



# Tulsa Police Department

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**Policy #** 106C

**Policy Name** Search Warrants

**Approved by** Dennis Larsen, Chief of Police

**Effective Date** 11/20/2024

**Approved Date** 11/18/2024

**Previous Date** 05/06/2024

## PURPOSE OF CHANGE:

To include the addition of obtaining a search warrant for a person with an arrest warrant issued for his or her arrest, and the Search Warrant Matrix to the Search Warrant Service Report.

## POLICY:

Search warrants shall be served in a legal and constitutional manner. These procedures ensure that search warrants are executed and documented uniformly across the Department.

The safety of officers and citizens is the primary concern during the execution of search warrants. Therefore, the Special Operations Team (SOT) will be utilized for certain high-risk or unknown-risk search warrants. To assess the threat level for each warrant, the Search Warrant Matrix will be completed by the supervisor overseeing the warrant service as part of the Search Warrant Service Report prior to serving the warrant.

Officers must complete the deconfliction process before serving search warrants. This process ensures that other agencies do not have overlapping investigative interests related to the subjects or locations involved.

This policy does not prohibit the use of disguises during the execution of search warrants; however, supervisor approval is required before employing this tactic."

**SUMMARY:** Procedures for serving search warrants.

**APPLIES TO:** All sworn personnel.

## DEFINITIONS:

**ARREST WARRANT** – an outstanding arrest warrant for any felony offense, or a misdemeanor offense of domestic assault and battery as provided in subsection C of Section 644 of Title 21 of the Oklahoma Statutes. The term shall include arrest and bench warrants but shall not include warrants issued solely for failure to pay court financial obligations, other than restitution, as defined in subsection A of Section 983 of Title 22 of the Oklahoma Statutes.

**DECONFLICTION** – process to ensure that multiple law enforcement agencies do not have the same investigative interests; this must be done by a person authorized by High Intensity Drug Trafficking Area (HIDTA)/Oklahoma Bureau of Narcotics (OBN).

**EMERGENCY RADIO OPERATOR (ERO)** – the officer designated to commence emergency radio traffic when an emergency occurs during the service of a search warrant.

**HIGH-RISK SEARCH WARRANT** – a search warrant for a location where the officer obtaining the search warrant knows there is a high probability for resistance.

**SEARCH WARRANT MATRIX** – a checklist portion of the Search Warrant Service Report to be completed by the

search warrant Supervisor, prior to service, which will determine a point value based on several factors to establish the need of consultation with SOT or the need for SOT to serve the warrant.

SEARCH WARRANT SERVICE REPORT – a planning document used to identify the location to be searched, items to be seized, suspects, possible weapons, officers and equipment assigned, and a diagram of the location.

SEARCH WARRANT SERVICE USING DISGUISES – a tactic used in serving a search warrant wherein an officer, wearing a disguise, attempts to get a suspect to open a door to prevent using forcible entry.

SECURE SCENE/LOW-RISK SEARCH WARRANT – a search warrant for a location where the officer obtaining the search warrant has reason to believe there is no realistic anticipation of danger due to the nature of the facility to be searched or because previous police actions have eliminated the possibility of resistance (e.g., safe deposit boxes, bodies, crime scenes secured by officers, or pawn shops).

UNIFORMED OFFICER – any officer wearing an official police uniform.

UNKNOWN-RISK SEARCH WARRANT – a search warrant for a location where the officer obtaining the search warrant does not know the probability for resistance.

## **PROCEDURES:**

### **A. OBTAINING A SEARCH WARRANT**

#### **1. Tulsa County Procedures:**

- a. After developing the probable cause required for a search warrant complete the affidavit and search warrants forms.
- b. Send the warrant and affidavit forms to [REDACTED]
- c. A judge will review it and return it with an electronic signature.

#### **2. Osage County Procedures:**

- a. After developing the probable cause required for a search warrant complete the affidavit and search warrants forms.
- b. Send the warrant and affidavit forms to [REDACTED].
- c. A judge will review it and return it with an electronic signature.

#### **3. Wagoner County Procedures:**

- a. After developing the probable cause required for a search warrant complete the affidavit and search warrants forms sign and save as a pdf.
- b. Send the warrant and affidavit forms to [REDACTED]
- c. List your name and number you can be reached in the body of the email.
- d. Call Wagoner County dispatch at [REDACTED] and have them contact the judge on call to advise them of a warrant to be reviewed.

4. For a federal warrant the Assistant U.S. Attorney on call will need to be contacted at [REDACTED]. The process will go from there at their direction.

### **B. SERVING A SEARCH WARRANT**

1. Prior to serving a search warrant, deconfliction must be completed. However, Crime Scene Detectives and police personnel that have secured a crime scene while a search warrant is being obtained are not required to complete a deconfliction report prior to service of the search warrant. It is recommended in such instances that investigators

submit deconfliction forms to identify evidentiary information related to the search warrant service location.

