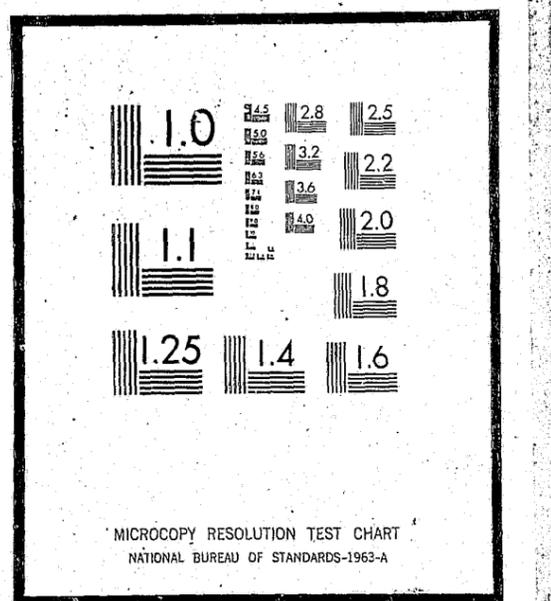


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed

5/10/76

CENTRAL WARRANT PROCESSING

PROCEDURE

First Year Report

28864

Criminal Justice Section
Cincinnati Police Division
June, 1975

CINCINNATI POLICE DIVISION --
 CENTRAL WARRANT PROCESSING PROCEDURE --

FIRST YEAR OF OPERATION

This is a report on the first full year of operation (January 6, 1974 - January 4, 1975) of the Central Warrant Processing Unit (CWPU) and related service procedures. The CWPU was designed to improve warrant service efficiency through use of mailed notifications and increased service controls.

Service results for the one-year period indicate that:

- 67 per cent of all misdemeanor and traffic warrants and capiases (rearrest warrants) are being served under the new procedure, compared with an estimated 37 per cent served prior to CWPU implementation.¹
- \$300,000 a year in additional City revenue from traffic fines is estimated to result from the new procedure, based on a comparison of traffic warrants paid out in 1974 with previous service record estimates.
- Police manpower required for warrant service in the field has been reduced by 45 per cent, to the equivalent of eight full-time officers, allowing the Division to increase manpower allocations to other district functions.
- The volume of warrants pending service in the Division is being maintained at approximately 1300, almost exactly the projected normal workload.² Service backlogs

1

Criminal Justice Section Survey, 1972

2

A normal workload is defined as the average number of warrants received per month (2,500), multiplied by the expected time required to serve the warrant (1/2 month) = 1,250.

prior to implementation of the procedure averaged 6300 in 1972 and rose as high as 4500 in 1973.

Following is a summary of the new warrant service operation and a detailed analysis of its results.

CENTRAL WARRANT PROCESSING PROCEDURE SUMMARY

The Central Warrant Processing Unit (CWPU) was established in the fall of 1973 to coordinate and maintain control over the various elements of the Central Warrant Processing Procedure.

The procedure was developed to alleviate problems caused by an increasing volume of traffic and misdemeanor warrants, which existing processing procedures could not accomodate.

The new procedure involves three types of service effort:

1. Computer-generated postcard notices are mailed to inform citizens of outstanding (delinquent) tickets for non-moving traffic violations and the action that must be taken to avoid an arrest warrant.
2. Letter notifications are mailed to inform the citizen that a misdemeanor or traffic warrant has been issued for his arrest, and the action that must be taken to avoid physical apprehension.
3. Police officers perform a minimum of two field service attempts on those misdemeanor and traffic warrants not cleared as a result of the notifications, and on all capias warrants.

Warrants not served by these methods are returned by field units within two weeks to the CWPU, where they are entered into the Division's computerized "wanted list" if sufficient defendant identifying information exists. Warrants in the computer file are served when an officer makes a routine computer query upon subsequent contact with the defendant.

Major differences between this procedure and previous service methods include:

Reliance on mailed notifications to reduce field service volume.

Reduction in paperwork for both field and central control personnel through replacement of five independent control

forms with one centrally prepared three-part form.

A field service procedure which maximizes service effectiveness for new warrants, by eliminating backlog accumulation in the field and relying on the Division's computerized "wanted list" for service of warrants not cleared within the two week time limit.

Delegation of responsibility for the over-all warrant service operation in each field unit to a specific individual.

Preparation of a monthly "productivity" report for unit commanders which records the service rate for each field unit, enabling comparison of service effectiveness between units.

The Division's formal warrant service procedure, in addition to copies of the forms used in processing warrants, notifications, and reports are contained in Appendixes.

WARRANT SERVICE PROCEDURE RESULTS

Delinquent Tag Postcard Notice

The delinquent tag postcard notice was implemented in the Division's Traffic Violations Office (TVO) in September, 1973, three months prior to full procedure implementation.

