

UTAH STATEWIDE WARRANTS (SWW)



Table of Contents

Table of Contents

1.0 Utah Statewide Warrant Overview.....	3
1.1 Responsibility for warrant information	3
1.2 Removal of warrant	4
1.3 Court dissemination of warrant information.....	4
1.4 Law Enforcement dissemination of warrant information	4
2.0 UCJIS Transaction Query Statewide Warrants (QSW)	6
2.1 Sections of Inquiry	6
2.1.1 By Name	7
2.1.2 By Social Security Number, Operator License or Vehicle License Numbers	8
2.1.3 By Case Number or By Warrant Number	8
2.1.4 By Index Number.....	8
3.0 Utah Statewide Warrant Detail.....	9
3.1 Add Info Option.....	10
3.2 Add Warrant Comment.....	11
3.3 Serve Warrant Option	12
3.4 Detail of Warrant when Recalled.....	13
4.0 Warrants by ZIP: WARZ.....	14
4.1 Export Search Results option	15
4.2 Get Search Count option.....	15
4.3 Map Coordinates Option	16
5.0 Privacy and Security of Utah Statewide Warrant information	18

1.0 Utah Statewide Warrant Overview

The Utah Statewide Warrants file (SWW) is designed to provide information on individuals wanted in the state of Utah. The warrant information is the direct result of court activity that is electronically transferred to UCJIS. As with any warrant system, caution must be used when serving or arresting solely on the basis of data in this file. Accuracy and timeliness are critical factors when acting on warrant information, as this system is dependent upon timely entry and removal of records by the court. The administrator of each law enforcement agency accessing this file is encouraged to set policy as to how their respective agency will utilize the statewide warrants system. A portion of the SWW file is available for an individual with a warrant to view their warrant by accessing the Department of Public Safety BCI division website at “bci.utah.gov” and selecting the “Check your Utah warrants” square.

The Statewide Warrants File contains information on outstanding Utah felony, misdemeanor, or infraction warrants. Performing a name search on the UCJIS Statewide Warrants file produces a listing of individuals with outstanding warrants. Some individuals may have more than one warrant with the same warrant number because the Court has updated the base record. Individuals may have multiple warrants from multiple courts on the same record or multiple records from multiple courts.

1.1 Responsibility for warrant information

The warrant information contained in the Utah Statewide Warrants (QSW) transaction file has been entered by the Courts and is electronically transmitted from the Court’s computer records (CORIS) into UCJIS. Warrants can also be entered manually using the Warrant Management System (WMS) which is available to all justice courts and electronically transmits to UCJIS. Law Enforcement is encouraged to enter any pertinent information into the Comments field and to update the warrant status as soon as it is served.

BCI recommends that all warrant records are ‘packed’ with all available information on the individual to increase the effectiveness of law enforcement serving the warrant. Courts are encouraged to use all available UCJIS files to research available identifiers for warrants added to the statewide system. BCI is responsible for quality control of warrants and monitors that the courts validate their warrants at least annually as per UCA 53-10-208. Through the BCI compliance Audit, Courts are required to submit all documentation on a warrant from the request for the warrant to the issuing of the warrant along with any further updates.

1.2 Removal of warrant

The burden of timely and accurate entry along with the removal of warrants is placed upon the court system, rather than law enforcement agencies. Law enforcement is responsible for updating the all served/arrest information. Failure to update the warrant with served/arrest information is a violation of state law UCA 53-10-207(4) and will also increase an agency's liability in case of a false arrest based upon the warrant. It is assumed that all warrants showing as "active" on the SWW system are valid. If law enforcement makes an arrest based on SWW information showing on UCJIS, and it turns out that the warrant was not valid, the Court is held liable for the false arrest as the courts bear the burden of timely entry and removal of records. Unless recalled by the Court, a served warrant will remain on UCJIS for approximately 15 days after being served. When a warrant is recalled by the Court, it will be removed from UCJIS within the hour.

1.3 Court dissemination of warrant information

Each individual Court is free to provide to members of the public who show positive picture ID warrant information from a warrant issued from their court. However, one court is not allowed to disseminate warrant information from a warrant issued from a different court.

