

WARRANTS

STANDARD NO(S):

NYSSA # 44

DATE:

August 12, 2009

REVISED: 03/05/2012

REFER TO:

Thomas J. Mulheron

I. OBJECTIVE:

To maintain safe and secure control of all warrants.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to safely and effectively execute and manage warrants that are received at the facility for inmates.

III. DETAILS:

- A. All warrants lodged with the corrections division will serve as a detainer to hold an inmate without release until the warrant can be executed.
- B. When a warrant has been lodged against an inmate, the Booking Officer will notify the Shift Supervisor and place the warrant in the inmate's folder.
- C. When an inmate is being released from the facility by any lawful means (court order, bail, or time-served), the Booking Officer will fill out [Form CF-046 \(Warrant Check\)](#) and then check the inmate's folder for any warrants. Once completed, the officer will turn over to the Shift Supervisor for entry into the E-Justice system and will wait for a response.
- D. If the search described in item (C.) above indicates that there are no active warrants, then the inmate will be released.
- E. When the search in item (C.) above indicates that there is an active warrant against the inmate from the Seneca County Sheriff's Office, the Booking Officer, or Shift Supervisor will notify the Patrol Supervisor. The inmate will be placed in a holding cell at booking until the Patrol Supervisor assigns a Deputy to arrest and process the individual.

- F.** When the search in item (C.) above indicates that an inmate has a warrant lodged against them from another law enforcement agency, the Booking Officer will notify the Shift Supervisor, if not already aware from the EJustice check. The Booking Officer will be responsible for contacting the appropriate law enforcement agency to make arrangements for having the individual picked up. The Booking Officer will follow all procedures on [Form CF-046 \(Warrant Check\)](#) when contacting the agency.
- G.** If the other agencies who have lodged holds, detainers, or warrants against the inmate refuse to execute the same against the inmate, the Booking Officer will indicate such on [Form CF-046 \(Warrant Check\)](#) and the inmate will be released.
- H.** The inmate will be held in a holding cell located in the booking area until the other agency arrives and takes over custody of the inmate. The Booking Officer and the agency officer will sign and date [Form CF-046 \(Warrant Check\)](#).
- I.** Once the form is complete, the Booking Officer will place the form and the copy of the warrant or detainer into the inmate's folder.