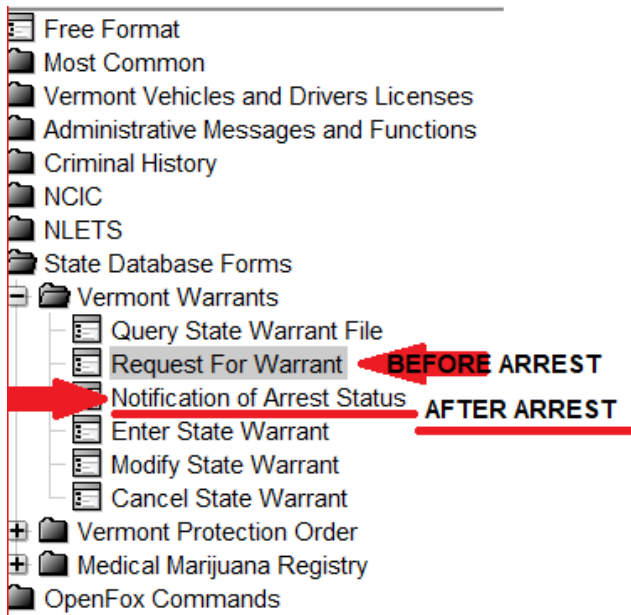


# STATE WARRANT PROCESSES & TERMINOLOGY

**IMPORTANT:** VOWS does not interact with the State Warrant Database. When a warrant is executed or modified or cancelled in VOWS, the warrant, in like manner, must be updated, modified or cancelled out of the VT State Warrant Database.

1. The lifecycle of a warrant starts at its initiation (courts, DOC, Governor's Office, etc.).
2. Once issued, the warrant should be uploaded into the new VOWS platform (typically by the issuing entity). The VOWS platform auto-notifies the responsible law enforcement agency of the new warrant.
3. Once notified, the responsible law enforcement agency is to enter the warrant into the VT State Warrant Database, and then update VOWS accordingly.
4. The same steps should occur when a warrant is modified or cancelled by the issuer: The change is entered into VOWS which notifies the responsible law enforcement agency. That agency should update or cancel the warrant accordingly in the VT State Warrant database, and then update the VOWS entry to reflect the same.
5. Warrants must be confirmed prior to execution. Even though the VOWS platform is broadly available, arresting agencies are still responsible for confirming warrants by contacting the agency responsible for the warrant.
6. **How to confirm warrants:** The proper confirmation procedure is for the arresting agency to submit a **Request For Warrant (RFW)** via the OpenFox Messenger system (see below screenshot). A phone call to follow-up on the RFW is fine, but not a substitute for the RFW, which is required for audit purposes.



7. When a warrant is executed, the arresting law enforcement agency should notify the warrant-responsible agency by submitting a **Notification of Arrest Status (NAS)** via the OpenFox Messenger system – also required for audit purposes.

*Please note: Every agency having a warrant (or NCIC Wanted Person record) on the subject arrested should be notified by the arresting agency of the subject being taken into custody, including the VT Dept of Corrections.*

8. Once notified of the arrest, the agency responsible for the warrant should cancel the warrant out of the State Warrant Database, and then update VOWS accordingly.

**FOR STEP-BY-STEP INSTRUCTIONS, PLEASE GO HERE:** <https://dps.vermont.gov/content/resources-agencies-vows>

## Clarifying Terminology:

- **VOWS** – The Vermont Orders and Warrants System – An electronic records management system used to track VT State Warrants. The purpose of VOWS is to track VT State Warrants through their lifecycle, and replace the need to keep hardcopy documentation. VOWS is managed by the VT Agency of Digital Services (ADS) <https://dps.vermont.gov/content/resources-agencies-vows>.

*REMINDER: VOWS does not interact with the State Warrant Database. When a VT State Warrant is executed or modified or cancelled in VOWS, the warrant, in like manner, must be updated, modified or cancelled out of the VT State Warrant Database.*

- **VT STATE WARRANT DATABASE** – This database is used to communicate the existence of VT State Warrants to VT law enforcement agencies. Warrants are entered, modified and cancelled in the State Warrant Database by the agency (or an agency's Holder of Records) responsible for the warrant, using the OpenFox Messenger software application. The VT State Warrant Database is accessed during queries (i.e. – name/dob, etc.) to determine whether warrants for arrest exist on the subject being queried.
- **VT STATE WARRANTS** - Orders authorizing VT law enforcement to take the subjects of the warrants into custody.
- **DAYTIME OR OTHER LIMITED WARRANTS** – For officer and public safety purposes, all VT State Warrants are to be entered into the VT State Warrant Database, regardless of restrictions or limitations identified in the warrants. The limitations stipulated in these warrants should be included in the MIS field when entering into the VT State Warrant Database.
- **GOVERNOR'S WARRANTS** – The agency receiving a Governor's Warrant should be uploading it into VOWS and then entering it into the VT State Warrant Database (and NCIC, as necessary). The agency will be both Originating and Issuing in VOWS, and "Governor's Warrant" should be included in the MIS field when entering this type of warrant into the VT State Warrant Database.
- **WARRANT HOLDING AGENCY RESPONSIBILITIES** – Upon receipt of warrant confirmation request (RFW), the ORI agency of record is obligated to provide timely confirmation. Upon receipt of notification of arrest (NAS), the ORI agency of record must cancel the VT State Warrant from the VT State Warrant database AND update the VOWS database accordingly, as well as clear any associated NCIC Wanted Person records.
- **NCIC WANTED PERSON RECORDS** – Records entered into the NCIC Wanted Person File when a subject has a state warrant. The NCIC Wanted Person record is typically entered at the request of a State's Attorney (VT Dept of Corrections enters all of their wanted persons into NCIC), and may or may not include extradition parameters. The NCIC Wanted Person record becomes a *nationwide notification* that the subject has a warrant issued by VT. NOTE: VOWS allows for extradition supporting documentation to be uploaded to its record.
- **NLETS** – Formerly known as the National Law Enforcement Telecommunications System. Now known as the International Public Safety and Justice Network. Provides a nationwide message switching system linking together federal, state and local law enforcement for the secure exchange of criminal justice information. The NLETS server is located in Phoenix, AZ. [www.nlets.org](http://www.nlets.org)
- **VLETS** – Vermont Law Enforcement Telecommunications System (aka "the switch"). The local server providing message switching communication among VT agencies, and between VT and other states via NLETS. The VLETS server is located at VT Dept of Public Safety Headquarters in Waterbury, VT.
- **NCIC** – The National Crime Information Center – A computerized index of criminal justice information provided by the FBI. The NCIC database is located at FBI CJIS HQ in Clarksburg, WV.
- **VCIC** – The Vermont Crime Information Center – A division of DPS, located at DPS HQ. The duly appointed CJIS Systems Agency for Vermont. [www.vcic.vermont.gov](http://www.vcic.vermont.gov)