1.4 Law Enforcement dissemination of warrant information

Law enforcement can give out limited amounts of Statewide Warrant information to positively identified members of the public.

Members of the public who show positive picture ID can be told:

- the name(s) of the court(s) that holds the warrant
- the case number(s) for the warrant
- charge(s) for the warrant

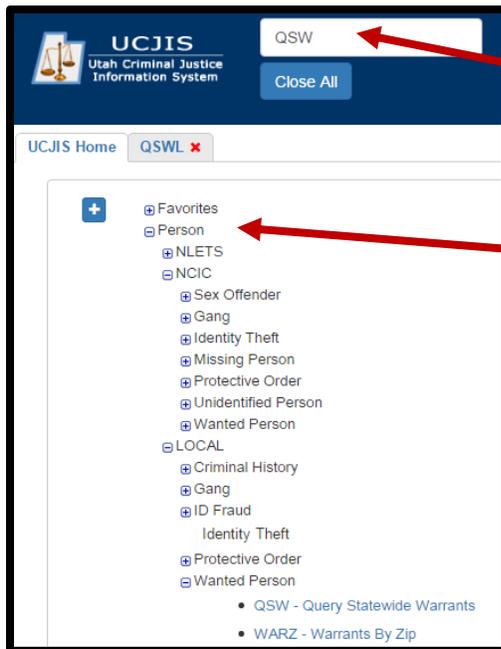
Printouts of the warrant(s) must not be given to the individual. It is at the discretion of the agency who performed the warrant check whether to arrest the individual or not.

Utah Statewide Warrant Inquiry: QSW



2.0 UCJIS Transaction Query Statewide Warrants (QSW)

Utah Statewide Warrants can be displayed through several different transactions: Multiple Inquiry (MI), Multiple Inquiry People (MIP), Motor Vehicle Query (MVQ), and Utah Statewide Warrants Query (QSW). It does not make a difference which transaction is used, the information always comes from the same QSW file.



Enter QSW into the transaction code box

Or from the UCJIS TREE:

Select Person,

Then select LOCAL,

Then Wanted Person,

Statewide Warrant transactions will appear:

QSW: Query Statewide Warrants

WARZ: Statewide Warrants by Zip Code

2.1 Sections of Inquiry

The QSW transactions allows access to warrants by seven different options. In each option, there will be required fields.



Choose the option that best fits for the inquiry.

2.1.1 By Name

When the inquiry is made by NAME or NAME and DATE OF BIRTH, the NAME SEARCH TYPE defaults to STARTS WITH. After you enter each piece of the name (LAST, FIRST), you may change the type to any of the other options of: EXACT, CONTAINS, or PHOENIX. If the DATE OF BIRTH is entered, the DATE SEARCH TYPE will default to EXACT. You may change the DATE SEARCH TYPE to RANGE. If RANGE is selected, the system will search the date of birth entered and two years before and after the year entered, two months before and after the month entered, and five days before and after the day entered. You can set what you prefer to be the default or the most used search types for the NAME SEARCH TYPE and the DATE SEARCH TYPE by setting that up in PREFERENCES within UCJIS. We also encourage users to use the first three letters of the first name when they search to broaden their search for more results.

By Name

Last Name: * Name Search Type:

First Name: Name Search Type:

Middle Initial:

Date of Birth: Date Search Type:

(RANGE is +/-2 years, +/-2 months, +/-5 days)

Select SUBMIT. The RESULTS will appear. Select the line that matches the query. If there is more than one warrant with that name, the QUERY RESULTS will show as follows:

UCJIS Home QSWL ✖

Query Results ✖

Utah Statewide Warrants Query Results
Created by sbrown2 on 06/14/2016 15:33:40

Last Name	First Name	Middle	DOB	Alias	Index
BEAR	YOG'I	BLACK			204222
BEAR	YOGI	DA			204222
BEAR	YOGI	TEST			3273214
BEAR	YOGII			Y	204222

Click on the record desired and the warrant detail will appear in a separate tab:

