DONNY YOUNGBLOOD Sheriff-Coroner 1350 Norris Road, Bakersfield, California 93308-2231 Telephone (661) 391-7500

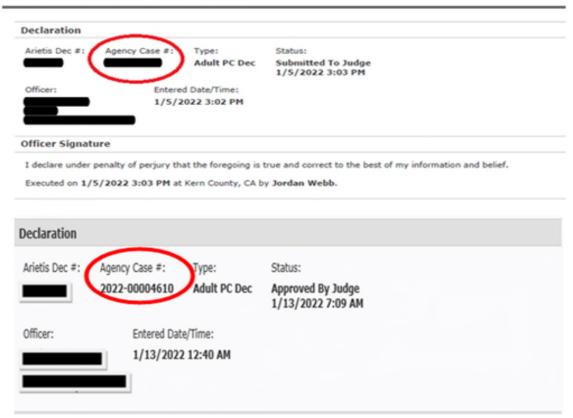
ISSUE: 22-02 TRAINING BULLETIN DATE: January 19, 2022

WARRANT ENTRIES

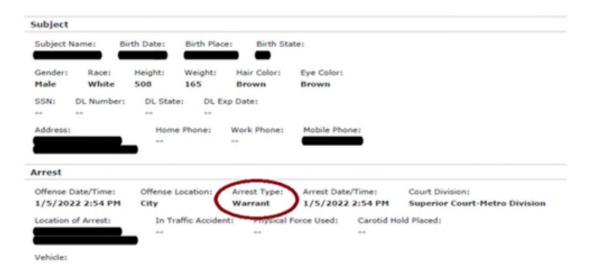
The Kern County Sheriff's Office Central Receiving Facility has seen a variety of ways in which warrant suspects are being entered into the ARIETIS program. The lack of consistency has caused inmates to be booked on open charges when in fact they should be booked on a warrant. This causes significant 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



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



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



EXAMPLE 2

Offenses			
Code Section	Description	Severity	Coun
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	

EXAMPLE 3



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

