



## Section 2 Jail Information Management System (JIMS)

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## **USING JIMS**

To log on to the Jail Information Management System (JIMS), enter your User Identification and Password. These entries establish security which allows access to specific screens and functions. Your User ID, the time, and the date are stored with any changes or additional records made to the system.

### **JIMS LOG ON**

1. To start JIMS double click the JIMS icon from the computer desktop. The Premier IMS Login screen appears.
2. Enter User ID. Press the Tab or Enter Key.
3. Enter Password.
4. Click the Login button.

Upon log on, notifications or messages may appear on a screen that overlays the desktop area. These notifications may have been posted by others or posted automatically.

### **JIMS LOG OFF**

There are many ways to logoff of the IMS system.

1. Select File >Exit.
2. Select the F12 function key on the keyboard.
3. Click on the "X" button in the top right hand corner of the screen.
4. On the bottom part of the menu bar, click the open door with the arrow pointing at it. The JIMS screen appears asking if the user is sure they want to exit the application. Select yes.
5. Before exiting JIMS, review the information on the current screen. You may need to save information entered or complete a transaction.

### **CHANGE PASSWORD**

For security purposes, JIMS prompts the user to change the password (approximately every 90 days).

1. Select Configuration>Change Your Password. The Change Password dialog box appears.
2. Type your old password in the dialog box. Click the OK button.
3. Type your new password in the dialog box. Click the OK button.
4. Type your new password a second time to confirm it. Click the OK button.



If the second password entry does not match the first one, another dialog box appears prompting the user to complete the process again. Otherwise, the password update or change is successful.

In the event the user exceeds the number of attempts to log into JIMS, the on-duty detention processing supervisor can reset the password.

**Change Password**

Enter your OLD Password:

Password:

OK Cancel

**SHERIFF'S DETENTION FACILITIES:**

- 001-SDCJ (San Diego Central Jail)
- 003-GBDF (George Bailey Detention Facility)
- 004-EMRF (East Mesa Reentry Facility)
- 006-SBDF (South Bay Detention Facility)
- 007-VDF (Vista Detention Facility)
- 08- FAC8 (Facility 8)
- 09- LCDR (Las Colinas Detention and Reentry Facility)
- 014-TCMC (Tri City Medical Center)
- 15- VFAC (Mobile Booking)
- 016-CPAC (County Parole)
  - Area FC (Fire Camp)
  - Area 1 (Home Detention)
- 080-PROBATION
  - Area RRC 1(Probation Work Furlough)
  - Area RRC 2 (CPAC Work Furlough)
- 081-CVPD (Chula Vista Jail)



## ID SCREENS

An identification screen searches for an incarcerated individual by name, JIM number, or by other identification. The Booking Summary and Master Card Summary are two (2) identification screens. The Booking Summary is the most used identification screen for information purposes: **IMS>INQUIRY>BOOKING SUMMARY.**

If the data entered for the search is specific, IMS displays a single individual's information. If not, IMS displays a list from which to select an incarcerated individual.

Pictured below is a sample ID screen. Various information fields are available to search. The system searches for all incarcerated individuals meeting the search criteria entered.

### BOOKING SUMMARY SCREEN

Book #: [ ] JIM: [ ] Document #: [ ]  
Last Name: [ ] First: [ ] MI: [ ]  
Start Date/Time: 00-00-0000 0000 End Dt/Time: 00-00-0000 0000 Fac: ALL All Inmates [v]  
Table Search: Book [v] Name Search: Soundex [v] Sort: Last Name [v]

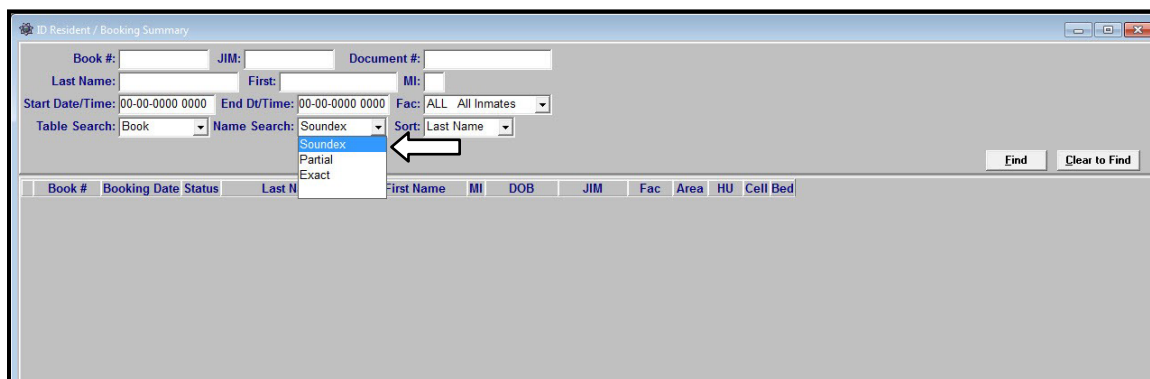
Book #	Booking Date	Status	Last Name	First Name	MI	DOB	JIM	Fac	Area	HU	Cell Bed
--------	--------------	--------	-----------	------------	----	-----	-----	-----	------	----	----------

Find Clear to Find  
OK Close



**Searching For an incarcerated individual:** The first step in many IMS processes is to search for an incarcerated individual's record. Several search screens are available throughout the system. Some screens allow a search using the JIM and booking number while others allow a search using the document number.

**Soundex:** At the bottom of the ID screens is a pick list entitled Name Search. The default for this field is Soundex.



Soundex technology allows a search by similar letters to the exact name. Use Soundex to bring up lists of like-sounding names according to the letters entered in the Last Name field. For example, a Soundex search on Smith returns Schmidt, Smythe, and Smith.