UCJIS Home QSWL ✖

Query Results ✖ BEAR, YOGI - 3273214 ✖

2.1.2 By Social Security Number, Operator License or Vehicle License Numbers

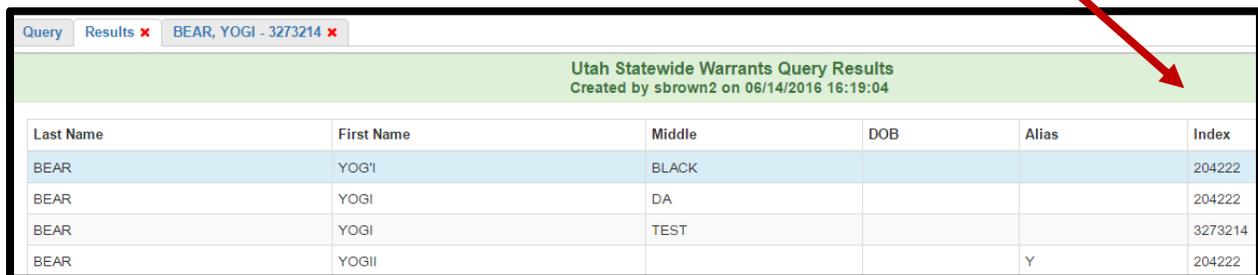
The Social Security Number, the Operator License Number, or the Vehicle License Number searches will provide information if this information was originally entered at the time the warrant was issued or if the warrant was updated with this information when the Court was 'packing' the warrant. If this information is not in the warrant record, UCJIS will respond with NO RESULTS FOUND.

2.1.3 By Case Number or By Warrant Number

In both the Court Case Number and Warrant Number options, it will be necessary to enter the Court ID which is an alpha-numeric code for the specific court that issued the warrant. If the Court ID does not match the court case number, then NO RESULTS FOUND will be the response received. The same is true if the Court ID does not match with the warrant number. Querying by the case number or by warrant number will take you directly to that listed warrant.

2.1.4 By Index Number

The Index number is assigned to each warrant by UCJIS as a reference number. When you query by index number you will be taken right to the warrant linked to that index number:



Query Results x BEAR, YOGI - 3273214 x

Utah Statewide Warrants Query Results
Created by sbrown2 on 06/14/2016 16:19:04

Last Name	First Name	Middle	DOB	Alias	Index
BEAR	YOGI	BLACK			204222
BEAR	YOGI	DA			204222
BEAR	YOGI	TEST			3273214
BEAR	YOGII			Y	204222

3.0 Utah Statewide Warrant Detail

The warrant is separated into two sections. The first section contains the personal identifiers of the wanted person:

Utah Statewide Warrants Details Created by sbrown2 on 05/14/2016 16:28:48					
Subject: YOGI TEST BEAR		Index: 3273214		Add Info-	
Alias: NONE					
Cautions: NONE					
DOB:	Sex: M	Hgt: 705	Wgt: 425	Eye: BLK	Hair: BRO
Address: 4501 S 2700 W, WEST VALLEY, UT, 84119.		Source: DPS DL/ From DL by SSN		Date: 05/19/2016	
Phone:	Mobile Phone:	Business Phone:			
E-mail Address:	SSN: 111111111	Language: GRRRRR	Disabled:		
Driver License #: NONE					
Driver License State: NONE					
Vehicle Information: NONE					
Booking Photos Available: NO			Physical Marking Photos Available: NO		
Physical Marking Identifiers: NONE					
Subject Comments: NONE					

If the SOURCE of the ADDRESS is DPS, that means that BCI sent out a letter to that address per the legislature.

