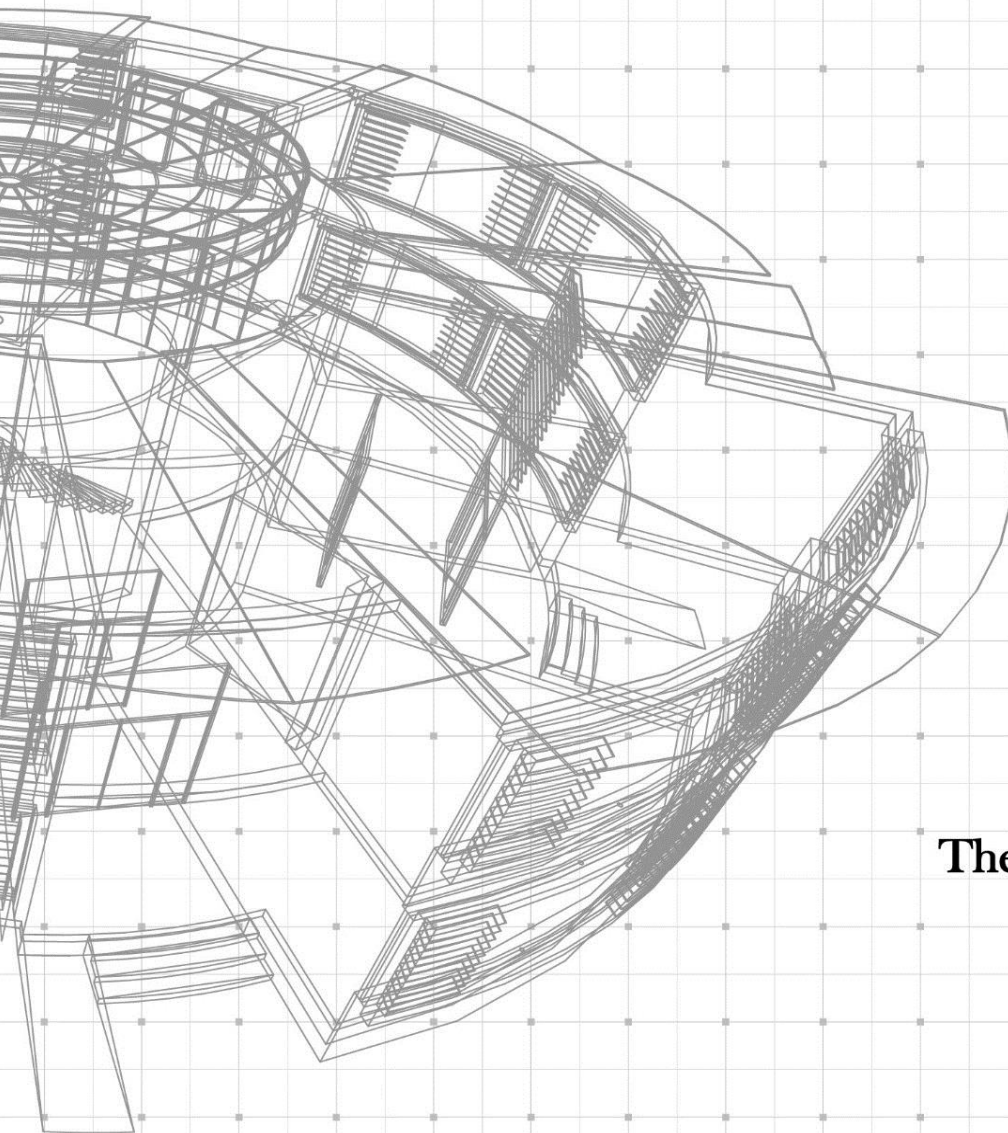


CHAPTER SEVEN

Jail and Bench Warrant Processing

Orleans Parish Sheriff's Office



The New Orleans
blueprint
for **safety**

Jail and Bench Warrant Processing

Domestic Violence Framework

The collaboration of criminal justice agencies within New Orleans to develop a coordinated criminal justice response to domestic violence is the City's *Blueprint for Safety*. The Orleans Parish Sheriff's Office, along with the city's other *Blueprint for Safety* agencies, is committed to a set of shared foundational principles that maximize safety for victims of domestic violence and holds offenders accountable while offering them opportunities to change. These foundational principles are:

