

**CSUCI Police Department
Training Outline**

Electronic Search Warrant Portal Training (06/2017)

Introduction:

1. Instructor: Officer Curtis DeBoni
2. Definition and historical purpose: The purpose of this training is to provide sworn officers of the CSU Channel Islands Police Department (CSUCI PD) the information needed to submit an electronic search warrant through the VCIJIS Search Warrant Portal.
3. Justification for the class: CSUCI PD does not currently have a program in place to train sworn officers to submit search warrants electronically.
4. Time Frame: 1 hour

Materials and/or handouts to be used in the class:

1. Search Warrant Investigator Queue User Manual
2. Search Warrant Template- General
3. Training Key for Search Warrants

Course Objectives:

Upon completion of this course the learner will be able to:

1. Be able to submit a DUI search warrant in the portal
2. Be able to submit a general search warrant in the portal

Course Overview (Describe how the course will flow and how topics will be covered):

1. Summary of topics
 - a. Review need for VCIJIS search warrant portal
 - b. Review officer's VCIJIS access information
 - c. Review Search Warrant Investigator Queue Manual
 - d. Review Training Key for Search Warrants
 - e. Review electronic search warrant notes
2. Format of the class including breaks

- a. 1.0 hour course reviewing the above information, as well as reviewing the portal and G drive location where documents are saved. There are no scheduled breaks.
3. Practical evaluation or written exam
 - a. Log onto the portal and complete initial steps of a new warrant (stop before submitting to DA and delete)

Content (List each topics main points and relevancy to meeting the course objectives):

- a) Review need for VCIJIS search warrant portal
 - i. Officers are able to “walk through” search warrants at the courthouse during normal business hours. However, outside of normal business hours, or where delays could be critical, the search warrant portal allows officers to quickly submit a search warrant for review and approval.
- b) Review officer’s VCIJIS access information
 - i. Each officer has been assigned a VCIJIS profile. To log-in the first time, officers may need to sign into a VCIJIS terminal in dispatch to change the default password [REDACTED] Refer to the Training Key for Search Warrants for officer user names. This password should be changed to a password of the officer’s choosing and kept private. The officer should now be able to log into the search warrant portal.
- c) Review Search Warrant Investigator Queue Manual
 - i. Review pages 1-27 of the manual to learn how to log onto the portal, view existing search warrants, attach and submit new search warrants, and view approved search warrants
 - ii. Review pages 57-64 of the manual to learn how to attach a DUI search warrant and submit it directly to a judge (bypass DA).
- d) Review Training Key for Search Warrants
 - i. This document contains contact information for the DA’s Office and Judges, as well as how to create a digital signature.
- e) Electronic search warrant notes
 - i. You will need to add your signature to the search warrant prior to submitting it in the Electronic Search Warrant Portal. See the Search Warrant Training Key for details of how to do this.
 - ii. When uploading a warrant, if you get an error message that says not all documents were loaded successfully, choose the desired Search Warrant and Affidavit file and resubmit. A new window will pop up informing you that the old attachment will be deleted and the new one uploaded. A Word and PDF document are both needed for a successful application. An error occurs when only a Word document is uploaded.
 - iii. Page 18 of the User Manual instructs you to select the specific DDA to submit the warrant to directly. During normal business hours contact the business line of the DA’s Office and request to speak with a Felony Unit Supervisor. Inform them you have a search warrant you want to submit via

the electronic search warrant portal and ask if there is a DDA that can assist. Submit the warrant directly to the DDA that will be assisting you. If it is outside of normal business hours, contact the DA's answering service and inform them of the electronic search warrant needing review and follow the steps provided. See the Training Key For Search Warrants for contact information

- iv. Once the warrant has been approved by a DDA, it needs to be submitted to a judge. During business hours call the listed phone number. After hours call the on-call judge's phone number. See the Training Key for Search Warrants for contact information. Advise them you have an electronic search warrant you need a judge to review. Be sure to get the judge's name (you will need it to submit the warrant directly to them in the portal and later for the Return to Search Warrant form). The judge will call you on the number you provided in the portal and ask if you swear the information on the search warrant is true and accurate. When the judge finishes reviewing it, the judge will either approve or disapprove the search warrant.
- v. Once the judge approves the search warrant, the system should send you an email updating the status of your search warrant and the search warrant status on the website should show "Approved by Judge." A PDF signed copy of the search warrant will be in the system. This is now your signed search warrant. Print this out and keep it.
- vi. If you cannot open the PDF file, log out of the system and log back in with the Internet Explorer browser. Click on the file again and a pop up window should come up asking for permission to open the file. Allow the permission and the file should come up.
- vii. Once you verify the warrant has been approved by the judge, the warrant is valid.

Resources (Penal Code sections, Manuals, Written Directives, etc.):

1. Resources located on the "G" drive in the following location:

- a.

