



## Court Update

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## UPDATES

The court update position is responsible for the accurate recording of court documents from a specified court division and updating the incarcerated individual record on the Jail Information Management System (JIMS). The updating of court documents is processed at the following locations:

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

## COURT DOCUMENTS

All incarcerated individuals seen in court are issued a court document for each case they are being heard on. Listed below are the different types of court documents received:

TYPE	DEFINITION
Commit	A document ordering an incarcerated individual to serve local and/or state sentences.
DOC Commit	A document sentencing an incarcerated individual to the CDCR for a time period exceeding one year.
Dress Out Order	An order issued for an incarcerated individual to appear dressed in court appropriate attire. See <a href="#">Dress Out Order</a> .
Drug Court	Specifically handles drug offenders wishing to attend special classes, programs, or rehabilitation. See <a href="#">Drug Court</a> . <b>Note: Not all drug related offences are seen in drug court.</b>
Juvenile	A document issued by the Juvenile Superior Court. See <a href="#">Juvenile</a> .
Material Witness	A document ordering someone to appear as a material witness for someone else's court proceedings.
No Complaint Filed	A document received from the District Attorney's or City Attorney's office stating that no charges have been filed. See <a href="#">Notice of No Complaint</a> .
Order To Produce (OTP)	A document ordering a person to appear in court on a judicial matter. See <a href="#">Order to Produce</a> .
Proceedings Suspended	A document ordering an incarcerated individual's court proceedings be suspended in order to determine the incarcerated individual's mental competency. See <a href="#">ROC – ZE</a> .
To Report	A document ordering a person to report for custody at a later date and time. See <a href="#">To Reports</a> .
Waiver of Defendants Presence (PC 977)	A document the incarcerated individual signs to waive their presence in court. See <a href="#">PC 977</a> . <b>Note: Do not enter the future court date in JIMS. Generate a Court Contact Log (J-17) to monitor the incarcerated individual's court appearance.</b>

**Note: All court documents will be time stamped in order to accurately record the date and time it was received and processed.**

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**DOCUMENT NUMBERS**

Document numbers, also known as case numbers, are assigned by the court to differentiate the location, severity, and to whom a case is linked to. To match a document number to the correct arrest in JIMS:

The case number found on the court document will be entered on the DA10 screen

PEOPLE # Archila, Lester STATUS: CUST \$ 45,500  BB  CB (Y/N)  
 CASE # CE285092 PROS # \_\_\_\_\_ DOB: 07-05-90 BKG # 08181266 CTS: 5 days \_\_\_\_\_ hrs.  
 DATE: TODAY AT 1:30 DEPT. # 002 INTERP: \_\_\_\_\_  Spanish  Sworn  Oath on File  
 JUDGE/COMMTMP JUDGE: D. Goldstein  STIP. FILED REPORTER: V. Gomez  
 CLERK: P. Giggles CSR # / COUNTER #: 2800  
 CHARGE(S): CT.1 PC 459\*\* CT.2 PC 594(A)(B)(C)

An inquiry on SDLaw's DA10 screen will be used

**Dist. Atty's DA10: (Number Inquiry)**

Court Case #

- OR -

Prosecutor # or DA Case #

**Dist. Atty's DA10: (Case Information Display from JURIS Case DB)  
Final Detail Screen (DA10 Reply with Individual's Detail data)**

DA10 08297 074621 800 001  EL CAJON BRANCH  
 CRIME F PROS NO MAT57501 ISSUED ON 102708 BY EL CAJON BRANCH  
 NAME SYS ARCHILA LESTER ALBERTO 070590 DEF ATTY ALTED A  
 AKA \_\_\_\_\_ CLOSED 000000  
 4TH AMEND 0000 4TH EXP DATE 000000 DISPO 111208  
 B M HGT 506 WGT 135 EYES BRO HAIR BLK EMP TYPE EMP STATUS E  
 BKG 08181266A MC CE285092 001 CII 29713553 SSN 619385375  
 OTH SC SCE285092 001 FBI 114234CD4 UNDOC. PERSON N  
 REL STATUS OTH W-DATE AMT 0000000  
 OFFENSE 102308 AT 8247 BROADWAY LEMON GROVE CDL D9598437CA  
 AGY SDO 102308 AT S/A AT SCENE Y

The agency, offense date and location will be matched with what is shown on JIMS

On the Maintenance screen, the agency, offense date, and time can be found

Arr #	Arresting Agency	Arrest Date/Time	Type of Arrest
1	San Diego Sheriff Office	10-23-2008 0230	FIELD ARREST



Last Name: ARCHILA First: LESTER Middle: ALBERTO Suffix:   
 DOB: 07-05-1990 Age: 27 Height: 5' 06" Weight: 135 Desc.: H   
 SSN: 619-38-5375 Sex: M Hair: BLK Eye: BRO   
 Place OB: CA Juvenile: N Citizenship: US Marital: S   
 LOA: 8247 BROADWAY GEO:

Found under Full Personal Data, the location of arrest can also be matched

Archila, Lester A. Fac:RELS Area: HU: Cell: Bed:   
 Arrest #: 1 Type of Arrest: FIELD ARREST   
 Arrest Agency: San Diego Sheriff Office Officer: KELLEY ID: 5119   
 Document #: CE285092 Event #:   
 Billing Effective Dt/Tm: 04-05-2010 1155 Hold Agency: TOX Required?   
 Notes:   
 Bail Info Court I

Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
459 PC	BURGLARY	F		EC2	11-07-2008 0900	FP	CE285092
459 PC	BURGLARY	F			00-00-0000 0000		CE285092
496 PC	RECEIVE/ETC STOLEN	F			00-00-0000 0000		CE285092
466 PC	POSSESS BURGLARY	M		ELC	00-00-0000 0000		CE285092
10852 VC	TAMPER WITH VEHICLE	M			00-00-0000 0000		CE285092
594(A)(B)(1) P	VANDALISM	F		EC2	11-07-2008 0900	FP	CE285092
NONE	FUTURE COURT DATE	I		EC2	10-31-2008 1330	BR	CE285092

Once matched, add the document number in JIMS

Add the Document Number on all applicable charges

**Note:** The case number is NOT to be used as the primary point of reference when searching for an incarcerated individual in JIMS. The incarcerated individual's name, DOB, AKA's and/or booking number must be used first in order to accurately link the court document to the correct incarcerated individual.

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**PRO PER**

An incarcerated individual may choose to represent themselves instead of opting for a lawyer. If the court document states, "Pro per" or "Lopez waiver signed" the incarcerated individual has waived their right to an attorney. A copy of the court document must be sent to classification and the Pro per deputy or counseling.

**Note: Be sure to notate on the document the distribution. Ex.CC: Class/Pro per dep.**

AKA: Wolverine SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

Central Division  East County Division  North County Division  South County Division Waivers:  Time  4th

PEOPLE vs. Howlett, Logan STATUS: IN \$ \_\_\_\_\_  BB  CB (Y/N)

CASE # SCD254109 PROS. # \_\_\_\_\_ DOB: 10/12/1988 BKG # 17186230 CTS: \_\_\_\_\_ days \_\_\_\_\_ hrs.

DATE: 12/6/17 AT 8:00am DEPT. # 16 INTERP: \_\_\_\_\_  Spanish  Sworn  Oath on File

JUDGE/COMM/TEMP JUDGE: Winthrop  STIP. FILED REPORTER: \_\_\_\_\_

CLERK: Parker CSR # / COUNTER #: \_\_\_\_\_

CHARGE(S): 594 (A)(1) PC, 245 (A)(1) PC

FUTURE DATES: 1/18/17 @ 8:00 a.m. D.16  CONFIRMED  VACATED

Attorney for the People (DDA/DCA/DAG)  Supervised Cert. Legal Intern Attorney for Defendant (PD/APD/OAC/Retained/Counseling)  Supervised Cert. Legal Intern

DEFENDANT:  PRESENT  VIA AUDIO VIDEO  SELF REPRESENTED  NOT PRESENT  NOT PRODUCED  FAILED TO APPEAR

pro per

**TO REPORT**

To Reports will be checked to ensure the incarcerated individual is not in custody and placed in the To Report File. Ensure the incarcerated individual's name, correct sentencing information, and report date are notated on the document. If the To Report is for another facility, forward the paper to the appropriate facility.

**COUNSEL**  Court appoints counsel:  Public Defender  \_\_\_\_\_ for \_\_\_\_\_ hearing.

**CUSTODY**  Commit to Sheriff for 60 days / hours  \_\_\_\_\_ days suspended  Serve FORTHWITH

Additional \_\_\_\_\_ days custody stayed pending:  successful completion of probation  review hearing  \_\_\_\_\_

Report on 11-22-17 at 8am to: Detention Facility:  Central  Las Colinas  Vista  Work Furlough

NO Early release (PC4018.6 or 4024.1)  NO Work Release  NO County Parole  NO ESP/Home Detention

\_\_\_\_\_ days CUSTODY SATISFIED BY  \_\_\_\_\_ days PSP  \_\_\_\_\_ days in \_\_\_\_\_ residential rehabilitation program.

\_\_\_\_\_ days CUSTODY IN LIEU OF  \$ \_\_\_\_\_ fine at \$ \_\_\_\_\_ per day  \_\_\_\_\_ days PSP

Consecutive to  Concurrent with \_\_\_\_\_  above commit  Consecutive weekends.

**FINES/FEES**  Suspension lifted on the Probation Revocation Restitution Fine \$ \_\_\_\_\_

All unpaid  fines  fees previously ordered are deleted.

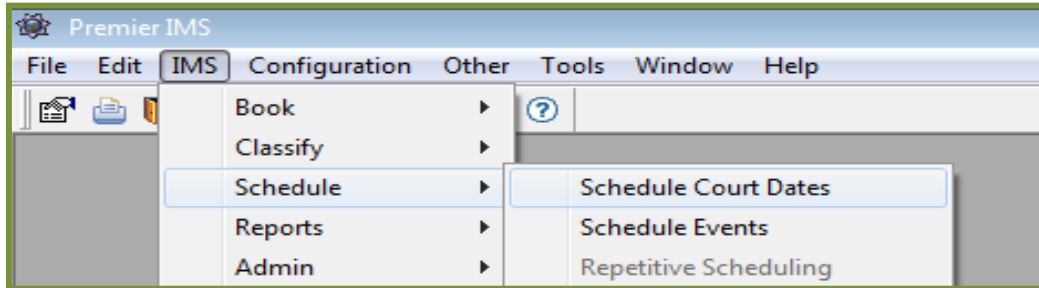
DAYS CREDIT FOR TIME SERVED	
<u>0</u>	local
<u>0</u>	PC4019 [2/4]
<u>0</u>	PC4019 [2/2]
<u>0</u>	PC4019(b)(1)(c)(1) [2/2]
<u>0</u>	PC 4019(b)(2)(c)(2) limited [2/4]
<u>0</u>	total credit