The postcard notice was worked into an existing computer system for processing warrants from delinquent tags, without necessitating any increase in TVO manpower. Due to the limitations of the system, these computer-generated notices are mailed only for non-moving traffic violations.

Because the delinquent tags are a minimum of one month overdue when the postcards are mailed, it can be assumed that dispositions would not be obtained without the notices unless arrest warrants were served.

The following table shows delinquent tag notice results for postcards mailed during the year 1974.

DELINQUENT TAG NOTICE RESULTS

	<u>Number Mailed</u>	<u>Per Cent of Total Mailed</u>
Total Notices Mailed	31,894	100.0%
Payouts Resulting From Notice	17,261	54.1
Court Registrations Resulting From Notice	1,068	3.4
TOTAL DISPOSITIONS	18,329	57.5%

This disposition level represents a reduction by 57 per cent in the number of computer-generated warrants issued for non-moving traffic violations.

Annual City revenue from the TVO notice, based on an average payout of \$15 is estimated at \$258,915.

Warrant Notification Letter

The traffic and misdemeanor warrant notification procedure was implemented by the CWPU in November 1973.

Notification letters for warrants on non-moving traffic violations not cleared by the delinquent tag postcard notice are generated by computer and delivered to the CWPU along with the warrants. Letters for all other traffic and misdemeanor warrants are processed directly from the warrants at the CWPU. All letters are mailed from the CWPU; the corresponding warrants are maintained in CWPU files for a short time pending citizen response.

The following table shows warrant notification letter results from January 6, 1974 through January 4, 1975.

WARRANT NOTIFICATION LETTER RESULTS

Type of Warrant	No. Letters Mailed	No. Warrants Served	Per Cent of Total Warrants Served
Misdemeanor	9,219	4,550	49.4%
Computer-Generated Traffic	10,801	2,807	26.0
Other Traffic	<u>7,402</u>	<u>2,562</u>	<u>34.6</u>
TOTAL	27,422	9,919	36.2%

2,125 of the "computer-generated traffic", and 1,634 of the "other traffic" dispositions involved direct payment of fines. At averages of \$25 and \$30 respectively, these pay-outs resulted in an estimated \$102,145 in City revenue in 1974.

Total Effect of Postcard and Letter Notifications on Field Service Volume

The combined impact of the delinquent tag notice and warrant notification letters is a 59 per cent reduction in traffic and misdemeanor warrant volume prior to any field service attempt.

When added to the volume of capias warrants received for service by the districts,* this amounts to a 46 per cent decrease in field service volume.

* Mailed notices have not been attempted on this type of warrant because judicial policy prohibits release on recognizance for capias warrant arrests.

Results of Warrant Service in the Field

The six police districts began operating under the revised procedure in January 1974. Table A summarizes overall field service results; Table B shows the field service rate for each type of warrant.

TABLE A. OVERALL FIELD SERVICE RESULTS

(January 6, 1974 - January 4, 1975)

	Number	Per Cent of Total Received
Total Warrants Received	32,379	100.0%
Warrants Served	12,625	39.0
Warrants Transferred	3,464	10.7
Warrants Returned Unable	16,228	50.1
Change in Backlog*	197	0.6

TABLE B. FIELD SERVICE RATES BY TYPE OF WARRANT

Type of Warrant	Per Cent Served
Misdemeanor	48.1%
Traffic	33.8
Misdemeanor Capias	40.6
Traffic Capias	<u>42.3</u>
TOTAL WARRANTS	39.0%

Annual City revenue on traffic warrant payouts resulting from field service, based on an average payout of \$27, is estimated at \$59,319.

* Backlog is defined for this report as the number of warrants awaiting service at the district level. Prior to procedure implementation, backlogs in all districts were reduced to approximate a "normal workload" (see definition footnoted on p.1).

Total Division Service Rates and Revenue Projections

The aggregate Division service rate, including all types of service on traffic, misdemeanor, and capias warrants is 67 per cent. Eliminating consideration of capias warrants, on which no mailed notification service is attempted, the service rate for traffic and misdemeanor warrants is 74 per cent.

Prior to implementation of the central warrant processing procedure, the Division served an estimated 37 per cent of the warrants it received.

Total revenue from traffic fine payouts, under all types of service, is projected at \$420,379 per year, an increase of \$316,133 over estimated revenue under previous service methods.

ANALYSIS OF DISTRICT SERVICE PERFORMANCE

During the one year evaluation period, the Division's six police districts cleared 39 per cent of the warrants they received for service.

