
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.8.5	
Subject:		Distribution:
Warrant Service		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 10-107
References:		
CALEA: N/A; PLEAC: 2.7.6		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish department guidelines for the service of arrest and search warrants in compliance with all applicable State and Federal laws and rules of criminal procedures.

POLICY

It is the policy of this Department to have a uniform method of assessing risk factors when planning and executing arrest and search warrants so as to minimize risk to officers and suspects alike and to document the warrant service process.

DEFINITIONS

Dynamic Entry Tactics - Rapid entry and movement through a target location without conducting a threshold assessment prior to room entries.

PROCEDURE

A. ASSIGNED OFFICER

1. The Lead Investigator/Officer shall ascertain all available information on the suspect and/or location of the warrant to be served, and then complete a Warrant Service Risk Assessment worksheet (PD Form [OPR-7](#)). Information sources include, but are not limited to, prior contacts in the Alert RMS, criminal history and registered firearms queries. This form shall be completed prior to any warrant being served by this department regardless of the jurisdiction or originating agency.
2. In the event that a warrant from an outside agency is to be served in this jurisdiction, the Supervisor of this Department's unit handling the warrant service

shall assign an Investigator/Officer to complete the Warrant Service Risk Assessment ([PD Form OPR-7](#)) and an Assist to Other Agency report documenting the circumstances of the incident.

- a. In the event that an Outside Law Enforcement Agency (OLEA) is unable or unwilling to comply with the LMPD pre-planning warrant service guideline, LMPD personnel will suggest the following course of action.
 1. Reinforce the importance of the pre-planning investigatory process.
 2. Recommend that the warrant service be conducted at a later date to allow for proper planning.
 3. Advise the OLEA that LMPD will provide perimeter security only while the warrant service is conducted if they wish to proceed.
 4. Notify the on-duty Watch Commander.
- b. After completion, a copy of the Warrant Service Risk Assessment (PD Form OPR-7) and a copy of the Warrant, if it originated from an outside agency, will be forwarded to the Report Review Office to be scanned/attached to the original report in the Alert RMS system.
- c. The Lead Investigator is responsible to update the Warrant Service Risk Assessment ([PD Form OPR-7](#)) if additional information becomes available and notify the appropriate Unit Supervisor.
- d. When risk factors outlined in the Warrant Service Risk Assessment ([PD Form OPR-7](#)) are unknown, the Unit Supervisor is responsible for directing the Lead Investigator/Officer to conduct additional investigation or to evaluate the warrant risk factors based on available information.
- e. Based on the risk assessment outlined in sections B and C, notify the proper Unit Commander(s).
- f. When attempting warrant service outside of Lower Merion Township, the police department responsible for the municipality where the warrant service is being attempted shall be notified as per the Municipal Police Officer's Jurisdiction Act.

B. WARRANT SERVICE RISK ASSESSMENT (PD FORM OPR-7)

The Warrant Service Risk Assessment ([PD Form OPR-7](#)) is based on the facts and circumstances in the affidavit for the warrant, criminal history of the suspect(s), target location or any other information learned during the investigation. The Unit Supervisor can request the additional resources of the Emergency Response Team (ERT) to assist in reducing and managing risk while

supporting the investigative needs of the case regardless of the assessment score. ERT may assist by providing guidance on tactics; provide limited team deployment or a full team deployment. The situation will dictate manpower and equipment needs.

C. DECISION MATRIX

Score - Service requirements

- 1-14** Any unit can serve a warrant. This does not preclude the use of ERT personnel if a supervisor or lead Investigator requests assistance from the ERT Commander.
- 15-24** Consultation with ERT Commander or designee is required. ERT Team Leader assists with planning and execution of the warrant if deemed necessary by the ERT Commander. When the full or partial ERT is utilized, the Division Commander is to be notified.
- 25+** Warrant service is turned over to ERT who plans and executes the warrant. Division Commander is to be notified.

D. SUPERVISORS RESPONSIBILITY

- 1. The Unit Supervisor responsible for criminal warrant service shall;
 - a. Physically read the arrest/search warrant for form and content.
 - b. Review the Warrant Service Risk Assessment ([PD Form OPR-7](#)) and notify the on-duty Watch Commander if the warrant originated from an outside agency.
 - c. Visually confirm the target location unless extenuating circumstances exist.
 - d. Conduct a briefing with all personnel involved in the warrant service.
 - e. Issue each officer involved a copy of the Operation Plan which will include;
 - 1. Address and description of target location.
 - 2. Name, description and photographs (if available) of suspect(s).
 - 3. Diagrams of property (if available).
 - 4. Primary and secondary entry points (if applicable).
 - (i) Dynamic entry tactics are limited to hostage rescue, or in some cases, to prevent the destruction of evidence.
 - 5. Entry team assignments (if applicable).
 - 6. Perimeter assignments (if applicable).
 - 7. Contingency plans (if applicable).

- f. Conduct a post operation de-briefing and submit a post critique ([PD Form OPR-6](#)).
2. The Unit Supervisor responsible for mental health warrant service shall:
 - a. Review the Warrant Service Risk Assessment ([PD Form OPR-7](#))
 1. Assign personnel accordingly to assist Montgomery County Emergency Services (MCES) or like agency for low or no-risk subjects.
 2. For high-risk mental health warrants, refer to section D.

E. EXCEPTIONS

1. Exception to pre-planning warrant service guideline:
 - a. In the event that information is discovered regarding the location of a suspect with an active arrest warrant where the need for immediate apprehension is in the best interest for the safety of the public and the Police Department, on duty police personnel shall handle the incident as a crime in progress within department training, procedures and guidelines.
 - b. The Warrant Service Risk Assessment ([PD Form OPR-7](#)) requirements do not apply to administrative warrants such as bank and hospital records or vehicle search warrants.

F. TRAINING

1. Front Line Supervisors and ERT personnel shall attend annual training in:
 - a. Risk assessment
 - b. Warrant pre-planning
 - c. Warrant service tactics
2. All other sworn personnel shall attend training in:
 - a. Risk assessment
 - b. Less lethal weapons
 - d. Inner and outer perimeter assignments
 - e. Low-risk room clearing techniques

G. MISCELLANEOUS WARRANT SERVICE PROVISIONS

1. If information is received that a defendant for whom the Police Department has an active warrant is in a correctional facility the following steps should be taken:
 - a. Notify the Investigations Unit supervisor and the arresting officer.
 - b. Document the location of the defendant in the incident report.
 - c. Fax a copy of the warrant to the facility holding the defendant.
2. If the warrant is entered in C.LE.A.N. or N.C.I.C., such entries shall be canceled at the time the subject is taken into custody.
3. Lower Merion Township Police Department arrest warrants shall only be served by sworn law enforcement officers. **(PLEAC 2.7.6)**

RESPONSIBILITY

It is the responsibility of all Supervisory Personnel to ensure that all officers under their supervision comply with this policy.

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