- a. Contact any member of the Special Investigations Division (SID) or any Detective Division (DET) supervisor to complete deconfliction. SID personnel can be contacted on radio frequency 10-N-Nora, by phone number [REDACTED], or by duty pager by making a request through dispatch. DET supervisors can be contacted on radio frequency A-Adam or by phone number [REDACTED]. A response to the deconfliction request will be received from OBN within one hour if there is a conflict.
  - b. SID and DET have internal divisional policies on deconfliction submissions and shall handle deconfliction requests for all department personnel.
  - c. Personnel authorized to submit deconfliction forms must forward the form by secure encrypted e-mail link or fax. Those authorized to submit the forms can find additional information on the process in the SID and DET unit manuals.
2. Prior to serving a search warrant, a Search Warrant Service Report and Search Warrant Matrix shall be completed and approved by a supervisor. The completion of the Search Warrant Matrix will be accomplished with information received by the investigator or affiant for the warrant. Completion of the Matrix will result in a numerical score assessing the level of threat for the warrant service. If needed, the supervisor or designee shall contact an SOT representative for assistance by emailing the completed Search Warrant Matrix to [REDACTED]. The SOT representative reviewing the warrant will be listed on the final Search Warrant Service Report.
3. Include in the Search Warrant Service Report:
- a. What is to be searched.
  - b. The items to be seized.
  - c. The officers who will be involved.
4. If the search is in a residence or building, at the conclusion of the search warrant service, complete a diagram on the backside of the Search Warrant Service Report showing the floor plan in detail (include all rooms, entryways, and exits).
5. At the conclusion of the search warrant service, forward the Search Warrant Service Report to SID with copies to Uniform Division Commander where the warrant was served and the officer's chain of command.
6. Uniform division commanders will maintain a file of Search Warrant Service Reports on search warrants served within their area of command.
7. For high/unknown-risk search warrants, the additional following guidelines will be followed:
- a. The supervisor approving the Search Warrant Service Report shall be present during the execution of the search warrant.
  - b. When officers are assisting outside agencies in the service of a search warrant, the supervisor of the officers involved shall obtain sufficient information from the outside agency to complete a Search Warrant Service Report and Search Warrant Deconfliction Form.
  - c. The supervisor will designate a talk group to be used by all personnel assisting in the warrant service.
  - d. The supervisor will designate an ERO who shall be responsible for the following:
    - 1) Monitoring the designated talk group used during the service of the warrant.
    - 2) Transmitting emergency messages when an emergency arises.
  - e. At the conclusion of the service of the search warrant, officers shall secure the premises. The scene supervisor shall be responsible for obtaining the necessary equipment and materials to secure the premises.
  - f. When the premises cannot be secured, and the arrestee is the owner or resident, they should be afforded the opportunity to contact a person of their choice to care for the property as soon as possible

- g. When property damage occurs during forced entry, the scene supervisor will submit a Blue Team “Property Issue” entry through their chain of command to the Bureau Deputy Chief, and cc their Division Administrative Captain, and the TPD Legal Advisor.

## **REGULATIONS:**

1. Complete the deconfliction form and get approval before serving a search warrant. Crime Scene Detectives and police personnel that have secured a crime scene while a search warrant is being obtained are exempt from this regulation.
2. Only authorized police personnel will submit deconfliction request forms to the HIDTA/OBN Watch Center. The Watch Center will only honor requests from approved personnel.
3. Prior to serving a search warrant, a Search Warrant Service Report and Search Warrant Matrix shall be completed and approved by a supervisor. Crime Scene Detectives and police personnel that have secured a crime scene while a search warrant is being obtained are exempt from this regulation.
4. With the exception of search warrants being served by disguise, at least one uniformed officer shall be present and visible during the service of high/unknown-risk search warrants.
5. All police personnel shall wear personal body armor during the service of high/unknown-risk search warrants.
6. With the exception of search warrants served by disguise, all officers assisting in the service of high/unknown-risk search warrants shall wear clothing that ensures they are readily identifiable as officers and have a holster that allows them to secure their weapon with one hand.
7. Whenever possible, prior to the service of a search warrant, the supervisor shall notify Public Safety Communications (PSC) of the location of the warrant service, which talk group will be used, and request a dispatcher to monitor the talk group. If prior notification is not made, the supervisor shall notify PSC as soon as is reasonably possible.
8. Uniform division equipment officers shall be responsible for obtaining the materials and equipment necessary from the City of Tulsa Building Maintenance Section for securing a scene and shall store them in a readily available location at the uniform divisions for use when needed.
9. During the service of search warrants, officers will not allow Ride Along Program participants or news media personnel to enter, photograph, or videotape within private homes or other areas where a person has a reasonable expectation of privacy, without the explicit consent of the person.
10. After reviewing the Search Warrant Matrix, the SOT Commander may decide to perform a “no knock” warrant if the warrant expressly allows it. “No Knock” warrant service will only be carried out by SOT.

## **REFERENCES:**

106D, *Warrantless Forcible Entry to Render Aid*  
*Uniform Specifications Manual*  
*Oklahoma Statute Title 21 Section 644*  
*Oklahoma Statute Title 21 Section 983*