



State Prison Commits

SENTENCED COURT ORDERS

When an incarcerated individual is sentenced to local custody, a sentence calculation is entered into the JIMS, and a manual sentence calculation (J-18) is completed. The following procedures are adhered to when completing the calculation:

IMS>Schedule>Schedule Court Date

Enter search criteria, highlight the correct incarcerated individual, and double click or click ok.

1. Update charges.
2. Remove any court dates and bails that no longer apply
3. Set bail flag to H (Held without Bail).
4. Enter the disposition of **SNT** to the applicable charge(s).
5. Enter the disposition of **DNI** for charges not addressed on the court document. DO NOT use **SNT** for these charges.
6. In the Notes Field enter the sentence length, credit time served (actual/local days) given by court, and any other pertinent information.
7. Save and Close.

NOTE: If an incarcerated individual is sentenced on a charge requiring DNA testing, place a Y in the demographic detail DNA section (See DNA Section).

NOTE: See sentence calculation for incarcerated individuals sentenced per Penal Code 1170(H) EX24, EX25, EX26, EX28, and EX29).

Go to IMS>Admin>Sentence Calculation

1. Enter Search criteria, highlight the correct incarcerated individual, and double click or click ok.
2. Highlight the charge/arrest to be calculated, if more than one charge, each charge is addressed.

Update Charges – to enter, add, or change sentence information.

A start date and sentence length are entered for the system to recognize the charge as sentenced.

1. Disposition Tab – Ensure the disposition for applicable charges reflects SNT.
2. Sentence Tab - Enter/change sentencing information (i.e. sentence days, credits, etc.)

NOTE: If you receive a “Sentence Date Error” message, enter the current time in Start DT/TM Field or F9.

3. Do not use Conv Dt/Tm, Sent Years, or Life/Death fields.
4. Change the accelerated release credits to Y or N as appropriate
5. Click Save
6. Click Next

**Update Sentence Charges** – to printout sentence information.

1. Check all entries to ensure the correct information was entered and the accelerated release credits flag is either Y or N as appropriate before going to sentence calculation.
2. Females – ensure the 14dy flag is correctly set to Y or N.
3. Print Options button to select page and number of copies to print
4. Print one copy for incarcerated individual
5. Click NEXT.

NOTE: IF THE COURT DOCUMENT STATES TO BE DETERMINED CREDITS "TBD" THE DISPOSITION OF "TBDC" IS UTILIZED.

Sentence Calculation

1. Check the entries on the CALCULATED side and OVERRIDE side to ensure the correct information was entered. If the entries are the same, click the **CALCULATE BUTTON**.

NOTE: The Calculate button MUST be pressed or the calculations will not be recorded in the database.

2. If changes were made to the record in Update Charges the OVERRIDE side will not match the CALCULATED side. Click the Reset Overrides Button and then the Calculate Button.
3. Before Clicking the Reset Override button Review the NOTES section. If time was manually taken away previously, this time must be manually taken away again.
4. On the OVERRIDE side, manually take the time away and reenter the reason why in NOTES. Click the Calculate button, then SAVE, and CLOSE.
5. If the incarcerated individual has multiple arrests, use the NEXT ARREST and PREVIOUS ARREST buttons to review and calculate each arrest.

Multiple Sentences – Court order received releasing one or more sentences

If a new court order is received releasing a case/count already sentenced and calculated in the JIMS, the projected release date will often change when the incarcerated individual is sentenced on multiple cases/counts. When this occurs, and the case/count is given a release disposition, the projected release date automatically re-calculates. It is necessary to click the “reset overrides” and “Calculate” buttons to change the projected release date in the JIMS.

Court Commit – Determined as a release

A court commit is a document issued by the court ordering a defendant to serve their sentence in state or local custody. Incarcerated individuals sentenced to local custody are sentenced up to 365 days on a case or count. Commitments exceeding 365 days are served in state prison. Defendants are remanded to sheriff’s custody on local commitments; often, after factoring in credit for time served and authorized accelerated release credits, defendants will have served the sentence imposed and should be released. When this occurs, these defendants are processed as expeditiously as possible.



