



Pre Release

In JIMS, the Pre release **DISPOSITION** is what is entered into the incarcerated individual's Criminal History, not the Release Type.

The Pre Release position is responsible for verifying the accuracy of all documents, which authorizes the release of an incarcerated individual or specific cases/arrests. The release process is generated upon receipt of a court document, cash bail, bail bond, or another document authorizing a release.

PRERELEASE STEPS

1. Take EVERYTHING out of the custody record and ensure there is a release for **every arrest/hold**, even if the arrest/hold already has a disposition.
 - a. Each arrest must have a release authorization/disposition before an incarcerated individual is released.
 - b. *If the incarcerated individual has an arrest that does not have a release authorization, **go to Maintenance** and enter a disposition only for the arrest that does have a release authorization and return the custody record for filing.*
2. Verify all documents/arrests are properly processed.
 - a. When a paper is received from the arraignment of a field arrest, run a DA10 Q case number and ensure the paper belongs to the field arrest. Look at the arrest location, offense date, and the arresting agency.
3. For court documents, **update charges**, case numbers, and future court dates, if applicable.
4. **DUE TO TIME CONSTRAINTS, COURT RELEASES FOR incarcerated individuals HOUSED AT OTHER FACILITIES, ARE IMMEDIATELY PROCESSED, COMPLETED, AND VERIFIED WITHOUT DELAY.**
5. Ensure release documents are correctly matched to the record for the incarcerated individual being released.
6. **Dispositions**
 - a. Choose the correct disposition from the pick list.
 - b. Check the Arrest(s) and Charge(s) you want the disposition and future court date to apply to
 - c. Click on the Apply button, the disposition type will appear in the Dispo column, click Save.
 - d. Click on the Maintenance button, to enter the Maintenance Navigator. Remove bail amounts from all arrests being released.

NOTE: Booked misdemeanor warrants will be processed under PC 825 guidelines.

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7. Wants and Warrants

- a. Enter the appropriate **RELEASE CLEARANCE** from the pick list.
- b. A wants and warrants check is conducted at Pre Release regardless of when the last check was completed.
- c. **READ ALL RESPONSES** confirm and book any outstanding **FELONY, DOMESTIC VIOLENCE, 1209 CP, DRUG COURT, JUVENILE, OR COMMIT WARRANTS**.
- d. All local misdemeanor warrants are cleared and a Notice to Appear Per 853.6 PC form is prepared.
- e. **ALL** Temporary Restraining Orders (TRO) listed which have not been served is printed and given to the Watch Commander for service. (*See Temporary Restraining Orders Section T*).

8. Release Report

- a. For B&R and CCP's print the Notice to Appear Per 853.6 PC form (**O/R**) and complete.

9. Post Notifications

- a. Use N for B&R's and CCP's
- b. Use Y for all current releases. For all special releases, (i.e., USINS, release to Transportation, Drug Court, etc.) use N until ready for pick-up then send notification.
- c. The notification is automatically sent to the incarcerated individual's housing unit, medical, and property.

10. Related Addresses

- a. Look to see if there is a Y in the NOTIFY AT RELEASE field.
- b. If there is a Y, click on the ADDRESS DETAIL tab to get the phone number for the party to be contacted.
- c. Click on the CONTACT DETAIL tab to enter the results from the contact attempt. The system will not let you release the incarcerated individual until contact is made or there have been three attempts.
 - i. Pick an appropriate response from the ACTION pick list.
 - ii. Pick the appropriate AGENCY if applicable.
 - iii. Enter contact notes in NOTES section if needed.
 - iv. After the third attempt, the system will allow the incarcerated individual to be released.

11. Demographic Details

- a. Ensure a Y is listed under JIM Verified, otherwise follow protocol for Livescan verification.
- b. DOJ DNA Required? *See Section D.5 DNA Collection*.
- c. When finished checking the DNA field, Close and **DO NOT** save changes.

NOTE: If the DNA field is blank, contact Classification

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12. Update the Final Release queue notes section to indicate the incarcerated individual's housing unit, type of release and time pre released. Ex – “4E Bond 1030”
13. Forward the custody record to the Final Release position once the incarcerated individual is cleared for release. The custody record remains at Pre Release until all matters are completed (i.e. ‘Notify At Release’, DNA, etc.).

HOLDS FOR PICK-UP – See *Hold for Pick Up Section H* for additional information.

RELEASING TO ANOTHER AGENCY

Before releasing an incarcerated individual to another agency for a hold, the hold arrest needs to be booked as a booked type of arrest (*see Additional Arrests section*).

For incarcerated individuals transferred with out-of-county hold warrants, the original hold is forwarded to the officer accepting custody of the incarcerated individual. A teletype message is sent to the agency of jurisdiction notifying them of the destination that the incarcerated individual is being transferred to and that the warrant abstract is being forwarded with the incarcerated individual. The agency is contacted by phone to ensure the teletype message was received. The detention processing technician will print the teletype message and record on it their ARJIS, the person’s name who verified receipt of the message from the other agency, date, and time of confirmation. The warrant abstract and teletype message are filed in the incarcerated individual's custody record.

For incarcerated individuals transferred with fugitive hold warrants, the issuing agency is notified that the incarcerated individual is being transferred and be provided the agency/location the incarcerated individual is being transferred to. The fugitive warrant is filed in the incarcerated individual's custody record.

For incarcerated individuals with remaining State Parole/Immigration/Department of Juvenile Justice/Department of Corrections hold/warrants/detainers, the original is forwarded to the officer accepting custody of the incarcerated individual. A copy is filed in the incarcerated individual's custody record.

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