

DATE:	MAY 23, 2022
NUMBER:	Q.25
SUBJECT:	INCARCERATED PERSON ADDITIONAL ARREST NOTIFICATION
RELATED SECTIONS:	Q.21 , Q.23

PURPOSE

To provide a guideline for notifying an incarcerated person of an additional arrest.

POLICY

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

PROCEDURE

- I. Section 850(c) PC (amended) requires an incarcerated person to be advised of any additional charge(s) or warrant(s) placed against them after initial booking. Facility personnel shall, upon receipt of information as to the existence of any warrant of abstract, inform the incarcerated person of this in writing.
- II. Upon receipt of any warrant(s) or additional arrests that will be placed on an incarcerated person, 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. Per 850(c) PC, a 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 two copies of the J-124 form will be forwarded to the incarcerated person for receipt and signatures.
- III. The deputy will ensure the incarcerated person signs the J-124 form in the designated area. After witnessing the incarcerated person's signature, the deputy will provide their signature and ARJIS in the designated area. The deputy will provide one copy of the J-124 form and the photocopy of the warrant abstract to the incarcerated person and return the original copy of the J-124 form to Detentions Processing Division staff.
- IV. After receiving the original copy, the DPT will attach the original warrant abstract to the signed J-124 form and place the originals in the incarcerated person's custody record. The copy of the J-124 form retained for tracking purposes will then be destroyed.