

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA**

ADMINISTRATIVE DIRECTIVE OCAD2018-06

IN RE: *Delivery of Warrant Applications to the Court*

WHEREAS: Each Judge is a committing Judge and may issue a summons to, or a warrant for, the arrest of a person against whom a warrant application is made in writing and sworn to before a person authorized to administer oaths, when the warrant application states facts that show that such person violated a criminal law of this state within the jurisdiction of the Judge to whom the warrant application is presented.

WHEREAS: A Judge, upon examination of a warrant application and proof submitted, if satisfied that probable cause exists for the issuance of an arrest warrant for any crime committed within the Judge's jurisdiction, shall thereupon issue an arrest warrant.

WHEREAS: "Probable cause" means a reasonable ground of suspicion supported by circumstances and reasonably trustworthy information strong enough in themselves to warrant a reasonably cautious person in the belief that a crime has been committed **and** the named person is the person that committed the crime.

WHEREAS: "Probable cause" therefore requires the warrant application to state facts and circumstances sufficient as to each and every element of the crime committed.

WHEREAS: "Probable cause" therefore requires the warrant application to state facts and circumstances sufficient to identify the person named in the warrant application as the person that committed the crime.

WHEREAS: A warrant application that fails to state sufficient facts or circumstances to establish probable cause **must** be denied by the Judge. The law precludes Judges from providing advice or direction to law enforcement on how to cure warrant applications that fail to state sufficient facts or circumstances to establish probable cause.

NOW THEREFORE:

In order to conserve limited judicial resources, use those resources in an efficient manner and to assure public safety:

IT IS ORDERED:

All law enforcement agencies applying for arrest warrants in Okaloosa County, other than warrants for Violation of Probation, shall, provide warrant applications to the Court as hereinafter provided:

1. All warrant applications shall be provided to the Court with a "Warrant Application Cover Sheet" in the form attached as Exhibit "A."

2. The law enforcement agency applying for the arrest warrant is responsible with completing the appropriate portions of the "Warrant Application Cover Sheet" before the warrant application is delivered to the Court.
3. Absent compelling circumstances, warrant applications without a completed "Warrant Application Cover Sheet" will not be accepted by the Court.
4. All warrant applications, regardless of approval or denial will be collected directly from the Court by the law enforcement agency that delivered the warrant application to the Court. Warrant applications collected from the Court will require the collecting officer to sign for each warrant application evidencing collection of the warrant application from the Court.
5. Absent compelling circumstances, warrant applications shall be delivered, by the requesting law enforcement agency , to the Court as follows:

South End Situs Cases:

Defendant's last Name beginning with letters A-K County Court Division C

Defendant's last name beginning with letters L-Z County Court Division B

North End Situs Cases:

County Court Division A

6. This Administrative Directive becomes effective for warrant applications delivered to the Court beginning September 1, 2018.

/S/ MICHAEL A. FLOWERS

Michael A. Flowers, Administrative Judge

Conformed copies furnished to:

Honorable Linda L. Nobles, Chief Judge
All Circuit and County Judges
Okaloosa County All Law Enforcement Agencies
Okaloosa County Magistrate Wanda Morgan
Mark Rubin, Child Support Hearing Officer
State Attorney's Office, Shalimar and Crestview
Public Defender's Office, Shalimar and Crestview
Honorable J.D. Peacock II, Clerk of Circuit Court
Robin Wright, Trial Court Administrator
Valerie Broxson, Court Operations Manager
Official Court Reporters, Okaloosa County
Bridgeway Center Inc.
Judicial Services
Probation & Diversion Programs Florida Department of Corrections
Probation & Parole Services
Florida Department of Children and Families

OCAD 2018-06, EXHIBIT A

WARRANT APPLICATION COVER SHEET

Date Delivered to Court:	
Delivered by:	
Date Warrant Collected from Court:	
Name of Officer collecting warrant:	
Signature of Officer collecting warrant:	

Agency Information

Agency	Agency Number	Officer Completing Warrant	Supervisor Approving Warrant

Subject

Name of Subject	Address	Race	Sex	DOB

Charges

Date/ Range	Charge (individually)	Statute	Level	Degree

COURT USE ONLY

PC	No PC

COURT USE ONLY

Approved	Denied	Approved in part
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Judges notes

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