

<b>DATE:</b>	NOVEMBER 18, 2019
<b>NUMBER:</b>	Q.23
<b>SUBJECT:</b>	HOLD WARRANTS FOR INMATES TRANSFERRED TO OTHER JURISDICTIONS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To provide a uniform procedure for the processing of “Hold” warrants when inmates are transferred to other jurisdictions or state prison.

**POLICY**

“Hold” warrants will be forwarded with the inmate(s) when being transferred to another jurisdiction or returned to the originating agency, as appropriate, in accordance with established procedures.

**PROCEDURE**

**I. OUT-OF-COUNTY "HOLD" WARRANTS**

- A. These warrants will be forwarded with the officer accepting custody of the inmate.
- B. An administrative electronic message (teletype) will be sent to the agency of jurisdiction notifying them of the destination the inmate is being transferred to and that the warrant abstract is being forwarded with the inmate.
- C. The agency will be contacted by phone to ensure the teletype message was received.
- D. The detentions processing technician (DPT) will print the teletype message and record on it the person's name who verified receipt of the message, date and time of confirmation and the DPT's ARJIS.
- E. The warrant abstract and teletype message will be filed in the inmate's custody record.

**II. FUGITIVE "HOLD" WARRANTS**

- A. The Fugitive Task Force will be notified the inmate is being transferred and the agency or location to which the inmate is being transferred.
- B. The fugitive warrant will be filed in the inmate's custody record.