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## COURT SCHEDULING NAVIGATOR

To access the court scheduling navigator, go to: IMS>Schedule>Schedule Court Dates



### Update Charges

- Click on Maintenance at the bottom of the screen
  - Update the incarcerated individual's charges, dispositions and bail only
  - If charges entered in JIMS are not listed on the court document, those charges will be given the disposition of "DNI"
    - **Note: NEVER remove/replace charges once entered in JIMS**
  - If the charge(s) have been dropped, dismissed, FOJ. the disposition will be DISM
  - If new charges have been added, click Add Charge at the bottom of the screen and add new charge(s)
- Enter any pertinent information pertaining to that case on the notes section

:Quinn, Harley      Fac:1      Area:      HU:      Cell:      Bed:									
IG		Court:	Court Dt/Tm:	00-00-0000 0000	ROC:	Document #:			
		Grand Total Bail:		\$21,600.00	No Bail				
					Court Info		Bail Info		
Arr #/Chg #	Code Section	Description	CL	DV	Disposition	Rlse	Disposition Dt/Tm		
<input type="checkbox"/> 1 / 1	836.6(B) PC	ESC/ATT ESC W/FORCF			DISM	Y	11-28-2017 1426		
<input type="checkbox"/> 1 / 2	12303 PC	POSS DESTRUCTIVE DF					00-00-0000 0000		
<input type="checkbox"/> 1 / 3	171B(A)(4) PC	POSS/ETC TEARGAS:IF			DNI	Y	11-28-2017 1426		
<input type="checkbox"/> 2 / 1	37(A) PC	TREASON	F				00-00-0000 0000		
<input type="checkbox"/> 2 / 2	370 PC	PUBLIC NUISANCE	M		DISM	Y	11-28-2017 1427		
<input type="checkbox"/> 2 / 3	587.2 PC	PLACE OBJECT ON RFF			DISM	Y	11-28-2017 1427		
<input checked="" type="checkbox"/> 3 / 1	9051 GC	CRIME AGAINST LEGISE			SNT	N	00-00-0000 0000		
<input type="checkbox"/> 3 / 2	7051 HS	REMOVE HUMAN REMF			SNT	N	00-00-0000 0000		
<input type="checkbox"/> 3 / 3	7052 HS	MUTILATE/ETC GRAVEF			DNI	Y	11-28-2017 1427		
<input type="checkbox"/> 3 / 4	7054 HS	DEPOSIT HUMAN REMM			DNI	Y	11-28-2017 1427		

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## Update Bail

The updating of bail will be completed under Maintenance of the Court Scheduling Navigator.

e:Odinson, Thor      Fac:1      Area:      HU:      Cell:      Bed:

Arrest #: 1      Type of Arrest: BOOKED-MUNI CRT V

Arrest Agency: San Diego Sheriff Office      Officer: PARKER

Document #: CD277142      Event #:

Billing Effective Dt/Tm: 11-28-2017 1432      Hold Agency:      TOX Req

Notes:

				Bail Info		
Code Section	Description	CL	DV	Bail	Bail Amt	
594(A)(2) PC	VANDALISM:DAMAGE P	F		Y	10,000.00	
314.1 PC	INDECENT EXPOSURE	M			.00	
484(A) PC	PETTY THEFT	M			.00	

Be sure to check the Bail Flag and the Bail Amount. The bail on the court document is for the entire case, not per charge.

## Update Court Information

After updating the charges and bail information, enter the new court destination from the pick list. Type in the new court date, time, enter the ROC and document number at the top of the screen.

e:Odinson, Thor      Fac:1      Area:      HU:      Cell:      Bed:

Court: EC2      Court Dt/Tm: 12-28-2017 1330      ROC: FP      Document #: CD277142

Grand Total Bail: \$10,000.00

				Court Info		Bail Info		Dispo	
Arr #/Chg #	Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #	
✓ 1 / 1	594(A)(2) PC	VANDALISM:DAMAGE P	F		EC2	12-28-2017 1330	FP	CD277142	
✓ 1 / 2	314.1 PC	INDECENT EXPOSURE	M		EC2	12-28-2017 1330	FP	CD277142	
✓ 1 / 3	484(A) PC	PETTY THEFT	M		EC2	12-28-2017 1330	FP	CD277142	

**Note:** Court information must be entered in Court Scheduling, NOT in the Maintenance navigator. Updating the court information in the maintenance navigator will not allow the arrest to populate on the End of Court list. You must click on Apply and Save before closing or the court information will be lost.

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Name: Banner, Bruce    Fac: 1    Area:    HU:    Cell:    Bed:

Arrest #: 1    Type of Arrest: BOOKED-SUPR CRT WARR

Arrest Agency: San Diego Sheriff Office    Officer: PARKER    ID: 5766

Document #: SCD692413    Event #:

Billing Effective Dt/Tm: 08-2017 1424    Hold Agency:    TOX Required?:

Bail Info				Court Info			
Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
11418.5(A) PC	THREAT/ETC W/WPN M	F		SD42	12-22-2017 0900	FP	SCD692413
597(A)	CRUELTY TO ANIMALS	F		SD42	12-22-2017 0900	FP	SCD692413

If the document number has been changed to a Superior court document number add the "S"

Also add "S" on all applicable charges

### Add an Additional Court Date

If an arrest has only one charge line and an additional court date is ordered, an Additional Court Date charge line shall add into JIMS.