Soundex works on consonants and the full last name. A name such as Crawford that was entered as Crawfo, will not find Crawford because at least one of the last consonants is not present.

**Partial:** The partial value on the name search pick list requires at least the first three letters of the name to search and they must be exact. The system finds all names with those initial letters (more than three letters also works). A partial search for William would return Williams and Williamson. The exact value on the pick list demands an exact name.

Searching by Book or JIM Number will find the incarcerated individual regardless of the facility. A name search will only search the selected facility. Search by name using the drop-down menu, , change FAC to ALL, in order to find an incarcerated individual regardless of the incarcerated individual's housing location. Or change FAC to ACT (for active) to only search for incarcerated individuals currently in custody.

**NOTE:** *A person recently released will not populate as the record is no longer active.*

**TO SEARCH FOR AN incarcerated individual BY NAME**

From the ID Resident/Booking Summary or the ID JIM/Master Card Summary search screens:

1. Enter the incarcerated individual's Last name, and first initial for the First name.
2. Click on the Find button. A list of incarcerated individuals with matching last names or a message reading No Matches Found appears.



3. To search again, click the Clear to Find button and enter a new name.

**TO SEARCH FOR AN INCARCERATED INDIVIDUAL BY BOOKING NUMBER**

From the ID Resident/Booking Summary search screen:

1. Enter the incarcerated individual's booking number.
2. Click on the Find button. The incarcerated individual with the designated booking number or a messagereading No Matches Found appears.
3. To search again, click the Clear to Find button and enter a new name.

**TO SEARCH FOR AN INCARCERATED INDIVIDUAL BY JIM NUMBER**

From the ID Resident/Booking Summary or the ID JIM/Master Card Summary search screens:

1. Enter the incarcerated individual's JIM number.
2. Click the Find button. The incarcerated individual with the designated JIM number or a message reading, NoMatches Found appears.
3. To search again, click the Clear to Find button and enter a new JIM number.

**SEARCH TIPS**

- Search by Booking or JIM number for quicker results.
- If searching by a numeric field, all other fields are disabled.
- If searching by Last Name, include additional information such as First Name or Date of Birth to increase chances of a match.
- A Soundex name search finds names that sound like the one entered.
- A Partial Name search finds incarcerated individuals with three or more letters of the last name.
- Change the Table Search field to whatever number to search by.
- Minimize more than one screen for easy accessibility.

**COMPARISON OF BOOKING & MASTER CARD SCREENS**

The Booking Summary screen and the Master Card Summary screen are the same in appearance and function. However, each summary has different search criteria and searches different tables.

The Booking Summary searches active bookings and does not allow a Master Name Index (MNI) search.

The Master Card Summary displays listings of all the bookings associated with an incarcerated individual's JIM number and allows for an MNI search, such as searching for AKA's.

**BOOKING**

1. Search by Booking # or (active) JIM #
2. Search "Book" table (active bookings)
3. Use Document #, Start Dt/Tm, End Dt/Tm, Fac in search (along with other fields).
4. Search list fields include Active Book#.

**MASTER CARD**

1. Searches by JIM # (all)
2. Searches JIM or MNI
3. Use CII, SSN, Desc., Sex, DOB (with Range). FBI, AFIS, SCN in Search (along with other fields)
4. Search list fields include Name Type



Whether choosing to use the Booking Summary or Master Card Summary screen, the information displayed is exactly the same (see below). The buttons for View Criminal History and View Current Charges displays reports on the incarcerated individual. For active bookings, click View Current Charges.

JIM: 400113414	Book #: 16100186	Amt Owed Inmate: \$ 0.00	Fund Bal: \$ 0.00
Name (L,F,M,S): TES, SEVEN			
Res Status: BOOK	Area Stat:	Fac: 1	Area HU Cell Bed
DOB: 01-28-1989	Desc.: A	Sex: M	Height: 5' 05" Weight: 123 Hair: BLK Eye: BRO
POB: SANTANA, CA	SSN: 123-45-6789	Skin:	Glasses:
WW Intake: <input type="checkbox"/>	Final: <input type="checkbox"/>	Max Class: F	Book Dt/Tm: 02-01-2016 0826 Sent. Dt:
Sent Length:	Projected Release Date:	Release Dt/Tm:	
Final Release Type:	Agency Released To:		
Temp Release Type:	Agency Released To:		
Reason:	Sent Out Dt/Tm:	Due Back Dt/Tm:	
CONFINEMENT RECORD Currently at: 000 Home Base: 000 Temp Use: 00-00-0000 0000			
Weekender Flag:	Reactivate Booking: N	HS #:	
Archive Loc1:	Archive Loc2:		
<input type="button" value="Booking Maintenance"/> <input type="button" value="View Criminal History"/> <input type="button" value="View Current Charges"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			

**FIELD LABEL**

**FIELD DESCRIPTION**

- |                                      |  |
|--------------------------------------|--|
| 1. JIM                               | incarcerated individual's central identification number                      |
| 2. Book#                             | Booking number for selected incarcerated individual                          |
| 3. Amt Owed Jail/<br>Amt Owed Inmate | Amount incarcerated individual owes jail<br>(Amount from Historical Balance) |
| 4. Fund Bal                          | Balance of incarcerated individual's fund account                            |
| 5. Name (L,F,M,S)                    | Incarcerated individual's Last, First, Middle name and suffix                |
| 6. Res. Status                       | Incarcerated individual's resident status (IN, OUT, RELS)                    |
| 7. Area Stat                         | Incarcerated individual's current location as entered in Status Board        |
| 8. Facility                          | Incarcerated individual's current facility assignment                        |
| 9. Area                              | Incarcerated individual's current floor assignment                           |
| 10. HU                               | Incarcerated individual's current Housing Unit module assignment             |
| 11. Cell                             | Incarcerated individual's current cell assignment                            |
| 12. Bed                              | Incarcerated individual's current bed assignment                             |
| 13. DOB                              | Incarcerated individual's date of birth                                      |
| 14. Des.                             | Incarcerated individual's race   |
| 15. Sex                              | Incarcerated individual's gender   |
| 16. Height                           | Incarcerated individual's height   |
| 17. Weight                           | Incarcerated individual's weight   |



