iCISng Search Warrant and Return Processing Police Officer Overview



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

Help	Home

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

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

	Help	Home
Welcome, Manual to the electronic Search Warrant application.		
New DUI Search Warrant Affidavit		
My Queue View all View last 5 days		
Search Warrant Number Status Date Actions		

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.

Phone 8		Search Warrant # SW2	013-				
	Report #						
YOUR AFFIANT,	deposes and says: I	am investigating the crim	e of:				
EDUI/APC EAggravated DUI	Aggravated assault	Mardaughter Hom	icide Endange	ermant 🔟			
series occurred on br about							
at							
in the City of	ounty of Maricopa	a, State of Arizona					
THAT THE AFFIANT has probable	r cause to belive that	there is now in the blood	or bodily fluids o	of).			
Defendant Name	Race		Sex		DOS		
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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 <u>0/1SW/1</u> 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** <u>1/3SW/1</u> indicates an officer has submitted an Affidavit for Search Warrant(s) and number of returns.

iCISng Search Warrant and Return Processing Police Officer Overview



Search Warrant Processing (iCISng)

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

iearch Warrant (3)	Status New & Claimed 💌 Time Today 💌					S Refrest
etition to Revoke (7)	Record Info	Туре	Status	As S	t Er	
all Fingerprint (6) SI Report (4)	- 826 (480)	Search Warrant	New			Work On Claim Cancel
	- 21236 480- SW2013-LLCCC Warrant Granted (10/29/2013 08:55 AM)	Search Warrant	New			Work On Claim Cancel
	- 09393 (602):*** **** SW2013- Return Verified (10/29/2013 09:18 AM)	Search Warrant	In Progress			Work On Unclaim

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, and apply special values for 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.

My Queue				View	rall View last 5 days 💱	
Search Warrant Number	Status	Status Date	Actions			
SW2013-	Warrant Granted	10/25/2013 7:32:56 AM	Print Warrant	Create Return Print Return	Print Affidavit	
Debug Of County Wagnest						

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

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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.

My Queue				Vie	w all 🛛 <u>View last 5 days</u> 🕄
Search Warrant Number	Status	Status Date	Actions		
SW2013-	Return Verified	10/25/2013 7:52:59 AM	Print Warrant	Print Return	Print Affidavit

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