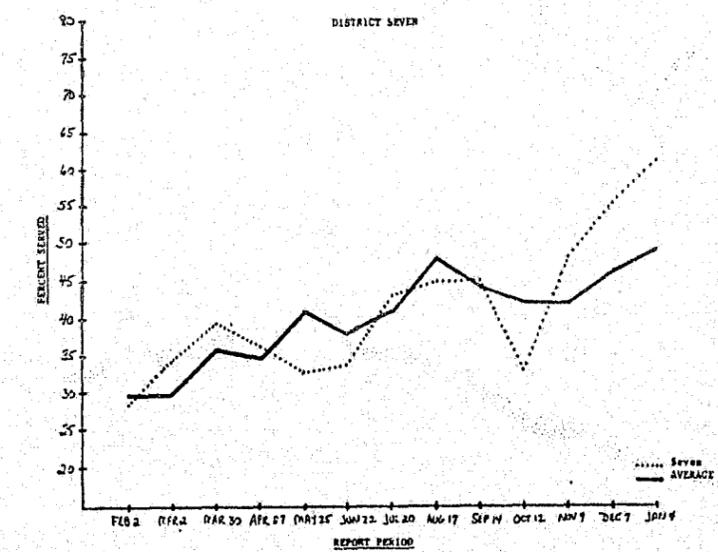
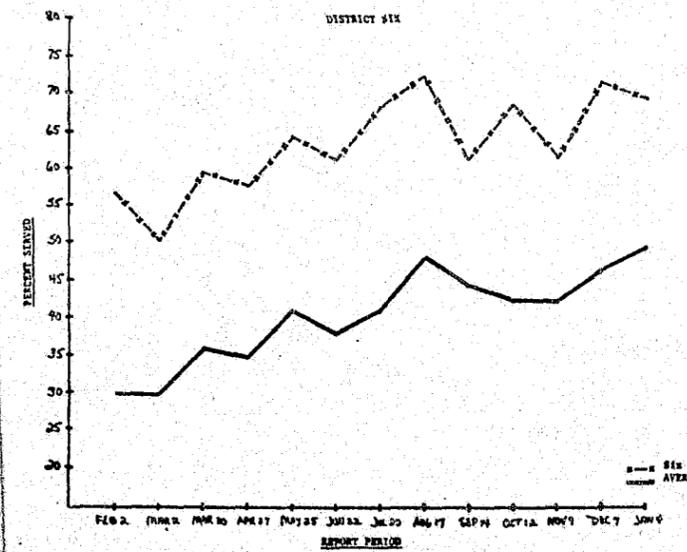
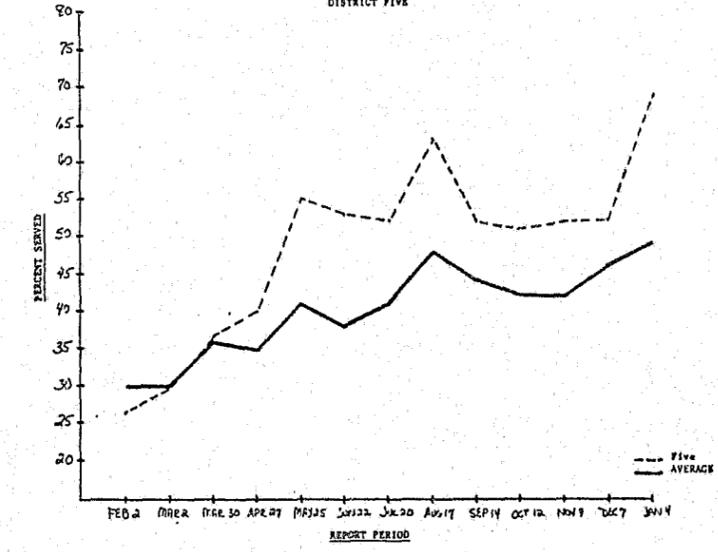
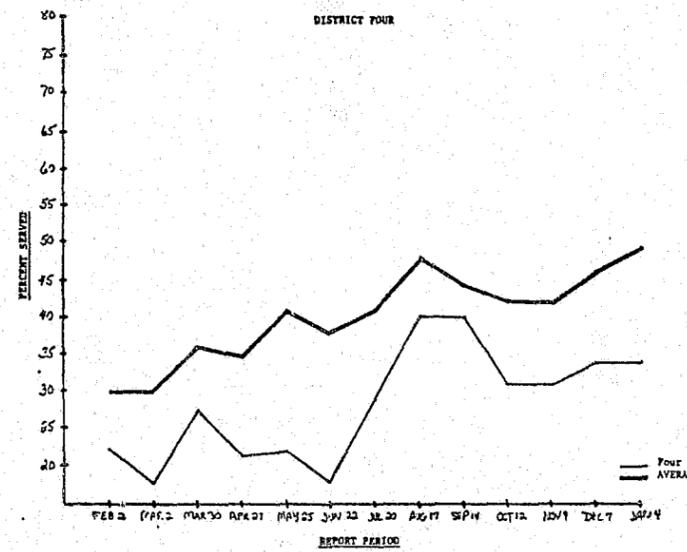
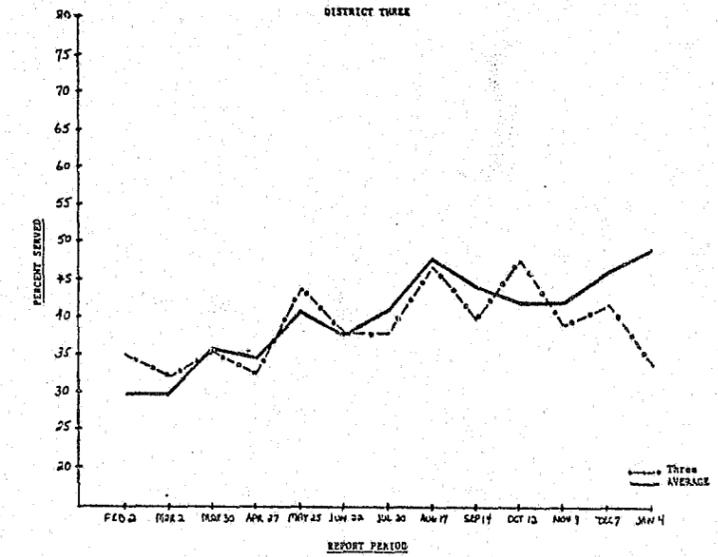
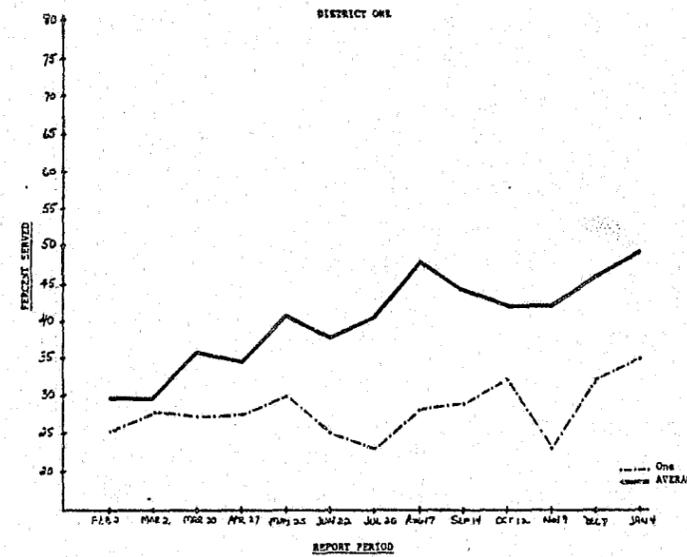
Following are analyses of district service operations in terms of service results, warrant volume, and general operating procedure.

