


**PLACEMENT  
COORDINATING  
MEMORANDUM**

No. 2005-07	Page 1
Original Date: January 20, 2005	
Revised Date: October 24, 2005	
Approved:  Dave Leone, Director Central/Regional Placement	

**BENCH WARRANT REQUESTS AND FOLLOW-UP**

Placement Policy has been that the DPO of Record is required to submit a Request for a Bench Warrant to the court within 24 business hours of receiving the notification that a minor has AWOL'd or that his/her whereabouts is unknown. This Policy remains in effect.

Effective immediately, **Regional Placement Deputy Probation Officers that submit a Bench Warrant Request to court must conduct a follow-up phone call to the court within 48 hours of submission to verify that a Bench Warrant was issued.** If the Bench Warrant is not issued within five (5) days of submission, a new request shall be submitted. After an additional five (5) days, if the warrant was not issued, the DPO of Record is required to notify the Unit SDPO, the Regional Placement Director, and the Placement Oversight Director by email of the situation. Once the court has issued a Bench Warrant, the date of issue must be documented in JCMS. It is the DPO of Record's responsibility to ensure that all minors on their caseload that are AWOL, have a Bench Warrant issued by the Court.