- Click on the Add Charge button at the bottom of the Arrests Charges screen
- In Description, enter "Additional Court Date"
- Enter the court, court date and time, reason on calendar and document number

Name: America, Captain    Fac: 1    Area: 4    HU: C    Cell: 09    Bed: B

Court:    Court Dt/Tm: 00-00-0000 0000    ROC:    Document #:

Grand Total Bail: \$10,000.00

Court Info				Bail Info		Dispo		
Arr #/Chg #	Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
1 / 1	594(A)(2) PC	VANDALISM:DAMAGE	F		SD30	12-12-2017 0900	FP	SCD256969
1 / 2	NONE	ADDITIONAL COURT DA			SD11	12-02-2017 0900	BR	SCD256969

**Note:** Once the additional court date is complete, or the case has been adjudicated the disposition will be OTHER.

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### City Incarcerated individual

After the defendant has been arraigned in court and the ART/ARR Reason on Calendar (ROC) changes, the incarcerated individual will no longer be considered a CITY incarcerated individual.

				Bail Info		
Code Section	Description	CL	DV	Disposition	Rise	Dispo
484(A) PC	PETTY THEFT	M		CITY	N	00-00
242 PC	BATTERY	M		CITY	N	00-00
7860(A) FG	TAKE SALMON W/O CO	M		CITY	N	00-00

The CITY disposition will be removed once a court paper is received

See [CITY Incarcerated individual](#).

### REASON ON CALENDAR (ROC)

ROC's are utilized to distinguish the type of court proceedings an incarcerated individual is schedule for. The following ROC's are used at court updates:

**BR: Bail Review** – The court may order an incarcerated individual to appear for a bail review hearing as well as a further proceedings date. The Bail Review date must be entered on the last active charge line. If no other charges are listed, an Additional Court Date will be utilized. If the incarcerated individual posts bail, the Bail Review date will be removed and replaced with the Further Proceedings date.

HEARINGS Set/continued on motion of  People  Defense  Opposed  Unopposed  By Stipulation,  Statutory time is WAIVED

DEFENDANT IS ORDERED TO APPEAR for  on \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Re: Attorney \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_  Motion/PC1538.5 \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Arraignment \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_  Jury / Court Trial \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Bail Review 11-22-17 at 8:15 in Dept. 11  Sentencing \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Readiness/DWT 11-27-17 at 8:30 in Dept. 31  Prob. Hrg. & Sent \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Prelim Exam \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_  DEJ  Drug Ct \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Time Estimate: \_\_\_\_\_ hr/day Set with case(s): \_\_\_\_\_  to trail for revocation

				Bail Info			Court
Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
243(C) PC- 17	BATT PO/ETC W/INJURY	M		SD31	11-27-2017 0830	FP	SCN224197
31411 CC	FRAUD OF FRANCHISE	F		SD31	11-27-2017 0830	FP	SCN224197
1283.3 BP	ALTERING CLINICAL TES	F		SD31	11-27-2017 0830	FP	SCN224197
11418(A) PC	POS/ETC:WPN OF MAS	F		SD11	11-22-2017 0815	BR	SCN224197

**FP: Further Proceedings** – It is important to change the ART/ARR ROC to FP. This will ensure the ART/ARR drops off the End of Court Date Report.

**ID: Identity Hearing** – When there is doubt as to whether the correct incarcerated individual is in custody on a particular case or there is a need to discover the incarcerated individual's true identity, the court will order an Identity Hearing.

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**JT: Jury Trial** – Incarcerated individuals scheduled for Jury Trial will be allowed to dress out, however, a dress out order is required. If an incarcerated individual is scheduled for a Jury Trial and no paper is received the court date will be trailed to the following court date. If the appearance listed on the court document is for a “Trial Call”, FP will be entered as the ROC. DO NOT use JT.

**OTP: Order To Produce** – If an OTP is received on a case that the incarcerated individual is not booked on, the OTP date is entered as an Additional Court date.

Name: Banner, Bruce    Fac: 1    Area:    HU:    Cell:    Bed:

Court: [ ]    Court Dt/Tm: 00-00-0000 0000    ROC: [ ]    Document #: [ ]

Grand Total Bail: \$25,000.00    No Bail

						Court Info		Bail Info		Dispo	
Arr #/Chg #	Code Section	Description	CL	DV		Court	Court Dt/Tm	ROC	Document #		
1 / 1	11418.5(A) PC	THREAT/ETC W/WPN I	F			SD42	12-22-2017 0900	FP	SCD692413		
1 / 2	597(A)	CRUELTY TO ANIMALS	F			SD42	12-22-2017 0900	FP	SCD692413		
1 / 3	NONE	ADDITIONAL COURT DA				SD42	12-22-2017 0900	OTP	SCD242115		

**Note:** When entering the OTP date, the case number assigned must be entered to distinguish which case the incarcerated individual is scheduled for. See [Order To Produce](#).

**PHS: Probation Hearing and Sentencing** – When a verdict is reached, the court will generate a minute order indicating the defendant is scheduled for Probation, Hearing and Sentencing.

