



Hold Arrests

Reference Sheriff's Policy and Procedure section Q.23 Hold Warrants for Incarcerated Persons Transferred to Other Jurisdictions

Choosing the correct type of arrest is extremely important as this affects many functions. For more detailed information and examples of arrest types, refer to the Detentions Processing Division *Pre-book Manual*.

A "hold" is a document which can be issued by any agency. The Hold Arrest type is used to indicate an arrest(s) pending the adjudication of local charges/cases. A Hold Arrest is NEVER booked as the first arrest. Once all local charges/cases are adjudicated, any Hold Arrest(s) is released with the correct disposition and booked as an additional arrest using the correct Booked Arrest type (*See Additional Arrests Section*).

Once the hold is booked, the agency issuing the hold is notified and arrangements are made for that agency to take custody of the incarcerated individual. Any additional hold arrests remaining are forwarded to the agency with the incarcerated individual (*See State Commit Section for incarcerated persons transported to state prison with hold arrests*).

The following is a list and description of all currently used Hold Arrests:

HCYA – HOLD CYA: A hold issued by the Department of Juvenile Justice (DJJ formerly California Youth Authority CYA) for parolees who violate the terms of their parole. The hold can also be placed for failure to complete a court ordered program.

HDET – HOLD DETAINER: A hold placed on an incarcerated individual brought to Sheriff's custody from another state or county facility. The detainer is put in place to ensure the incarcerated individual is returned to the facility in which they came once all local matters are resolved.

HFED – HOLD FEDERAL: A hold issued by the federal government when other cases/arrests on an incarcerated individual detained in Sheriff's custody with federal cases are pending.

HFUG – HOLD FUGITIVE WARRANT: A hold placed on an incarcerated individual wanted on charges in another state.

HMIL – HOLD MILITARY: A hold placed on military deserters ONLY. Not the same as a Military Hold Authorization (this type of authorization is not booked. (*See Hold for Pick-up Section*).

HOC – HOLD OUT-OF-COUNTY WARRANT: A hold placed on an incarcerated individual wanted on charges in another county within California.



HSTP – HOLD STATE PAROLE: A hold issued by the California Department of Corrections and Rehabilitation (CDCR) for a parolee who violated the terms and must serve the remainder of a previously imposed sentence. PC3056 violator holds are no longer placed as hold on/after October 1, 2011.

RELEASING HOLDS

For a hold arrest to be released, the agency which placed the hold must provide documentation authorizing the release of the hold. When a document is received releasing a hold arrest and there are other active arrests, follow the procedures below:

***Release to another agency** See Pre-Release Section

IMS>Book>Maintenance

1. Enter name or booking number, click FIND
2. Highlight the correct incarcerated individual and double click or click OK
3. Highlight and double click on the correct arrest number
4. In the disposition box choose the appropriate disposition from the pick list. The date and time automatically populate.
5. Click in the Ret/Rlse Dt/Tm field - enter the same date and time as issued on the disposition box, click SAVE then CLOSE

NOTE: If the date and time are not manually entered in the Ret/Rlse Dt/Tm field, the arrest will not appear as released on other Jail Information Management System screens used by custody information and outside agencies referencing SD Law.