

<b>DATE:</b>	MAY 23, 2022
<b>NUMBER:</b>	Q.23
<b>SUBJECT:</b>	HOLD WARRANTS FOR INCARCERATED PERSONS TRANSFERRED TO OTHER JURISDICTIONS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

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

**POLICY**

“Hold” warrants will be forwarded with the incarcerated person(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 incarcerated person.
- B. An administrative electronic message (teletype) will be sent to the agency of jurisdiction notifying them of the destination the incarcerated person is being transferred to and that the warrant abstract is being forwarded with the incarcerated person.
- 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 incarcerated person's custody record.

**II. FUGITIVE "HOLD" WARRANTS**

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