

Search Warrant Worksheet

Information for an Application Other Than the Statement of Probable Cause

1. Give the name of the officer who will apply for a search warrant.
2. Describe the items to be seized with particularity or, if the warrant is to be used to search for a person to be arrested, describe the person.
3. Name the crime(s) that is connected with the items to be seized.
4. Describe the premises to be searched by giving the address and apartment number (if applicable), tell how to get there (if necessary to find the premises), state the type of structure, and (if known) name any outbuildings on the premises—such as an unattached garage, barn, or storage shed—in which items to be seized may be located.
5. Describe the person(s) to be searched by giving his or her name, sex, date of birth, hair, race, height, and other identifying features—when the person’s name is unknown.
6. Describe the vehicle(s) to be searched by giving the year, make, color, registration, license, identification number, and any unusual features—when the car has not otherwise been adequately described.
7. Describe any other place or item to be searched if it is not in premises, on a person, or in a vehicle. For example, if a search warrant is to be used to search a suitcase seized at an airport terminal, describe the suitcase and where it is now located.

Information to Complete the Statement of Probable Cause

1. The affiant-officer’s personal observations and information.
 - a. The officer’s experience and expertise concerning investigation of crimes that are the subject of the search warrant.
 - b. The officer’s observations—including when (date and time) and where they were made—and details of the observations, including details that may be significant only to an experienced investigator.
 - c. The officer’s own information (detailed as above) that substantiates the information given by the informant, victims, and witnesses.
 - d. The officer’s knowledge of the suspect’s prior arrests, convictions, and criminal activity related to the criminal acts under current investigation.
2. Other officers’ observations and information (detailed as above for the affiant-officer).
3. The victim’s observations and information.
 - a. The victim’s name, address, and occupation.
 - b. The date and time when the victim reported the observations to the officer, and the name of the officer.
 - c. The victim’s observations, including the date and time of observations and the facts indicating that the victim personally made the observations or, if not, from whom the victim received the information.
 - d. The officer’s corroboration of the victim’s observations and information.
4. Witnesses’ observations and information (detailed as above for the victim’s observations).
5. A confidential informant’s observations and information.
 - a. The date (or approximate date, if necessary to protect the informant’s identity) when the informant reported observations to the officer and the name of the officer.
 - b. The informant’s observations, including the date or approximate date of the observations and facts indicating that the informant personally made the observations or, if not, from whom the informant received the information and whether that source personally made the observations.
 - c. Reliability of the informant or his or her observations and information.
 - (1) Prior information from the informant that has led to arrests and convictions (give details), whether that information has been accurate or inaccurate (give details), and to whom that information was given.
 - (2) The informant’s background—for example, does the informant recognize drugs because the informant uses them, or has the officer seen the informant correctly identify drugs?
 - (3) The informant’s motive for giving information.
 - (4) The informant’s admission of participation in crime(s) under investigation.
 - d. Corroboration of the informant’s observations and information.
 - (1) Reports from other informants (detailed as above for this informant).
 - (2) The officer’s observations or investigation that substantiates the informant’s observations and information.
 - (a) The officer’s prior knowledge showing the informant to be accurate.
 - (b) The officer’s investigation showing the informant to be accurate.
 - (c) The facts indicating that the suspect probably is involved in the kind of criminal activity reported by the informant.