

Basic Training Module Specifications

Functional Area: III. Detention and Prosecution  
Subject Area: B. Case Prosecution  
Module Title: 2. WARRANT REQUEST AND ARRAIGNMENT  
Hours: Not less than 2 hours

Notes to Instructor:

Module Objectives:

- III.B.2.1. Confer with Prosecutor or City Attorney Regarding Warrant Authorization.
- a. Obtains knowledge about prosecutor's or city attorney's policy and procedure concerning warrants by:
    - (1) reviewing written policy, or
    - (2) informally communicating with prosecutor or city attorney.
  - b. Discusses warrant authorization with prosecutor or city attorney, providing evidence that crime was committed and that there is reason to believe that the suspect committed the specific offense.
  - c. Requests prosecutor or city attorney to issue warrant based on facts in police report.
  - d. Controls emotions and is willing to accept prosecutor's decision.
- III.B.2.2. Review Warrants for Completeness and Accuracy.
- a. Reviews completed warrant document verifying that information is accurate and complete including:
    - (1) spelling,
    - (2) word usage,
    - (3) citation numbers,
    - (4) locations,
    - (5) names of victims and suspects,
    - (6) proper charge(s).
  - b. Requests corrections to be made when errors are discovered.

III.B.2.3. Swear Out Complaints or Warrants.

- a. Swears to the accuracy of the facts contained in the affidavit and warrant before a judge, magistrate, or court clerk.

III.B.2.4. Prepare to Arraign a Defendant.

- a. Prepares for arraignment of defendant in court by:
  - (1) assisting with locating the defendant,
  - (2) collecting the necessary paperwork, when requested to do so,
  - (3) confirming the availability of a judge or magistrate, and
  - (4) obtaining necessary information in order to answer the judge's questions related to:
    - (a) work status,
    - (b) residency status,
    - (c) criminal history, and
    - (d) requests for an appointed attorney.
- b. Arranges for defendant to be transported to court.

III.B.2.5. Arraign a Defendant in Court.

- a. Presents paperwork to judge or magistrate.
- b. Delivers defendant to court.
- c. Maintains security of the prisoner.
- d. Complies with court order (e.g., releasing defendant on bail or returning defendant to jail).

**Module History**

Reviewed	9/21
Reviewed	11/23