and sign out logs are provided with this directive for reference; see Appendices A, B, C, D, E, and F.
- D. Hit confirmations for bench warrants and probation warrants are sent to the Records Section during regular business hours or to the WCSO during non-regular business hours.
- E. The Watch Commander shall be notified and shall determine if sufficient ~~manpower exists~~ **personnel are available** and if the location is within established

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guidelines to pick up prisoners to serve Municipal Court bench warrants and probation warrants. If the subject is outside of the area or there ~~is~~ are not sufficient ~~manpower~~ personnel available, the Supervisor shall advise the locating agency to not place a hold on the subject. If there ~~is~~ are sufficient ~~manpower~~ personnel available and the locating agency is inside of the established guidelines to pick up prisoners, the Supervisor shall advise the agency to place a hold on the subject and ~~make arrangements~~ assign an Officer to transport the prisoner to the WCSO.

VII. Warrants from other Agencies

- A. If an agency requests assistance in arresting a person who resides within the corporate limits of the City of Dalton, the Officer ~~must~~ shall first verify the validity of the warrant.
- B. Once the warrant is determined to be valid, uniformed Officers or Investigators may assist the agency.
- C. If the agency requesting assistance is unable to come to the City of Dalton jurisdiction to make the arrest, an administrative message must be received stating the following:
 - 1. Offender's name
 - 2. Race and date of birth
 - 3. Description, including ~~sex~~ gender
 - 4. Charges
 - 5. Warrant number(s)
- D. A faxed or emailed copy of the warrant must also be received. This shall be done prior to any attempt by Officers or Investigators to arrest the offender.

VIII. Service of Dalton Police Department Warrants in other Jurisdictions

- A. Service of warrants obtained by members of the Department in other jurisdictions ~~must~~ shall be done in accordance with Georgia state law. (O.C.G.A. 17-4-24, 17-4-25)
- B. If an Officer or Investigator requests by administrative message that an arrest be affected in another jurisdiction, the following information shall be included in the request:
 - 1. Offender's name
 - 2. Race and date of birth
 - 3. Description, including gender
 - 4. Charges

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5. Warrant number(s)

IX. **Arrest without a Warrant**

A. Situations Not Requiring a Warrant (O.C.G.A. 17-4-20):

1. ~~If~~The offense is committed in the Officer's presence ~~of~~ or within the Officer's immediate knowledge; ~~of the Officer~~
2. ~~If~~ The offender is endeavoring to escape;
3. ~~If~~ The Officer has probable cause to believe that an act of family violence, as defined in O.C.G.A. 19-13-1, has been committed;
4. The Officer has probable cause to believe that the offender has violated a criminal family violence order, as defined in O.C.G.A. 16-5-95, as long as the Officer does not have any prior or current familial relationship with the alleged victim or the offender;
5. The Officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult, who shall be defined as a person 18 years old or older who is unable to protect himself or herself from physical or mental abuse because of a physical or mental impairment; or
- 6.4. ~~If~~ There is likely to be a failure of justice for want of a judicial officer to issue a warrant.

B. In cases where a warrantless arrest is affected, the Officer ~~must~~ shall complete the Warrantless Arrest Form and deliver the form, along with supporting documentation, to booking personnel at the WCSO. The only exception in a warrantless arrest situation would be a violator arrested on a city ordinance violation with no other charges included.

C. Arrest by Citation

1. An Officer may arrest a person accused of violating any law or ordinance governing the operation, licensing, registration, maintenance, or inspection of motor vehicles by the issuance of a citation (O.C.G.A. 17-4-23). But, in most cases, the Officer should not arrest operators of motor vehicles for traffic violations in which a citation is authorized, unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.
2. The offense must have been committed in the Officer's presence or information constituting a basis for arrest concerning the operation of a motor vehicle was received by the arresting Officer from a law enforcement officer observing the offense being committed.
3. By exception, where the offense results in a motor vehicle collision, an

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investigating Officer may issue citations regardless of whether the offense occurred in the presence of a law enforcement officer.

