

## **Community Corrections Bureau Procedure #00-08-026-A Adult Hold Orders/Remands**

**Authority:** Deputy Chief Probation Officer  
Community Corrections Bureau

The purpose of this procedure is to provide guidelines in regard to the appropriate submission of hold orders and remands when a probationer is involved in a new law violation and arrested by an outside police agency.

When contacted by a police agency regarding an arrest of a probationer, the probation officer is to request a copy of the probable cause declaration or a police report. The police report or probable cause declaration need to be reviewed by the probation officer for content and validity of the charges specifically linking the probationer to the new law violation. Upon review of the police report or probable cause declaration if cause exists and when appropriate, the probation officer should complete a hold order and fax it to the appropriate jail facility where the probationer is being held.

For new felony law violations, the probation officer generally should issue a hold order. After reviewing the documentation, if it appears there is probable cause to believe a crime has been committed and there is probable cause to believe the defendant may have committed that crime, the hold order will be submitted to the jail facility and the remand petition will be submitted to the court.

For new misdemeanor law violations, upon review, it will be the probation officer's discretion to submit a hold order and remand based on a review of the probationer's status while on probation. For example, is the defendant reporting as directed, has the defendant absconded, drug use, etc.

The remand petition will be completed and filed within twenty-four (24) hours of submission of the hold order.

Issued by: \_\_\_\_\_  
Gary Paytas, Deputy Chief Probation Officer  
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