

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: MAY 27, 2020 1030 HOURS
NUMBER: 20-19R
SUBJECT: Use of eWarrants - Revised
COST CENTER: 1914141213
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: N/A

**DEPARTMENT ORDER 20-19 SUPERSEDES DEPARTMENT ORDER 20-07 AND
THE REVISED E-MAIL INSTRUCTIONS FROM MARCH 17, 2020.**

Early this year, the District Attorney's Office made an Electronic Warrant (eWarrant) System available. However, there were several technical glitches which created the need for an earlier Department Order (OR 20-07) which prohibited the use of the eWarrant system by Department members.

Department Order 20-07 was later revised, in an email dated March 17, 2020, as a result of the court closures due to Covid-19. Search Warrant affidavits were permitted to be submitted via the eWarrant System in priority cases. The Department has been notified the courts will likely not return to accepting affidavits in person for the foreseeable future. Therefore, **effective immediately**, Department members are now allowed to submit requests for search warrants using the eWarrant System. **This order supersedes Department Order 20-07 and the email instructions on March 17, 2020.**

Affidavits still require review by a Deputy District Attorney for legal sufficiency. Department members can submit their affidavit for review in one of three ways:

- If a case has been assigned to a DDA, the affidavit may be submitted to the assigned DDA.
- If the search warrant is requested after normal business hours, the Department member should contact the Duty DDA.
- All other affidavits should be routed through the Department's DA Liaison, DDA Tia Quick.

Department members should be aware there are still issues with the eWarrant system and its formatting. Department members will need to prepare their affidavit as they normally would, and all changes should be made to that document – not in the eWarrant system. Once the affidavit is approved, it may be uploaded to the eWarrant System. Department members are encouraged to

contact DDA Tia Quick on warrants including a request to seal, as these have been the most problematic.

Any questions regarding this Order can be directed to DDA Tia Quick at (619) 770-9132 or Lieutenant Matt Dobbs, Homicide Unit at (619) 531-2425.

Please read at squad conferences and give a copy to all personnel.