4. The arresting Officer shall issue to such person a citation(s), which shall enumerate the specific charges against the person and the date upon which the person is to appear at court and answer the charges.
5. When an arresting Officer makes an arrest concerning the operation of a motor vehicle based on information and observations of another law enforcement officer, the citation shall list the name of each Officer and each must be present when the charges against the accused person are heard.

D. **Arrest Detainment** by a Private **Citizen Person**

- ~~1. A private person may arrest an offender if the offense is committed in his / her presence or within his / her immediate knowledge. If the offense is a felony and the offender is escaping or attempting to escape, a private person may arrest him / her upon reasonable and probable grounds of suspicion. (O.C.G.A. 17-4-60)~~
- ~~2. A private person who makes an arrest pursuant to O.C.G.A. 17-4-60 shall, without any unnecessary delay, take the person arrested before a judicial officer, as provided in O.C.G.A. 17-4-62, or deliver the person and all effects removed from him / her to a peace officer of this state. (O.C.G.A. 17-4-61)~~
- ~~3. A peace officer who, in good faith and within the scope of his / her authority, takes custody of a person arrested by a private person, pursuant to this Code Section, shall not be liable at law for false arrest or false imprisonment arising out of the arrest. (O.C.G.A. 17-4-61)~~
- ~~4. A peace officer who takes custody of a person arrested by a private person shall, without delay, convey the offender before the most convenient judicial officer authorized to receive an affidavit and issue a warrant (O.C.G.A. 17-4-40).~~
- ~~5. In terms of this directive, this process shall be completed via the Warrantless Arrest Form process or by applying directly to a Whitfield County magistrate judge for a warrant.~~
1. Under Georgia law, a private person may not effect the arrest of another person.
2. The owner of a retail establishment, food service establishment, or any business entity may detain or cause to be detained an individual if there are reasonable grounds to believe that the individual committed or attempted to commit certain crimes, as outlined in O.C.G.A. 17-4-80.
3. The detained individual shall either be released by the business within a reasonable time or surrendered to a law enforcement officer having jurisdiction.

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- a. Officers that are summoned to a business where an individual has been detained based on O.C.G.A. 17-4-80 shall conduct a thorough preliminary investigation, as outlined in policy GO88-4.8, Preliminary Investigations.
- b. Officers may effect an arrest on the detained individual only after establishing probable cause that a crime occurred.
- c. Officers shall ensure that all of the suspect's property is collected prior to transporting him / her, and shall ensure that the property is turned over to booking staff at the WCSO upon arrival.
- d. Officers shall photograph and document any injuries suffered by the individual while being detained at the business.
- e. Officers shall document in the incident report the identity information of any witness to the attempt or commission of a crime and any person involved in detaining the individual.

E. Promptness Required

1. An Officer's power to arrest without a warrant does not extend to offenses that are long past. Only when the Officer has no time to get a warrant is the warrantless arrest authorized.
2. When a person is arrested without a warrant, the Officer is required to appear before a magistrate judge within forty-eight (48) hours to obtain a warrant.

F. Warrantless Entry of Suspect's Dwelling to Effect an Arrest:

1. Absent extenuating circumstances, an Officer shall not make a warrantless, non-consensual entry into a suspect's house to arrest, even though probable cause exists to believe the suspect is in fact the perpetrator of a felony [Payton v. New York, 445 U.S. 573 (1980)].
2. Factors that shall be considered by the court when determining if extenuating circumstances exist to justify a warrantless entry to effect an arrest include:
 - a. The gravity or violent nature of the offense with which the suspect is being charged
 - b. Whether it is reasonably believed that the suspect is armed
 - c. A clear showing of probable cause to believe that the suspect committed the crime, coupled with other factors
 - d. Strong reason to believe that the suspect is in the premises being entered

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- e. The peaceful circumstances of the entry [U.S. vs. Martinez-Gonzales 686 F.2d 93-100 (2d Cir. 1982)]

X. **Immunity from Arrest**

A. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly or committee meetings thereof, and in going thereto or returning there from, except for treason, felony, or breach of peace.

B. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.
3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business and who are entitled to some degree of diplomatic or consular immunity.
 - a. Diplomatic (blue border for diplomats)
 - b. Official (green border for embassy employees)
 - c. Consular (red boarder for consular personnel)
4. A brief statement of the bearer's criminal immunity is printed on the back of the identification card.
5. To verify entitlement to diplomatic or consular immunity, an Officer can contact U.S. State Department personnel:
 - a. During regular business hours: (202) 485-7703 or (866) 217-2089
 - b. After regular business hours: (202) 647-1512 or (866) 217-2089
6. Individuals entitled to immunity may be detained if they are a serious danger to themselves or others. They shall not be restrained unless an act of violence is committed.
7. Officers shall inform the individual of our responsibility for preserving safety for him / her and others.

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8. Incidents involving persons claiming immunity shall be documented in an incident report and forwarded through the chain of command to the U.S. State Department.

C. **Military Personnel**

Members of the military service shall in all cases, except treason, felony, or breach of peace, have privilege from arrest during their attendance of drills, parades, meetings, encampments, elections of officers, and going to, during, and returning from the performance of active duty as such. Whenever an Officer stops military personnel on active duty, an arrest may be effected if the offense meets the above criteria, and the Officer shall notify the violator's commanding officer or the District Attorney's office (OCGA 17-4-2).

XI. **Interviews and Interrogations**

All interviews and interrogations shall be conducted according to the guidelines set forth in policy GO98-4.4, Conducting Interviews and Interrogations.

XII. **Searches Incident to Arrest**

- A. Incident to an arrest with or without an arrest warrant, a warrantless search of the arrestee's person at the time and place of the arrest shall be made. The area into which the arrestee might reach for a weapon or to destroy evidence may also be searched.
- B. The search must be contemporaneous in time and place with the arrest.
- C. The scope of a warrantless search incident to an arrest is limited to the area within the arrestee's immediate control or reach. The Officer may search the area to:
 1. Protect Officers and / or bystanders from attack
 2. Prevent the arrestee from escape
 3. Discover and seize the fruits of the crime for which the person is being arrested
 4. Discover and seize instruments, articles, or things which are being or may be used in the commission of the crime for which the person is being arrested

XIII. **Arrest Procedures**

- A. **General**
 1. Officers shall advise the person to be arrested that he / she is under arrest and state the offense for which he / she is being arrested, as soon as practical.
 2. When not in uniform, an Officer shall also notify the person being arrested

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that ~~they~~ he / she is ~~are~~ a police officer.

3. A person under arrest ~~must~~ shall be advised of the Miranda Warning prior to any questioning.
4. All arrests, both with and without warrants, shall be made by a sworn Officer.
5. With a warrant, an Officer shall knock and announce his / her presence prior to entering a person's home or rented room for purposes of arresting that person, unless the safety of the Officer or others is in jeopardy.

B. Arrests outside the City Limits of Dalton

1. An Officers ~~are~~ is empowered to make an arrest outside the city limits as the end result of hot pursuit or if the offense is committed in the Officer's presence or within such Officer's immediate knowledge.
2. Officers who have been deputized may exercise the arrest powers of a deputy sheriff, as provided by law.
3. Officers may arrest, with a warrant, outside the city, pursuant to O.C.G.A. 17-4-20 and 17-4-25.
4. An Officer may make an arrest outside the city limits while aiding or assisting another law enforcement officer in the jurisdiction of the law enforcement agency employing such other law enforcement officer.

C. Use of Force to Effect Arrest

1. Officers have the right to use such force as reasonably necessary to accomplish the arrest. [Morton v. State 190 GA 792 (1940)]
2. With a felony warrant, and when admittance is refused and the Officer has probable cause to believe the person to be arrested is within a dwelling, the Officer is authorized to use reasonable force to enter the dwelling to effect an arrest after conferring with and gaining approval from a Supervisor.
3. With a misdemeanor warrant, an Officer shall not break into a dwelling to effect an arrest, except in cases of extreme emergency.

D. Post Arrest

1. After arresting a person and making any search incident to arrest, Officers shall transport the person arrested to the WCSO Jail without delay or diversion by way of the quickest and most direct route, but with a Supervisor's approval, he / she may be transported to the Police Services Center or other locations for investigative purposes.