- |                         |  |
|-------------------------|--|
| 18. Hair                | Incarcerated individual's hair color   |
| 19. Eye                 | Incarcerated individual's eye color  |
| 20. POB                 | Incarcerated individual's place of birth-city and state, if available  |
| 21. SSN                 | Incarcerated individual's social security number   |
| 22. Skin                | Incarcerated individual's skin tone  |
| 23. Glasses             | Type of glasses worn by inmate   |
| 24. W/W Intake          | Local warrants clearance flag from intake  |
| 25. Final               | Local warrants clearance flag from release   |
| 26. Max Class           | Highest charge classification & level for selected booking   |
| 27. Book Dt/Tm          | Date/time the incarcerated individual was booked   |
| 28. Sent. Dt.           | Sentence start date  |
| 29. Sent. Length        | Sentence length in days, hours minutes   |
| 30. Calc Release Dt/Tm  | Incarcerated individual's calculated release date and time   |
| 31. Release Dt/Tm       | Incarcerated individual's actual release date and time   |
| 32. Final Release Dt/Tm | Reason incarcerated individual is released from the facility   |
| 33. Agency              | Agency who incarcerated individual was released to   |
| 34. Reason              | Notes reason for incarcerated individual's temporary release   |
| 35. Sent Out Dt/Tm      | Date/time incarcerated individual was temporarily released   |
| 36. Due Back Dt/Tm      | Date/time incarcerated individual is expected back in the facility   |
| 37. Currently at        | Facility location of incarcerated individual's confinement record  |
| 38. Home base           | Permanent location of incarcerated individual's confinement record   |
| 39. Temp Use            | Persons temporarily in possession of the incarcerated individual's confinement record                          |
| 40. Weekender           | Y/N Flag to indicate the incarcerated individual is a Weekender  |
| 41. Reactivate Booking  | Y reactivates incarcerated individual's booking record. Writes an automatic history record noting reactivation |





**VIEW CURRENT CHARGES SCREEN**

Arrest Info for Book #15100025

**SAN DIEGO SHERIFFS DEPARTMENT**  
History of Inmate

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JIM: 400113232    JIM Name: BYE, FELICIA

**Booking & Arrest Summary**

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JIM: 400113232    Book #: 15100025    Book Name(L,F,M,S): BYE, FELICIA  
 Book Dt/Tm: 11-23-2015 0922    Release Dt/Tm:    Release Type:

Warrants Check:    Initial:    By:    Dt/Tm:    Time Served:  
    Release:    By:    Dt/Tm:    1 dy

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Arr #	Event #	Arresting Agency	Arrest Dt/Tm	Max Class	Type
1	123456	San Diego Police Department	11-23-2015 0923	M	ARST

Hold Agency:  
Arresting Officer: WALKER

Location of Arrest: 1173 FRONT ST

Chg #	Charge Code/Codes	Court	Court Dt/Tm	Document #	ROC	Flag	Bond	
							Amount	Type
1)	647(B) PC	SDM	11-25-2015 0800		ARR	Y	\$2,000.00	

OCN:                      Warrant #:                      Releaseable Status:

CL: M

PROSTITUTION  
Notes:  
Disposition Dt/Tm:

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**BOOKING AND ARREST SUMMARY**

1. JIM Number: 400113232
2. Book #: 15100025
3. Book Name: Bye, Felicia
4. Book Dt/Tm: 11/23/15 @ 0922

**ARREST #1 (ARR #1)**

1. Arresting Agency – SDPD
2. Arrest Dt/Tm – 11/23/15 @ 0923
3. Max Class – M (F=Felony, M=Misdemeanor, I=Infraction)
4. Type – ARST=Field Arrest [See page 14]
5. Location of Arrest 1173 Front St.
6. Charge #1 – 647(b) PC
7. Court - SDM
8. Court Dt/Tm – 11/25/01 @ 0800
9. Document # - None
10. ROC (Reason on Calendar) – ARR
11. Flag – Y=Yes, N=No bail, I=Inclusive, H=Held w/o bail, B=Bail not required.
12. Bond Amount - \$2,000.00
13. Type – None
14. Releaseable Status – None
15. CL=Charge Level
16. Charge Description – Prostitution



Arrest Info for Book #15100025

**SAN DIEGO SHERIFFS DEPARTMENT**  
History of Inmate

---

JIM: 400113232    JIM Name: BYE, FELICIA

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Arr #	Event #	Arresting Agency	Arrest Dt/Tm	Max Class	Type
2		San Diego Sheriff Office	11-23-2015 0924	M	BRMD

Hold Agency:  
Arresting Officer: UN

Location of Arrest: CUSTODY

Chg #	Charge Code/Codes	Court	Court Dt/Tm	Document #	ROC	Flag	Bond Amount	Type
1)	647(B) PC	SD2	11-30-2015 0801	M123456	FP	Y	\$5,000.00	

OCN:                      Warrant #:                      Releaseable Status:

CL: M

PROSTITUTION  
Notes:  
Disposition Dt/Tm:

Subtotal Arr# 2:                      \$5,000.00  
Grand Total Bond:                      \$7,000.00

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**ARREST #2 (ARR #2)**

1. Arresting Agency – San Diego Sheriff’s Office
2. Arrest Dt/Tm – 11/23/15 @ 0924
3. Max Class – M=Misdemeanor
4. Type – BRMD=Booked Remand [See page 14]
5. Location of Arrest – Custody
6. Charge #1 647(b) PC
7. Court – SD2
8. Court Dt/Tm = 11/23/15 @ 0801
9. Document # - M123456
10. ROC (Reason on Calendar) – FP [See page 14]
11. Flag – Y=Yes [See page 21]
12. Bond Amount - \$5,000.00
13. Type – None
14. Releasable Status
15. CL=Charge Level
16. Charge Description – Prostitution

**Grand Total Bond for Both Arrests = \$7,000.00**



## ARRESTING AGENCIES

<b>ABC</b>	<i>ALCOHOL BEVERAGE CONTROL</i>
<b>ATAS</b>	<i>ATASCADERO</i>
<b>ATF</b>	<i>ALCOHOL, TOBACCO &amp; FIREARM</i>
<b>BBRA</b>	<i>BAIL BOND RECOVERY AGENT</i>
<b>BFG</b>	<i>BUREAU OF FISH AND GAME</i>
<b>BNE</b>	<i>BUREAU OF NARCOTICS ENFORCE</i>
<b>CASP</b>	<i>CALIFORNIA STATE POLICE</i>
<b>CATC **</b>	<i>HIGH TECH CRIME TASK FORCE</i>
<b>CBPD</b>	<i>CARLSBAD POLICE DEPARTMENT</i>
<b>CCPD</b>	<i>SAN DIEGO COMMUNITY COLLEGE POLICE DEPARTMENT</i>
<b>CCWF</b>	<i>CENTRAL CALIFORNIA WOMENS FACILITY</i>
<b>CDC</b>	<i>CALIFORNIA DEPARTMENT OF CORRECTIONS</i>
<b>CDF</b>	<i>CALIFORNIA DIVISION OF FORESTRY</i>
<b>CGRP</b>	<i>CARRIZO GORGE RAILWAY POLICE</i>
<b>CHP</b>	<i>CALIFORNIA HIGHWAY PATROL</i>
<b>CIM</b>	<i>CALIFORNIA INSTITUTION FOR MEN - CHINO</i>
<b>CIW</b>	<i>CALIFORNIA INSTUTION FOR WOMEN</i>
<b>COPD</b>	<i>CORONADO POLICE DEPARTMENT</i>
<b>CRC</b>	<i>CALIFORNIA REHABILITATION CENTER</i>
<b>CSPD</b>	<i>SAN DIEGO CITY SCHOOLS POLICE DEPARTMENT</i>
<b>CVJA</b>	<i>CHULA VISTA POLICE JAIL</i>
<b>CVPD</b>	<i>CHULA VISTA POLICE DEPARTMENT</i>
<b>CYA</b>	<i>CALIFORNIA YOUTH AUTHORITY</i>
<b>DEA</b>	<i>DRUG ENFORCEMENT ADMINISTRATION</i>
<b>DF</b>	<i>DONOVAN STATE PRISON</i>
<b>DI</b>	<i>STATE DEPARTMENT OF INSURANCE</i>
<b>DMV</b>	<i>DEPARTMENT OF MOTOR VEHICLES</i>
<b>DOJ</b>	<i>STATE DEPARTMENT OF JUSTICE</i>
<b>ECPD</b>	<i>EL CAJON POLICE DEPARTMENT</i>
<b>ESPD</b>	<i>ESCONDIDO POLICE DEPARTMENT</i>
<b>FBI</b>	<i>FEDERAL BUREAU OF INVESTIGATIONS</i>
<b>FFP</b>	<i>FAMILY FOUNDATIONS PROGRAM</i>
<b>FPS</b>	<i>FAMILY PROTECTIVE SERVICES</i>
<b>GCPD</b>	<i>GROSSMONT CUYAMACA POLICE DEPARTMENT</i>
<b>GTF</b>	<i>OCEANSIDE GANG TASK FORCE</i>
<b>HD</b>	<i>HIGH DESERT PRISON</i>
<b>ICE</b>	<i>IMMIGRATION/CUSTOMS ENFORCEMENT</i>
<b>JUD</b>	<i>JUDGE UNIFIED DRUG &amp; GANG</i>
<b>LMPD</b>	<i>LA MESA POLICE DEPARTMENT</i>



