

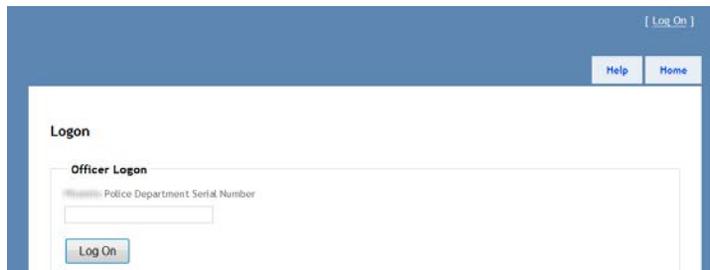
Police Officer Portal

Brief History: Phoenix Police department entered planning meetings with Maricopa County Superior Court in summer 2011, piloted with one Phoenix Police DUI Van operator then both DUI Squads in summer of 2012, deployed to entire Phoenix department at the end of 2012, and opened up to other agencies December 2013.



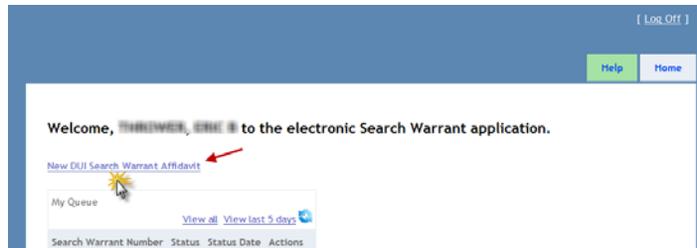
Access Police Officer web portal:

<http://www.superiorcourt.maricopa.gov/search-warrant/Account/LogOn>



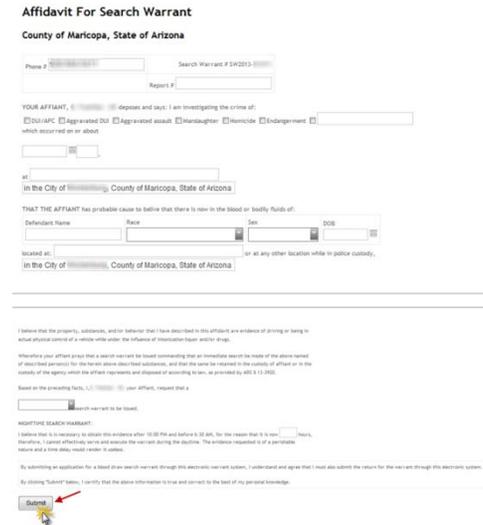
Type your officer number and either hit enter key or click **Log On** button.

Note: Help Tab provides this handout and a video demonstration.



Select **New DUI Search Warrant Affidavit** link to enter the Affidavit for Search Warrant information:

After inputting the relevant information, clicking the **Submit** button will send this information to the Initial Appearance (IA) Commissioner.



Search Warrant and Return Indicator (iCISng)

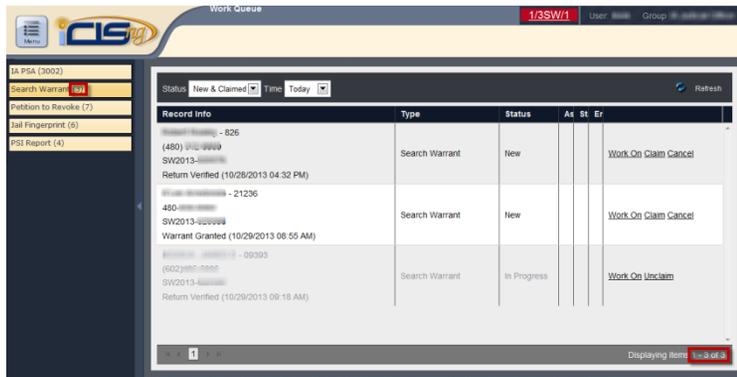
Maricopa County Superior Court IA Court uses iCISng (Integrated Court Information System Next Generation) for processing search warrants and returns electronically.

The iCISng screens will display the **Search Warrant** icon **0/1SW/1** in the top right corner. A **Green** color indicates no pending Affidavit for Search Warrants, returns will be indicated by the last number.

While **Red** **1/3SW/1** indicates an officer has submitted an Affidavit for Search Warrant(s) and number of returns.

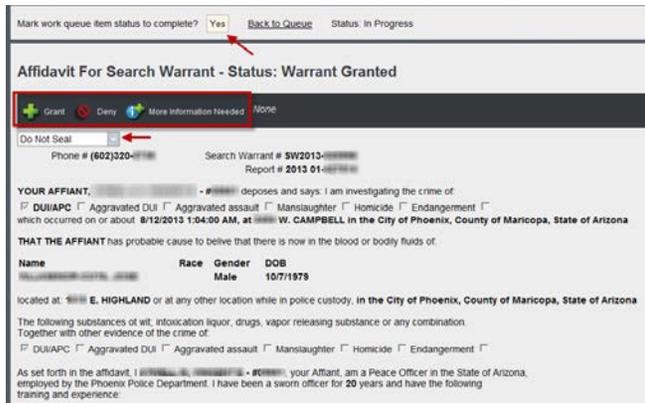
Search Warrant Processing (iCISng)

The Judicial Officer clicks the **Search Warrant** icon opens the Search Warrant Work Queue.



On the desired search warrant record, the IA court Judicial Officer will use the **Work On** hyperlink to enter the search warrant review process (this also marks it as claimed and lists the username assigned).

Within the Affidavit for Search Warrant available options include: **Grant, Deny, More Information Needed, Seal, Do Not Seal, and Special Seal** as needed.

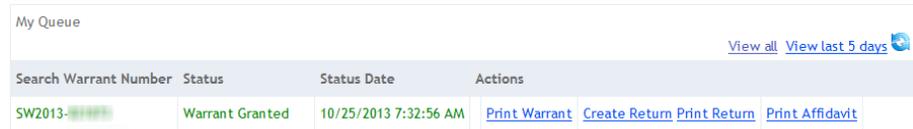


The Judicial Officer will call the Police Officer on the provided phone number, swear-in the officer, and review the provided information to make a determination.

Clicking **Yes** will store the ruling and send back to the Police Officer Portal for return processing.

Police Officer Portal

In the Police Officer Portal under My Queue, select either the **View all** or **View last 5 days** links to see list of search warrants processed.

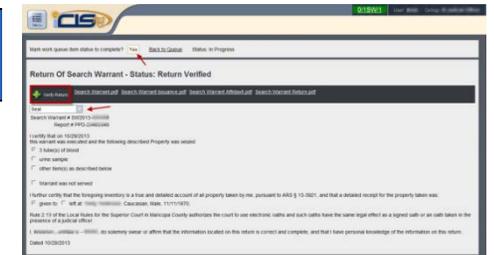


Click **Create Return** link and input the relevant information. Clicking the **Submit** button will send this information to the IA Commissioner for verification.



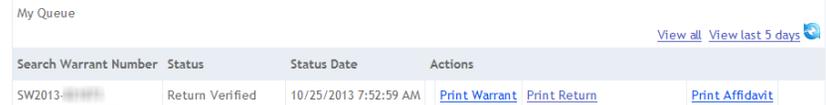
Return Processing (iCISng)

In iCISng, on the desired Return record, the IA court Judicial Officer will review the information and mark the return as verified.



Police Officer Portal

In the Police Officer Portal under My Queue the relevant Search Warrant will indicate Return Verified and show available Print options.



When done with Search Warrant and/or Return processing, click **Log Off** link to exit the Police Officer Portal.