

<b>DATE:</b>	DECEMBER 4, 2015
<b>NUMBER:</b>	Q.14
<b>SUBJECT:</b>	WARRANT SELF SURRENDER
<b>RELATED SECTIONS:</b>	<a href="#">Q.6</a>

**PURPOSE**

To establish guidelines when an individual self-surrenders at a detention facility for an outstanding warrant.

**POLICY**

Individuals who voluntarily turn themselves in for an outstanding warrant at any Sheriff's detention facility shall be arrested and booked into the detention facility following established guidelines.

**PROCEDURE**

**I. Warrant Self Surrender with Valid Identification**

- A. When a person informs any detention facility staff that they have an outstanding warrant, the following steps shall be immediately followed:
  - 1. Upon notification, a deputy will detain the individual and verify their identity utilizing a valid identification.
  - 2. The deputy shall contact Sheriff's Records to conduct a records check and to verify the warrant is bookable.
  - 3. Upon verification that the person does have a valid outstanding warrant, and the warrant is for a currently approved bookable offense, the surrendering person shall be arrested and booked into the detention facility following established guidelines.
- B. If the warrant is not bookable, contact the watch commander concerning a discretionary booking. If approved, the individual shall be arrested.

**II. Warrant Self Surrender without Valid Identification**

- A. In the event that the surrendering person cannot provide a valid identification, the following steps shall be performed prior to booking the individual into the detention facility:
  - 1. A deputy will detain the individual and obtain as much personal identification information as possible (date of birth, driver's license, social security number, etc.). Using the information, the deputy will contact Sheriff's Records to conduct a records check.

2. Utilize the physical description on the warrant abstract to match the surrendering person.
  3. If the physical description does not provide adequate confirmation, deputies can utilize Rapid ID scanners (if available) to identify the individual. If necessary, deputies will contact CAL-ID, prior to live scanning, to request an identity only number (IDN).
- B. After their identity is confirmed, the surrendering person shall be booked into the detention facility following established guidelines.