

DATE:	FEBRUARY 11, 2016
NUMBER:	Q.25
SUBJECT:	INMATE ADDITIONAL ARREST NOTIFICATION
RELATED SECTIONS:	Q.21 , Q.23

PURPOSE

To provide a guideline for notifying an inmate of an additional arrest.

POLICY

Inmates will be notified of additional charge(s) received while in custody on other matters.

PROCEDURE

- I. Section 850(c) PC (amended) requires an inmate to be advised of any additional charge(s) or warrant(s) placed against him/her after initial booking. Facility personnel shall, upon receipt of information as to the existence of any warrant of abstract, inform the inmate of this in writing.
- II. Upon receipt of any warrant(s) or additional arrests that will be placed on an inmate, the detentions processing technician (DPT) will prepare an 850 (c) Notification (J-124 form). A copy of the warrant abstract will be made with all telephone numbers listed on the warrant abstract being concealed. The canary copy of the J-124 form will be retained for tracking purposes until the completed form has been received. The copy of the warrant abstract and original (white and pink) copies of the J-124 form will be forwarded to the inmate for receipt and signatures.
- III. The deputy will ensure the inmate signs the J-124 form in the designated area. After witnessing the inmate's signature, the deputy will provide his/her signature and ARJIS in the designated area. The deputy will provide the pink copy of the J-124 form and the photocopy of the warrant abstract to the inmate and return the white copy of the J-124 form to Inmate Processing Division staff.
- IV. After receiving the original copy, the DPT will attach the original warrant abstract to the J-124 form and place the originals into the inmate's custody record. The canary copy of the J-124 form will then be destroyed.