



**DONNY YOUNGBLOOD**  
Sheriff-Coroner

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Telephone (661) 391-7500

*Kern County*

**SHERIFF**

**ISSUE: 22-02**

**TRAINING BULLETIN**

**DATE: January 19, 2022**

**WARRANT ENTRIES**

The Kern County Sheriff's Office Central Receiving Facility has seen a variety of ways in which warrant suspects are being entered into the ARIETIS program. The lack of consistency has caused inmates to be booked on open charges when in fact they should be booked on a warrant. This causes significant issues with court proceedings and inmate management. To efficiently book your arrests, and ensure consistency in the documentation process, there is certain criteria that needs to be entered correctly in Arietis for your PC Dec. Please see below for the correct way of entering the information.

1. When you are booking on a warrant/remand, do not enter the warrant number as the Agency Case number. Agency case numbers are only needed if you are going to charge someone with an open offense, otherwise the field will be blank.

**KERN COUNTY - ARIETIS**

**Declaration**

Arietis Dec #:	Agency Case #:	Type:	Status:
██████████	██████████	Adult PC Dec	Submitted To Judge 1/5/2022 3:03 PM
Officer:	Entered Date/Time:		
██████████	1/5/2022 3:02 PM		

**Officer Signature**

I declare under penalty of perjury that the foregoing is true and correct to the best of my information and belief.  
Executed on 1/5/2022 3:03 PM at Kern County, CA by Jordan Webb.

**Declaration**

Arietis Dec #:	Agency Case #:	Type:	Status:
██████████	2022-00004610	Adult PC Dec	Approved By Judge 1/13/2022 7:09 AM
Officer:	Entered Date/Time:		
██████████	1/13/2022 12:40 AM		

2. Under Arrest Type, you must choose what type of arrest it was.

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**Subject**

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Subject Name: [REDACTED] Birth Date: [REDACTED] Birth Place: [REDACTED] Birth State: [REDACTED]

Gender: Male Race: White Height: 508 Weight: 165 Hair Color: Brown Eye Color: Brown

SSN: [REDACTED] DL Number: [REDACTED] DL State: [REDACTED] DL Exp Date: [REDACTED]

Address: [REDACTED] Home Phone: [REDACTED] Work Phone: [REDACTED] Mobile Phone: [REDACTED]

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**Arrest**

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Offense Date/Time: 1/5/2022 2:54 PM Offense Location: City Arrest Type: **Warrant** Arrest Date/Time: 1/5/2022 2:54 PM Court Division: Superior Court-Metro Division

Location of Arrest: [REDACTED] In Traffic Accident: [REDACTED] Physical Force Used: [REDACTED] Carotid Hold Placed: [REDACTED]

Vehicle: [REDACTED]

3. When you don't enter the correct information in the offense section, it looks like we are booking open charges. Ensure that you manually type WARRANT/REMAND under the Code Section option, as well as mentioning in the narrative that it is a warrant/remand. **Only open charges must be entered in the Code Section using the offense lookup option.**

**EXAMPLE 1**

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**Narrative**

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On 01/05/22, Officers contacted [REDACTED] at his last known address, [REDACTED] was arrested for active felony warrant [REDACTED] and active misdemeanor warrant [REDACTED] was transported to CRF and booked on the active warrants.

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**Offenses**

Code Section	Description	Severity	Count
WARRANT	BF177822A	Felony	1
WARRANT	BM962462A	Misdemeanor	1

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### EXAMPLE 2

ON JANUARY 13, 2022 [REDACTED] WAS REMANDED ON CASE NUMBERS BM945114A, BM954687A, BM960705A, BM960889A, BM957224A, BM958834A, BM959198A, BM959352A, BM960546A, BM960608A, BM960730A, BM960694A BY JUDGE TIFFANY ORGAN-BOWLES IN DEPARTMENT 12 AT 1415 TRUXTUN AVENUE.

Offenses			
Code Section	Description	Severity	Count
REMAND	BM945114A	Misdemeanor	1
REMAND	BM954687A	Misdemeanor	1
REMAND	BM960705A	Misdemeanor	1
REMAND	BM960889A	Misdemeanor	1
REMAND	BM957224A	Misdemeanor	1
REMAND	BM958834A	Misdemeanor	1
REMAND	BM959198A	Misdemeanor	1
REMAND	BM959352A	Misdemeanor	1
REMAND	BM960546A	Misdemeanor	1
REMAND	BM960608A	Misdemeanor	1
REMAND	BM960730A	Misdemeanor	1
REMAND	BM960694A	Misdemeanor	1

### EXAMPLE 3

**Narrative**

On 1/3/22, Officers responded to a business for a report of a burglary in progress. Upon arrival, the business owners had the suspect in custody. The suspect was identified as [REDACTED] who admitted to officers to forcing entry to take miscellaneous tools from the business. [REDACTED] informed officers that he had a "meth pipe" in his front left pocket, which was located upon search of his person incident to arrest. Further, [REDACTED] had two active felony warrants: BF186676A, BF179579A.

Offenses			
Code Section	Description	Severity	Count
PC 460(B)	BURGLARY:SECOND DEGREE	Felony	1
HS 11364(A)	POSS UNLAW PARAPHERNALIA	Misdemeanor	1
WARRANT	BF179579A	Felony	1
WARRANT	BF186676A	Felony	1

4. No additional information is needed in the "other" section. You should be placing all warrants under the Code Section.

No property tags

**Intoxication**

PAS/BA: No    BAC: --    Presumptive Test: --    Narcotic Type: --

**Victim**

Age: --    Gender: --    Relation To Subject: --

Injuries: --    Weapon: --    Property Loss Value: --

**Additional Hold Authorities**

Parole: No    Probation: No    Warrant: No    INS: No    Other: [REDACTED]

**Request Deny Release**

No requests to deny release