

January 29, 2011

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE**

**Index as:**

REJIS, Warrant Cancellation

Warrant Applications

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**WARRANT APPLICATION**

419.00 PURPOSE

The purpose of this General Order is to establish warrant application procedures for State felony and misdemeanor charges.

419.01 POLICY

Officers will submit their reports to their supervisors prior to applying for warrants at the St. Louis County Prosecuting Attorney's Office. The reviewing supervisor will determine which jurisdiction (St. Louis County or City Municipal Courts) will receive the case.

419.02 PROCEDURE:

- A. Applications for warrants at the St. Louis County Prosecuting Attorney's Office must be made within thirty (30) days after the arrest. Supervisors will be responsible for monitoring the warrant application process to insure the time constraints of 30 days are strictly adhered to.
- B. All applications for warrants at the St. Louis County Prosecuting Attorney's Office shall be reported by completing a warrant supplement in the Computer System.
- C. Officers should obtain the necessary information available to them after the warrant has been applied for, and place this information in the warrant supplement report. This information includes, but is not limited to, date of issuance, name of suspect, charges issued, the name of the reviewing prosecuting attorney, the amount of bond, etc. Officers will familiarize themselves with the information that is needed.
- D. If the arrested person is in custody at the time in which a warrant has been issued, the warrant may be maintained by the officer. However, if the arrested person is not in custody the warrant will be left with the issuing court to be processed in the normal manner or will be immediately hand carried to the Warrant Service Unit, St. Louis County Police Department.
- E. Warrants delivered to the County Police Department are their responsibility. Entering the wanted subject in the computer and effecting the arrest is vested in the County Police. However, this does not preclude you from arresting the subject if he is

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observed within our jurisdiction. Justification for the arrest is the knowledge the warrant has been issued.

- F. After completing the warrant supplement reflecting the disposition of the warrant, the officer's immediate supervisor will be notified and review the warrant supplement report for approval.

419.03 COMPUTER ENTRY:

- A. The officer who obtained the warrant will check the REJIS Wanted Person file and if an active wanted is on file by Ferguson for the same incident or crime that had been entered prior to the warrant being issued, the officer will give the information to the dispatcher for cancellation.
- B. Dispatchers will complete the necessary computer cancellation, printout the cancellation, and place it in the REJIS/NCIC (Cancellation and Messaging) file.
- C. The communication supervisor will validate the computer printout with all available information for completeness and accuracy.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name and title.

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel