



Court Book and Release Procedures

A Court Book and Release (B&R) is ordered by the court to report to a detention facility to be booked into Sheriff's custody for records purposes and then immediately released. The individual must report with a valid identification and a copy of their sentencing court paper. Court B&R's are assigned a booking number, a mugshot is captured, and an electronic record is created in the Jail Information Management System. Additionally, the individual is fingerprinted and released once the prints have been verified. This process is done to create an arrest record and is considered 1 day of custody. No action is needed by Medical or the Jail Population Management Unit.

The processing deputy will verify the individual's identification and court document. Prior to entering the information in the Jail Information Management System, the detention processing technician (DPT) will review the **COURT BOOK AND RELEASE INTAKE SLIP J-15B** and court document for accuracy. The court document should reflect verbiage of the individual committed to the Sheriff for 1 day with the "Book and Release" box checked.

The DPT will complete the intake and prebook process with the information on the J-15B.

San Diego County SHERIFF'S DEPARTMENT COURT BOOK AND RELEASE/WORK RELEASE INTAKE SLIP							
(TO BE COMPLETED BY JAIL STAFF)							
Jail Booking Number Assigned				Pre-intake Clerk ID #			
PERSONAL INFORMATION (TO BE COMPLETED BY DEFENDANT) PLEASE PRINT							
Name: Last		First		Middle		Race	Sex
Date of Birth (mm/dd/yyyy)							
Alias Names: Last		First		Middle		Passport #	
Height	Weight	Hair	Eyes	Place of Birth: City / State / Country			Citizenship (Country)
Home Address		Street	City	State	Zip	Home Phone ()	
Employer Name		Street	City	State	Zip	Work Phone ()	
Social Security Number		Driver's License, State ID or Other ID#		Issuing State			
ARREST INFORMATION (TO BE COMPLETED BY JAIL STAFF)							
Arresting Agency SDSO	Arrest Date / Time	Location of Arrest (Circle one) SDCJ LCDRF VDF			Case Number		
Arresting Officer: Name & ID	Charges					REMARKS (Circle one) WRP Court B&R	
J-15B (12/14) <input type="checkbox"/>							

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INTAKE
IMS>Book>Pre-Booking
ID JIMS

- Enter Last Name, First Name, DOB, range 5 years, Click Find (Do NOT use race, gender identity or MI)

JIM: <input type="text"/>	CII: <input type="text"/>	SSN: <input type="text"/>																								
Last Name: LORIAN	First: MANDO	MI: <input type="text"/>																								
Desc.: <input type="text"/>	Sex: <input type="text"/>	DOB: 11-11-1911 Range: <input type="text"/> +/- years																								
FBI: <input type="text"/>	AFIS: <input type="text"/>	SCN: <input type="text"/>																								
Table Search: JIM Name Search: Soundex Sort: Last Name																										
<input type="button" value="Find"/>																										
<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>DOB</th> <th>Sex</th> <th>Des.</th> <th>Hgt</th> <th>Wgt</th> <th>Hair</th> <th>Eye</th> <th>JIM</th> <th>Active Book #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Last Name	First Name	MI	DOB	Sex	Des.	Hgt	Wgt	Hair	Eye	JIM	Active Book #												
Last Name	First Name	MI	DOB	Sex	Des.	Hgt	Wgt	Hair	Eye	JIM	Active Book #															

- Use both Table Search **JIM** and **MNI** (Master Name Index)
- If a list of matches appears, highlight a possible match for the incarcerated individual and verify identity by using the JIM Detail and JIM SMT tabs, etc. Right click to see the stored Mug shot.
- Once a match is confirmed, click on Start Booking with Selected JIM.
- If there are no matches, click on Start Booking with New JIM.

<input type="button" value="Start Booking With Selected JIM"/> <input type="button" value="Start Booking With New JIM"/>
--

- Complete “Mini Personal” Data, click Save and then Next.

Last Name: LORIAN	First: MANDO	Middle: <input type="text"/>	Suffix: <input type="text"/>
DOB: 11-11-1911	Desc: O	Sex: M	
<input type="text" value="N"/> Is the inmate a veteran of the United States Armed Forces?			

- **SAVE** on this screen sends an automatic Wants and Warrants check. It also sends the data to the PTI Mug shot Interface, click Next.
- Click Save (to get the check mark on the Navigator) then click "Next" several times to bypass the medical screening screens until you get to "Full Personal Data"

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PRE-BOOKING Navigator	
<input type="checkbox"/>	NetRMS
<input type="checkbox"/>	ID JIM
<input checked="" type="checkbox"/>	Mini Personal Data Ques
<input checked="" type="checkbox"/>	Fingerprint Enroll
<input checked="" type="checkbox"/>	Medical Intake
<input type="checkbox"/>	ER Transport
<input checked="" type="checkbox"/>	Fit For Jail
<input type="checkbox"/>	Medical Questions
<input type="checkbox"/>	Intake Medications
<input type="checkbox"/>	Psychiatric Questions
<input type="checkbox"/>	Medical Recom
<input type="checkbox"/>	Full Personal Data

Mug shots

- Full front view, no glasses, left profile. If necessary, full front view with glasses.
- Print Face Card
- After taking incarcerated individual's mugshot proceed to pre-book the incarcerated individual.

PREBOOK

IMS>Book>Pre-Booking Pending Bookings

Search by Booking#, Last name, or Book Status (look for Full Personal Data)

- Highlight the correct incarcerated individual
- Double click on incarcerated individual's name or click OK to bring up the Pre-bookingNavigator
- Complete all fields - Note; Event # is the agencies arrest number
- Arrest Agency – **SELF**
- Arrest Type – **OBKD** – Booked Other
- Document # - Per Court Document
- POB (Place of Birth) is the State or Country, NOT city (Pick List, Type in first letter, narrows field)
- Click on Next

Arrest Charges

- Code section – begin entering the arrest code numbers until field populates
- To add an additional charge, click the Add Charge button

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- Enter Court B&R in Notes section
- Select B for No Bail Required (NBR), in the bail info tab

Arrest #:	1	Type of Arrest:	BOOKED-OTHER
Arrest Agency:	Self Surrender	Officer:	PARKER ID: 5766
Document #:	SCD111222	Event #:	0011000009
Billing Effective Dt/Tm:	01-12-2021 1328	Hold Agency:	
Notes:	Court B&R		

				Bail Info				
Code Section	Description	CL	DV	Bail	Bail Amt	Type	Bond Co	Bail
207(A) PC	KIDNAPPING	F		B	.00			

Probable Cause – No Probable Cause is needed, click Next

Personal Property

- Select Storage type = CJBIN (this type of booking will be Released as soon as incarcerated individual is completely booked) the computer will assign the location number
- Click Save, then Close

Lorian, Mando		Fac: 1	Area:	HU:	Cell:	Bed:
---------------	--	--------	-------	-----	-------	------

Intake Monies			Storage Locations			
Fund Type	Amount	Item #	Fac	Storage	Number	Rls/d
			1	CJBIN	000022	<input type="checkbox"/>
			1			

Fac	Property Type	Description	Status
1			

Once Pre-booking is complete, bring up the Pending Booking queue.

IMS>Book>Booking

- Sort by last name
- Highlight the correct incarcerated individual

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- Click on the Intake Status Button and choose CB&R from drop down menu, Click OK, and then Close.

CHARGE REVIEW

IMS>BOOK>CHARGE REVIEW.

- Highlight name and double click
- Review the charges, bail and court information
- The billing agency will be SDSO
- Click Save and Close

Arrest #:	1	Type of Arrest:	BOOKED-OTHER
Arrest Agency:	SELF SURRENDER	Officer:	PARKER
		ID:	5766
Document #:	SCD111222	Event #:	0011000009
Billing Effective Dt/Tm:	01-12-2021 1328	Hold Agency:	
		TOX Required?	
Notes:	Court B&R		

				Bail Info		Court Info			
Code Section	Description	CL	DV	Disposition	Rlse	DispositionDt/Tm	Warrant #	OCN	Bill Agency
207(A) PC	KIDNAPPING	F				00-00-0000 0000			SDSO

BOOKING

IMS>Book>Booking

Search by name

- Highlight incarcerated individual.
- Complete Booking Navigator using the J-15B (Court B&R Intake Slip)
- Select appropriate housing area in the Area Box
- Select “CBR” in the Housing Unit (HU) Box

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Housing Lookup														
Fac:	001 SDCJ (San Diego Central Jail)				Area:	2		HU:	CBR					
Area	HU	Cell	Bed	Book #	Last Name	FI	Area Status	Cell Class	Res Class	Bed Type	Desc.	Age	Hgt	Wgt

Wants and Warrants

- Clear Wants and Warrants screen with an “A” for Not Applicable

Wants and Warrants Check				
Initial Clearance:	A		Release Clearance:	
By:	WPARKESH, PARKER		By:	
Dt/Tm:	12-03-2020 0926		Dt/Tm:	

Fingerprint Verification

Fingerprints must be verified by calling Sheriff's Records & ID Division, Cal-ID Section at (858) 974-2145 to ensure prints have been received and verify the fingerprint image captured is acceptable. Sheriff's Records and ID Division, Booking Section (858) 974-2455 must also be called to confirm the JIMs record has been linked correctly. Once confirmation has been received from both sections and fingerprints do not need to be resubmitted, the individual can be released.

