



## Out of County

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A subject is brought into custody on a warrant out of a court jurisdiction within California, but outside San Diego County. When a valid California warrant exists for a person, the warrant abstract **MUST** accompany the individual to custody. It is the arresting officer/agency's responsibility to verify the warrant and make arrangements for the warrant abstract to be forwarded by the outside agency holding the warrant. A person wanted on a California warrant is **NOT** accepted without the warrant abstract. The warrant abstract is signed by the arresting officer (AO). The Detentions Processing Technician (DPT) assigned to Intake is responsible for verifying that the warrant meets the current Sheriff's Booking Acceptance Criteria. **(NO MISDEMEANOR OUT-OF-COUNTY WARRANTS)**

Prior to pre-booking the Out of County warrant, a local want/warrant check is completed. If a local warrant is found outstanding, obtain the warrant abstract and pre-book the local warrant first. The Out of County warrant is booked as a HOC – Hold out of County until all local cases are adjudicated ([See Pre-book Manual – HOC](#)). If pre-booking the Out of County Warrant only ([See Pre-book Manual – BOC](#)). If the incarcerated individual comes into custody with multiple Out of County Warrants; we will process them as such:

- Book the nearest county to San Diego first; the remaining counties will be placed as a Hold Out of County
- If the incarcerated individual has multiple warrants from the same county, they will all be processed as Booked Out of County

At the time of booking, an Administrative Message (teletype) is sent to the Out of County agency informing them of the status of the warrant. This is done for both Booked (BOC) and Hold (HOC) Out of County arrest types.

If the warrant(s) are booked as a HOC, an Administrative Message (teletype) is sent notifying the appropriate county that the subject of their warrant is in custody on local matters and the Out of County warrant was placed as a hold.

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If the warrant is booked as a BOC, an Administrative Message (teletype) is sent notifying the appropriate county that the subject of their warrant(s) is in custody and the designated pick-up date and time.

- Use the **FIRST DAY AFTER BOOKING** instead of **THE TIME OF ARREST** to begin counting the days available for pick-up on all Out of County warrants.

Incarcerated individuals must be picked-up within:

- **5 CALENDAR** days, if the jurisdiction is **LESS** than 400 miles.
- **5 COURT** days if the jurisdiction is **OVER** 400 miles (To Exclude Saturday, Sunday, and Court Holidays)

**Note: To ensure the appropriate agency was notified, the DPT who sent the Administrative Message (teletype) message will contact the agency listed on the warrant by telephone to confirm the message was received. The DPT will make a copy of the Administrative Message (teletype) and note on the copy their name and ARJIS number, date, time, and the name of the person they spoke with. The Administrative Message (teletype) message is placed in the incarcerated individual's custody record.**

**Instructions for sending Out of County Administrative Message (teletype):**

1. Verify the mnemonics of the issuing agency is correct per the warrant.
2. Go to SDLaw
3. Choose eSun Web from the list
4. Highlight your correct location, example JIMS-SDCJ, Click ok.
5. In the SDLaw home page, choose STATE, then ADMINISTRATIVE Message, this brings up the message page.
6. Enter the CLETS Mnemonic of the originating agency and our transportation unit(ZOP0).
7. IN select message type: under general choose AML – Law enforcement dissemination only admin message.
8. In the message field type in your message: Example below.

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Administrative Message (teletype) should include:

- ISSUING AGENCY
- INCARCERATED INDIVIDUALS NAME
- INCARCERATED INDIVIDUALS DOB
- OUR BKG #: BOOKING NUMBER
- AKA: IF ANY
- WARRANT #
- ISSUING COURT
- MESSAGE
- ARJIS: #
- MNEW
- "SAN DIEGO COUNTY SHERIFF'S DEPARTMENT" AND FACILITY PHONE NUMBER

If the incarcerated individual is bailing out, enter the court date and time. The Bail Bond is mailed to the court of jurisdiction. If the incarcerated individual is booked on the warrant, enter the final day for pick-up. For counties less than 400 miles it is 5 **CALENDAR** days. If the county is over 400 miles, it is 5 **COURT** days (**excluding weekends and court holidays**).