STATE COMMIT

If the incarcerated individual is sentenced to State Prison, update all necessary information in the court scheduling/maintenance navigator.

NOTE: If the State Sentence was stayed or execution of sentence suspended, the incarcerated individual may either be sentenced to serve some local time or be released.

If the prison package **was not** received enter the disposition **COM** for the appropriate arrests/charges. This sends the arrest to the Notify List. In the *NOTES* section enter AWTG PKG, Sentence Date, and length of sentence.

Once the package is received, enter the disposition **DOCP** for the appropriate arrests/charges. This sends the arrest to the DOCP Pending Transfers Report. Enter PKG REC'D and the date. If a package is received for an incarcerated individual housed at another facility, do not change the disposition to DOCP. Enter "package enroute from the receiving facility and the date in the notes section". (Example "PKG ENROUTE FROM SDCJ/DATE")

NOTE: Check the Prison Package to ensure it is complete.

PC 1203.03

Diagnostic evaluation by a state institution with no package, enter the disposition of **1203**. This sends the arrest to the Notify List. Once the package arrives, the disposition is changed to **120T**. This sends the arrest to the DOCP Pending Transfer Report. **(Refer to Section D)**

PC 1368

If proceedings are suspended per **PC 1368**, the incarcerated individual is going for a Psychological Evaluation. Enter proceedings suspended per PC 1368 in the Notes Field. The disposition is **1368** which sends the arrest to the Notify List. In the court scheduling navigator, enter the **Psychiatric Evaluation (SUPEF)** date with the **ROC** as **ZE**. Enter the hearing date with the **ROC** of **FP**.

WI 3051

If proceedings are suspended per **WI 3051**, the incarcerated individual is going for a hearing for narcotics addition. Enter proceedings suspended per WI 3051 in the Notes Field. The disposition is **3051** which sends the arrest to the Notify List. In the court scheduling navigator enter the **Psychiatric Evaluation (SUPEF)** date with the **ROC** as **ZE**. Enter the hearing date with the **ROC** of **FP**.

NOTE: These are not prison commits at this time; do not enter a DOCP Dispo. If the package received is for an incarcerated individual housed at another facility enter COM.

When a defendant is sentenced to state prison, the court document will indicate the incarcerated individual was committed to the Department of Corrections and Rehabilitation (CDCR).



NOTE: *Commitments to CDCR, Department of Juvenile Justice, or the Sheriff per PC1170(h)/2057 will always be indicated on an addendum to the court document.*

Sometimes the court orders a defendant be referred for diagnostic evaluation by a state institution before sentencing.

The detention processing technician assigned to process state commits will determine the type of state commit and process accordingly.

STATE PRISON INSTRUCTIONS

The following is the required documentation needed from the court for incarcerated individuals transported and accepted by each state institution:

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) COMMIT

To process state commits the following is required:

1. Abstract of Judgment with court seal either stamped or embossed.
2. Sentencing court order original or copy
3. Information/Indictment/Charge/Complaint Summary
4. Probation Report

Note: *If Abstract of Judgment states “Immediate Sentence” or if “Probation to forward report to DOC per 1203” is noted on the Abstract or sentencing document, a probation report is not required.*

Upon receipt of a court order sentencing an incarcerated individual to state prison, the detention processing technician enters a disposition of **COM**. This places the incarcerated individual on the notify list.

Enter the length of commitment in the notes section on ALL DOC COMMITS. i.e., 3 yrs/10yrs/25 to life and date incarcerated individual was sentenced to DOC.

Once the package is received, change the disposition of **COM** to **DOCP** for the appropriate arrests/charges. This sends the arrest to the DOCP Pending State Transfers report. Enter **PKG REC'D and the date**. If a package is received for an incarcerated individual housed at another facility, do not change the disposition to DOCP. Enter package enroute from the receiving facility and the date in the notes section (**Example: “PKG EN ROUTE FROM SDCJ/DATE”**). Once the package is received, change notes to reflect received and date.

Classification needs copies of court orders for the following reasons:

- Sentenced to Life



- Sentenced to Death
- Keep Separate/Protective Custody orders

PRISON COMMITMENTS TO SHERIFF'S CUSTODY PER PC 1170(h)

Penal Code, section 17, defines a felony as punishable by death, imprisonment in State prison, or county jail pursuant to Penal Code, section 1170(h).

Refer to Section S-3 of this manual for processing of commitments to Sheriff's custody pursuant Penal Code 1170(h).

DEPARTMENT OF CORRECTIONS AND REHABILITATION (DOC) – DETAINERS

1. Original Detainer
2. Copy of court order authorizing the return of the incarcerated individual to DOC

Incarcerated individuals transported from state facilities accompanied with a detainer and requiring transport back to the state facility after completion of the local court proceedings are returned to the following:

- Richard J Donovan (RJD) detainees are transported directly back to RJD.
- California Rehabilitation Center (CRC) detainees are transported directly back to CRC.
- California Institution for Men (CIM) detainees or detainees from any state facility other than RJD or CRC are transported directly back to CIM.

CALIFORNIA REHABILITATION CENTER (CRC) CORONA COMMIT WI 3051

1. Commitment order with court seal stamped or embossed
2. Doctor's Report
3. Probation Report (NOT REQUIRED BUT PREFERRED – DO NOT DELAY INCARCERATED INDIVIDUAL TRANSFER PENDING PROBATION REPORT)
4. Petition for Narcotics Addiction

NOTE: *This type of commit is processed in the same manner as a state commit. However, the incarcerated individual is transferred to a rehabilitation facility (CRC), not a state prison.*

STATE PAROLE TRANSPORT- PC 3056

- Electronically transmitted abstract authorizing 3056 PC hold/arrest

Only State Parole violators arrested prior to October 1, 2011 are transported to State prison. Those arrested after October 1, 2011 will remain incarcerated in county jail pending the probable cause/revocation process. Only those identified by the California Board of Parole are returned to State Prison.



State Parole holds received are processed utilizing BSTP as the arrest type regardless of other pending matters. HSTP IS NO LONGER UTILIZED.

STATE PAROLE NORCO TRANSPORT – WI 3151

- Oral Order

Parole violators booked per California Welfare and Institutions Code (WI) 3151 are processed utilizing BSTP as the arrest type. An oral order is received for these incarcerated individuals to be transferred to CRC (not DOC), as they are narcotics offenders. Arrest type HSTP is utilized if incarcerated individual has pending local matters.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION DIVISION OF JUVENILE JUSTICE COMMITS

- Acceptance Letter (On new commits only)

These incarcerated individuals are committed to the California Department of Corrections and Rehabilitation Division of Juvenile Justice (formerly California Youth Authority).

TEMPORARY DJJ PER WI 707.2

- Acceptance Letter

After sentencing, the court of criminal jurisdiction may remand the incarcerated individual to DJJ for a period not to exceed 90 days for the purpose of evaluation concerning their amenability to training and treatment offered.

DJJ PAROLE VIOLATORS

- Warrant Abstract
- Acceptance Letter
- Warrant of Arrest Authority

Incarcerated individuals booked on a parole violation from DJJ may be accepted with a 24-hour book and detain hold. Within 24 hours one of the above is received in order to enter the disposition **DOCP** and forward the incarcerated individual to DJJ.

If none is received within 24 hours the supervising parole agent is contacted at the phone number on the book and detain hold. Once the authorizing paperwork is received, the notes section is to update and to reflect **STATE WARRANT RECEIVED**.

PROCESSING STATE COMMITS

Since state commits vary in type, different documentation is required before processing. Incarcerated individuals sentenced to state prison will not have their sentence calculated at the county jails.



When an incarcerated individual is sentenced to state prison, the court document will indicate the incarcerated individual was committed to the California Department of Corrections and Rehabilitation CDCR. The court update technician updates the incarcerated individual's record in the JIMS and ensures the correct disposition is used.

Other than incarcerated individuals going for evaluations, an incarcerated individual cannot be sent to prison unless all pending cases are adjudicated. Therefore, he/she remains on the Pending State transfer report. Once the incarcerated individual is ready for transport, he/she is placed on the prison manifest.

