

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>WARRANT CONFIRMATION AND SELF-SURRENDER REQUESTS BY MEMBERS OF THE PUBLIC</b>	<b>Policy Number</b> <b>GJ-15</b> <b>Effective Date</b> <b>01-03-24</b>
<b>Related Information</b> DK-3, <i>Inmate Visitation</i> DO-7, <i>Processing Confinement Orders and Accepting Self-Surrenders</i>		<b>Supersedes</b> GJ-15 (05-06-20)

**PURPOSE**

The purpose of this Office Policy is to establish guidelines and procedures for Office employees managing warrant confirmation requests made by members of the public who wish to self-surrender on an active warrant.

**POLICY**

It is the policy of the Office to ensure warrant confirmation and self-surrender requests on active warrants are properly managed.

**DEFINITIONS**

**Acceptable Identification (ID):** Current identification documents such as a driver's license, state-issued identification card, passport, consular identification card, or military identification card, which contains at a minimum the individual's name, date of birth, sex, and a clear photograph. This also includes an Arizona Mobile ID (mID) digitized companion version of an Arizona driver's license or identification card.

**Arrest:** The actual custodial restraint or temporary custody of a person.

**Confinement Order:** An official document issued by a court that conveys a convicted person's sentencing information.

**Employee:** A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

**Self-Surrender:** A person who is not in custody and presents themselves to be arrested on an active warrant.

**PROCEDURES**

1. **Self-Surrenders:** A member of the public who believes a warrant has been issued for their arrest may surrender to a Maricopa County Sheriff's Office (MCSO) facility.
  - A. Office employees who receive a request from a member of the public to self-surrender on an active warrant shall follow the procedures, as specified in this Office Policy.
  - B. When a member of the public reports to MCSO to self-surrender on a confinement order, Office employees shall follow the procedures, as specified in Office Policy DO-7, *Processing Confinement Orders and Accepting Self-Surrenders*.
  
2. **Warrant Checks and Confirmation:** The MCSO Operations Information Center (OIC) Warrant Section, within the Records and Automated Fingerprint Identification System (AFIS) Division, maintains

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active warrant files and responds to requests for warrant checks and confirmations 24 hours a day, seven days a week. Criminal Arrest Warrant checks are completed by OIC personnel through the National Crime Information Center (NCIC) and Arizona Crime Information Center (ACIC) databases.

- A. Warrant checks requested by members of the public shall be processed at the point of contact, including, but not limited to, district locations, Office jail facilities, and designated public counters operated by the Office. Members of the public shall not be referred to another location.
  - 1. Warrant checks shall only be completed after the person has been positively identified. When attempting to positively identify a person, Office employees shall use acceptable identification for verification.
  - 2. Warrant checks shall be refused to unidentified persons, and non-criminal justice persons other than the warrant subject.
- B. Office employees shall inform the individual that warrant checks are made by telephone and may take several minutes to process.
  - 1. Office employees shall call the OIC and request a wanted person's inquiry. When no active warrant is found, the Office employee shall specifically request a manual check for civil arrest warrants or unentered criminal warrants.
  - 2. When an active warrant is discovered, the warrant shall be confirmed by OIC personnel, or the originating agency, before any further action is taken. Office employees shall request the name and serial number of the person who confirms the warrant.
  - 3. After confirmation, the Office employee shall call the Communications Division to request a sworn peace officer to respond.
    - a. If the individual is at a district location or has a civil warrant, a deputy shall be dispatched.
    - b. If the individual is at any other Office location, or a deputy is unavailable, the Office employee shall notify the Communications Division or the originating agency, to request a sworn peace officer from the local jurisdiction be dispatched.
- C. When the peace officer arrives, they shall make the arrest determination.
  - 1. Office employees shall request OIC personnel, or the originating agency, to fax a copy of the confirmed warrant and the ACIC or NCIC printout to the sworn peace officer making the arrest.
  - 2. The Office employee shall give the sworn peace officer the name and serial number of the person in OIC, or the originating agency, who confirmed the warrant for notation on the Arrest and Booking Record.
- D. When no warrant is found, OIC personnel shall notify the requesting Office employee.
  - 1. The Office employee shall inform the individual, at this time, there is no warrant and no arrest will be made.
  - 2. When the individual is insistent, employees should inform them to contact the court they believe issued the alleged warrant for additional information.

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3. **Office Jail Facility Site Visit Warrant Checks:** Warrant checks conducted on members of the public requesting an on-site visit with an inmate at an Office jail facility shall be processed, as specified in Office Policy DK-3, *Inmate Visitation*.