



INTERIM ORDER

SUBJECT: NOTIFICATION TO THE INTELLIGENCE DIVISION REGARDING SEARCH WARRANTS		
DATE ISSUED:	REFERENCE:	NUMBER:
07-01-03	*P.G. 212-75, 212-78	25

1. When applying for, or when executing search warrants, it is important that uniformed members of the service be provided with as much information as possible to ensure the safety of both the public and members of the service. Accordingly, a centralized database capturing specific details regarding all search warrants obtained and executed by uniformed members of the service has been created. Therefore, any member of the service signing a search warrant application affidavit will notify the Intelligence Division's Regional Intelligence Center when any search warrant is received, prior to its execution. A follow up notification will also be made upon execution or expiration of a search warrant.

2. Consequently, effective 0001 hours, July 1, 2003, upon receipt of a search warrant the member of the service will notify the Intelligence Division's Regional Intelligence Center at (646) 805-6000 and provide all necessary information.

3. After execution of the warrant, the supervisor of the executing unit will ensure that the Intelligence Division's Regional Intelligence Center is contacted with results of the search warrant. In addition, members concerned must also notify the Regional Intelligence Center upon expiration of a search warrant.

4. This procedure shall apply to all units obtaining search warrants (Patrol Services, Detective Bureau, O.C.C.B., Joint Task Forces, etc.). However, should a specific legal concern arise with respect to entering search warrant information into the database, the member concerned shall confer with the Legal Bureau prior to contacting the Regional Intelligence Center. In the event advice is provided by the Legal Bureau not to make the data entry, such consultation shall be noted in the case file along with the specific basis for the advice, e.g., Grand Jury action. Additionally, in situations where a search warrant is based on extremely sensitive information, e.g. counterterrorism, internal investigations, etc., in order to exclude the search warrant from the procedures contained in this Interim Order, the member of the service must receive written permission from the Bureau Chief/Deputy Commissioner concerned. The documentation will be included in the case file.

5. In instances where a member of this Department, assigned to specialized units including but not limited to a Joint Task Force or a District Attorney's Squad, may participate in the execution of a search warrant but not be an affiant to a search warrant application affidavit, such member is required to follow the contents of this procedure. If a member of this Department, assigned to a Joint Task Force, etc., is directed by a supervisor from another agency not to make the notifications required by this directive, such member shall immediately notify the Bureau Chief/Deputy Commissioner concerned.

6. Any provisions of the Department Manual or any other Department directive in conflict with the contents of this procedure are suspended.

BY DIRECTION OF THE POLICE COMMISSIONER

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