If an incarcerated individual is sentenced to state and local time, **PREPARE A LOCAL DETAINER (form J-118)** to be forwarded to the receiving state prison with the commit package/state detainer/teletype abstract or oral order.

LOOK FOR HOLDS

Out of county warrants: Notify the agency via teletype, that the incarcerated individual is being transferred to state prison and that the warrant abstract was forwarded with the incarcerated individual. Call and verify the teletype was received. File the teletype in the custody record.

Fugitive warrants: Notify the fugitive unit of the incarcerated individual's is transfer to state prison and file the warrant in the custody record.

ICE/STPA/Detainers: Immigration, parole violation holds, and state prison detainers are attached to the prison package and sent to DOC with the incarcerated individual.

DISPOSITION OF HOLDS UPON RELEASE TO STATE PRISON

When an incarcerated individual is released to state prison and has a hold arrest and/or a local sentence, the disposition of the HOLD is changed from DOCP to the following designators:

DDET – Sentenced to local time and state time (ensure local detainer is generated).

FED – Sentenced to state time with federal hold/detainer.

DFUG - Sentenced to state time with fugitive hold/detainer.

DICE – Sentenced to state time with immigration hold/detainer.

DOCY– Sentenced to state time with out-of-county hold/detainer.

DSTP – Sentenced to state time with state parole hold/detainer.

NOTE: A STATE COMMIT IS LIKE ANY OTHER RELEASE. THERE MUST BE RELEASE DOCUMENTATION ON ALL ARRESTS AND HOLDS.



NOTIFY LIST

- Check the notify list daily and make notations as needed.
- If the state prison commit, PC 1203.03, or DJJ package is not received within ten days, contact the court for verification of the status.

PRISON MANIFEST

The prison manifest is prepared two days prior to the scheduled transport date. Once the manifest is completed, it is faxed to the appropriate state facility and saved in the V drive. Complete as follows:

FACILITY	Name of detention facility
PAGE	Number of pages
PRISON MANIFEST	Type of prison run (RJD, CRC, DJJ, etc.)
DATE	Date of transport
ROLL-UP TIME	Time the incarcerated individuals need to be ready to leave the facility

NAME - Incarcerated individual's last name, first name as it is booked in the JIMS in alphabetical order. If the name is different on the abstract or if the incarcerated individual has listed AKA's, add these to the manifest under the incarcerated individual's booked name as AKA. Number the names as they are placed on the list.

NOTE: *AKA's are very important on the FEMALE manifests.*

BOOKING NUMBER – the incarcerated individual's current booking number

MOD – the incarcerated individual's current housing area

CMT – ALL court case numbers for commits, including the 1203.03 temporary Chino transports

PV – California Department of Corrections and Rehabilitation (CDC) number for all parole violations/detainers. If the incarcerated individual is sent to DOC on a court commit and has an active parole hold or detainer include the CDC number.

REMARKS: (if needed) - list 1203.03 for temporary Chino transports, escape risks, protective custody, wheelchair, or any unusual items that might aid the transporting officers.

ETH – the ethnicity of the incarcerated individual

DNA COMPLETED – list 'C' if DNA was collected, list 'N' if DNA is needed or not required

CII # – List the incarcerated individual's CII number.

The prison manifest(s) is distributed according to individual facility procedures.



STATE PRISON COMMITS FEMALE

The documentation required and the processing of female incarcerated individuals transferring to state prison is the same as for male incarcerated individuals. However, some differences exist in the preparation and distribution of the Prison Manifest.

The following are the different types of female commits:

CCWF COMMITS

The Central California Women's Facility (CCWF) in Chowchilla is the reception center for the following:

- New commitments
- Parole violators with a new prison term

Do not date the CCWF Manifest until Sheriff's Transportation makes a decision on the actual date. This run is usually scheduled for every other Wednesday based on the number of incarcerated individuals committed to CCWF.

These commits are placed on the CCWF list.