<b>MBHP</b>	<i>MISSION BAY HARBOR PATROL</i>
<b>MCCP</b>	<i>MIRA COSTA COLLEGE POLICE</i>
<b>MDU</b>	<i>MILITARY DESERTION UNIT</i>
<b>MTDB</b>	<i>METRO TRANSIT DEVELOPMENT BOARD</i>
<b>MTRO</b>	<i>METROPOLITAN STATE INSTITUTION</i>
<b>NCPD</b>	<i>NATIONAL CITY POLICE DEPARTMENT</i>
<b>NGTF</b>	<i>NORTH COUNTY GANG TASK FORCE</i>
<b>NIS</b>	<i>NAVAL INVESTIGATIVE SERVICE</i>
<b>NTF</b>	<i>NARCOTICS TASK FORCE</i>
<b>OPD</b>	<i>OCEANSIDE POLICE DEPARTMENT</i>
<b>OTH</b>	<i>OTHER</i>
<b>PATT</b>	<i>PATTON STATE HOSPITAL</i>
<b>PCP</b>	<i>PALOMAR COLLEGE POLICE</i>
<b>PCPD</b>	<i>PALOMAR COLLEGE POLICE DEPARTMENT</i>
<b>PROB</b>	<i>PROBATION DEPARTMENT</i>
<b>RAT</b>	<i>REGIONAL AUTO THEFT TASK FORCE</i>
<b>RRPD</b>	<i>SANTA FE RAILROAD POLICE</i>
<b>SDDA</b>	<i>SAN DIEGO DISTRICT ATTORNEY</i>
<b>SDFD</b>	<i>SAN DIEGO FIRE DEPARTMENT</i>
<b>SDFM</b>	<i>SAN DIEGO FIRE MARSHALL</i>
<b>SDHP</b>	<i>SAN DIEGO HARBOR POLICE</i>
<b>SDMO</b>	<i>SAN DIEGO SHERIFF COURT SERVICES</i>
<b>SDPD</b>	<i>SAN DIEGO POLICE DEPARTMENT</i>
<b>SDSO</b>	<i>SAN DIEGO COUNTY SHERIFF OFFICE</i>
<b>SDSP</b>	<i>SAN DIEGO STATE UNIVERSITY</i>
<b>SELF</b>	<i>SELF SURRENDER</i>
<b>SODM</b>	<i>SAN DIEGO SHERIFF DEL MAR</i>
<b>SOEN</b>	<i>SAN DIEGO SHERIFF ENCINITAS</i>
<b>SOGS</b>	<i>SAN DIEGO SHERIFF GROSSMONT</i>
<b>SOIB</b>	<i>SAN DIEGO SHERIFF IMPERIAL BEACH</i>
<b>SOLG</b>	<i>SAN DIEGO SHERIFF LEMON GROVE</i>
<b>SOPO</b>	<i>SAN DIEGO SHERIFF POWAY</i>
<b>SOSA</b>	<i>SAN DIEGO SHERIFF SANTEE</i>
<b>SOSB</b>	<i>SAN DIEGO SHERIFF SOLANA BEACH</i>
<b>SOSM</b>	<i>SAN DIEGO SHERIFF SAN MARCOS</i>
<b>SOVI</b>	<i>SAN DIEGO SHERIFF VISTA</i>
<b>SPR</b>	<i>STATE PARKS &amp; RECREATION</i>
<b>STPA</b>	<i>CALIFORNIA STATE PAROLE</i>
<b>STPD</b>	<i>SYCUAN TRIBAL POLICE DEPARTMENT</i>
<b>SUPD</b>	<i>CALIFORNIA STATE UNIVERSITY POLICE</i>
<b>TEHA</b>	<i>TEHACHAPI</i>
<b>UCPD</b>	<i>UNIVERSITY OF CALIFORNIA POLICE</i>



<b>UNK</b>	<i>UNKNOWN</i>
<b>USBP</b>	<i>UNITED STATES BORDER PATROL</i>
<b>USC</b>	<i>UNITED STATES CUSTOMS</i>
<b>USDJ</b>	<i>US DEPARTMENT OF JUSTICE</i>
<b>USM</b>	<i>UNITED STATES MARSHALL</i>
<b>VCT</b>	<i>VIOLENT CRIMES TASK FORCE</i>
<b>VSP</b>	<i>VALLEY STATE PRISO</i>

**\*\*CATC - A CATCH arresting officer could be from any one of the following agencies:**

- |   |  |
|---|--|
| <i>California Attorney General's Office</i>       | <i>Riverside County Sheriff's Department</i>       |
| <i>California Department of Justice</i>           | <i>San Diego County District Attorney's Office</i> |
| <i>California Department of Motor Vehicles</i>    | <i>San Diego County Sheriff's Department</i>       |
| <i>California State Parole</i>                    | <i>San Diego Police Department</i>                 |
| <i>Carlsbad Police Department</i>                 | <i>U.S. Immigration &amp; Customs Enforcement</i>  |
| <i>Federal Bureau of Investigation</i>            | <i>United States Internal Revenue Service</i>      |
| <i>Imperial County District Attorney's Office</i> | <i>United States Postal Inspector</i>              |
| <i>Riverside Co. District Attorney's Office</i>   | <i>United States Secret Service</i>                |
| <i>Riverside County Probation Department</i>      |  |

**ARRESTS TYPES**

**BOOKED ARREST TYPES:** Booked arrest types are used to indicate an active arrest(s). The following is a list and description of all currently used Booked Arrests:

**ARST FIELD ARREST:** *Used for pre-arraigned charges when a completed Booking Intake/Personal Property Inventory form and Probable Cause Declaration (PCD) are received. Generally used for a person arrested in the act of committing a crime or as a result of committing a crime.*

**BCMT BOOKED-CRT COMMIT:** *Used when a court document is received ordering an incarcerated individual serve a sentence in Sheriff's custody.*

**BCOU BOOKED COURTESY:** *Used for incarcerated individuals brought into Sheriff's custody en route to another destination OR to serve a sentence from another county or state jurisdiction (Transcor, etc.)*

**BCPA BOOKED COUNTY PAROLE:** *Used for incarcerated individuals previously granted county parole and returned to Sheriff's custody for violating the terms and to finish their remaining time*

**BCW BOOKED COMMIT WARRANT:** *Used for No Bail warrants that state the number of days the subject is committed to custody.*

**BCYA BOOKED CALIFORNIA YOUTH AUTHORITY:** *Used for incarcerated individuals with a Department of Juvenile Justice (DJJ; formerly California Youth Authority-CYA) warrant/detainer*



**BDET BOOKED DETAINER:** Used for US Marshall, Federal and/or California Department of Corrections and Rehabilitation (CDCR) detainees once all local charges/cases have been adjudicated.

**BDOC BOOKED DOC COMMIT:** Used when a court document is received sentencing an incarcerated individual to the California Department of Corrections and Rehabilitation (CDCR) or State Department of Mental Health (Patton, Metro, Atascadero, etc.).