The second section of the warrant is the warrant information:

Warrant			
Warrant Status: ACTIVE		Last Service Status:	
		Class: F3	
Offense:	Agency: BCIFS	Violation Date:	
Statute: 1640			
Warrant Number: 00000000000	Warrant Type: ARREST	OTN:	
Bail:		Court Case #: testcase	
Court:	Expiration Date: 06/18/2016	Judge: UNKNOWN	
Issue Date: 05/18/2016			
Originating Agency: UT BUREAU OF CRIM IDENT			
Mandatory Appearance: YES	Agency Case #:		
	Transportation: HOLD FOR TRANSPORT STATEWIDE		
Procedure: PROCEDURE - * FELONY - CHECK NCIC * ARREST AND NOTIFY ORIG AGENCY ABOVE			
Warrant Comments:			
NONE			
Service Information:			
NONE			

If there is more than one warrant issued on the same subject from different courts and both courts use the exact same name and date of birth, the two warrants will appear in the same record.

While reviewing the warrant, if there are personal identifiers that are available, or if you are adding a comment to the warrant or serving the warrant, use the links that are available on the right side of the warrant to update the record.

3.1 Add Info Option

By selecting ADD INFO, a drop down menu will appear. From there you may add a name, comment, caution, address, vehicle or photo:

Utah Statewide Warrants Details
Created by sbrown2 on 06/14/2016 16:28:48

Subject: YOGI TEST BEAR Index: 3273214

Alias: NONE

Cautions: NONE

DOB: Sex: M Hgt: 705 Wgt: 425 Eye: BLK

Address: 4501 S 2700 W, WEST VALLEY, UT, 84119- Source: DPS DL/ From DL by SSN Date: 05/19/2016

Add Info-

- Add Subject Name
- Add Subject Comment
- Add Subject Caution
- Add Subject Address
- Add Subject Vehicle
- Add Photo

By selecting an option from the drop down menu, the actual entry window appear:

Add Subject Caution

Caution: * BITES WHEN APPROACHED

Save Cancel

After entering the additional information, remember to SAVE the entry.

The system will respond and you will click on OK to continue back to the warrant.

UCJIS Utah Criminal Justice Information System

QSW New Broadcast Message

Close All

UCJIS Home QSWL

Query Results BEAR, YOGI - 204222

Results

Successfully saved.

OK

Subject: YOGI TEST BEAR Index: 3273214

AKA: GRIZZLY ADAMS Source: BCIFS Date: 06/14/2016

CAUTIONS: BITES WHEN APPROACHED

Many individuals that have warrants issued for their arrests do not provide law enforcement with accurate information. Any alias information or cautions that can be documented should be included on the warrant. The more information that law enforcement has to identify a specific wanted person, the more likely the individual will be apprehended.

When possible, add a PHOTO. First, save the photo to your computer where anyone within your agency will have access to it if needed. Then select ADD PHOTO and attach the file and add a description, such as the date the photo was taken. For more information on adding photos, contact your Field Services representative.

3.2 Add Warrant Comment

Warrant comments are very useful for law enforcement agencies to communicate information to other law enforcement agencies about what the subject knows regarding their warrant or what action has been taken.

Warrant

Warrant Status: **ACTIVE**

Last Service Status:

Class: F3

Offense:

Statute: 1640

Agency: BCIFS

Violation Date:

Add Warrant Comment

To add warrant comments, select the ADD WARRANT COMMENT option to enter a comment. Select SAVE and the system will display the Results window.

UCJIS
Utah Criminal Justice Information System

TRANSACTION CODE

New Broadcast Message

Close All

Add Warrant Comment

Comment: *

OFFENDER WAS NOTIFIED OF WARRANT - NOT SERVED, JAIL WAS FULL

Save Cancel

UCJIS Home QSWL x

Query Results x BEAR, YOGI - 204222 x

Driver License State: NONE

Vehicle Information: NONE

The comment that was entered will appear towards the bottom of the warrant:

Warrant Comments:

Comment: OFFENDER WAS NOTIFIED OF WARRANT - NOT SERVED, JAIL WAS FULL

User ID: SBROWN2

Agency ID: BCIFS

Date: 06/15/2016

Service Information:

NONE

3.3 Serve Warrant Option

The SERVE WARRANT option is used when the status of the warrant changes because of law enforcement involvement. All of the fields must be filled out:

Be as specific as possible
so there is no misunderstanding
as to WHO served the warrant and
WHERE it was served.

If transporting the subject to jail, the status
may be changed to 'served'-in UCJIS after
the jail has booked
the subject.