Name: America, Captain    Fac: 1    Area: 4    HU: C    Cell: 09    Bed: B

Court: [ ]    Court Dt/Tm: 00-00-0000 0000    ROC: [ ]    Document #: [ ]

Grand Total Bail: \$35,000.00

						Court Info		Bail Info		Dispo	
Arr #/Chg #	Code Section	Description	CL	DV		Court	Court Dt/Tm	ROC	Docur		
1 / 1	10 885 US	DESERTION	F			SD42	12-02-2017 0900	PHS	SCD256969		
1 / 2	594(A) PC	VANDALISM \$400+	F			SD42	12-02-2017 0900	PHS	SCD256969		

**POTP: Parole Order to Produce** – The Superior Court runs the BSTP-Booked State Parole and the BPRV –Booked Probation Revocation Notify Lists and schedules the incarcerated individual for an Order to Show Cause Hearing within 5 court days of arrest.

**SAR: Sentenced After Revocation** – When a judge revokes an incarcerated individual's probation, a second judge will review the trial testimony, pre-sentence investigation report, and the original sentencing judge's findings.

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**ZE: Mental Competency** – A Mental Competency Hearing is scheduled to determine the incarcerated individual’s ability to take care of themselves. These hearings suspend all court proceedings pertaining to the case until the determination hearing is completed. This will be noted on the court document as a **3051 WI** (narcotic addiction) or **1368 PC** (mental competency). These hearings are sent to **SUPEF** the Psychiatric Examining Facility.

To update a case with an ROC of ZE:

- Update the applicable charges with the further proceedings court date
  - The last charge will be scheduled as a mental competency exam with court: SUPEF and ROC: ZE. If there are no other charges it must be entered as an Additional Court date
- The disposition of 3051 WI or 1368 will be entered under all applicable charges
- Enter "Proceedings Suspended per PC 1368 (or WI 3051)" in the maintenance notes

**MENTAL HEALTH**  Proceedings suspended pursuant to PC1368. Mental competency examination on 12-6-17 at 8:00 by Forensic Psychiatry Clinic, Females - Room 1003, Central Division; Males – Central Detention Facility. Hearing on 12-22-17 at 9:00 in Dept. 38 of the Central Division.  The Sheriff is ordered to transport the defendant to and from the examination and hearing stated above.

**OTHER**  Verbal notice of license suspension (DL 310) signed.  Fingerprint form filed.

Book & Release – Report on \_\_\_\_\_ at \_\_\_\_\_ to  Central  Vista  Las Colinas Detention Facility.

nn. Harley      Fac:1      Area:      HU:      Cell:      Bed:

Arrest #: 1      Type of Arrest: FIELD ARREST

Arrest Agency: San Diego Police Depart      Officer: PARKER      ID: 5766

Document #: SCN279802      Event #:      Billing Effective Dt/Tm: 11-22-2017 0943      Hold Agency:      TOX Required?      Notes: Proceedings Suspended per PC 1368

				Bail Info		Court	
Code Section	Description	CL	DV	Court	Court Dt/Tm	ROC	Document #
836 6(B) PC	ESC/ATT ESC W/FORCE	F		SD38	12-22-2017 0900	FP	SCN279802
12303 PC	POSS DESTRUCTIVE DE	F		SD38	12-22-2017 0900	FP	SCN279802
171B(A)(4) PC	POSS/ETC TEARGAS/P	F		SUPEF	12-06-2017 0800	ZE	SCN279802

**Note:** A court document may not be received on SUPEF hearings. The determination hearing date will remain as entered.

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### **WI 3051 – ORDER FOR EXAMINATION**

The order for examination, petition of narcotic addiction, and return of service will be sent to the jail from court. Ensure future court date information, and any other updates are performed in the JIMS. Make a copy of the three documents. Send the original documents to the housing area. The incarcerated individual will retain the order for examination and petition for narcotic addiction. The deputy will sign the return of service verifying the documents were delivered to the incarcerated individual. The copies will be set aside, and NOT filed in the custody record, until the signed proof of service is returned. Upon receipt of the signed return of service, make 1 copy, which will be retained in the custody record with the copies previously set aside. The return of service with the original signature of the housing deputy will be sent via inter-office mail to Mail Stop C-44, Attn: Criminal Mental Health Desk.

### **MATERIAL WITNESS PROCEEDINGS**

A material witness is a person who may have information concerning a criminal proceeding. Often times material witnesses are ordered to appear in court to provide testimony under a subpoena. If the witness fails to appear on the subpoena, a witness warrant is issued to arrest and detain the witness in Sheriff's custody until the witness is no longer needed in the criminal proceedings. Since the witness is being held on the defendant's case, the witness warrant is issued with the same case number as the defendant followed by a WW indicating Witness Warrant. Court documents issued by the court for the witness should reflect the WW after the case number and have clear indication that the court paper is in reference to the witness. In some instances, the court document will reflect the defendant's name and reference the witness somewhere on the court document. All questionable court documents should be brought to the supervisor's immediate attention.

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The below example references the witness warrant case number (1), the witness's name is clearly indicated (2), and the custody status of the witness is clearly detailed on the bottom(3).

**CUSTODY**  
\$10,000 BAIL

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO**  
 CENTRAL     EAST     NORTH     SOUTH  
**WITNESS WARRANT**

DATE 1-10-2021 AT 1:30 P.M.

