



Scheduling of Court B&R Reservations

Effective January 15, 2021, Detention Information Assistants will commence scheduling Court Book and Releases reservations. A Court Book and Release (B&R) is ordered by the judge to report to a detention facility to be booked into Sheriff's custody and then is immediately released. This process is done to create an arrest record and is considered 1 day of custody.

The public may call any of the four locations to reserve an appointment.

- County Operations Center
 - 5600 Overland Ave, Suite 190, San Diego, CA 92123
 - Every Tuesday & Thursday at 0700
 - Designated males/females at birth accepted
- Vista Detention Facility
 - 325 S. Melrose Dr. Suite 200, Vista CA, 92081
 - 1st Wednesday/2nd Sunday/3rd Saturday at 0800
 - Designated Males/Females at birth accepted
- Las Colinas Detention and Reentry Facility
 - 451 Riverview Pkwy, Santee, CA 92071
 - 1st Saturday/2nd Wednesday/4th Sunday at 0800
 - Designated Males/Females at birth accepted
- San Diego Central Jail
 - 1173 Front St., San Diego, CA 92101
 - 3rd Sunday/4th Wednesday at 0800
 - Designated Males at birth ONLY

No more than 10 reservations may be scheduled per day. Locations will only process Court B&R's on selected days of the month. Reservations will be scheduled on the SharePoint calendar located on the Detentions Processing Division's homepage. **Must use the Internet Explorer Browser(not Microsoft Edge or Chrome).**

[Calendar - Default \(sdsheriff.com\)](http://sdsheriff.com)



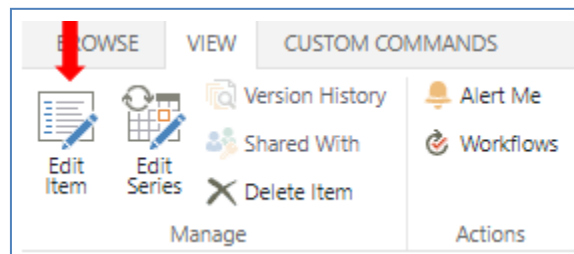


The caller can choose to reserve an appointment within 90 days of the committing court document. The SharePoint calendar will reflect which date each location is available. Designated males and designated females at birth can report to any location except for SDCJ (Assigned Male at birth only).

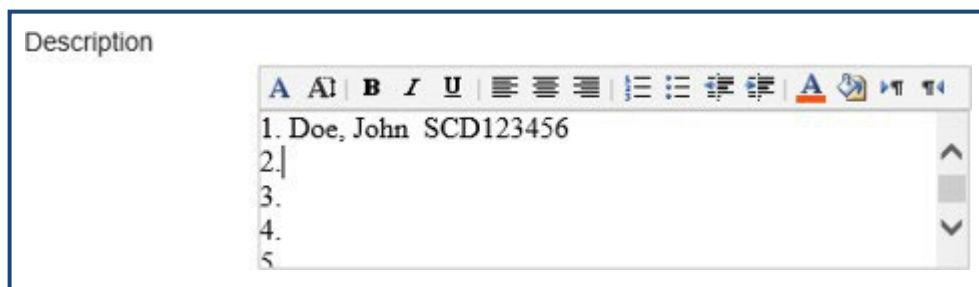
1. Select the location.



2. Edit Item.



3. In the description box, enter the individuals Last Name, First Name, and case number.





Title: COC @ 0700

Location: [Empty]

End Time *: 1/12/2021 [Calendar icon]

Category: [Dropdown] Specify your own value: [Empty]

All Day Event: Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence: Every 1 week(s) on: Tuesday

Description:

A **A1** | **B** *I* U | [List icons] | [Link icon] [Image icon] [Undo] [Redo]

1. Doe, John SCD123456

2. |

3.

4.

5.

Start Time *: 1/12/2021 [Calendar icon]

- Ensure the 'All Day Event' field is checked.
- Hit Save and Close.
- Be sure to immediately close the event so that the reservation saves, and the next reservation can be scheduled.


After the entry has been saved on the SharePoint calendar, an entry will need to be recorded on the Court B&R Reservation Log located in the <V:\Inmate Processing Division\Court B&R Reservations>.

The following information will need to be obtained from the caller and recorded on the log:

- Last and first name
- Case Number
- Date of birth
- Phone number



- Ensure all information is obtained from the individual including a good phone number. In the event, the location is not able to process reservations, staff will need to call all reservations to reschedule.
- Choose the reporting location from the drop-down menu
- Enter the reservation date scheduled on the SharePoint calendar
- A new log will be generated each day

		San Diego County SHERIFF'S DEPARTMENT				
Court B&R Reservation Log				Date: _____		
Inmate Name (Last, First)	Case Number	DOB	Phone Number	Reporting Location	Reservation Date	
				COC - County Operations Center Vista Detention Facility Las Colinas Detention and Reentry Facility San Diego Central Jail		

Before ending the call, inform the caller of the following:

- Date and location of their reservation
- Reporting time
- Bring their court document and a valid identification
- A face covering and temperature check is required upon entering the facility
- Allow at least 3 hours for processing
- Call back, if need to reschedule