



California State University, San Bernardino

UNIVERSITY POLICE

SOP#: 605-001

University Police Standard Operating Procedure (SOP)

Electronic (E) On-Call Warrants – San Bernardino Superior Court

- I. **Purpose:** This procedure establishes guidelines for processing Electronic (E) On-Call Warrants, and Emergency Protective Orders (EPOs), during non-court hours.

This procedure was prepared in conjunction with CSUSB UPD Policy 605 Warrant Service, which has policy guidance on planning and serving of arrest and search warrants.
- II. **Definition:** Electronic (E) On-Call Warrants (AKA E-Warrant) – San Bernardino Superior Court system for processing of all warrant types during non-court hours, including EPOs. Judicial review is provided by a standard web browser application that can run on an iPad, or other mobile device.
- III. **Employee Responsibilities:** All UPD Sworn Personnel are responsible for following the guidelines established and must obtain supervisor approval prior to submitting a warrant application.
- IV. **Supervisor Responsibilities:** The supervisor shall provide the authorization for an officer to prepare a search warrant application and shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than the date specified on the warrant.
- V. **Procedure:**
 1. Login to the system "E-Warrant" system at <https://warrants.sb-court.org/ewarrants/> with CSUSB Outlook email account and request an access code. Successful log in will prompt the delivery of an access code to the Officer/Affiant's email account.
 2. Enter and submit the access code. Successful entry will open a Contact Info page.
 3. Enter and submit Officer/Affiant contact information. Successful entry of contact information will prompt the email delivery of another access code.
 4. Enter and submit access code to access the next phase of E-Warrant Request, complete the required fields, and upload the warrant documents. The documents must be in PDF or Word format.
 5. Successful warrant upload will prompt another email indicating the documents have been sent to the On-Call Judge.
 6. When the Judge accesses the warrant application, the Officer/Affiant will receive a notification email.
 7. The Judge will phone the Officer/Affiant for additional information and to swear-in the Officer/Affiant.
 8. When the Judge approves the warrant application, the Officer/Affiant's will receive an email with another code to access the approved warrant.

An instructional PowerPoint as well as a quick reference guide for sworn Law Enforcement personnel (2) were saved in the Department computer network drive folder: Dept_Info\Search Warrant Forms. See "E-Warrants" PowerPoint for the instructions and



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related screen shots. Also see the “Law enforcement guide to entering an electronic warrant”.

References:

(1) Source: California Courts; The Judicial Branch of California; 2019 Judicial Council of California, <https://www.courts.ca.gov/27655.htm>

(2) Source/Contact: MARK DONALDSON, Applications Analyst II
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