**ADMINISTRATIVE MESSAGE (TELETYPE) REASONS**

- BOOKED – if incarcerated individual is booked on the warrant
- BAILED – if the incarcerated individual has bailed on the warrant
- HOLD – if the warrant was placed as a hold.
- RELEASED – if the incarcerated individual is released per 821 PC or State Prison

**SAMPLE MESSAGES**

SUBJECT WAS BOOKED ON THE ABOVE WARRANT(S) THIS  
 DATE \_\_\_\_\_  
 FINAL DAY FOR PICK-UP PER 821 PC IS \_\_\_\_\_

ABOVE SUBJECT HAS BAILED TO APPEAR  
 ON \_\_\_\_\_  
 BAIL BOND WILL BE MAILED TO THE COURT OF JURISDICTION

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SUBJECT IS IN CUSTODY ON OTHER CHARGES. YOUR ABSTRACT(S) WAS PLACED AS A HOLD. WE WILL ADVISE WHEN READY FOR PICK-UP.

SUBJECT WAS RELEASED PER 821 PC  
PLEASE REACTIVATE YOUR WARRANT

SUBJECT WAS RELEASED TO STATE PRISON  
YOUR WARRANT ABSTRACT WAS FORWARDED WITH THE

**SAMPLE ADMINISTRATIVE MESSAGE (TELETYPE)**

TO: \_\_\_\_\_ Attn: WARRANTS \_\_\_\_\_  
SUBJECT: \_\_\_\_\_ DOB: \_\_\_\_\_  
AKA: \_\_\_\_\_ OUR BOOKING #: \_\_\_\_\_  
WARRANT #: \_\_\_\_\_  
COURT: \_\_\_\_\_  
WARRANT #: \_\_\_\_\_  
COURT: \_\_\_\_\_  
MESSAGE: \_\_\_\_\_  
ARJIS #: \_\_\_\_\_ MNEW: \_\_\_\_\_  
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT      PHONE #: \_\_\_\_\_

9. Click on Submit message, go up to the message tab, you should have a message/s waiting click and print the message for the incarcerated individual's custody record.
10. The Administrative Message (teletype) message received on the local printer will tell you if it was sent to the destination entered on the 2nd line. **A follow-up call will immediately be made to the issuing agency to confirm the Administrative Message (teletype) message was received.**
11. Print a copy of the Administrative Message (teletype) message and the DPT will write their name, ARJIS number, date, time, and name of the person they spoke with.
12. Attach the Administrative Message (teletype) message print out to the warrant and file in the incarcerated individual's custody record.

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**COUNTIES WITHIN 400 MILE RADIUS**

The following counties are 400 miles or less from San Diego County and are transported within 5 calendar days:

<b>FRESNO</b>	<b>333</b>
<b>IMPERIAL</b>	<b>114</b>
<b>INYO</b>	<b>226</b>
<b>KERN</b>	<b>230</b>
<b>KINGS</b>	<b>315</b>
<b>LOS ANGELES</b>	<b>120</b>
<b>MADERA</b>	<b>359</b>
<b>MERCED</b>	<b>393</b>
<b>ORANGE</b>	<b>089</b>
<b>RIVERSIDE</b>	<b>099</b>
<b>SAN BERNADINO</b>	<b>107</b>
<b>SAN LUIS OBISPO</b>	<b>319</b>
<b>SANTA BARBARA</b>	<b>219</b>
<b>TULARE</b>	<b>305</b>
<b>VENTURA</b>	<b>184</b>

All remaining counties are beyond the 400-mile radius and will require 5 COURT days, (To exclude weekends and court holidays).

The arrest type of BOC - Booked out of County Warrant will send the arrest to the Notify List. The Notify list is monitored daily. Additional contact with the outside agencies maybe required if they have not responded to Administrative Message (teletype) messages sent or have not made arrangements for pick-up. If an incarcerated individual is still in custody by the maximum pick-up date, initiate release procedures, per 821 of the Penal Code and notify the outside agency. The release technician will send an Administrative Message (teletype) to the issuing agency when an incarcerated individual is released from custody on an Out of County warrant pursuant to 821 PC or because bail was posted. If released to another county, the final release technician will print two copies of the fund receipt. One copy is signed by whoever takes possession of the money and placed into the custody record. The second copy is attached to the incarcerated individuals cash envelope and given to the Transportation Deputy. The Transportation Deputy will verify the cash in the envelope and signtheir copy of the fund receipt. This receipt will accompany the cash and incarcerated individual to the receiving facility.

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## NO WARRANT ARREST

Occasionally, a San Diego County agency, in cooperation with another agency, will arrest an individual on criminal charges that are based in the other county, (i.e., SDPD arrests a person wanted for 187 PC by LAPD). The subject is brought into local custody to await pick-up by the other agency. These arrangements are usually made between the two agencies; however, it is vital for detention personnel to also be advised of the arrangement. The other agency **MUST** pick-up the incarcerated individual, return them to the other county, within 48 hours per 825 PC.

