

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 11.06	<b>PAGES:</b> 1 of 1
	<b>RELATED ORDERS:</b> None	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 1, 2015	
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<b>CHAPTER:</b> Intake, Transfer, Release and Records	<b>SUBJECT:</b> Self-Surrenders	

- I. **PURPOSE:** To set policy and procedure for accepting self-surrenders.
- II. **POLICY:** Self-surrenders will be accepted at the Santa Rita Jail (SRJ) and the Glenn E. Dyer Detention Facility (GEDDF).
- III. **PROCEDURE:**
- A. When a person reports to the Reception Lobby to surrender him or herself into custody, including any person surrendering under a court order, the clerk shall call for the Intake, Transfer and Release (ITR) Sergeant.
  - B. The ITR Sergeant will have a deputy contact the person. The deputy shall determine if there are legal grounds to accept the person by checking:
    1. **CRIMS** records
    2. Suspense files, GEDDF and SRJ
    3. PIN, WPS and NCIC warrants
    4. Authenticity of any documents provided by the person
    5. Court commitment
    6. Other sources as may be indicated
  - C. If documentation or information is substantial enough to affect an arrest, the deputy shall take the surrenderee into custody. Appropriate arrest documents shall be generated and the subject booked per **CRIMS and ATIMS** procedures.
  - D. The subject will be processed the same as a law enforcement arrest and will be taken to the Records/Release lobby for processing at the GEDDF. At the SRJ, the subject will be taken to the Law Enforcement Lobby, via express booking for processing.