

New York State Warrant Notification System

Frequently Asked Questions

Effective November 14, 2017, warrant activity input through the eJustice NY Integrated Justice Portal (IJP) which includes a NYSID will be compared with the probation, and DOCCS files. When a match occurs, the system will produce notification to the law enforcement agency entering the warrant, as well as to the applicable probation department, or DOCCS for parolees and inmates. Such notification to both the entering agency, and supervising/custodial agency will occur for warrant entries and cancellations.

Additionally, when a warrant for a probationer/parolee/DOCCS inmate is purged¹ from the system due to the entering agency's failure to validate pursuant to CJIS rules, the appropriate probation department or DOCCS will also be notified.

Through these notifications to the involved agencies, the Warrant Notification System will enhance offender accountability, and increase the safety of communities, victims, police, parole, probation and correction officers.

Following for your reference, please find responses to some Frequently Asked Questions regarding the Warrant Notification System.

1. How will an agency entering a warrant into the Integrated Justice Portal be informed that the subject is under probation or parole supervision, or is incarcerated in a DOCCS facility?

When an agency enters a NYSID number into the Wanted Entry screen of the IJP for a subject who is under probation or parole supervision in New York, or incarcerated in a DOCCS facility, the applicable banner as shown below will be displayed:

¹ Agencies which enter files, including warrants, into the Integrated Justice Portal are required to validate those records per CJIS rules. If those records are not validated, the FBI requires each state to purge the records to maintain current, reliable and accurate information in the system. On the first Saturday of every month, validation files are created by the state and a notification is delivered to each agency inbox advising that the validation files are ready to be validated on the Portal. Agencies have 30 days to validate their records. Records that are not validated will be purged from the system and will need to be re-entered where necessary.

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Sample Warrant Entry on a Probationer

Wanted Entry

i Attention: The individual associated to the Wanted record just entered by this ORI is currently under probation supervision in NYS and is being supervised by the department identified below.

1. Probation - Saratoga County (NY045013G), Saratoga Co Municipal Bld, Ballston Spa, NY 12020 (518)-884-4120

PreEntry

* Originating Agency (ORI): New York State ID No. (NYSID):

FBI Number (FBI):

* Extradition (EXT): Extradition Limitation (EXL):

* Last: * First: Middle: Suffix:

* Sex: * Race (RAC): * Birth Date (DOB): Juvenile

Height (HGT): ft. in. Weight (WGT): lbs

Eye Color (EYE): Hair Color (HAI): Skin Tone (SKN):

Ethnicity (ETN): Citizenship (CTZ):

Place Of Birth (POB): Social Security Number (SOC): Scars/Marks/Tattoos (SMT):

Medical Conditions (CMC):

Note: on the effective date of 11/14/17, a partial banner will be displayed which the entering agency must click on in order to view the complete supervising agency information. In the future, clicking on the banner will not be necessary, as the entire banner will be visible.

Sample Warrant Entry on a DOCCS Parolee

Wanted Entry

i Currently under community supervision by the New York State Department of Corrections and Community Supervision. Please contact the Community Supervision Operation Center (CSOC) at (212) 239-6159 or (800) 660-9890, Department of Corrections and Community Supervision, 314 West 40th Street, NY, NY 10018. The Community Supervision Operation Center (CSOC) is operational 24 hours a day, seven days a week.

PreEntry

* Originating Agency (ORI): New York State ID No. (NYSID):

FBI Number (FBI):

* Extradition (EXT): Extradition Limitation (EXL):

* Last: * First: Middle: Suffix:

* Sex: * Race (RAC): * Birth Date (DOB): Juvenile

Height (HGT): ft. in. Weight (WGT): lbs

Eye Color (EYE): Hair Color (HAI): Skin Tone (SKN):

Ethnicity (ETN): Citizenship (CTZ):

Place Of Birth (POB): Social Security Number (SOC): Scars/Marks/Tattoos (SMT):

Medical Conditions (CMC):

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Sample Warrant Entry on a DOCCS Inmate

Wanted Entry

i Currently incarcerated at a NYS Department of Corrections and Community Supervision facility. Call the Office of Special Investigations at (718) 626-1710 during business hours of 7:00am to 7:00pm Eastern Standard Time Monday thru Friday. At any other time, please contact the NYS Department of Corrections & Community Supervision Command Center at (518) 457-5902.

PreEntry

* Originating Agency (ORI): NY001185Y New York State ID No. (NYSID): 000000P **PRE ENTRY SEARCH** **CLEAR**

FBI Number (FBI):

* Extradition (EXT): Extradition Limitation (EXL):

* Last: sammy * First: sample Middle: Suffix:

* Sex: Male * Race (RAC): * Birth Date (DOB): Juvenile

Height (HGT): 5 ft. 7 in. Weight (WGT): lbs

Eye Color (EYE): Brown Hair Color (HAI): Black Skin Tone (SKN):

Ethnicity (ETN): Citizenship (CTZ):

Place Of Birth (POB): HT Social Security Number (SOC): 000-00-0000 Scars/Marks/Tattoos (SMT):

Medical Conditions (CMC):

New York State Warrant Notification System Frequently Asked Questions

2. How will probation /DOCCS be informed that an offender under supervision/in custody is the subject of a warrant entered through the IJP?