1. Adhering to an interagency approach and collective intervention goals;
2. Building attention to context and severity of abuse into each intervention;
3. Recognition that most domestic violence is a patterned crime requiring continuing engagement with victims and offenders;
4. Ensure sure and swift consequences for continued abuse;
5. Send messages of help to victims and messages of accountability to offenders;
6. Act in ways that reduce unintended consequences and the disparity of impact on victims and offenders.

The Orleans Parish Sheriff's Office shall ensure supervisors participate in ongoing interagency Blueprint monitoring, evaluation, and maintenance.

The duties of the Sheriff's Office to operate the jail and process bench warrants all reinforce the common goals of protection and safety for individual victims and the community.

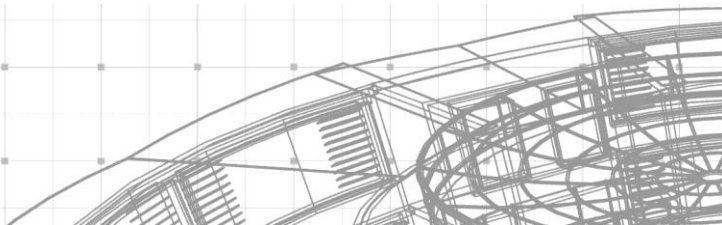
Personnel assigned to the jail are in a position to interrupt an inmate's attempts to intimidate or harass the victim via phone or written communication. Jail staff should document and report an inmate's threats or attempts to influence a victim's participation in a case. This information can assist prosecutors in pursuing charges of witness tampering that are less reliant on direct victim testimony.

The jail's careful attention to registering victims in Louisiana's Automated Victim Notification System (LAVNS) will provide victims with information regarding the timing of an inmate's release, conditions of release, and future court appearances that a victim may use in securing her or his safety. Prompt warrant processing improves controls on domestic violence offenders who may present heightened risk to individual victims, the community, and law enforcement officers.

Jail Booking, Supervision & Release Protocol

1. Booking new inmates
 - a. Verify the date and time of arrest.
 - b. Book the inmate on all charges listed in the documents presented by the arresting officer.
 - Inmates charged by the arresting officer with a misdemeanor(s) shall be booked and processed for Municipal Court. Inmates charged by the arresting officer with a felony(s) shall be booked and processed for Criminal District Court.
 - When booking and processing an inmate arrested for a misdemeanor(s), process the officer's affidavit when included in the officer's documents.
 - Deputies shall not change or modify an arresting officer's charges.
 - c. Check to make sure the arresting officer has provided victim contact information. Record appropriately in the jail's information system.
 - If the victim's contact information is illegible and if the arresting officer is present, have the arresting officer make any necessary modifications.
 - Ensure the victim's information is registered with LAVNS.
 - d. Conduct the mental health screening per policy.
2. Transferring inmates' property
 - a. Upon booking, a victim or third party may retrieve keys and other items in the inmate's possession if the inmate signs a release consenting to this.
 - b. Unless considered evidence, the inmate can sign a release that permits the victim or a third party to request that the impound lot release the inmate's car.
 - c. If the car is owned by the victim or a party, is not evidence, and the inmate refuses to release the keys, they will be released to that person upon presentation of a court order.