District Service Results

The districts' service rates have shown an upward trend since the central warrant processing procedure began, with the overall field service rate increasing from 30 per cent to 39 per cent since the report on the first three months of operation.

The following graphs show trends in service rates for each district, as compared to the Division average.

DISTRICT WARRANT SERVICE RATES
January 6, 1974 -- January 4, 1975



The following table compares service results by district on a percentage basis. The categories most indicative of service efficiency are "per cent served" and "per cent change in backlog".* A high service rate indicates that the district is fulfilling its primary service function. A substantial rate of backlog accumulation indicates that the district is unable to process the warrants it receives, and reflects procedural problems.

DISTRICT WARRANT SERVICE RESULTS AS A
PERCENTAGE OF TOTAL WARRANTS RECEIVED
(January 6, 1974 - January 4, 1975)

<u>District</u>	<u>Per Cent Served</u>	<u>Per Cent Returned Unable</u>	<u>Per Cent Transferred</u>	<u>Per Cent Change in Backlog</u>
One	28.0	66.0	6.4	- 0.6
Three	38.4	53.4	11.0	- 0.5
Four	26.9	62.5	7.4	+ 3.4
Five	45.9	41.9	16.0	- 2.8
Six	62.7	32.5	4.0	+ 0.9
Seven	<u>40.2</u>	<u>37.4</u>	<u>19.7</u>	+ <u>1.8</u>
TOTAL	39.0	50.1	10.7	+ 0.6

Note: The service population includes both warrants received during the report period and warrants on hand at the beginning of the period. Analysis of warrant service dispositions as a percentage of the volume of warrants received shows how closely service activity parallels the flow of warrants into the district.

* "Per cent change in backlog" reflects the difference between the volume of warrants on hand awaiting service in the districts at the beginning of the report period as compared to the volume on hand at the end of the year.

District Warrant Service Volume

While the volume of warrants issued continues to increase annually, the volume of warrants received for service by the districts is down 27 per cent from last year, as a result of the CWPU mailed notifications. (The notifications have served 45 per cent of all warrants received by the Division).

The following table shows the change in average monthly volume of warrants received by the districts since the new procedure was implemented.