Probation

Upon an agency's entry of a warrant in the Wanted Entry screen of the IJP for a subject who has an open case in the Integrated Probation Registrant System (IPRS), a notice as depicted below will be sent to the CCH Inbox of the appropriate probation department:

Sample Warrant Entry Notification to Probation

Message Detail

Message Header
Type: NYS WARRANT ENTRY
From: NY001185Y - DCJS - Bureau of Information Systems
To: NY045013G - Probation - Saratoga County
Received: 07/13/2017 2:25 PM
Subject: NYS Warrant has been issued for SAMPLE M SAMY NYSID: **000000J**

CAUTION
Do not search, detain or arrest the probationer based solely on this information.
Prior to taking any action, please contact the wanting law enforcement agency to ensure the warrant remains active.

Wanting Agency
DCJS - BUREAU OF INFORMATION SYSTEMS (NY001185Y)
80 SOUTH SWAN STREET
ALBANY, NY 12210

Information
Date of NYS Warrant issued: 07/01/2017
Date of NYS Warrant entered: 07/13/2017
NYS Warrant was issued for: SAMPLE M SAMY NYSID: **000000J**
NYS Warrant Type: Bench Warrant
Caution/Medical Conditions: Alcoholic
Extradition: The wanting agency has indicated it will extradite throughout New York State and outside the state (Please refer to the EXL for any limitations regarding this extradition code).
Birth Date: February 27, 1984
Address: 123, STATE FARM ROAD GUILDERLAND, NY 12084
Sex: Male **Race:** White **Ethnicity:** Not Hispanic
License Number: LICENCE1234 **License State:** NY

Associated Charges:

Title	Section	Sub Section	Class	Category	Degree	NCIC Code
PL	120.00		A	M	3	1399

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DOCCS Inmate/Parolee

Warrant Notifications will be sent from DCJS to the DOCCS Mainframe if there is a current state incarceration or an open parole event and disseminated within the agency as appropriate.

Sample Warrant Cancel Notice to Probation

Message Detail

Message Header

Type: NYS WARRANT CANCEL
From: NY001185Y - DCJS - Bureau of Information Systems
To: NY045013G - Probation - Saratoga County
Received: 07/13/2017 2:41 PM
Subject: NYS Warrant has been cancelled for SAMPLE M SAMY NYSID: **000000J**

Law Enforcement Agency

DCJS - BUREAU OF INFORMATION SYSTEMS (NY001185Y)
80 SOUTH SWAN STREET
ALBANY, NY 12210

Information

Date of NYS Warrant issued: 07/01/2017
Date of NYS Warrant entered: 07/13/2017
Date of NYS Warrant cancelled: 07/13/2017
NYS Warrant was cancelled for: SAMPLE M SAMY NYSID: **000000J**
Cancel Reason: Other
NYS Warrant Type: Bench Warrant
Birth Date: February 27, 1984
Address: 123, STATE FARM ROAD GUILDERLAND, NY 12084
Sex: Male **Race:** White **Ethnicity:** Not Hispanic
License Number: LICENCE1234 **License State:** NY

Associated Charges:

-- ASSAULT-3RD						
Title	Section	Sub Section	Class	Category	Degree	NCIC Code
PL	120.00		A	M	3	1399

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Sample Warrant Purge Notice to Probation

Message Detail

Message Header
Type: NYS WARRANT PURGE
From: NY001185Y - DCJS - Bureau of Information Systems
To: NY045013G - Probation - Saratoga County
Received: 07/13/2017 2:56 PM
Subject: NYS Warrant Purge-Removed from the Wanted File-Failure to Validate for SAMPLE SAMY NYSID: **000000J**

Please contact the wanting law enforcement agency to ensure the warrant remains active. If the warrant is still active, request that it be re-entered into the wanted system to ensure proper notification.

Law Enforcement Agency
DCJS - BUREAU OF INFORMATION SYSTEMS (NY001185Y)
80 SOUTH SWAN STREET
ALBANY, NY 12210

Information
Date of NYS Warrant issued: 07/13/2017
Date of NYS Warrant entered: 07/13/2017
Date of NYS Warrant removed: 07/13/2017
NYS Warrant was removed for: SAMPLE SAMY NYSID: **000000J**
Removal Reason: Purged due to failure to validate
NYS Warrant Type: Arrest Warrant
Birth Date: February 27, 1984
Address: 123, CENTRAL AVE ALBANY, NY 12084
Sex: Male **Race:** White **Ethnicity:** Hispanic
License Number: LICENSE4321 **License State:** NY

Associated Charges:

-- RECKLESS ASSAULT OF A CHILD						
Title	Section	Sub Section	Class	Category	Degree	NCIC Code
PL	120.02		D	F	0	1399

3. How should the involved agencies utilize the information provided through this system?

Entry: Based on the banner displayed, the agency entering the warrant is encouraged to contact the appropriate supervising/custodial agency for additional information on the subject.