CIW COMMITS

The California Institute for Women (CIW) in Corona is the reception center for the following:

- Parole violators per PC 3056
- Parole violators per WI 3151
- Court returnees – Incarcerated individuals being returned to state facilities where they are currently serving their sentence after completion of local court cases.
- PC 1203.03 diagnostic cases – This is an order for placement, delivery, and return to a state diagnostic facility, not to exceed 90 days.

These commits will be placed on the CIW list.

FAMILY FOUNDATION PROGRAM (FFP)

Court documentation must state the incarcerated individual is to serve out her sentence at this program. They must meet the following criteria for approval:

- Serving a minimal sentence
- Nonviolent crimes
- History of drug abuse
- Pregnant or parenting a child under the age of 6



Family Foundation Program incarcerated individuals are sentenced to State Prison but are serving their time in the program. They are released to the **Family Foundation Program** "Per Court Order". The SDSO Transportation division coordinates transportation of these incarcerated individuals. Contact the Correctional Counselor when this type of commit is received to determine eligibility.

NOTE: FFP incarcerated individuals DO NOT go to CCWF.

STATE COMMIT JUVENILE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION/DIVISION OF JUVENILE JUSTICE (DJJ)

The mission of the California Department of Corrections and Rehabilitation/Division of Juvenile Justice (DJJ), as described in Welfare and Institution section 1700, is to protect the public from criminal activity. The law mandates the department to:

- Provide a range of education, treatment, and training services for youthful offenders committed by the courts
- Direct these offenders to participate in community and victim restoration
- Assist local justice agencies with efforts to control crime and delinquency
- Encourage the development of state and local programs to prevent crime and delinquency.

COMMITMENT TO DJJ

An incarcerated individual is committed to the DJJ for one of 3 reasons:

- Commitment on a new case
- Prior to commitment (per WI 707.2) there will be a 90-day evaluation, and he/she will be returned to Sheriff's custody
- DJJ parole violator (per WI 1767.3)

If an incarcerated individual is committed to DJJ on a new case, an **Acceptance Letter** is needed from DJJ prior to transport to their reception center.

If the incarcerated individual is a DJJ parole violator and has no current cases, the incarcerated individual is booked per WI 1767.3, and is transported to SYCRCC (Southern Youth Correctional Reception Center and Clinic) at SDSO Transportation Division's earliest convenience.



STATE PRISONS

GENERAL INFORMATION PHONE NUMBER (916) 445-6945

PRISON LOCATOR NUMBER (916) 445-6713

ATASCADERO
P.O. BOX 7001
ATASCADERO, CA 93423
(805) 468-2895/2000

AVENAL STATE PRISON
P.O. BOX 9
AVENAL, CA. 93204
(559) 386-0587

CALIF. CORRECTIONAL CENTER
711-045 CENTER ROAD
P.O. BOX 790
SUSANVILLE, CA.96127
(530) 257-2181

CALIF. CORRECTIONAL INST.
UNIT 1 P.O. BOX 107
UNIT 2 P.O. BOX 608
UNIT 3 P.O. BOX 1905
UNIT 4A P.O. BOX 1902A
UNIT 4B P.O. BOX 1902B

CALIF. INSTITUTION FOR MEN
CIM-E P.O. BOX 500
RCC P.O. BOX 441
RCW P.O. BOX 368
CIM-MIN P.O. BOX 600
CHINO, CA. 91708
(909) 597-1821

TEHACHAPI, CA. 93581
(661) 822-4402

CALIF. INST. FOR WOMEN
16756 CHINO-CORONA ROAD
CORONA, CA. 92878
(909) 597-1771

CALIF. MEDICAL FACILITY
P.O. BOX 2000
VACAVILLE, CA. 95696
(707) 448-6841

CALIF. REHABILITATION CNTR.
P.O. BOX 3535 (MALES)
P.O. BOX 1841 (ALLSTAFF)
NORCO, CA. 92860
(909) 737-2683 & (909) 623-1481

