



**Division of State Patrol
Policy and Procedure**

Number
5-5

Subject WANTED PERSON ENTRY	
Author/Originator Bureau of Field Operations	Approved by Superintendent <i>Anthony L. Burrell</i>
Records Management Statement Supersedes P&P 5-5 dated March 16, 2016 Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx	

I. POLICY

It is the policy of the Division of State Patrol (DSP) to enter, maintain and cancel State Patrol warrants in the TIME System.

II. BACKGROUND

Wisconsin Statutes and the TIME manual establish the basis and general framework for the handling of warrants by DSP employees.

III. OBJECTIVES

- A. Establish a process for the entry of warrants into the TIME system.
- B. Establish a process for maintenance of a warrant file.
- C. Establish a process for cancellation of warrants.

IV. DEFINITIONS

- A. CIB – Crime Information Bureau
- B. NCIC – National Crime Information Center
- C. TIME – Transaction of Information for Management of Enforcement
- D. Warrant Entry and Validations Officer – Law Enforcement Dispatcher (LED) designated by the Post to be responsible for warrant entries and validations.

V. GENERAL PROVISIONS

Outstanding warrants issued for persons as a result of court action initiated by DSP personnel are entered in the TIME System. The entry, modification and cancellation of warrants are made through the use of the TIME Warrant Worksheet (DJ-LE-271) within the region/post of origin.

VI. PROCEDURE

The following procedure will be used in the entry, modification and cancellation of outstanding warrants in the TIME System.

A. DSP Court Officer

1. Receive warrant from court.
2. Verify warrant meets statutory requirements.
3. Verify that any required signature and/or bond endorsement is articulated on the warrant.
4. Forward warrant, warrant service request (DSP-4157) and all documents as required by Region/Post Standard Operating Procedure (SOP) to designated Region/Post Warrant Entry and Validations Officer or Law Enforcement Dispatch Supervisor (LEDS).
5. Notify region/post communications center immediately to cancel TIME System entry when warrant is satisfied.

B. LEDS or Designee

1. Process warrant for record keeping and assignment in accordance with Region/Post SOP.
2. Process documents relating to cleared warrants as directed by Region/Post SOP.
3. Maintain outstanding warrant file in communications center allowing access to all active warrants by LED on duty.
4. Maintain cancelled warrant file.
5. Receive Warrant Worksheet (DJ-LE-271) and other warrant documents, if any.
6. Enter warrant information into TIME System and process documents in accordance with Region/Post SOP.

7. Enter detainer record into TIME System if information is received that subject is incarcerated by another agency or serving a sentence in another Wisconsin jurisdiction.
8. Initiate necessary steps to cancel TIME System warrant entry as directed by Region/Post SOP.
9. Conduct periodic driver license and registration checks on persons named in active warrants as directed by Region/Post SOP. Perform warrant validation process as required by CIB guidelines.

C. Trooper/Inspector

Notify region/post communications center immediately to cancel TIME System entry when warrant is served or satisfied.

VII. REFERENCES

DSP Policy & Procedure 5-4, TIME System Inquiries

DSP Policy & Procedure 13-1, Warrant Service

DSP Warrant Manual

Wisconsin Department of Justice Warrant Worksheet DJ-LE-271A

WILENET, <https://wilenet.org/html/cib/manuals-forms/index.htm#worksheets>