In the SERVICE STATUS, when COMPLETED/SERVED is selected, the RESPONDENT TRANSPORT DETAIL becomes available for entry and the SERVICE STATUS cannot be changed or reactivated any longer.

Use the drop down menus to fill in the fields:

TRANSPORT RANGE is 0-99 miles, 100-200 miles, and 201+ miles

COUNTY JAIL: choose one of the Utah counties or OUT OF STATE

JAIL ACTIVITY: Booked then released, Booked and retained, or Booked then released on bail

If the SERVICE STATUS is ATTEMPTED, TRANSPORTING TO JAIL, OR NOTIFIED, the status of the warrant will appear on the warrant under LAST SERVICE STATUS:

Warrant	
Warrant Status: ACTIVE	Last Service Status: ATTEMPTED 06/15/2016 10:03

If it is discovered that the status has changed, select the SERVE WARRANT link again, enter the officer, date/time, and location information and choose the SERVICE STATUS of REACTIVATE and the LAST SERVICE STATUS will display the change:

Warrant	
Warrant Status: ACTIVE	Last Service Status: REACTIVATED 06/15/2016 10:56

The SERVICE INFORMATION is listed at the bottom of the warrant:

Service Information:			
Type: COMPLETED/SERVED	Date: 06/15/2016 10:46	Server: KKENER	Location: BCI
Type: REACTIVATED	Date: 06/15/2016 10:37	Server: KKENER	Location: BCI
Type: TRANSPORTING TO JAIL	Date: 06/15/2016 10:37	Server: KKENER	Location: BCI

3.4 Detail of Warrant when Recalled

After law enforcement has SERVED the warrant, the Court who issued the warrant RECALLS it. In the process of recalling the warrant, the offenses on the warrant are replaced with WARRANT HAS BEEN RECALLED. CHARGE INFORMATION UNAVAILABLE.

Warrant	
Warrant Status: RECALLED	Last Service Status: COMPLETED/SERVED 06/25/2016 06:44
Offense: Warrant has been recalled. Charge information unavailable.	

The history of the warrant is no longer available except through the LOGS of the serving agency.

4.0 Warrants by ZIP: WARZ

The **WARZ** transaction allows a user to pull up a list of all active warrants for individuals living in a specified zip code(s). The results of your search give you a live tally using the “search count” feature which is broadened or narrowed by the search criteria. WARZ results can be exported to a spreadsheet program or viewed using Google Earth.

Up to 6 zip codes can be searched at the same time by clicking on the ‘plus’ key.

The WARZ search can also be created by entering a CITY or a COURT

Enter to UTAH city

And/or

Use the drop down menu for the UTAH Courts

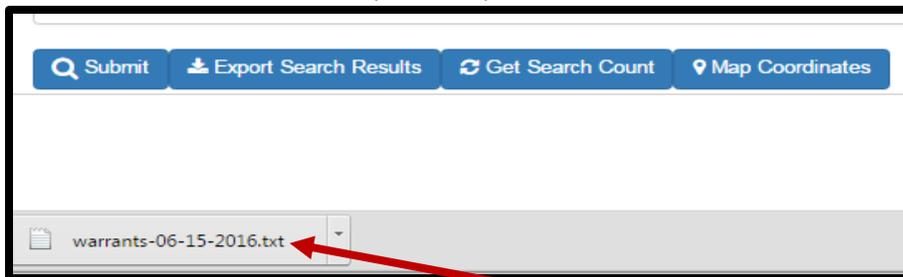
To limit the search, choose from the other options that are available like bail amount, severity or originating agency ORI:

Select  and the WARZ Query Results appear:

WARZ Query Results Created by sbrown2 on 06/15/2016 15:02:48															
Last Name	First Name	Middle	Date Of Birth	Address	City	Zip	Offense	Warrant Class	Issue Date	Expire Date	Bail Amount	Bail Status	Court Issue	Warrant Number	Court Case Number
					VERNAL	84078	MB-DV - SIMPLE ASSAULT	MB	10-05-2006	10-05-2016	250	Accept Cash Bail Only	J2416	1108502	061900082
					MOUNTAIN VIEW	82939	MB-DRIVING UNDER THE INFLUENCE OF ALCOHOL/DRUGS	MB	08-16-2006	08-16-2016	632	Accept Cash Bail Only	J2416	1108558	065900341
					RANGELY	81648	MB-NO PROOF OF INSURANCE	MB	06-20-2006	06-20-2016	502	Accept Cash Bail	J2416	1108655	065900966

4.1 Export Search Results option

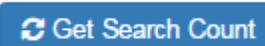
Without selecting SUBMIT, the other three requests can be utilized. The  will allow the information to be 'copied and pasted' into a txt file.

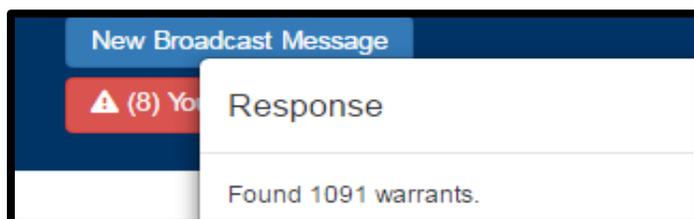


If the document does not appear at the bottom of the tab, look at the web address line at the top of the tab. If the  appears, it is indicating that the pop-up blocker is on. Click on the  to allow pop-ups.



4.2 Get Search Count option

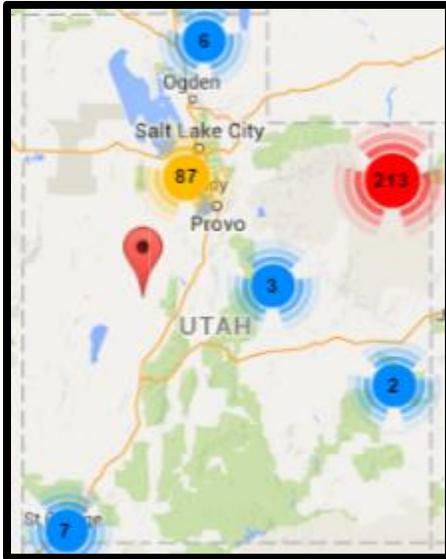
By selecting the , the total count of active warrants will appear:



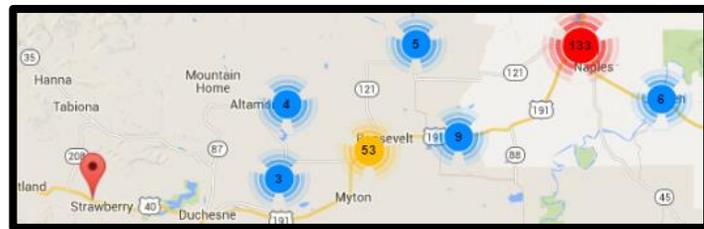
4.3 Map Coordinates Option

Map Coordinates

When **Map Coordinates** is selected, the results will be displayed in Google Earth. Each colored icon represents a different amount of clustered warrants in that area. The map uses Google Earth controls to zoom in or out of the map and change the display from a large map area to the specific curb-side view of the address. Not all addresses in the warrants database could be mapped with coordinates. Mapping may not reflect all warrants returned in the WARZ transaction:



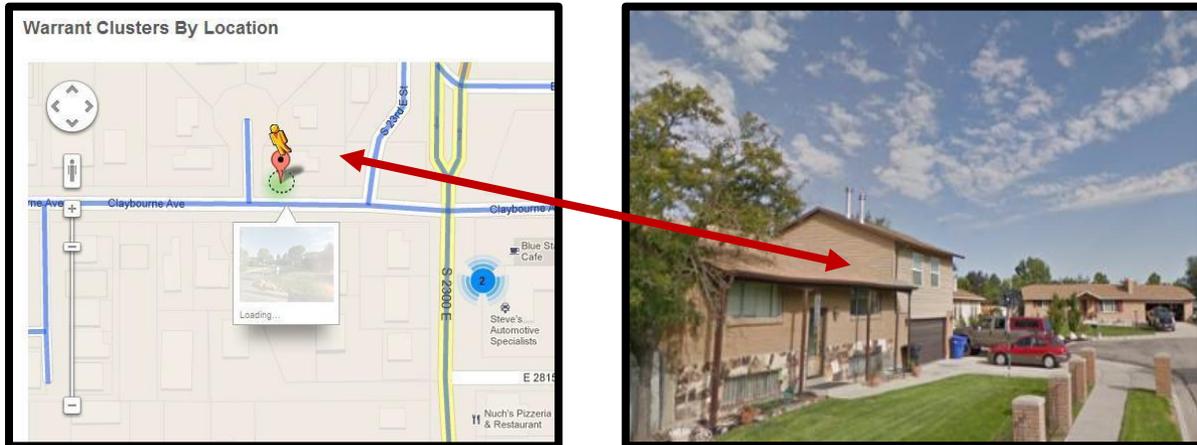
Using the roller on the mouse, will allow the map to zoom in or out displaying the city and street.



Drag the Google *Pegman* to the red marker indicating a location of the warrant that you wish to view for a curb-side view of the address. Center the *Pegman* directly over your target. Hover to view the preview of the image and drop it on the warrant's red marker to open the image.



Google Earth images provide a reasonably current curb-side view of the primary address used in the warrant selected. Using Google Earth the user may view the street in 360 degrees.



The following is a key to understanding the elements of the Google Earth image:

1. Use the +/- symbols to zoom in (+) or out (-) of the image.
2. Use the arrows to move up, down, right or left.
3. The address you are viewing (also seen on the bottom of the screen).
4. The user's cursor takes on this shape and may be moved for 360-degree street view.
5. Click arrows to change view of street.
6. The address you are viewing (also seen on the top of the screen).

5.0 Privacy and Security of Utah Statewide Warrant information

Information contained in the Statewide Warrants File falls under the same privacy and security guidelines as all other information contained in the UCJIS system, and must only be used for approved criminal justice purposes (criminal justice investigation or criminal justice employment). Utah Code [53-10-108\(2\)](#) states:

- (2) Dissemination of information from a criminal history record, including information obtained from a fingerprint background check, name check, warrant of arrest information, or information from division files, is limited to:
- (a) criminal justice agencies for purposes of administration of criminal justice and for employment screening by criminal justice agencies;
 - (b) (i) agencies or individuals pursuant to a specific agreement with a criminal justice agency to provide services required for the administration of criminal justice;
 - (ii) the agreement shall specifically authorize access to data, limit the use of the data to purposes for which given, and ensure the security and confidentiality of the data;
 - (c) a qualifying entity for employment background checks for their own employees and persons who have applied for employment with the qualifying entity;
 - (d) noncriminal justice agencies or individuals for any purpose authorized by statute, executive order, court rule, court order, or local ordinance;
 - (e) agencies or individuals for the purpose of obtaining required clearances connected with foreign travel or obtaining citizenship;
 - (f) agencies or individuals for the purpose of a preplacement adoptive study, in accordance with the requirements of Sections [78B-6-128](#) and [78B-6-130](#);
 - (g) private security agencies through guidelines established by the commissioner for employment background checks for their own employees and prospective employees;
 - (h) state agencies for the purpose of conducting a background check for the following individuals:
 - (i) employees;
 - (ii) applicants for employment;
 - (iii) volunteers; and
 - (iv) contract employees;
 - (i) governor's office for the purpose of conducting a background check on the following individuals:
 - (i) cabinet members;
 - (ii) judicial applicants; and
 - (iii) members of boards, committees, and commissions appointed by the governor;
 - (j) the office of the lieutenant governor for the purpose of conducting a background check on an individual applying to be a notary public under Section [46-1-3](#).
 - (k) agencies and individuals as the commissioner authorizes for the express purpose of research, evaluative, or statistical activities pursuant to an agreement with a criminal justice agency; and

- (l) other agencies and individuals as the commissioner authorizes and finds necessary for protection of life and property and for offender identification, apprehension, and prosecution pursuant to an agreement.