PRESENT: HON Rhea Sharp JUDGE PRESIDING, DEPARTMENT 2

CLERK C. Madden REPORTER Jamila Tapia CSR# 12456  
 REPORTER'S ADDRESS: P.O. BOX 120128, SAN DIEGO, CA 92112

THE PEOPLE OF THE STATE OF CALIFORNIA vs. Mehmet, Snider **2**  
S. Bridges DEPUTY DISTRICT ATTORNEY / DEPUTY ATTORNEY GENERAL  
D. Sharma ATTORNEY FOR DEFENDANT (PD / JPD / OAC / RETAINED)

VIOLATION OF **WITNESS WARRANT- RYKER LOPEZ** P.O. \_\_\_\_\_  
 ALLEG(S)/ENH(S) \_\_\_\_\_ INTERP. \_\_\_\_\_ OATH ON FILE / SWN. \_\_\_\_\_  
 PRIOR(S) WITNESS RYKER LOPEZ LANGUAGE \_\_\_\_\_

**WITNESS**  PRESENT VIA VIDEO  NOT PRESENT  NOT PRODUCED

**READINESS**  AMENDED COMPLAINT / INFO. / INDICTMENT FILED, READING WAIVED, TRUE NAME AS CHARGED, DEFT. PLEADS NOT GUILTY, DENIES ALLEGS.  
 COMPLAINT / INFORMATION AMENDED BY INTERLINEATION  COMPLAINT DEEMED INFORMATION.  
 PRELIMINARY HEARING / TRIAL \_\_\_\_\_ CONFIRMED / REMAINS / VACATED.  READINESS  MOTIONS \_\_\_\_\_ REMAIN(S) / VACATED.  
 DEFENDANT ADVISED OF RIGHTS, WAIVES RIGHTS.  DEFT. SWORN AND EXAMINED.  DEFENDANT WITHDRAWS "NOT GUILTY" PLEA AND NOW PLEADS  
 GUILTY  NOLLO CONTENDERE TO:

PEOPLE V. WEST PLEA.  COUNSEL AND DEFENDANT STIPULATE TO PRELIMINARY / GRAND JURY TRANSCRIPT AS FACTUAL BASIS OF PLEA.  
 ON MOTION OF COURT / PEOPLE / DEFENDANT COUNT(S) \_\_\_\_\_ REMAINING IS / ARE DISMISSED FOJ / VOP.  
 ON MOTION OF COURT / PEOPLE / DEFENDANT ALLEGATION(S)/PRIOR(S) \_\_\_\_\_ REMAINING IS / ARE STRICKEN FOJ / VOP.  
 DEFENDANT TO PROVIDE DNA SAMPLES AS DIRECTED BY SHERIFF OR PROBATION (PC296).  PC1210  ACCEPTED.  DECLINED.  
**PC1000**  PC1000, DEFERRED ENTRY OF JUDGMENT, GRANTED \_\_\_\_\_ MOS./YRS.  NEW TERM  RE-REFERRAL  REPORT TO SUBSTANCE ABUSE  
 ASSESSMENT UNIT FORTHWITH.  DEFENDANT TO PAY  \$ \_\_\_\_\_ ADMIN FEE  \$ \_\_\_\_\_ DEJ RESTITUTION FEE PER PC1001.90 BY \_\_\_\_\_  
 DEFT. SUCCESSFULLY COMPLETED PC1000. PREVIOUSLY ENTERED PLEA TO COUNT(S) \_\_\_\_\_ SET ASIDE, AND THE CHARGE(S) IS/ARE DISMISSED.  
 DEFT FAILED THE PC1000 PROGRAM. ANY UNPAID PC1000 FEES ARE DELETED.  COURT MAKES A FINDING OF GUILT TO THE CHARGE(S) PLED.  
**FUTURE HEARINGS WAIVERS:**  STATUTORY TIME PRELIM / TRIAL / JUDGMENT.  PRELIMINARY HEARING  SPEEDY TRIAL.  HARVEY / CRUZ / ARBUCKLE.  
 NON-BIOLOGICAL EVIDENCE DISPOSAL.  PRESENCE AT POST-SENTENCE HEARING.  ATTORNEY / INTERPRETER CONFLICT FOR THIS HEARING.  
 COMPLAINT DEEMED THE INFORMATION, IMMEDIATE ARRAIGNMENT (SEE CRM-002A).  IMMEDIATE SENTENCING (SEE CRM-002B).  
