

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 2 – BOOKING
CUS - 2 – 8
PAGE 1 of 2

DATE
05-15-95

BOOKING LOCAL WARRANTS

POLICY

Local warrants shall be verified with the Warrants Section for accuracy and status, prior to acceptance of an arrestee into the Marin County Jail. Only the original warrant or a faxed copy of it from the MCSO Warrant Section will be accepted. The warrant shall be endorsed by either the arresting officer or Deputy Sheriff.

DEFINITIONS:

LOCAL BENCH WARRANT - A warrant issued from the bench by a Judge in the Marin Municipal or Superior Court.

LOCAL ARREST WARRANT - A Warrant issued by a Judge of the Marin Municipal Court upon the filing of a criminal complaint by the District Attorney.

RAMEY WARRANT - A Warrant issued for the arrest of a person from a residence or place of business.

WARRANTS SECTION - A section in the Records Division of the Sheriff's Office responsible for the service and maintenance of warrants issued in Marin County. The Warrants Section is the Central Warrants Repository for the County Of Marin.

WARRANT COPY - A faxed copy of the original warrant sent from the Warrant's Section.

PROCEDURE

The arresting officer informs the receiving Deputy of a local warrant arrest. The SSA or Deputy calls the Warrant Section to verify the warrant. Once the warrant has been verified, the SSA requests the warrant be sent to the booking area. When the SSA receives the warrant it will be given to the Deputy to endorse.

When the warrant has been served it is processed by the SSA into the CJIS computer. The warrant is placed in the warrant routing box in the booking area. It is taken to the Warrants section by the SSA no later than 0600 hours each day.

When an arresting officer books a person on a Ramey warrant, the original warrant is given to the SSA. The SSA will enter the warrant into CJIS (BKADD) as an open charge. A copy of the warrant is made and placed into the inmate's Jail File. The original is placed into the box designated for the Probable Cause Statement forms.

RELATED STANDARDS:
Penal Code Section 828

Penal Code Section 850
Chapter 2 Section 1

DATE REVISED
08-30-94

By order of

DANIEL PAYNE
BUREAU COMMANDER