**BFED BOOKED FEDERAL:** Used for federal incarcerated individuals being housed temporarily in Sheriff's custody to include US Marshall (USM) and Drug Enforcement Agency (DEA) arrests

**BFUG BOOKED FUGITIVE WARRANT:** Used for warrants from another state when an incarcerated individual has no other local charges/cases pending

**BICE BOOKED IMMIGRATION CUSTOMS ENFORCEMENT:** Used for immigration and customs enforcement detainees when an incarcerated individual has no other local charges/cases pending.

**BJUV BOOKED JUVENILE COURT WARRANT:** Used for warrants issued out of the Juvenile Court division

**BMCWBOOKED MUNICIPAL COURT WARRANT:** Used for local warrants issued out of the San Diego County Municipal Court Division.

**BMH BOOKED MENTAL HEALTH:** Used for court documents received with a mental health (MH) case number.

**BOC BOOKED OUT OF COUNTY WARRANT:** Used for warrants from another county within California. The incarcerated individual must be transported to the county of jurisdiction per California Penal Code 821.

**BRMDBOOKED REMAND:** Used for San Diego County Superior Court documents received with a future court date. (Unsentenced Superior/Municipal Court Document, etc.).

**BSCW BOOKED SUPERIOR COURT WARRANT:** Used for warrants issued out of the San Diego County Superior Court Divisions with a superior court case number, drug court (\$55,555/\$27,777), re-entry court (\$66,777), NO BAIL, proposition 36 and PC 1210 warrants.

**BSTP BOOKED STATE PAROLE:** Used when a warrant abstract from the Department of Corrections and Rehabilitation (CDCR) is received for incarcerated individuals who have violated the terms of their parole per California Penal Code section 3056.

**OBKD BOOKED OTHER:** Used for court book and release arrests, incarcerated individuals booked in absentia, bail bond surrenders and military deserters

**OSNT SENTENCED OTHER:** Used for work release, weekenders, to reports and/or when no other sentence/commit type of arrest applies

**HOLD ARREST TYPES:** A "hold" is a document which can be issued by any agency. The Hold Arrest type is used to indicate an arrest(s) pending the adjudication of local charges/cases.

**HCYA HOLD CALIFORNIA YOUTH AUTHORITY:** A hold issued by the Department of Juvenile Justice (DJJ formerly California Youth Authority CYA) for parolees who violate the terms of their parole. The hold can also be placed for failure to complete a court ordered program.



**HDET HOLD DETAINER:** A hold placed on an incarcerated individual brought to Sheriff's custody from another state or county facility. The detainer is put in place to ensure the incarcerated individual is returned to the facility in which they came once all local matters are resolved.

**HFED HOLD FEDERAL:** A hold issued by the federal government when other cases/arrests on an incarcerated individual detained in Sheriff's custody with federal cases are pending.

**HFUG HOLD FUGITIVE WARRANT:** A hold placed on an incarcerated individual wanted on charges in another state.

**HMIL HOLD MILITARY:** A hold placed on military deserters ONLY.

**HOC HOLD OUT OF COUNTY WARRANT:** A hold placed on an incarcerated individual wanted on charges in another county within California.

**HSTP HOLD STATE PAROLE:** A hold issued by the California Department of Corrections and Rehabilitation (CDCR) for a parolee who violated the terms and must serve the remainder of a previously imposed sentence.

### REASON ON CALENDAR (ROC) TYPES

Reason on Calendars are to help the courts determine why an inmate was scheduled for court. The following ROC's are the only ones used at Court Updates.

- ARR**            *ARRAIGNMENT 48 HOURS 3<sup>RD</sup> DAY*
- ART**            *ARRAIGNMENT 48 HOURS 2<sup>ND</sup> DAY*
- BR**              *BAIL REVIEW:*
- COTP**          *COURT ORDER TO PRODUCE (used by the courts)*
- FP**              *FURTHER PROCEEDINGS*
- FUG**            *FUGITIVE*
- ID**              *IDENTITY HEARING*
- JT**              *JURY HEARING*
- OTP**            *ORDER TO PRODUCE*
- PHS**            *PROBATION HEARING AND SENTENCING*
- ZE**              *MENTAL COMPETENCY PC 1368*

### **BAIL FLAGS**

An incarcerated individual has the right to post bail on any case with a bail amount set, regardless of the status of other arrests. The following identifies when each bail flag should be used:

- B** *Bail Not Required: Use for Book & Releases, Court Book & Releases or Work Releases*
- H** *Held without Bail: Use for charges where bail is not an issue (i.e., sentenced charges, State Parole, Immigration holds, etc.)*
- I** *Inclusive: Use for subsequent charges when bail for the entire arrest/case has been set (i.e., warrant abstract, court document)*
- N** *No Bail: Use when a warrant or court document indicates no bail*
- Y** *Yes (Included in Bail): Used when bail is applicable*



## DISPOSITIONS

Dispositions are utilized to indicate the adjudication or completion of a charge or arrest. The dispositions entered into the Jail Information Management System are recorded into an incarcerated individual's Criminal History by the Department of Justice (DOJ). Dispositions are also utilized to indicate the incarcerated individuals' actual type of release from Sheriff's custody and can also identify the release type for the entire booking, as opposed to individual arrests.

(B)1: DETENTION ONLY - Used when the arresting officer, agency, District Attorney, or City Attorney determines there are insufficient grounds for making a criminal complaint against the person arrested.

(B)2: NO FURTHER PROCEEDINGS 849(B)2 – Used for incarcerated individuals arrested for 647(F) PC Drunk in Public, and no prosecution is desired. The charge 647(F) PC is the ONLY charge that is released per 849(B)2. This section allows a person arrested for intoxication only to be released with no further proceedings.

120P: 1203.03 PC TEMPORARY RELEASE – Used when the incarcerated individual is temporarily transferred to a designated diagnostic facility for a court ordered 90-day evaluation.