CALIF. ST. PRISON SACRAMENTO
REPRESA, CA. 95671
(916) 985-8610

CA. ST. PRISON SAN QUENTIN
SAN QUENTIN, CA. 94964
(415) 454-1460

CA. ST. PRISON SOLANO
P.O. BOX 4000
VACAVILLE, CA. 95696
(707) 451-0182

CALIPATRIA STATE PRISON
P.O. BOX 5001
CALIPATRIA, CA. 92233
(760) 348-7000

CALIF. ST. PRISON LOS ANGELES CNTY
44750 60TH STREET, WEST
LANCASTER, CA. 93536
(661) 729-2000

CA. WOMEN'S FACILITY(CCWF)
P.O. BOX 1501
CHOWCHILLA, CA. 93610
(559) 665-5531

CALIF. ST. PRISON CORCORAN RECEP.
P.O. BOX 8800

CENTINELA STATE PRISON
P.O. BOX 731



CORCORAN, CA. 93212
(559) 992-8800

IMPERIAL, CA. 92251
(760) 337-7900

CA. ST. PRISON SOLANO
P.O. BOX 4000
VACAVILLE, CA. 95696
(707) 451-0182

CALIPATRIA STATE PRISON
P.O. BOX 5001
CALIPATRIA, CA. 92233
(760) 348-7000

CALIF. ST. PRISON LOS ANGELES CNTY
44750 60TH STREET, WEST
LANCASTER, CA. 93536
(661) 729-2000

CA. WOMEN'S FACILITY(CCWF)
P.O. BOX 1501
CHOWCHILLA, CA. 93610
(559) 665-5531

CALIF. ST. PRISON CORCORAN RECEP.
P.O. BOX 8800
CORCORAN, CA. 93212
(559) 992-8800

CENTINELA STATE PRISON
P.O. BOX 731
IMPERIAL, CA. 92251
(760) 337-7900

CHUCKAWALLA VALLEY ST. PRISON
P.O. BOX 2289
BLYTH, CA. 92226
(760) 922-5300

CORRECTION TRAINING FAC.
CTF P.O. BOX 685
CTF-CP.O. P.O. BOX 689
CTF-NP.O. P.O. BOX 705
CTF-SP.O. P.O. BOX 690
SOLEDAD, CA. 93960
(831) 678-3951

DEUEL VOCATIONAL INST
P.O. BOX 400
TRACY, CA. 95378
(209) 835-4141

CA. ST. PRISON SAN QUENTIN
SAN QUENTIN, CA. 94964
(415) 454-1460

CALIFORNIA MEN'S COLONY
HWY 1
SAN LUIS OBISPO, CA. 93409
(805) 547-7900

WASCO STATE PRISON CENTER
P.O. BOX 8800
WASCO, CA. 93280
(661) 758-8400

IRONWOOD STATE PRISON
P.O. BOX 2229
BLYTH, CA. 92226
(760) 921-3000

MULE CREEK ST. PRISON IONE
P.O. BOX 409099
IONE, CA. 95640
(209) 274-4911

NORTH KERN STATE PRISON
P.O. BOX 3130
DELANO, CA. 93216
(661) 721-6300

NORTHERN CA. WOMEN'S FAC.
P.O. BOX 213022
STOCKTON, CA. 95213
(209) 943-1600

PELICAN BAY STATE PRISON
P.O. BOX 7000

PLEASANT VALLEY ST. PRISON
P.O. BOX 8500



CRESCENT CITY, CA. 95531
(707) 465-1000

COALINGA, CA. 93210
(559) 935-4900

RICHARD J. DOVOVAN CORR. FAC.
480 ALTA ROAD
SAN DIEGO, CA. 92179
(619) 661-6500

SALINAS VALLEY ST. PRISON
PO BOX 1020
SOLEDAD, CA. 93960
(831) 678-5500

SIERRA CONSERVATION CENTER
5100 O'BYRNES FERY RD.
JAMESTOWN, CA.95327
(209) 984-5291

VALLEY ST. PRIS. FOR WOMEN
PO BOX 99
CHOWCHILLA, CA. 93610
(559) 665-6100

FOLSOM STATE PRISON
3000 PRISON RD
REPRESA, CA. 95671
(916) 985-2561

HIGH DESERT STATE PRISON
P.O. BOX 750
SUSANVILLE, CA. 96127
(530) 251-5100