

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

for Search Warrants  
Search warrant notes

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 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) Emi-0.004(a)4/TT03 (f)3 (i)-2 (c)4 (e)4 ( )-10 (a)4 (nd ) Tw -4.5 -1.15 Td(e))Tj/TT1 gy4(a)4/m63 (i)-

the electronic search warrant portal and ask if there is a DDA that can

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