

**GENERAL ORDER**  
**25**

**EFFECTIVE:** 1 June 2005

**REVISED:** 1 December 2007  
1 December 2008  
1 January 2010  
20 June 2011

**SUBJECT:** Search and Arrest Warrant Service Procedures

**ISSUED BY:** Fernando Solorzano

**I. PURPOSE:**

To outline duties, responsibilities and training of officers/supervisors assigned to serve and execute search/arrest warrants.

**II. POLICY:**

It shall be the policy of this department when serving an arrest/search warrant to follow all laws prescribed by The California Penal Code and with consideration of appropriate case law decisions (as referenced by the California Peace Officers' Legal Sourcebook or other relevant material and resources).

- (2) Any information from an informant should be verified before obtaining the search warrant.
  - (3) Perform computer checks (Parole, Probation, Guns, Restraining Orders, etc.).
- (b) Identify Possible/Known Suspect(s) using, but not limited to, the following:
- (1) Background;
  - (2) Weapons History;
  - (3) Vehicles;
  - (4) Children/parents;
  - (5) Gangs;
  - (6) Drug usage;
  - (7) Criminal History
  - (8) Is the suspect a “Third Striker”?
  - (9) Mental illness and
  - (10) Martial arts background.
- (c) Develop and follow a Written Operational Plan
- (1) Scouting/Surveillance to be completed in advance
    - a. Photograph the location to be searched.
    - b. Is there a dog on premise?
    - c. Are there children at the location?
    - d. Any surveillance or security equipment set up by the suspect?
    - e. Any other building/garages/vehicles on the grounds?
    - f. Are the doors fortified?
    - g. Are there any “Look outs”?
  - (2) Diagram the building to be searched and any possible hazards to officers.
    - a. If the building address is present, where is it located and its description?
    - b. If no address is present a complete description of the building including, but not limited to:
      1. What kind of construction/ how many stories;
      2. Color;
      3. Texture;
      4. Is it a brick or vinyl siding;
      5. Places for cover and concealment;
      6. Color of roof and type (wood shingles or Spanish tile);
      7. Number and description of windows.
- (3) Classifying the Type of Warrant

- b. Level 2: *High Risk*
    - 1. If the suspect is believed to be uncooperative or if a violent crime precipitated the warrant.
    - 2. The structure is fortified.
  - c. Level 3: *Special Weapons Unit Deployment*
    - 1. Suspect is most likely armed and resistance is anticipated.
    - 2. The location is heavily fortified.
    - 3. Tactics and equipment to gain entry are beyond the resource capability of our agency.
- (4) Methods of Service
- a. Dynamic Crisis entry - Forced entry designed to take suspect by surprise.
  - b. Non-Dynamic Crisis entry—after obtaining access to the structure don't "Charge right in") Used when elements of dynamic entry are lost and stealth is required (suspect knows you are at the location).
  - c. Breach and delay entry - After entry is made the suspect is given a chance to surrender.
  - d. Covert Stealth entry - Used when the suspect is asleep, unconscious or doesn't know you are on scene.
  - e. Surround and call out - Used with an arrest warrant if you have the time and personnel available.
- (5) Legal Requirements include following all laws prescribed by the California Penal Code and case law decisions. When appropriate, it is strongly recommended that case agents review/consult the California Peace Officers Legal Sourcebook or other case-law resource materials.
- (6) Briefing responsibilities will be assigned and all questions will be answered.
- a. All intelligence should be discussed.
  - b. Each team member should have a copy of the operational plan. (It should be returned to the team leader at the end of the operation)
  - c. Discuss the location to be searched and its description/hazards.
  - d. Give a description of any suspects and intelligence information about them.
- (7) Object of warrant – What type of information/evidence will be searched for as specified in the Warrant.
- (8) Equipment to be utilized for the service of search/arrest warrants.
- a. All officers will be clearly identified as Police Officers.
  - b. All specialized equipment to be used will be identified by the team leader and approved for use by the Chief or Field Services Division Commander.
  - c. All officers will check to ascertain if their personal equipment is in working order prior to leaving briefing.
  - d. All equipment will be accounted for before leaving the structure searched.



(4) Room Clearing and Suspect encounters

- a. Rooms will be cleared (searched) according to approved training methods (see attached training).
- b. When an officer encounters a suspect he will control that suspect so other officers can continue the search.
- c. If the suspect is uncooperative or offers resistance do not engage him by yourself. Have additional officers assist putting the suspect to the floor and handcuffed as soon as possible.
- d. Only after the suspect has been handcuffed and the building secured  
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- c. Damage by Person(s) of another Agency
    - i. If employees of another jurisdiction cause damage to real or personal property belonging to the CSU Long Beach, it shall be the responsibility of a CSU Long Beach Police Officer present to make a verbal report to his immediate supervisor as soon as circumstances permit.
    - ii. The officer shall submit a written report before going off duty or as otherwise directed by the supervisor.
  - d. These written reports, accompanied by supervisor's written report, shall be forwarded to the Support Services Division Commander or Chief, as soon as possible.
  - e. It will be the responsibility of the Chief or Support Services Division Commander to notify the CSU Long Beach Office of Safety & Risk Management of any potential liability to the CSU Long Beach.
- (g) Training--Each CSU Long Beach Police Officer assisting in the service of search or arrest warrants, and/or searching premises to locate suspected persons or evidence for prosecution of a criminal offense shall receive the following training:
- (1) The Department Training Manager will see that warrant service training subjects including the following are provided for each police officer:
    - a. A review of this General Order
    - b. The Department's Use of Force Regulations
    - c. Warrant Service Operations Plan development
    - d. Building search and arrest techniques
    - e. Legal resources (i.e., case law manuals, criminal code references, City Prosecutor and District Attorney roles and information)
  - (2) The Department Training Manager shall assign regular, briefing training segments concerning these subjects.
    - a. These reviews will be archived via the Training Calendar Program.
    - b. These reviews will be composed in cooperation with the recommended subjects matter by the Investigative Services Bureau Sergeant.

#### IV. Policy Review

The Support Services Division Commander will review the effectiveness of Departmental and other source trainings, and facilitate the appropriateness of all sections of this General Order.

APPROVED