COMPARISON BETWEEN AVERAGE MONTHLY VOLUME
OF WARRANTS RECEIVED BY THE DISTRICTS IN 1973 AND UNDER
NEW WARRANT PROCESSING PROCEDURES IN 1974

<u>District</u>	<u>Ave. No. Rec'd. 2/73 - 11/73</u>	<u>Ave. No. Rec'd. New Procedure (1974)</u>	<u>Per Cent Change From 1973</u>
One	497	354	- 28.8%
Three	482	355	- 26.3
Four	794	622	- 21.7
Five	606	428	- 29.4
Six	518	344	- 33.6
Seven	<u>519</u>	<u>388</u>	- <u>25.2</u>
TOTAL	3,416	2,491	- 27.1

District Personnel Allocations

All districts but District One have delegated full responsibility for warrant service and control to individual warrant service officers.

Under Com-Sec in District One, each sector is responsible for the warrants in its area, and sector supervisors make independent decisions regarding how service responsibility will be delegated within the sector.

While some districts have made personnel adjustments since the procedure was implemented, the average volume of warrants being received by the districts (see previous section) indicates that, in Districts One, Three, Six, and Seven, one warrant officer can handle the entire service and control operation with minimal assistance from regular patrol officers. In Districts Four and Five, the service load is substantial enough to require permanent assistance from one additional full-time officer in Four, and a part-time officer in Five.

A

APPENDIX I

PROCEDURE FOR SERVICE AND CONTROL OF
TRAFFIC, MISDEMEANOR, AND FELONY WARRANTS - APPENDIX I



PART OF 28864

12.230 Procedure for Service and Control of Traffic, Misdemeanor, and Felony Warrants

Reference: Procedure Manual

12.123 Procedure for Completing Misdemeanor and Felony Arrest Forms

16.105 Closure of Offense Reports

A. Purpose:

1. To ensure prompt and efficient service of all warrants received by the Division.
2. To maintain accurate records on warrants pending service.
3. To measure the Division's warrant service performance.

B. Procedure for Processing Responses to Warrant Notification Letters

1. Warrant notification letters, mailed on misdemeanor and traffic warrants, request an individual either to report to a District to be cited or (for traffic violations) to pay his fine at the Traffic Violations window.
2. The warrants corresponding to these letters are retained at the CWPU for a one to two-week period pending citizen response.
3. Individuals will appear at the Districts to be cited to court on these warrants. They have been instructed to bring their notification letters with them.
 - a. The letters provide all information necessary for processing an NTA.
 - b. If an individual does not bring his letter, it will be necessary to call the CWPU, where this information is on file.
4. NTA's should be forwarded daily to the CWPU in an envelope clearly marked "Letter Response".

C. Procedure for Service and Control of Misdemeanor and Traffic Warrants

1. Personnel

- a. Each district will assign one permanent warrant service officer and one back-up warrant service officer.
- b. The permanent warrant service officer will be responsible for serving all warrants, running all necessary checks on unable warrants, maintaining the district's warrant control file, and preparing a periodic report on warrant dispositions.
 - (1) He will work an 11 AM to 7 PM shift, or alternative shift including evening hours.
 - (2) His shift schedule will include alternate Sundays.
- c. The back-up warrant service officer will replace the permanent service officer in case of illness, vacation, or transfer, and should be trained in service and processing procedures by the permanent service officer.
- d. In the event that warrant service loads average more than 100 warrants per week, the back-up officer should be assigned to assist the regular officer as needed.
- e. At all other times, the back-up officer should be assigned to other duties.

2. Processing of Warrants Received at the District

- a. Daily tallies will be kept of the number of warrants received, by type of warrant.
 - (1) The warrant officer will keep these tallies on the "Warrant Disposition Report" form, for use in compiling the district's periodic Warrant Disposition Report. (See Section 5-b.)
- b. The two "warrant control card" (form 675) copies attached to the warrant will be marked with the date received.

- c. One copy of the control card will be removed from the warrant and filed by first letter of the last name in the district's "active" control file, by week received. (The other control card will remain permanently attached to the warrant.)

- (1) A new weekly section of the "active" file will be opened at the end of the day each Tuesday. All warrants received by the district from that time until the following Tuesday will be included in that weekly section of the file. (The new weekly sections begin on Tuesdays because the district receives a large percentage of its total weekly volume on Mondays and Tuesdays.)
- (2) All warrants in the active file must reach a disposition within two weeks of the "active" file closing date for the week the warrant entered the district.

3. Warrant Service Procedure

- a. At least two physical service attempts must be made on each unserved warrant by the end of the two week service period.
- b. When a service attempt is made, the warrant officer will write the date and his initials on the control card attached to the inside of the warrant.
 - (1) If he has disposed of the warrant in this attempt, he will record the disposition and its date on the control card attached to the warrant, and process the warrant as described in Section 4.
 - (2) If he has not obtained a disposition, he will record the reason and any pertinent information he has discovered about the defendant in the spaces provided on the card.
- c. Some warrants will reach the district with the box "Letter Returned - Address Questionable" checked. This means that the Post Office has found the warrant notification letter undeliverable. Attempts must be made to verify whether the address is bad, and if so, to find a new address.