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2. The booking personnel at WCSO shall take photographs of the arrestee and are responsible for completing and submitting fingerprints of the arrestee, if required by law.

XIV. **Consular Notifications**

- A. Based on the Vienna Convention on Consular Relations, whenever an Officer arrests or takes into custody a person other than a United States citizen, the arresting Officer shall ask the arrestee if the person desires to have the arresting Officer contact his / her home country's consular official. Any refusal or desire to contact an official shall be documented on the Consular Notification Form.
- B. Several countries require notification, regardless of the wishes of the violator. It is the arresting Officer's responsibility to determine the violator's country's status and to complete a Consular Notification Form. The Officer shall then turn in the form to a Supervisor for dissemination to the appropriate consulate.
- C. Completed Consular Notification Forms shall be forwarded to the Records Section where they are scanned and attached to the corresponding report in the Records Management System.
- D. Officers are provided a Consular Notifications and Access Reference Card which lists notification procedures upon the arrest or detention of a foreign national. The card also lists the mandatory notification countries.

XV. **Un-arrest Procedure**

In the event an Officer arrests the wrong person or it becomes necessary to release a person from custody, the Officer shall:

- A. Release the person as quickly as possible.
- B. Release the person at a location of the person's choosing.
- C. Document the un-arrest and the circumstances surrounding the arrest and release.
- D. Document the release and the conditions of it.

XVI. **Officer Care and Responsibility**

- A. The care, custody, control, and safety of a suspect is the sole responsibility of the arresting Officer. This responsibility remains in effect until the suspect is turned over to an appropriate higher authority or booked into the appropriate detention facility or jail.
- B. Arresting Officers are required to protect suspects from other suspects, victims, fellow Officers, and self-inflicted injuries. In some instances, this may not be an easy task and will require assistance from other Officers.
- C. If an Officer becomes aware that a fellow Officer is about to or is committing misconduct toward a suspect, the Officer shall intervene, when reasonably

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possible, to prevent or stop the misconduct (See policy GO88-2.14, Rules of Conduct).

XVII. **Off-Duty Arrests**

Officers shall not make off-duty arrests when:

- A. The Officer is personally involved in the incident underlying the arrest
- B. Engaged in off-duty employment of a non-police nature, and the Officer's actions are only in furtherance of the interests of the private employer
- C. Enforcing a minor traffic regulation, code, or administrative matter (See policy GO03-4.21, Off-Duty Powers of Arrest)
- D. The Officer has custody of minor children and is responsible for their safety and protection

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

WARRANT PROCEDURES: (City Probation)

Submitting Warrants

1. An employee of the Probation agency brings the warrants being submitted for service and a properly completed transmittal log to the Records Section of the Dalton Police Department.
2. The Probation employee will have the transmittal log signed by a Records Section employee and retain a copy of the signed submission form for their records.

Dismissing Warrants

1. While the suspect is in the Probation office, the clerk will call the Records Section of the Dalton Police Department and make notification of a Probation warrant that is being dismissed. The call should be made to 706-278-9085, extension 412. If there is no answer (directed to voice mail), call back to extension 408 and an employee should answer during regular business hours.
2. The Probation Clerk should document the name of the person they talk to at the Department and note the name on the fax cover sheet.
3. After completing the dismissal sheet, it should be faxed to 706-217-2076 for action.
4. The suspect should be given a copy of their dismissal sheet and receipts and told to keep them on his / her person for 72 hours.

Calling for an Officer to Serve a Warrant

When a suspect with an active probation warrant comes to the probation office and all attempts have been exhausted to clear up the warrant, make a required payment, or otherwise become compliant with the terms of their probation, the clerk can call the Whitfield County 911 Center and request an Officer respond to their office. Dalton Police Department will arrest all persons with active probation warrants in this situation. (Officers shall not participate in any negotiations, collection attempts, or other activity that might terminate the service of the warrant).

