

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number 01-04-105	Effective Date 12/1/2016	Page VI-1	Total Pages VI-4
Title ADULT OFFENDER RELEASES			

VI. WARRANTS/DETAINERS - IN-STATE

A. Purpose:

1. Provide an administrative process to receive, serve, and remove a warrant/detainer from an offender's record.
2. Ensure that wanting authorities are notified in a timely manner and wanted offenders are turned over to (TOT) wanting authorities.

B. Receipt of Warrant/Detainer:

Upon the arrival of an offender from an intake unit with an active warrant/detainer or upon the receipt of an active warrant/detainer, the Supervisor of Classification/designated staff shall within ten (10) working days:

1. Review the warrant/detainer for complete information;
2. Contact the court of jurisdiction if the court or cause number is known or the sheriff of the county issuing the warrant/detainer seeking the disposition or status of the warrant/detainer or if the warrant/detainer appears incomplete or questionable (For additional information, staff shall refer to "DOXPOP, MyCase, or InCite);
3. Complete State Form 7899, "Warrant/Commitment Wanted;"
4. Notify offender and provide with a copy of State Form 7899 and warrant/detainer;
5. File warrant/detainer information in the offender packet;
6. Enter warrant/detainer information and offense description into the offender information system;
7. Scan additional documents into the IRIS system;
8. Notify Parole Services and/or probation department(s) if placement plans have been submitted;

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number 01-04-105	Effective Date 12/1/2016	Page VI-2	Total Pages VI-4
Title ADULT OFFENDER RELEASES			

9. Notify the wanting authority in writing sixty (60) days prior to the offender's Earliest Possible Release Date (EPRD);
10. Contact the court of jurisdiction if known or the county sheriff of the wanting county by telephone if no response is received from the wanting authority within thirty (30) days of original notification; and,
11. Notify the Unit Team Manager that a new Classification Designation Instrument may need to be generated.

C. Recall of Warrant / Detainer:

Upon receipt of information noting the release or dismissal of a warrant/detainer, the Supervisor of Classification, or designated staff person, shall:

1. Review the document for complete information;
2. Contact the court of jurisdiction to verify the disposition and/or for clarification if the document appears incomplete or questionable (For additional information, staff shall refer to "DOXPOP, MyCase, or InCite);
3. Complete State Form 8048, "Warrant/Commitment - Not Wanted";
4. Notify offender and provide with a copy of State Form 8048;
5. Enter the warrant/detainer End Date into the offender information system;
6. Place the recall or dismissal information in the offender packet;
7. Scan a copy of the warrant/detainer reclassification or dismissal information to IRIS;
8. Notify Parole Services and/or probation department(s) if placement plans have been submitted;
9. Notify the wanting authority in writing of the receipt of the warrant/detainer recall information; and,

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number 01-04-105	Effective Date 12/1/2016	Page VI-3	Total Pages VI-4
Title ADULT OFFENDER RELEASES			

10. Notify the Unit Team Manager that a new Classification Designation Instrument may need to be generated.

D. Pending Charges:

Upon the arrival of an offender from an intake unit with a possible pending charge or upon receipt of information concerning a possible pending charge, the Supervisor of Classification or Designated Staff shall within ten (10) working days:

1. Review the information;
2. Complete State Form 36170, "Request for Information on Offender," and forward it to the court of jurisdiction if the court or cause number is known or the sheriff of the wanting county if the court or cause number is not known, via mail, to determine the disposition and/or status of the possible pending charges and whether the court or sheriff wants a hold placed on the offender (For additional information, staff shall refer to "DOXPOP, MyCase, or InCite). When this information is received, the Supervisor of Classification shall:
 - a. Place the pending charge information in the offender's packet;
 - b. Enter the pending charge information and description of the offense in the offender information system;
 - c. Notify the offender and provide a copy of the pending charge information;
 - d. Scan a copy of the pending charge information in IRIS; and,
 - e. Notify the Case Management staff that a new Classification Designation Instrument may need to be generated;
3. If a reply from the court of jurisdiction or the sheriff of the wanting county has not been received within sixty (60) days of the receipt of the certified letter, contact the court if the court or cause number is known or the sheriff if not known by telephone and advise them

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
01-04-105	12/1/2016	VI-4	VI-4
Title			
ADULT OFFENDER RELEASES			

the charge(s) will no longer be considered pending without appropriate documentation. The Supervisor of Classification shall:

- a. Notify the offender that charges are no longer considered pending;
- b. Complete State Form 8048, "Warrant/Commitment-Not Wanted;"
- c. Enter the ending date in the offender information system;
- d. Place information indicating the charge is no longer pending in the offender packet;
- e. Scan a copy of the information into IRIS;
- f. Notify Parole Services and/or probation department(s) if placement plans have been submitted;
- g. Notify the wanting authorities, in writing, that the charges are no longer considered pending; and,
- h. Notify the Unit Team Manager that a new Classification Designation Instrument may need to be generated.