 \_\_\_\_\_ IS SET FOR / CONT'D / TRAILED TO \_\_\_\_\_ AT \_\_\_\_\_ IN DEPT. \_\_\_\_\_  
 ON MOTION OF COURT / PEO. / DEFT. REASON: \_\_\_\_\_ EST. PRELIM. \_\_\_\_\_ DAYS LEFT (TRIAL) \_\_\_\_\_  
 READINESS IS SET FOR / CONT'D TO \_\_\_\_\_ AT \_\_\_\_\_ IN DEPT. \_\_\_\_\_ MOTIONS DUE: \_\_\_\_\_  
**MENTAL HEALTH**  PROCEEDING SUSPENDED PER PC1368. MENTAL COMPETENCY EXAMINATION ON \_\_\_\_\_ AT \_\_\_\_\_  
 BY FORENSIC PSYCHIATRY CLINIC. FEMALES, ROOM 1063, CENTRAL COURTHOUSE; MALES, CENTRAL DETENTION FACILITY.  
 HEARING ON \_\_\_\_\_ AT \_\_\_\_\_ IN DEPARTMENT \_\_\_\_\_ CENTRAL COURTHOUSE.  
 THE SHERIFF IS ORDERED TO TRANSPORT DEFENDANT TO AND FROM THE EXAMINATION AND HEARING SHOWN ABOVE.  
**PROBATION REFERRAL**  REPORT ORDERED:  PRESENTENCE.  POST-SENTENCE, COPY TO BE SENT DIRECTLY TO CDCR PER PC1203C.  
 DEFENDANT FOUND GUILTY BY  JURY VERDICT.  COURT FINDING.  DEFT. WAIVES POST-SENTENCE INTERVIEW.  
 DEFENDANT ORDERED TO REMAIN IN COURTROOM UNTIL INTERVIEWED BY COURT PROBATION OFFICER FOR A LIMITED REPORT.  
 DEFENDANT REFERRED TO / ORDERED TO REPORT IMMEDIATELY TO PROBATION DEPT. FOR INTERVIEW:  3977 OHIO STREET, SAN DIEGO  
 330 W. BROADWAY, 5TH FL., SAN DIEGO  325 S. MELROSE DR., VISTA  250 E. MAIN ST., 8TH FL., EL CAJON  1095 BAY BLVD., CHULA VISTA  
**CUSTODY STATUS**  DEFT. REMANDED TO CUSTODY OF SHERIFF  WITHOUT BAIL  BAIL SET AT/REDUCED/INCREASED TO \$ \_\_\_\_\_  PC1275.1 HOLD  
 DEFENDANT ORDERED RELEASED FROM CUSTODY THIS CASE ONLY  ON OR / SOR  ON DEJ  CASE DISMISSED  ACQUITTED.  
 DEFENDANT TO REMAIN AT LIBERTY  ON BOND POSTED \$ \_\_\_\_\_  ON OR / SOR  ON DEJ  ON SAME TERMS & CONDITIONS  
 DEFENDANT ORDERED TO RETURN.  
 4TH AMENDMENT WAIVER: IMPOSED. / REMAINS IN EFFECT. / DELETED.  PROTECTIVE ORDER: ISSUED. / REMAINS IN EFFECT. / MODIFIED. / DELETED.  
**BONDS / WARRANTS**  BENCH WARRANT TO ISSUE, BAIL SET AT \$ \_\_\_\_\_  COUNSEL REPORTS NO CONTACT WITH DEFENDANT **AS TO RYKER LOPEZ**  
 SERVICE FORTHWITH.  ORDERED WITHHELD TO \_\_\_\_\_  BENCH WARRANT ISSUED  ORDERED \_\_\_\_\_ IS RECALLED / RESCINDED.  
 DECL. OF NON-COLLUSION & RE-ASSUMPTION OF LIABILITY FILED.  BAIL FORF. IS SET ASIDE.  BAIL  REINSTATED  EXONERATED  FORFEITED  
 UPON PAYMENT OF COURT COST \$ \_\_\_\_\_ WITHIN 30 DAYS.  COST WAIVED. BOND AMT \$ \_\_\_\_\_ BOND NO. \_\_\_\_\_  
 BOND COMPANY \_\_\_\_\_ AGENT \_\_\_\_\_