- d. If a service attempt or address investigation results in information necessitating transfer of a warrant:

- (1) Both copies of the control card will be marked with the new address information and district assignment.
- (2) An additional copy of the control card will be made for the district file, and processed according to Section 4-b.
- (3) The original district control card copy will be reattached to the warrant.
- (4) The warrant will be returned to the CWPU in an enveloped clearly marked "Warrant Transfer".

- e. If service attempts do not yield disposition, and the address of the defendant is in question, the Post Office, R.C.I.C. files, City directory, and telephone directory should be consulted for a new address. Possible transposition of street numbers should be checked through these sources. If no new address is located, the warrant may be returned unable. The control card should be filled out as completely as possible to facilitate entry of the warrant into the R.C.I.C. system.

- f. If service has been attempted on a warrant twice without success, and the address on the warrant is valid, the warrant may be returned unable with the reasons for service failure stated on the control card attached to the warrant. The control card should be filled out as completely as possible to facilitate entry of the warrant into the R.C.I.C. system.

- g. If a warrant reaches the district on an individual who has previously been unsuccessfully investigated at the given address, and no new information is available, the warrant may be returned unable without a service attempt after a Q.W. query of the R.C.I.C. files has been made. Response to the query must be attached to the warrant.

- h. The day before the end of the two week service period, the warrant officer will investigate all cards remain- in the "active" file without disposition.

- (1) If the required service attempts and address investigations have not been made, he will see that they are completed.
- (2) If the warrants cannot be served, they must be returned unable the next day, and the file cleared.

4. Processing of Disposed Warrants

- a. When a warrant reaches a disposition or is returned unable, the district copy of the control card will be pulled from the active file, for entry of the disposition, date of disposition, and any address corrections.
- b. District copies of control cards on disposed warrants will be filed at the back of the active file until the district Warrant Disposition Report is prepared at the end of the work period. (See Section 5.)
- c. The disposed warrant will be returned immediately to the C.W.P.U.

5. Preparation of the District Warrant Disposition Report (Form 669)

- a. On the last day of each work period, the warrant officer will compile the "Warrant Disposition Report," in duplicate.
 - (1) The original will be reviewed by the district commander and forwarded to the Field Operations Bureau.
 - (2) A copy will be retained for the district file.
- b. The "Warrant Disposition Report" includes four major sections, to be completed as follows:
 - (1) Warrant Service Complement (three parts)
 - (a) The "Number of Warrants Pending Service Last Report" is taken from the bottom line of the previous period's report.
 - (b) The "Number of Warrants Received" is totaled from the daily tally kept of the number of warrants received by the district. (See Section 2-a.)

- (c) The "Total Service Complement" is the sum of parts (a) and (b) above.

(2) Warrants Served (five parts)

- (a) The "Payout", "Citation", "Arrest", and "Error/Recall" parts completed using a count of the district control cards on warrants disposed during the period, which are kept at the back of the active file. (See Section 4-b).
- (b) The "Total Warrants Served" is the sum of the dispositions recorded above.

(3) Other Dispositions (three parts)

- (a) The "Number of Warrants Returned Unable" and "Number of Warrants Transferred" are completed using a count of the district control cards on warrants disposed during the period, which are kept at the back of the active file. (See Section 4-b.)
- (b) The "Total Other Dispositions" is the sum of the dispositions recorded above.

- (4) The "Number of Warrants Pending Service" is the total number of warrants on hand in the district at the end of the period, obtained by hand counting the warrants.

- c. After the Warrant Disposition Report is completed, the report will be filed alphabetically in the permanent district control file.

- (1) This file is solely for the use of the warrant officer.
- (2) It is unnecessary to maintain more than one updated card on any individual.
- (3) The control cards should be retained for the current year and the past calendar year.

6. Misdemeanor and Traffic Warrant Arrest Processing

a. Traffic and Misdemeanor Capiases

- (1) Physical arrests will be made unless extraordinary

circumstances exist or the probability of error is evident.

- (2) To obtain release on recognizance, a supervisor must be consulted. If the supervisor supports the decision, he must telephone a Municipal Court judge, explain the circumstances, and request permission to OR.

b. Misdemeanor Warrants

- (1) An NTA (form 314) may be issued at the officer's discretion in cases involving private affidavits.
- (2) In all other cases, form 527-M will be completed in accordance with procedure 12.123.

c. Traffic Warrants

- (1) An NTA will be served upon a person named in a traffic warrant unless one of the following conditions prevails, in which case form 527-M will be completed.
- (a) The defendant does not have a continuing residence, place of business, or employment in Hamilton County.
- (b) One or more additional outstanding warrants for the individual exist and the defendant has evaded service in the past.
- (c) The defendant does not cooperate with the police officer attempting service.

D. Procedure for Service and Control of Felony Warrants

1. Felony Warrant Service Responsibility

- a. Felony warrants will be assigned for service by the CWPU to the unit with investigative responsibility for the charge category involved.
- b. Warrants for which the F.O.B. is responsible will be routed to the district where the offense occurred.
- (1) If there is not sufficient information on the warrant to determine the district of occurrence, the warrant will be routed to the district of residence of the complainant.

