5-07/060.30 - Placement of Holds on Warrants

The following procedure should be followed after a document to person comparison has been performed with a warrant information sheet. For persons held at a Sheriff's station or facility (other than a Custody Division facility), the arresting officer or jailer shall place a hold for any warrants or abstracts received while the person is at that station or facility. Prior approval shall be obtained from the watch sergeant before any such holds are placed.

For persons detained in a Custody Division facility, the Warrants and Detainers Unit of the Inmate Reception Center shall place all holds on male and female prisoners. Prior approval shall be obtained from a unit supervisor before any warrants/holds are placed against prisoners.

If additional holds are placed against a prisoner, the Additional Charges/Holds Report (SH-CR-435) shall be completed. The prisoner's copy shall be given to him as soon as possible.