



PATROL GUIDE

Section: Arrests		Procedure No: 208-22
PERFORMING LOCAL, STATE AND FEDERAL WARRANT CHECKS		
DATE EFFECTIVE: 10/20/2022	LAST REVISION: I.O. 105	PAGE: 1 of 3

PURPOSE

To assess an individual’s fugitive status.

POLICY

A person may not be detained while a search for a warrant is conducted unless reasonable suspicion the person was committing, committed or is about to commit a felony or a Penal Law misdemeanor or there is probable cause the person committed a crime, violation, or vehicle infraction. Authority to detain a suspect ends when the tasks tied to the reason for the stop are completed or reasonably should have been completed. Once the tasks tied to the reason for the stop are completed or reasonably should have been completed, a person may not continue to be detained to search for a warrant.

PROCEDURE

Whenever it is necessary to conduct a warrant check:

MEMBER CONCERNED

1. Conduct a warrant check using appropriate Department resources (i.e., Domain Awareness System [DAS/DAS Lite], FINEST, Communications Section, etc.).
 - a. Include search of state and federal warrant files (when using DAS/DAS Lite, check “Include NYSPIN Results”).
 - b. Conduct further inquiry if there is an exact pedigree match and/or a corresponding New York State Identification (NYSID) number (using the “NYSID” search box within DAS/DAS Lite).
 - c. View “Summary Report” after search results are received when using DAS/DAS Lite to check if aliases or different names have different results.
2. Determine if an active warrant exists.
 - a. View warrant within appropriate Department databases, if applicable.
3. Determine if an Originating Case Agency serial number (OCA #) or an **INVESTIGATION CARD (PD373-163)** has been assigned.
 - a. Comply with “Additional Data” statement, if certain OCA #s have been assigned.
 - b. Comply with *P.G. 208-23, “Computerized Investigation Card System,”* if an **INVESTIGATION CARD** has been assigned.
4. Verify validity of warrant (i.e., contact Warrant Verification Desk, Real Time Crime Center, utilize Criminal Record Information and Management System [CRIMS], etc.).

ADDITIONAL DATA

WARRANTS

Warrants are issued OCA #s by Warrant Section to identify a warrant as follows:

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
208-22	10/20/2022	I.O. 105	2 of 3

**ADDITIONAL
DATA
(continued)**

- LETTER** Designates the *TYPE OF WARRANT* and *COURT OF ISSUANCE*
Followed by *YEAR*
- YEAR** Designates the year issued. Followed by *NUMBER*
- NUMBER** Indicates the *BOROUGH DESIGNATION* of the court and is followed
by an additional/sequential number

Borough Designation #

Manhattan - 1, Brooklyn - 2, Bronx - 3, Queens - 4, Richmond - 5

An example of an OCA #:

OCA # R2018100001

R → Supreme Court/Bench Warrant

2018 → Year of Issuance

1 → Manhattan

00001 → The first Supreme Court/Bench Warrant issued in Manhattan
during the year 2018.

The following is a list of OCA # letter designations indicating *WARRANT TYPE* and
COURT OF ISSUANCE:

<u>LETTER</u>	<u>TYPE OF WARRANT</u>	<u>COURT</u>	<u>VERIFICATION</u>
A	Summons	Criminal Court	CRIMS
B	Summons/Unclassified MISD	Criminal Court	CRIMS
C	Bench Warrant/MISD.	Criminal Court	CRIMS
D	Bench Warrant/FELONY	Criminal Court	CRIMS
E	Arrest Warrant	Criminal Court	CRIMS
F	Arrest Warrant	Supreme Court	CRIMS
H	P.I.N.S.	Family Court	Family Court
J	Juvenile Delinquent	Family Court	Family Court
K	Bench Warrant/Violation	Criminal Court	CRIMS
M	Other Family Court Act	Family Court	Family Court
N	Abuse/Neglect	Family Court	Family Court
P	Violation Probation	Supreme Court	CRIMS
R	Bench Warrant	Supreme Court	CRIMS

PATROL GUIDE

PROCEDURE NUMBER:	DATE EFFECTIVE:	LAST REVISION:	PAGE:
208-22	10/20/2022	I.O. 105	3 of 3

**ADDITIONAL
DATA
(continued)**

<u>LETTER</u>	<u>TYPE OF WARRANT</u>	<u>COURT</u>	<u>VERIFICATION</u>
S	Parole Violator	New York State Department of Corrections and Community Supervision (DOCCS)	DOCCS
V	Bench/FEL vs Person	Criminal Court	CRIMS
W	Support	Family Court	Family Court
Y	Material Witness	D.A. Office	NYPD DA SQUAD
Q	Recidivist	Not a warrant	Notify Unit Concerned
X	Narcotic Violator	Not a warrant	NICC
I	Investigation	Not a warrant	Detective Borough Wheel

An OCA # designation preceded by the letter A, B, C, D, E, F, H, J, K, M, N, P, R, S, V, W, or Y is an indication of a POSSIBLE WARRANT and is not sufficient authority for arrest.

Family Court and Parole Warrant status cannot be verified utilizing the CRIMS court computer application.

A search indicating letter designations H, J, M, N or W, are Family Court warrants and require verification from the Family Court concerned (i.e., Manhattan, Brooklyn, Bronx, Queens and/or Staten Island). A docket number is needed.

Telephone verifications are to be made during Family Court business hours, 0900 to 1700 hours, Monday through Friday.

“J” (Juvenile Warrants) can be verified by contacting Juvenile Crime Desk, (Real Time Crime Center).

If DAS/DAS Lite search indicates letter designation “S,” be guided by instructions provided by DAS/DAS Lite.

CRIMS is controlled by the N.Y.S. Office of Court Administration. User access is granted by the state. Members can apply for access via NYS Unified Court System CRIM Application Security Request For NON-UCS Personnel (Form UCS-SEC-1 CRIM) by contacting the NYS Office of Court Administration.

Members of the service are directed to refer to [Patrol Guide 212-11, “Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops”](#) when detaining individuals.

**FORMS AND
REPORTS**

INVESTIGATION CARD (PD373-163)