- (2) A police officer will obtain an offense report from the complainant, then transfer the warrant with the offense report to the district where the offense occurred.

2. Felony Warrant Control

- a. Felony warrants will be received at the district by the district warrant service officer.
- b. Enclosed in each warrant will be two "warrant control cards". The district warrant officer will mark both cards with the date the warrant is received in the district.
- c. One card will remain with the warrant at all times for recording information collected as a result of service attempts.
- d. The district warrant officer will remove the second card and place it in the district warrant control file.
- (1) This provides a record of the warrant's presence in the district.
- (2) When the warrant is served, this card must be removed from the file, marked with the disposition, date of disposition, and any address corrections.
- (a) The district warrant officer will refile the cards in the permanent control file for cards on disposed warrants.
- (3) If the control card remains in the District's "active" file beyond the regular service time limit, the district warrant officer will request the officer in possession of the warrant to report the status of the warrant.
- (a) This procedure will be repeated every two weeks until the warrant is served or returned unable.
- (b) The warrant officer will maintain this timetable by replacing warrant control cards on unserved felony warrants in his current "active" control file for newly

received warrants, after a response regarding the warrant's status has been received.

3. Felony Warrant Service Procedure

- a. Felony Warrants will be served by the District's plain-clothes investigative unit.
- b. The officer responsible for serving the warrant will determine whether an offense report of the case is on file. (If required under Division policy).
 - (1) If no offense report has been filed, the officer will contact the complainant to obtain one.
 - (2) When the warrant is served or otherwise disposed, the officer will close the offense report as required under procedure 16.105.
- c. Felony warrants should be served within two weeks of receipt at the district.
- d. Felony warrants will be served by physical arrest, in accordance with Division procedure.
- e. When a felony warrant is served by arrest or returned unable:
 - (1) The disposition and date will be recorded on the control card attached to the warrant.
 - (2) The District control file will be updated in accordance with Section 2-d-2.
 - (3) The felony warrant will be returned to the CWPU.
 - (a) In the event of an arrest, the warrant and arrest documents will be hand-carried immediately to the CWPU.
- f. If the warrant is to be transferred:
 - (1) Both copies of the control card will be marked with the information necessitating the transfer and the new district assignment.

- (2) An additional copy of the control card will be made for the permanent district control file, and processed according to section 2-d-2.
- (3) The district copy of the control card will be reattached to the warrant.
- (4) The warrant will be returned to the CWPU in an envelope clearly marked "Warrant Transfer".

E. Traffic Violations Office: Warrant Service Area

1. Traffic warrants will not be issued for non-respondent safety lane and parking violators residing outside the corporate limits of the City.
 - a. Failure to respond on the part of such persons will result in their vehicles being subject to impoundage.
2. Traffic warrants will be issued for delinquent citations (except safety lane and parking) of non-residents residing within the following warrant service area.
 - a. District Three
 - (1) Addyston and Cheviot
 - (2) Unincorporated area - starting at Neeb Road on a line north from the Ohio River to Muddy Creek Road, east on Muddy Creek to the Cincinnati corporation line.
 - b. District Four
 - (1) Amberly Village, Arlington Heights, Golf Manor, Lockland, Reading, St. Bernard, Elmwood Place, Silverton, and Wyoming.
 - (2) Unincorporated area - starting at the corporation line and Winton Road north on Winton Road to Galbraith, east on Galbraith to Cincinnati corporation line. Rensselaer Park, and the area north of the Cincinnati corporation line and south of the Wyoming corporation line.

c. District Five

- (1) North College Hill
- (2) Unincorporated area - starting at the Cheviot north corporation line north on North Bend Road to Cheviot Road to Lincoln, west on Lincoln to Rambling Road to Hubbell to Weiss, north on Weiss to Hanley, west on Hanley to northeast on Berrman to Blue Rock to Galbraith, east on Galbraith to Winton Road, south on Winton Road to Cincinnati corporation line.

d. District Six

- (1) Fairfax, Mariemont, and Norwood
- (2) Unincorporated area - (including part of Indian Hill) starting at Euclid and Stewart, east on Euclid to Kenwood, south on Kenwood to Shawnee Run to Drake, south on Drake to Varner to Walton Creek to Wooster Pike to Mariemont corporation line.
- (3) Unincorporated area - starting at Beechmont and Batavia Road north to Clough Pike, west on Clough to Wolfangle Road, south on Wolfangle to Beechmont, west on Beechmont to Forest Road, south on Forest to Five Mile Road, south on Five Mile to Kellogg Avenue.

3. Traffic warrants will not be issued on delinquent citations of non-residents residing outside the warrant service area.
 - a. In these cases the Traffic Violations Office will attach a special notice to the copy of the citation mailed to the non-respondents.
 - b. The special notice will indicate that vehicles which have been involved in violation of Traffic Ordinance for which citations have been issued and not presented as required by Section 511-22 of the Cincinnati Code of Ordinances are subject to impoundage under 511-13 of the Code.
4. Traffic warrants will be issued to all non-respondent resident violators.