Upon receipt of notification that a warrant has been entered, the appropriate supervising/custodial agency should contact the entering agency to confirm the warrant, and provide additional information where authorized.

Note: Probation and Parole Officers must not take any action until the status of the warrant has been confirmed with the agency that entered the warrant.

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Cancellation: Upon receipt of a warrant cancellation notice, the supervising/custodial agency should contact the wanting agency to confirm the cancellation, and obtain additional information as necessary.

Purge: Upon receipt of a Purge notification, the supervising/custodial agency should contact the wanting agency to confirm the warrant remains active.

If the warrant is purged, but it is still active, the warrant will need to be re-entered into the system by the entering agency.

If the purged warrant is for a Violation of Probation, the Probation Department should confirm with the Court that the probationer is still wanted, and advise the agency which originally entered the warrant to facilitate re-entry of the warrant.

4. What about subjects who do not have a NYSID, or whose NYSID is not known?

In order for the notifications to be produced to the law enforcement agency entering a warrant, and to probation/DOCCS, a NYSID must be entered. However, warrants can still be entered without NYSIDs where necessary and appropriate, including those subjects who do not have NYSIDs. However, if such person is under probation/DOCCS supervision/custody, then police and supervising/custodial agency notifications will not occur.

NYSID is included on the standard DCJS Warrant Control Sheet <http://www.criminaljustice.ny.gov/ojis/documents/dcis3200.pdf> as an identifier to be used by law enforcement in warrant cases. The subject's NYSID may already be known to the law enforcement agency entering the warrant – either through prior history, or through an investigation preceding the issuance of the warrant; or become known through an investigation which commences upon the issuance of the warrant. When known, the NYSID should then be included by the law enforcement agency at the time of entry into the IJP warrant system to facilitate the notification process where applicable.

5. Will notifications be produced for New York warrants only?

Notifications will be produced when a warrant is entered into the eJustice NY IJP Warrant System by any agency which may include federal, state, county, and local law enforcement AND the subject has an open probation or parole case, or is incarcerated in a DOCCS facility.

Please note that where a US Probation District Office in New York has entered a case into the Integrated Probation Registrant System, notification will also be produced regarding that federal probationer when a warrant is entered.

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6. Are courts required to provide any additional information in support of this system?

This project does not anticipate courts to be running criminal histories solely for this purpose, nor to be providing sealed information to law enforcement agencies. However, if the NYSID for the subject of a warrant is known to the court through existing court records, or through a rap sheet produced pursuant to the case before the court, then the court may wish to share that information (where authorized) with the law enforcement agency, along with the warrant and other accompanying information.

7. What about agencies who submit warrants through a local/regional case record management system?

For warrant activity submitted through a local/regional case record management system, it is expected that DCJS' receipt of the information will trigger the appropriate notification to probation/ DOCCS. However, the agency entering the warrant will not see any banner.

Upon the go live date, the project team will monitor the warrant activity of select jurisdictions known to submit warrants through a local/regional case record management system to confirm notifications are being generated to probation/DOCCS.

While local/regional case record management systems will not produce the notification banners, supervising agency information can be obtained from the results of a Repository Inquiry or Repository Search through the Integrated Justice Portal, or through the information produced via a "Roadside Stop" DMV inquiry.

Please note that the DOCCS facility and community supervision office information is subject to change. Upon learning from Repository Inquiry or Repository Search results that the subject of a warrant is a DOCCS parolee or inmate, it is recommended that the agency entering the warrant obtain current status information from the following as applicable:

[Inmate Population Information Search](#)

[Parolee Lookup](#)

Agencies which submit their warrants through a local/regional case record management system that wish to explore the possibility of aligning their systems with the IJP in order to receive the warrant notification banners should contact the ITS Service Desk at 1-800-342-3619.

8. Will notification to the wanting agency and supervising/custodial agency occur if a NYSID is entered into the system on a previously entered warrant?

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No. *Notifications will only occur when the NYSID is included upon the initial entry of a warrant into the system.*

9. Importance of Maintaining the Accuracy of the Integrated Probation Registrant System (IPRS)

Since this notification system relies on Integrated Probation Registrant System (IPRS) data, probation departments are reminded to close cases in a timely manner. Closable cases should be maintained by probation departments as close to "0" as possible. If a closable case is left open, it will result in inaccurate information (banner) being provided to law enforcement.

Reports of cases beyond maximum expiration by probation ORI are available in the IJP at:

Resources> Reporting Services> IPRS Reports > Legacy Reports > Active Cases Beyond MED

All county/NYC probation departments, and US Probation Offices should assure that the report(s) for their respective ORI(s) are reviewed on a regular basis, and that cases are closed in a timely manner.

Questions:

Inquiries regarding this project should be directed to the ITS Service Desk by phone please contact the ITS Service Desk at 1-800-342-3619.

For Additional Information:

A recording of a webinar regarding the project can be found in the IJP at the following locations:

- **Resources » Reference Library » Law Enforcement » Training » General DCJS Training appropriate for Law Enforcement**
- **Resources » Reference Library » Probation » Training**

This FAQ summary will be posted with the recording of the webinar at the above locations, and will be updated with new information as necessary.