### Intake

1. Obtain from the arresting/transporting officer the charge, the name of the agency having jurisdiction, and the case number (when available).
2. Obtain the point of contact information for the outside agency.
3. All information is noted on the Intake Slip by the arresting agency.
4. Notify the Watch Commander and Detention Processing Supervisor.
5. **Book as a Field Arrest**

### Pre-book/Booking

1. Book on the California charges indicated on the Intake Slip.
2. The outside agency's name and case number is entered in the **NOTES** section.
3. The court destination is the appropriate LOCAL COURT having jurisdiction of the location of the arrest, or the appropriate local court specified by the arresting officer in the event the outside agency cannot pick-up as required.
4. Prepare an Administrative Message (teletype) notifying the other agency of the custody status and indicating they **MUST** pick-up the incarcerated individual within **48 hours per 825 PC**. (825PC must be included in the message).
5. Follow-up with a phone call to ensure the message was received.

### Watch Commander/Detention Processing Supervisor

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1. Ensure the outside agency is aware the person is in custody and knows the final pick-up date.
2. Have the local agency prepare a "RELEASE CHARGE" form 849(b)(a) PC for use upon pick-up by the other agency.
3. Make appropriate arrangements to have the incarcerated individual available and ready for transportation.
4. Follow through to ensure the incarcerated individual is either picked-up or released per 825 PC.

### **Auto Theft/Stolen Vehicle from another County**

1. Book as a Field arrest follow instructions above if another agency wants both the incarcerated individual and the vehicle.
2. If the outside agency only wants the vehicle, the incarcerated individual is scheduled for local court on the charge of 10851 PC. (See Sheriff's Policy and Procedure section Q.13)

### **OUT OF COUNTY REQUEST FOR HEARING**

#### **1381 Detainer Notice**

Any incarcerated individual those committed to serve more than 90 days on a local commit and who has an Out of County Hold or active warrant, is notified that such a hold exists. The incarcerated individual is entitled to request to be seen on the warrant.

#### **A Request for Hearing on "Out of County" Hold Warrants**

If an Out of County Hold arrest exists at time of sentencing or is received after an incarcerated individual's sentence was computed, the Detention Processing Technician (DPT) processing the hold arrest will promptly notify the incarcerated individual of the hold.

1. The incarcerated individual must be committed to Sheriff's custody for a period of 90 days or more, either as a sentence or a term of probation. The 90 days must be exclusive of any credit for time served.
2. Complete sections I and III of the **1381 Detainer Notice** (Form J-120) to include the agency filing the charges, the court in which the charges were filed, the number of any warrant, the amount of bail (if any), address of the prosecuting agency and local sentence, and release date information.
3. Forward the partially completed J120 to the Administrative Sergeant or designee at the facility where the incarcerated individual is house.
4. The Administrative Sergeant or designee is responsible for ensuring that the form is delivered

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to the incarcerated individual by a staff member.

5. Enter 1381 PC in the remark's sections of JIMS.
6. The staff member delivering the form to the incarcerated individual will sign the form indicating the date of delivery and return the signed yellow copy to the Detentions Processing Division.
7. The yellow copy is placed in the incarcerated individual's custody file.

**Note: The incarcerated individual is responsible for the delivery of their copy of the notice to the appropriate prosecuting agency.**

Once the incarcerated individuals request to be heard is processed by the issuing agency, and arrangements are made to transport the incarcerated individual to another county, the incarcerated individual is released to the custody of the issuing agency to be heard on their Out of County warrant. A local Detainer Notice (Form J- 118) is completed for the local sentence at the time of Pre-Release and forwarded to the agency receiving the incarcerated individual. After an incarcerated individual has made this request to be heard on their Out of County warrant/case and arrangements were made to transport the incarcerated individual to another county, the incarcerated individual is released to the custody of the issuing agency. The incarcerated individuals record is closed out through the Temporary Release/Return Navigator. The pre-release disposition is TEMP – Temporary Release from Custody and the final release disposition is TOC – Temporary Release-Other. The release date of the local case is entered as the due back date. The bed and storage are released. Custody records for TOC incarcerated individuals are kept at their respective facilities. The designated DPS or designee at their facilities will monitor the TOC releases daily utilizing the “Temporary Release” list in the JIMS. If our detainer has expired, the custody record is released in the JIMS and an Administrative Message (teletype) is sent to the agency notifying them the incarcerated individual is no longer wanted by the Sheriff’s department and to release the detainer. The released custody record is forwarded to the Sheriff’s Records and Identification Division per established procedures.

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