APPENDIX II

CENTRAL WARRANT PROCESSING FORMS

- A. Warrant Control Card
- B. Delinquent Tag Notice
- C. Warrant Notification Letters
- D. Summary Report: District Warrant Service Results

FORM 675

**CINCINNATI POLICE DIVISION
WARRANT CONTROL CARD**

Name: _____ Control No: _____
Last First M. I.

Address: _____ Sex: _____ Race: _____

Change: _____ Birth Date: _____

Letter Returned - Address Questionable

Social Sec. No: _____ Oper. Lic. No: _____

Tel. No: _____ Make of Car: _____

Employer: _____

Date Processed C. W. P. U.		(Name)	(Address)	Date Offense Occured	Div. Assign	Date Rec'd District	Transfer To	Date Rec'd New District

DATE/INITIALS DISPOSITION COMMENTS:

SERVICE ATT. 1: _____ ARREST CITATION

SERVICE ATT. 2: _____ PAYOUT ERROR/RECALL

PHONE CONTACT: _____ RETURNED UNABLE

UNABLE INVESTIGATION: _____ Date: _____

A vehicle registered in your name was issued a traffic ticket ~~_____~~. The original fine has now doubled.

A warrant for your arrest will be issued by the Hamilton County Court within the next ten days unless you pay the fine or schedule a court appearance.

Fines may be paid or court dates scheduled through the Traffic Violations Unit, 1101 Sycamore Street, from 8 A.M. - 9 P.M., Monday through Saturday, and from 10 A.M. - 6 P.M. Sundays. Bring this notice with you.

CARL V. GOODIN
Chief of Police

Cincinnati Police Division
Traffic Violations Unit
1101 Sycamore Street
Cincinnati, Ohio 45210

Tag Number:
Violation Section:
License Number:
Amount Due:



City of Cincinnati

E. ROBERT TURNER
CITY MANAGER

DEPARTMENT OF SAFETY
DIVISION OF POLICE
CINCINNATI, OHIO 45214

HENRY J. SANDMAN
DIRECTOR OF SAFETY
CARL V. GOODIN
POLICE CHIEF

Warrant No:
Violation Sec:

A warrant for your arrest has been issued by the Hamilton County Municipal Court. In order to avoid physical arrest, you must schedule an appearance in court immediately.

To do so, bring this letter to one of the six Police Districts listed below. The desk officer will issue a court appearance date and answer any questions about the warrant.

If you have not registered for court by Friday noon, you will be subject to physical arrest.

Sincerely,

Carl V. Goodin
Police Chief

Police Districts

- 1 - 310 Lincoln Park Drive
- 3 - 3201 Warsaw Avenue
- 4 - 7017 Vine Street
- 5 - 1012 Ludlow Avenue
- 6 - 3295 Erie Avenue
- 7 - 813 Beecher Street



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DIRECTOR OF SAFETY
CARL V. GOODIN
POLICE CHIEF

A warrant for your arrest has been issued by the Hamilton County Municipal Court for failure to pay the fine on the Traffic Violation noted below.

In order to avoid physical arrest you must either pay the fine (which has doubled) plus court costs (\$10.00) or arrange for a court appearance date. Fines can be paid through the Traffic Violations Unit, Window 102c, 1101 Sycamore Street. This facility is open from 7 AM to 7 PM, Monday through Friday, and from 7 AM to 3 PM on Saturday. It is closed on Sundays and holidays. You must bring this letter with you.

To obtain a court date, you must bring this letter to one of the six Police Districts listed below. The desk officer will issue a date for your case to be placed on the court calendar.

In the event no action is taken by Monday noon, you will be subject to physical arrest.

Sincerely,

Carl V. Goodin
Police Chief

Police Districts

Ref: Warrant Number:
Violation Section:
License Number:
Amount Due:

FINES MUST BE PAID IN CASH

- 1 - 310 Lincoln Park Dr.
- 3 - 3201 Warsaw Avenue
- 4 - 7017 Vine Street
- 5 - 1012 Ludlow Avenue
- 6 - 3295 Erie Avenue
- 7 - 813 Beecher Street

DISTRICT WARRANT SERVICE RESULTS

Period Covered: _____ Prepared by: _____

I. Warrant Service Results As A Percentage of Warrants Received

<u>District</u>	<u>Per Cent Served</u>
One	_____
Three	_____
Four	_____
Five	_____
Six	_____
Seven	_____
AVERAGE	_____

II. Warrant Service Volume

District	Warrants Pending Last Report	Warrants Received	Warrants Served	Warrants Transferred	Warrants Returned Unable	Warrants Pending
One						
Three						
Four						
Five						
Six						
Seven						
TOTAL						

END