

## **Bench Warrants**

Prior to requesting a warrant, the PO will make efforts to locate the youth as follows:

- Attempt telephone contact with parent/guardian or other known relative.
- If no phone contact can be made, attempt a home visit.
- Verify youth's absence from school, counseling, work, etc.

If the PO is able to make contact with the youth at anytime, (e.g., at school, home, counseling, etc.), a warrant cannot be requested. A modification hearing request needs to be submitted instead.

When a parent/guardian reports a youth did not return home or has run away, the PO will request the parent/guardian file a run report. The report number needs to be documented in the field notes. A warrant should not be requested for at least 24 hours after the run report has been filed. Some things to consider prior to requesting a warrant are the youth's:

- Risk level
- Underlying charge
- Compliance with court ordered conditions
- Level of risk to him/herself and/or the community

EXCEPTION: A warrant should be requested immediately when there are facts or information that the youth is an imminent risk to him/herself or the community, e. g., firearms or threats to harm self or others.

## **Bench Warrant Requests**

- Probation Officer submits the Request for Court Action to Support Staff and they will forward the request to the Prosecuting Attorney's Support Staff.
- After receipt of request, Prosecuting Attorney's Support Staff will prepare Bench Warrant documents within 24 hours.
- Prosecuting Attorney's Support Staff will procure the signature from the assigned Prosecutor or Team Leader within the day of preparation.
- The Prosecutor's office will file the necessary Bench Warrant documents with the Clerk's Office. The Clerk will sign the Bench Warrant. The conformed copies will be placed in the Public Defender and Probation boxes in the Prosecutor's Office.
- Prosecutor's Support Staff will deliver the Warrant and conformed copies of the Bench Warrant documents to Police Records.
- In most cases, from the time Probation requests a Warrant until the Prosecutor's Office files the Warrant, will be 48 hours.

## **Procedures When Youth Has Been Arrested Outside of Spokane County**

- Please refer to the **Guidelines for Setting Geographical Parameters on Warrants** (see attached) to verify the warrant meets the Geographical Guidelines.
- If the warrant does not meet the Geographical Guidelines, or is not extraditable, and you feel it is imperative the youth be returned, staff the case with your Lead Worker/Unit Supervisor and then the assigned Prosecutor. If a decision is made to return the youth to Spokane, the assigned Probation Officer will assist the Detention Population Control Officer in making transportation arrangements. For those youth arriving by air, a Detention Staff will pick the youth up at the airport.
- **In State** –Intake will need a faxed copy of the served Warrant.
- **Out of State** – Verify that the Warrant has been served and request a faxed copy of the “Waiver of Extradition”. If Interstate Compact is involved, make sure our Interstate Compact Office in Olympia is aware of the situation.