1269: 1269(C) - Used when a subject is released on their own recognizance from San Diego Sheriff's custody and is subject to a conditional fourth waiver.

825: NO COMPLAINT FILED – California Penal Code section 825 states a defendant must "...in all cases be taken before the magistrate without unnecessary delay, and, in any event within 48 hours after their arrest, excluding Sundays and Holidays. When the 48 hours prescribed expires at a time when the court is not in session, that time shall be extended to include the duration of the next regular court session..." When this requirement has not been met, the arrest will be released per PC 825.

3063: POST RELEASE COMMUNITY SUPERVISION (PRCS) – California Penal Code section 3063.1 states that parole shall not be revoked or suspended for the commission of a non-violent drug possession offense or, for violation of any drug-related condition of parole. Therefore, 3063.1 PC authorizes the immediate release of a flash incarceration per PC 3453(Q) or revocation proceedings per PC 3455.

AGEN: RELEASE TO OTHER AGENCY – Used when an incarcerated individual is released to the custody of another agency.

B&R: BOOK AND RELEASE – Used to release incarcerated individuals arrested on specific misdemeanor charges approved by the Sheriff's Department. If all pre-approved conditions exist, the incarcerated individual may be released on a Promise to Appear per California Penal Code section 853.6.

BOND: RELEASED ON BOND – Used when a bonding agency posts bail for an incarcerated individual. A copy of the bail receipt is to be given to the incarcerated individual at the time of release.

CANC: CITY ATTORNEY NO COMPLAINT – Used when a document is received from the City Attorney's office stating No Complaint has been filed.





**CASH: CASH BAIL** – Used when the inmate self bails or another person has posted the entire amount of bail through one of the facilities, either by cash, check, or other acceptable negotiable paper in lieu of cash for payment of bail/fine.

**CB&R: COURT BOOK AND RELEASE** – Used when an inmate comes into custody on a court document that states “Book and Release”. Once the inmate has completed the process, he/she will be released.

**CCP: CONDITIONAL CUSTODY PROGRAM** – Currently not utilized. The CCP program is suspended and related procedures have been archived.

**CFLR: COUNTY FLASH COMPLETED** – Utilized when an inmate has completed a county flash incarceration.

**CITE: CITE AND RELEASE** – The San Diego Sheriff’s Department uses this only in emergency situations where manual booking and releases are taking place in the field.

**CPAR: COUNTY PAROLE** – Used when an inmate is authorized to be released on County Parole to serve/complete a sentence outside a detention facility.

**CTS: COMPLETED LOCAL SENTENCE** – Used when an inmate has completed all local time imposed.

**CYA: RELEASE TO CALIFORNIA YOUTH AUTHORITY (CYA)/DEPARTMENT OF JUVENILE JUSTICE (DJJ)** – Used when an inmate is being transferred to DJJ, formerly CYA.

**CYAD: DROP CYA HOLD** – Used when a drop hold is received from DJJ/CYA.

**DDET: LOCAL DETAINER** – Entered on arrests for inmates transferred to state prison with local time remaining to serve.

**DEFR: DEFERRED ENTRY OF JUDGEMENT** Used when the court document(s) orders the arrest/case/charge be released due to a deferred entry of judgment.

**DFED: FEDERAL DETAINER:** Entered on hold arrests for inmates transferred to state prison with a federal hold/detainer.

**DFUG: FUGITIVE DETAINER** – Entered on hold arrests for inmates transferred to state prison with a fugitive hold/detainer.

**DICE: IMMIGRATION DETAINER** – Entered on hold arrests for inmates transferred to state prison with an Immigration and Customs Enforcement hold/detainer.

**DIED: SUBJECT DIED IN CUSTODY** – Used when an inmate dies in Sheriff's custody.

**DISM: DISMISSED** – Used when the court has dismissed the arrest/case/charge.



**DNI: DISPOSITION NOT INDICATED** – Charges on inmate arrests in JIMS, and referenced on previous court documents, often times will not appear on future court documents and there is no indication of a disposition. When this occurs “DNI” will be entered.

**DOC: DEPARTMENT OF CORRECTIONS** – Used when the inmate is being transferred to a state prison facility.

**DOCY: OUT OF COUNTY DETAINER** – Entered on hold arrests for inmates transferred to state prison with an Out of County hold/detainer.

**DPR: DROP PROBATION REARREST** – Used when a release authorization is received for a probation rearrest (adult or juvenile).

**DSTP: STATE PAROLE DETAINER** – Entered on hold arrests for inmates transferred to state prison with a state parole hold/detainer.

**DTP: DRUG TREATMENT PROGRAM RELEASE** – Used when a PC 3056 inmate is released to an In-Custody Drug Treatment Program (ICDTP).

**ERR: BOOKED IN ERROR** – Used for charges/arrests that have been booked in error.

**ESC: SUBJECT ESCAPED** – Used to identify an inmate who has escaped from custody.

**FEDR: RELEASED TO A FEDERAL AUTHORITY** – Used when all local cases have been adjudicated and the inmate is now being released to a Federal agency (i.e. FBI, MCC).

**FLSH: FLASH INCARCERATION** – Used when an inmate has completed a flash incarceration.

**FOJ: FURTHERANCE OF JUSTICE** – Used to close an entire arrest when ordered so by the court.

**FUG: RELEASE TO OTHER STATE** – Used when an inmate is released to another State.

**HON: RELEASED TO HONOR CAMP** – Used when an inmate is released to honor camp.

**ICE: RELEASE TO IMMIGRATION** – Used when an inmate is released to Immigration and Customs Enforcement (ICE).

**ICED: DROP ICE HOLD** – Used when an immigration hold is released.

**IERL: INMATE ERRONEOUSLY RELEASED** – Used when an inmate is erroneously released from custody. This disposition will only be used when the inmate is physically released from custody in error.