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APPENDIX B

WARRANT PROCEDURES: (Municipal Court)

Submitting Warrants

1. A Municipal Court employee brings the warrants being submitted for service and a properly completed transmittal log to the Records Section of the Dalton Police Department.
2. The Municipal Court employee will have the transmittal log signed by Records Section employee and retain a copy of the signed submission form for their records.

Dismissing Warrants

1. While the suspect is in the Municipal Court Office, the clerk will call the Records Section of the Dalton Police Department and make notification of a bench warrant that is being dismissed. The call will be made to 706-278-9085, extension 412. If there is no answer (directed to voice mail), call back to extension 408 and an employee should answer during regular business hours.
2. The Municipal Court Clerk should document the name of the person they talk to at the Department and note the name on the fax cover sheet.
3. After completing the dismissal sheet, it should be faxed to 706-217-2076 for action.
4. The suspect should be given a copy of their dismissal sheet and receipts and told to keep them on his / her person for 72 hours.

Calling for an Officer to Serve a Warrant

When a suspect with an active bench warrant comes to the Municipal Court Office and all attempts have been exhausted to clear up the warrant, make a required payment, or otherwise become compliant with the terms of the Court, the clerk can call the Whitfield County 911 Center and request an Officer respond to their office. Dalton Police Department will arrest all persons with active bench warrants in this situation. (Officers shall not participate in any negotiations, collection attempts, or other activity that might terminate the service of the warrant).

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APPENDIX C

WARRANT PROCEDURES: (Police Department)

Receiving Warrants

1. The Records Section receives the warrant transmittal log and the original warrant(s) from the Dalton Municipal Court or the City Probation agency.
2. GCIC entry paperwork is prepared and the record entered into GCIC files, as required by GCIC rules.
3. The warrant and GCIC paperwork are filed in the appropriate location. (Warrants shall be filed in alphabetical order.)
4. The Records Section will check the recall / warrant basket every morning for items requiring action and take the appropriate action.

Dismissal Sheets

1. The Records Section receives a call from the Municipal Court / Probation Office that a dismissal sheet is being faxed to 706-217-2076.
2. The employee receiving the phone call is responsible for retrieving the fax and pulling the warrant identified on the dismissal sheet.
3. The employee will verify that all the information is accurate, pull the GCIC paperwork, and cancel the record from the GCIC files.
4. The original warrant and dismissal sheet will be sent to Municipal Court.
5. The Records Section will log the warrant on the "Dismissed Warrant" form.

Warrant Service

1. When an Officer has contact with a subject with a possible city warrant and has verified the subject's identity, the Officer shall attempt to confirm the warrant is located in the Records Section.
2. The Officer shall contact another Officer or employee in the Records Section to confirm the warrant is active.
3. The employee shall enter the Records Section and check the fax machine to ensure no warrants have been recalled for dismissal and have not been pulled from the file.
4. If a dismissal sheet is located on the fax machine, the employee will log the warrant on the Dismissed Warrant form (Appendix D), pull the warrant identified on the dismissal sheet, and remove it from GCIC files immediately. (If the dismissal sheet is for the person the Officer has in custody, the employee will immediately notify the Officer).
5. If no dismissal sheets are on the fax machine, the employee will pull the warrant on the subject in custody, log the warrant out on the Warrants Served form (Appendix F), and call for an Officer to pick up the warrant or take the warrant to the Whitfield County Sheriff's Office.
6. If the WCSO Intake personnel refuse to accept a person on a bench or probation warrant, the Officer shall write a report on the service of the warrant and leave the suspect in the lobby of the WCSO to

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contact someone to pick him / her up. The report should reflect why the jail refused to take the suspect and the name of the Intake Supervisor / Officer making that decision.

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APPENDIX D
 DALTON POLICE DEPARTMENT
 DISMISSED WARRANTS

DATE	TIME	VIOLATOR NAME	WARRANT #	YOUR INITIALS
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REC WTD 040805

APPENDIX F
 DALTON POLICE DEPARTMENT
 WARRANTS SERVED

DATE	TIME	VIOLATOR NAME	WARRANT #	OFFICER'S PRINTED NAME
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REC WAR 040804