PRERELEASE

IMS>Book>Final Release

- Type in search criteria, Click Find
- Highlight correct incarcerated individual, double click or click OK **Dispositions**
- Enter disposition **CB&R**
- Put a check mark next to each charge to be given a release disposition
- Click Apply, Save and Next

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Book #: 21100003 Name: Lorian, Mando Fac: 1 Area: 2 HU: CBR Cell: SX Bed: 003

FINAL RELEASE Navigator

- Dispositions
- Wants & Warrants
- Related Addresses
- Release Reports
- Post Notifications
- Demographic Detail
- Personal Property
- Release Funds
- Final Release

Court: [v] Court Dt/Tm: 00-00-0000 0000 ROC: [v] Document #: [v]
 Disposition: CB&R [v] Disposition Dt/Tm: 00-00-0000 0000
 Warrant #: [v] OCN: [v]
 Bail: [v] Type: [v] Bond Co: [v] Bail #: [v] Paid: [v]
 Grand Total Bail: \$0.00
 Bill Agency: [v] Billing Effective Dt/Tm: 01-07-2021 1302

Arr #/Chg #	Code Section	Description	CL	DV	Disposition	Rlse	Disposition Dt/Tm	Warrant #	OCN	Bill Agency	Notes
<input checked="" type="checkbox"/> 1 / 1	207(A) PC	KIDNAPPING	F		CB&R	Y	01-07-2021 1303			SDSO	

Wants and Warrants screen

Wants and Warrants Check is not necessary. Select "A" for Not Applicable.

Book #: 21100003 Name: Lorian, Mando Fac: 1 Area: 2 HU: CBR Cell: SX Bed: 003

FINAL RELEASE Navigator

- Dispositions
- Wants & Warrants
- Related Addresses

Wants and Warrants Check

Initial Clearance: [A] Release Clearance: [A]
 By: JYEPIZSH, YEPIZ By: JYEPIZSH, YEPIZ
 Dt/Tm: 01-07-2021 1302 Dt/Tm: 01-07-2021 1306

Post Notifications

- Select N
- Click Save and Close

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Post Notifications: JIM: 400113730, Book #: 20100011, LORIAN

Book #: 20100011 Name: Lorian, Mando Fac: 1 Area: 2

FINAL RELEASE Navigator

Dispositions

Wants & Warrants

Related Addresses

Release Reports

Post Notifications

Demographic Detail

Personal Property

Release Funds

Final Release

Post Notification for Release?

DNA

- Ensure DNA collection has been completed before releasing the incarcerated individual
DNA will becollected on all felony charges.

Demographics | JIM Detail | JIM SMT | JIM AKA

JIM Verified: Administrative Alert: DOJ DNA Required?

Name (L,F,M,S):

FINAL RELEASE

- Perform all proper release procedures: review all documents,
- Release the property and storage in the JIMS

Intake Monies			Storage Locations			
Fund Type	Amount	Item #	Fac	Storage	Number	RIs/d
<input type="text"/>			1	CJBIN	000022	<input checked="" type="checkbox"/>
			1			

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- The final release type will be CB&R

Premier IMS
File Edit IMS Configuration Other Tools Window Help

Final Release: JIM: 400469943, Book #: 21100003, LORIAN

Book #: 21100003 Name: Lorian, Mando Fac: 1 Area: 2 HU: CBR Cell: SX Bed: 003

FINAL RELEASE Navigator

- Dispositions
- Wants & Warrants
- Related Addresses
- Release Reports
- Post Notifications
- Demographic Detail
- Personal Property
- Release Funds
- Final Release

Wants and Warrants Check

Initial Clearance: Release Clearance:

By: By:

Dt/Tm: Dt/Tm:

Release Type:

Agency Released To:

Fund Balances		Storage Locations	
Booking	Historical	Storage	Number
\$ 0.00	\$ 0.00	CJBIN	000078

- After the incarcerated individual has been released, forward the paperwork to Sheriff's Records.

Court Book and Release Paperwork

Court Book and Release paperwork will be maintained at the updating facility (see chart below) in the "To Report" file. Prior to the scheduled date and time, the processing location will contact the respective facility, for copies of sentencing paperwork for all reservations.

For example, if the case is out of the Eastern Division, LCDRF will be contacted for the sentencing document.

FACILITY	COURT LOCATION
San Diego Central Jail	Central Division
Las Colinas Detention & Re-entry Facility	Eastern Division
Vista Detention Facility	Northern Division
South Bay Detention Facility	Southern Division

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