- d. If an inmate refuses to sign a release, property, keys and other items will be released to the victim or third party upon presentation of a court order.
3. Monitoring inmates' contact with the public
 - a. For purposes of this protocol, "stay away order" refers to any court order prohibiting contact between the victim and suspect, whether an order issued by a civil court, or a stay away issued in a criminal proceeding.
 - b. Deputies may determine whether or not an inmate is subject to a stay away order by checking with the Mail Room or utilizing the Mail Room's Criminal Justice Information System.
 - c. Visits
 - The Mail Room shall ensure visits between inmates subject to stay away orders and their victims are prohibited.
 - d. Written communication
 - The Mail Room shall confiscate correspondence from any inmate, subject to a stay away order that prohibits communication, to his or her victim.
 - Any inmate found to be attempting to use or using correspondence in violation of a stay away order shall be disciplined.
 - Offenses will be documented in the inmate record. If the inmate is subject to a stay away order the violation of the order shall be reported to the arresting agency.
 - e. Phone calls
 - Any inmate, subject to a stay away order, who is observed using the phone to threaten or further assault his or her victim, shall lose phone privileges except for calls to his or her attorney.
 - An inmate restricted to attorney-only calls will be required to give jail staff the name of the attorney. Verify the name and phone number of the attorney and dial the number for the inmate.
 - Document offenses in the inmate record and report the violation of the order to the arresting agency.



- If a victim reports phone harassment by an inmate to jail staff, the Special Operations Division shall block the victim's numbers and inform the victim of the option of blocking calls from the jail. Inform the law enforcement or prosecution agency involved of the reported phone harassment.
4. Releasing inmates
 - a. Verify the inmate's identity by checking his or her wristband, comparing stored photo images, asking questions based on personal information, or using other means of identification as described in jail policy.
 - b. Check for outstanding warrants.
 5. Victim notification
 - a. When informed by LAVNS that the automated system is not working, call the victim directly using the contact information obtained at the time of booking.
 - If he or she cannot be reached leave a message stating that you are a deputy from the Sheriff's Office calling to inform the victim of the defendant's impending release.
 - b. Provide the victim with the following information:
 - Time of the inmate's release
 - Conditions of release, if information provided by the court
 - Phone number of 24 hour Crisis Hotline (504-866-9554) and/or the Family Justice Center (504-592-4005) in order to connect the victim to the nearest battered women's shelter
 - c. Notify the victim of the above information by mail.

Processing Bench Warrants Protocol

1. Processing bench warrants
 - a. Section deputies in Criminal District Court shall bring paper warrants issued by the Judge to the warrants office in the court house.
 - b. Deputies in the court house warrants office shall enter new bench warrants immediately as they are received.
 - c. Warrants shall be entered into MOTIONS. Upon request by the District Attorney's Office or bonding company, the warrant shall also be entered into NCIC.
 - d. Check the entered electronic information against the paper bench warrant.

*Note: The New Orleans Police Department makes apprehensions on all criminal warrants.

Victim Engagement Protocol

All personnel who interact with victims shall abide by the following victim engagement guidelines. Such interaction may occur, but are not limited to occurring, in the following circumstances: when discussing jail visits with victims of inmates who are subject to stay away or protective orders; when communicating with victims who call the Sheriff's Office; and when working with victims in the Crime Victim's Reparations Office.

1. Whenever possible, minimize the victim's need to confront the offender.
2. When using information provided by the victim, protect her or him from retaliation by not identifying the victim as the source of the information.
3. Treat each interaction with the victim as an attempt to build collaboration over multiple interventions.
4. Be mindful of the complex and often-dangerous implications of a victim's collaboration with interveners.
5. Be aware that the fundamental purpose of battering, which characterizes the majority of domestic violence criminal cases, is to control what the victim says, thinks, feels, and does. Victims are rarely in a position to "tell all," although they may do so in unguarded moments. Take great care to not endanger victims with what they have shared about their lives.
6. Engage in dialogue with the victim, thereby avoiding inadvertently treating her or him as simply an information source.
7. In order to avoid unintentionally replicating or reinforcing the actions of the abuser, offer a clear alternative to messages that the victim is crazy, at fault, unbelievable, and unable to make decisions and that the abuser is unstoppable.