

Warrant Executor Tips for JIMS2 Juvenile Warrants System

Purpose This handout provides tips for warrant executors using the JIMS2 Juvenile Warrants System.

Topics included

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Calling Juvenile Probation Intake

The automated system does not take the place of the phone call to Juvenile Intake.

Before entering release details (to probation or to a person) officers will still call 713-755-3540 to receive release information.

Warrant Executor vs. Transfer Officer

The officer who enters the warrant service information may or may not be the same officer that enters the release to juvenile probation details or the release to person details.

If you are unclear about the warrant service and juvenile transfer procedures in your agency, contact your supervisor.

Printing the return of service

A paper copy of the return of service for the following warrant types must still be printed and filed with the court:

- Directive to Apprehend Warrants
- Order of Immediate Custody Warrants
- Arrest Warrants

For these three warrant types, a print button will display on the Process Return of Service Confirmation screen.

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Receiving notice to serve a warrant

Notice that a warrant needs to be served will be sent to a pre-designated email inbox. The person responsible for checking that inbox will notify the appropriate officer that a warrant needs to be served.

Checking warrant service status

An officer may **use the View Warrant option** to ensure that a warrant has not been executed before serving the warrant.

The system displays up-to-the-minute warrant statuses.

Bad addresses

The ability to maintain a record of bad addresses for juvenile warrant service attempts is a new feature in JIMS2. If a service attempt is made to an existing responsible adult's address and the address is bad, the officer should always indicate that the address is bad on the Update Warrant Service screen. This will be beneficial on subsequent service attempts.

JP Courts

Justice of the Peace Courts will not enter truancy warrants into this system.

Dissemination of data

The information in the Juvenile Warrants system is not public information and should not be disseminated to individuals not involved in the law enforcement process.

Dissemination by radio should be handled on a case-by-case-basis. For example, dissemination is allowable if there is immediate danger to the community or if an officer's safety is an issue.
