

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.34	PAGES: 1 of 3
	RELATED ORDERS: P.C. 821, 822, 850, 976, 1381, 1551.1	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: In-Custody Warrant Service	

- I. **PURPOSE:** To set policy and procedure governing servicing warrants on inmates.
- II. **POLICY:** Whenever a warrant is found on a subject who is in custody, sections 821, 822, 850 and 976 PC will be complied with.
- III. **PROCEDURE:** In-custody warrant service is in three (3) categories:
 - A. LOCAL, ALAMEDA COUNTY: Whenever a warrant is served for an Alameda County court, the following procedure shall be followed:
 1. A Consolidated Arrest Report (CAR) will be completed, the inmate will be fingerprinted and the fingerprints verified through Consolidated Criminal Records (CCR).
 2. After fingerprint verification, the inmate shall be booked according to appropriate *ATIMS*/CORPUS procedures.
 3. The inmate will be assigned a future court date in the appropriate court, that is not in conflict with already assigned court dates. Alameda County Superior Court warrants are to be added to the "Hot Sheet" in Records.
 - B. INTRA-STATE, OTHER COUNTIES IN CALIFORNIA: Whenever a warrant is served for a California court, but not in Alameda County, the following procedure shall apply:
 1. A CAR will be completed, the inmate fingerprinted and the prints verified through CCR.
 2. After fingerprint verification, the inmate shall be booked according to appropriate *ATIMS*/CORPUS procedures.

3. A warrant service notification (PD-245) will be completed in triplicate for all warrants received on in-custody persons.
 - a. The warrant service notification will be filled out to inform the inmate of the agency, court, and charges, by written description and not codes. The form will also inform the inmate of his/her rights pertaining to the warrant.
 - b. The form will be filled out at the time of booking, and directed to the proper housing location for service.
 - c. The deputy serving the notification will ensure the form is properly filled out by the inmate, sign the form on the place provided, and return to Records for appropriate action.
 - d. The notifying deputy will give the inmate the copy of the warrant and the third copy of the warrant service notification.
4. When all local matters have been disposed of, the parameters of 821 and 822 PC take effect. The following procedures shall then be followed:
 - a. The inmate shall be offered the opportunity to make a local court appearance. If a court appearance is chosen, no action is to be taken until after the court appearance.
 - b. If the inmate does not request a local appearance or the local judge orders him/her sent to the other jurisdiction, a teletype will be sent.
 - 1) Whenever the inmate has more than one warrant under 821 and 822 PC, the agencies closest to our county shall be considered first. The date and time the teletype is sent will be recorded on the face of the jail jacket and a hard copy of the notification will be placed inside the jacket.
 - 2) Teletype format will include:
 - a) Subject's name and PFN
 - b) Date of birth
 - c) Warrant number
 - d) Charges
 - e) Court jurisdiction
 - f) Subject available for pick-up
 - g) Request notification of date/time to be picked-up
 - 3) The Records Deputy shall ensure that all notifications are made.

- c. The responding agency must comply within the listed time parameters. If they fail to comply, the CEN shall be released, and notification to that affect will be sent to the agency of jurisdiction. If no other holds exist, the inmate will be released from custody.
 - 1) Whenever the agency of jurisdiction is more than 400 miles from the arresting jurisdiction and the warrant is for a felony, five (5)-court days will be allowed for pick-up.
 - 2) When the agency is less than 400 miles away or for any misdemeanor, five (5)-calendar days are allowed for pick-up.
- C. INTER-STATE, OTHER STATES: Whenever a warrant is served and the court of jurisdiction is outside of California, the following procedure shall be followed:
1. A CAR will be completed, the inmate fingerprinted, and the fingerprints verified through CCR.
 2. The charge section of the CAR is to read “1551.1 PC” with no bail. The charge and bail portion of the warrant abstract are to be ignored.
 3. The inmate is to be booked on an enroute mask into Hayward Hall of Justice, with no future court date (see *ATIMS*/CORPUS procedure for enroute bookings).
 4. The inmate’s information will be written on the “Hot Sheet” in the Records Office for a court date assignment. Notification to the Eden Township Substation Extradition deputy will be made by the day shift Records Deputy.