



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: OBTAINING SEARCH WARRANTS

DATE: January 23, 2023

Bulletin #2023-005

On January 5, 2019, the Department issued memorandum #2019-002 regarding Duty Manual Revisions: Obtaining Search Warrants. This memorandum changed the process by which search warrants were acquired, creating a digital procedure where an oral oath was not required.

As a reminder, after reviewing the warrant with either an on-duty Deputy District Attorney or the on-call Search Warrant Deputy District Attorney, Department members should contact the Santa Clara County Superior Court for a search warrant through the following means:

Per Duty Manual section L 3806, **during normal working hours** (08:00-17:00 Monday through Friday, excluding holidays) Department members should send an electronic PDF version of the draft search warrant, signed affidavit, and all supporting documents to the Court's daytime search warrant email account at [REDACTED]. An assigned judge will see the email and will respond in a timely manner. If the search warrant requires immediate attention, Department members should write "URGENT" in the email subject line.

Per Duty Manual section L 3807, **outside normal working hours**, (all other times), Department members should send an electronic PDF version of the draft search warrant, signed affidavit, and all supporting documents to the Court's nighttime search warrant email account at [REDACTED] and contact County Communications to request the on-call judge is alerted to the email. Search warrant requests outside normal working hours should only be used for situations that require immediate attention and cannot wait until normal working hours to be addressed. Based on this standard, Department members should write "URGENT" in the email subject line for all warrant requests sent outside normal working hours.

[REDACTED]

Refer to Duty Manual chapter L 3800 regarding Obtaining and Serving Search Warrants for additional information.

A handwritten signature in black ink, appearing to read "A. Mata".

Anthony Mata
Chief of Police

AM:SD