**JOR: REL-JAIL OWN RECOGNIZANCE** – Used when the watch commander approves the release of a pre-arraignment inmate for misdemeanor charge(s) only.

**LPSC: LOCAL PRISON SENTENCE COMPLETED** – Used when an inmate has completed a sentence pursuant to PC 1170(h).



MED: RELEASED – MEDICAL REASONS – Used to release an inmate for medical reasons.

MEDF: RELEASE TO MEDICAL/MENTAL FACILITY – Used when a court order states “Release to County Mental Health (CMH),” etc.

MILI: RELEASED TO MILITARY – Used to release inmates to any branch of the military or armed forces.

MSID: REL-MISTAKEN IDENTITY – Used when determined by the San Diego County Records Division or Detention Investigations Unit that an inmate in custody on a warrant is not the subject of the warrant. If the inmate has been arraigned on the case, he/she cannot be released from custody without a court document.

NCCA: NO COMPLAINT DISTRICT ATTORNEY – Used when a document is received from the District Attorney’s office stating No Complaint has been filed.

NGTY: NOT GUILTY – Used when the inmate has been found Not Guilty by a jury or a Judge in a court of law.

NFFJ: NOT FIT FOR JAIL – Used when an inmate has been refused by the Intake Medical staff and sent to the hospital.

OCTY: RELEASE TO OTHER CA AGENCY – Used when an inmate is released to another county within the State of California.

OFF: OFF CALENDAR – Used when a court document is received stating the entire case is “off calendar”. No future court appearance has been scheduled.

OTH: OTHER – Used for Additional Court dates that no longer apply as well as when no other disposition applies. An explanation is entered in the NOTES section.

PCO: PER COURT ORDER – Used when no other release code is indicated on a court order.

PR36: PROPOSITION 36 RELEASE – Used when a PC 3056 inmate is released per Prop 36.

PROB: PROBATION – Used when the court document grants the inmate a release on probation.

PRLE: PAROLE – Used when an inmate is released on parole per a court order (No parole hold).

PRV: POST RELEASE VIOLATION – Used to release a PC 3453(q) charge when an inmate was originally arrested on a flash incarceration and probation has since been revoked.

RBHD: REBOOK HOLD – Used to close a hold a hold arrest and an additional arrest is completed so the hold becomes a booked arrest.

RDTN: RELEASE DETAINER – Used when authorization is received to release a detainer.



ROR: RELEASED OWN RECOGNIZANCE-COURT – Used when the court of jurisdiction authorizes the release of an inmate on a promise to appear. The court may issue an OR at any time during an inmate's proceedings. A court document will be issued authorizing the release of the inmate.

RMS: RELEASE TO MANDATORY SUPERVISION – Used when an inmate is released on mandatory supervision.

RVFL: REVOCATION TO FLASH INCARCERATION – Used to release a PC 3455(A) charge. Inmate originally arrested on a Probation revocation but has now been sentenced to a flash incarceration.

SFLR: STATE FLASH COMPLETED – Used when an inmate has completed a State parole flash incarceration.

SPTS: SUPERVISED PTS RELEASE – Used when Pretrial Services grants an O.R. to an inmate but requires the inmate to be under their supervision. This is also used when a court document releases an inmate on a Supervised O.R.

STAY: SENTENCED STAYED – Used when a court document states that the sentence has been stayed.

STHS: TRANSFER STATE HOSPITAL – Used when an inmate is being released to a State Hospital.

STPD: DROP STATE PAROLE HOLD – Used when authorization is received releasing a State Parole hold.

SUSP: SUSPENDED SENTENCE – Used when an inmate's sentence has been suspended.

TEMP: TEMPORARY RELEASE FROM CUSTODY – Used when an inmate will be returning to custody and is only being released temporarily.

USM: RELEASE TO US MARSHAL – Used when an inmate is released to the U.S. Marshal on their detainer.

WKFR: WEEKEND FINAL RELEASE – Used when an inmate has completed serving the final weekend of a "weekend" sentence.

WKND: WEEKEND TEMP RELEASE – Used to release an inmate who is serving out his/her sentence on "weekends" and will be returning for subsequent weekends until the entire sentence has been completed.

WRLS: WORK RELEASE SENTENCE – Used for inmates who have been sentenced to the Probation department's work release program.

## **TEMPORARY RELEASE/RETURN DISPOSITIONS**

The following dispositions are to be used when temporarily releasing an inmate from custody:

<b>1203</b>	<i>TEMPORARY RELEASE-PER 1203.3 PENAL CODE</i>
<b>DETR</b>	<i>TEMPORARY RELEASE-DETAINER</i>



<b>EMER</b>	<i>TEMPORARY RELEASE-EMERGENCY</i>
<b>ESC</b>	<i>TEMPORARY RELEASE-ESCAPEE</i>
<b>FUNL</b>	<i>TEMPORARY RELEASE-FUNERAL</i>
<b>HOSP</b>	<i>TEMPORARY RELEASE-HOSPITAL</i>
<b>JUV</b>	<i>HOUSED AT JUVENILE HALL</i>
<b>MCC</b>	<i>HOUSED AT METROPOLITAN CORRECTIONAL CENTER (FEDERAL JAIL)</i>
<b>NFFJ</b>	<i>TEMPORARY RELEASE-NOT FIT FOR JAIL</i>
<b>TOC</b>	<i>TEMPORARY RELEASE-OTHER</i>
<b>WKND</b>	<i>TEMPORARY RELEASE-WEEKENDER</i>
<b>WORK</b>	<i>WORK RELEASE</i>