

Policy Number: 06-012

Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

VALIDATIONS OF WARRANTS AND PROTECTION ORDERS

I. POLICY

It is the policy of the Lucas County Sheriff's Office to follow the rules and guidelines of the Law Enforcement Automated Data Systems (LEADS) concerning the storage of information in the LEADS network. Among these requirements is one directing that all warrant and protection order information received from LEADS be validated by personnel at the issuing agencies Clerk of Courts Office. The purpose of this validation is to ensure that all information involving warrants and protection orders is accurate, current, and active. The Courts will return a "LEADS Validation Listing" on all warrants and protection orders that are validated and such paperwork will remain on file with the Lucas County Sheriff's Office Records Section.

II. PROCEDURE

1. At a designated time, each month, LEADS will provide the Lucas County Sheriff's Office Records Section with a complete copy of the monthly "Validation List". This list will contain all information on active warrants and protection orders currently stored in the LEADS network.
2. The Records Section will retain one copy of the validation list. A second copy will be forwarded to the issuing agencies Clerk of Court by the Records Sergeant.
3. The Records Sergeant will assign a staff member to check each name and entry on the validation list against the warrant and protection order itself and verify that the information contained on the list is complete and accurate.
 - a. The task will be completed by a date to be established by the Records Sergeant.
 - b. The results of the validation will be prepared and forwarded to the Records Sergeant.
4. The issuing agency will review their copy of the LEADS Validation List to determine if the listed warrants and protection orders are still active.
 - a. The agency will check each entry on the list against the actual warrant on file.

- b. When the check is complete the agency will provide the Lucas County Sheriff's Office Records Section with a copy of the LEADS Validation Listing that indicates which warrants and protection orders remain active and those that have become inactive.
5. The issuing agency will complete their review and return the LEADS Validation Listing no later than a date determined by the Records Sergeant.
6. The copies of the LEADS Validation Listings will remain on file in the Lucas County Sheriff's Office Records Section per the current retention policy.