**3** **OTHER** **WITNESS RYKER LOPEZ TO BE RLSD FROM CUSTODY FORTHWITH**  
 RYKER LOPEZ IS ORDERED TO APPEAR 1-24-21 9AM D-11 MR. LOPEZ  
 IS ORDERED TO CONTACT DDA OMAR GENTRY W/IN 72HRS of RLS U19-555-5555  
 Date: \_\_\_\_\_ ATTEST A TRUE COPY, Clerk of the Superior Court by \_\_\_\_\_ Deputy

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The below example does not reference the WW after the case number (1); however, in the custody status 'defendant' is crossed off and 'witness' is written (2). This is an indication that the court paper is in reference to the witness. Not all court papers will be clearly detailed. If uncertain DO NOT update the court paper until a supervisor has reviewed it.

SCE123456 DA MBS159 SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO  
 1 - "WW" Not Indicated 0 P.M. FP - WITNESS WARRANT - CONTEMPT  
 PRESENT: HON J. JOHNSON JUDGE PRESIDING, DEPARTMENT 15  
 CLERK T. Lopez REPORTER Lee 12345 CSR#  
 REPORTER'S ADDRESS: P.O. BOX 120128, SAN DIEGO, CA 92112  
 THE PEOPLE OF THE STATE OF CALIFORNIA vs. T. Khan via audio video  
 DEPUTY DISTRICT ATTORNEY / DEPUTY ATTORNEY GENERAL  
 Smirn, John vs. R. Dillon via audio video  
 ATTORNEY FOR DEFENDANT (P.O. / OAC / RETAINED)  
 VIOLATION OF X1 PC 187(a); X2 PC 29800(a)(1) P.O. Spec. appearing for witness  
 ALLEG(S)/ENH(S) X1 PC 12022.5(a); PC 12022.53(b); PC 12022.53(c); PC 12022.53(d) OATH ON FILE / SWN.  
 PRIOR(S) VFPP:1 STRIKE:1 LANGUAGE  
 DEFENDANT  PRESENT  SELF REPRESENTED  NOT PRESENT  NOT PRODUCED  WITNESS - DEVON ROBBINS present via audio video  
 READINESS  AMENDED COMPLAINT / INFO. / INDICTMENT FILED, READING WAVED, TRUE NAME AS CHARGED, DEFT. PLEADS NOT GUILTY, DENIES ALLEGS. COMPLAINT DEEMED INFORMATION  
 COMPLAINT / INFORMATION AMENDED BY INTERLINEATION  COMPLAINT DEEMED INFORMATION  
 PRELIMINARY HEARING / TRIAL 2-1-21 CONFIRMED (REMAINS) / VACATED.  READINESS  MOTIONS REMAIN(S) / VACATED.  
 DEFENDANT ADVISED OF RIGHTS, WAIVES RIGHTS.  DEFT. SWORN AND EXAMINED.  DEFENDANT WITHDRAWS "NOT GUILTY" PLEA AND NOW PLEADS  
 GUILTY  NOLO CONTENDERE TO:  
 Release conditions:  
 1 Contact DA Investigator once released  
 2 Report to DA's office on 2-1-21 @ 0830. (619-441-4000)  
 PEOPLE'S WEST PLEA  COUNSEL AND DEFENDANT STIPULATE TO PRELIMINARY / GRAND JURY TRANSCRIPT AS FACTUAL BASIS OF PLEA.  
 ON MOTION OF COURT / PEOPLE / DEFENDANT COUNT(S) REMAINING IS / ARE DISMISSED FOJ / VOP.  
 ON MOTION OF COURT / PEOPLE / DEFENDANT ALLEGATION(S) / PRIOR(S) REMAINING IS / ARE STRICKEN FOJ / VOP.  
 DEFENDANT TO PROVIDE DNA SAMPLES AS DIRECTED BY SHERIFF OR PROBATION (PC296).  PC1210  ACCEPTED.  DECLINED.  
 PC1000  PC1000, DEFERRED ENTRY OF JUDGMENT, GRANTED MOS./YRS.  NEW TERM  RE-REFERRAL  REPORT TO SUBSTANCE ABUSE  
 ASSESSMENT UNIT FORTHWITH.  DEFENDANT TO PAY \$ ADMIN FEE \$ DEJ RESTITUTION FEE PER PC1001.90 BY  
 DEFT. SUCCESSFULLY COMPLETED PC1000. PREVIOUSLY ENTERED PLEA TO COUNT(S) SET ASIDE, AND THE CHARGE(S) IS/ARE DISMISSED.  
 DEFT FAILED THE PC1000 PROGRAM. ANY UNPAID PC1000 FEES ARE DELETED.  COURT MAKES A FINDING OF GUILT TO THE CHARGE(S) PLED.  
 FUTURE HEARINGS WAIVERS:  STATUTORY TIME PRELIM / TRIAL / JUDGMENT.  PRELIMINARY HEARING  SPEEDY TRIAL  HARVEY / CRUZ / ARBUCKLE.  
 NON-BIOLOGICAL EVIDENCE DISPOSAL  PRESENCE AT POST-SENTENCE HEARING.  ATTORNEY / INTERPRETER CONFLICT FOR THIS HEARING.  
 COMPLAINT DEEMED THE INFORMATION, IMMEDIATE ARRAIGNMENT (SEE CRM-002A).  IMMEDIATE SENTENCING (SEE CRM-002B).  
 IS SET FOR / CONT'D / TRAILED TO AT IN DEPT. EST. PRELIM. DAYS LEFT (TRIAL)  
 READINESS IS SET FOR / CONT'D TO AT IN DEPT. MOTIONS DUE:  
 MENTAL HEALTH  PROCEEDING SUSPENDED PER PC1368. MENTAL COMPETENCY EXAMINATION ON AT  
 BY FORENSIC PSYCHIATRY CLINIC. FEMALES, ROOM 1003, CENTRAL COURTHOUSE, MALES, CENTRAL DETENTION FACILITY.  
 HEARING ON AT IN DEPARTMENT CENTRAL COURTHOUSE.  
 THE SHERIFF IS ORDERED TO TRANSPORT DEFENDANT TO AND FROM THE EXAMINATION AND HEARING SHOWN ABOVE.  
 PROBATION REFERRAL  REPORT ORDERED:  PRESENTENCE.  POST-SENTENCE. COPY TO BE SENT DIRECTLY TO CDCR PER PC1203C.  
 DEFENDANT FOUND GUILTY BY  JURY VERDICT.  COURT FINDING.  DEFT. WAIVES POST-SENTENCE INTERVIEW.  
 DEFENDANT ORDERED TO REMAIN IN COURTROOM UNTIL INTERVIEWED BY COURT PROBATION OFFICER FOR A LIMITED REPORT.  
 DEFENDANT REFERRED TO / ORDERED TO REPORT IMMEDIATELY TO PROBATION DEPT. FOR INTERVIEW:  3977 OHIO STREET, SAN DIEGO  
 330 W. BROADWAY, 5TH FL. SAN DIEGO  124 S. MELROSE DR. VISTA  2507 MAIN ST. 8TH FL. EL CAJON  1095 BAY BLVD., CHULA VISTA  
 CUSTODY STATUS  DEFT. REMANDED TO CUSTODY OF SHERIFF  WITHOUT BAIL  BAIL SET AT/REDUCED/INCREASED TO \$  PC1275.1 HOLD  
 DEFENDANT ORDERED RELEASED FROM CUSTODY THIS CASE ONLY  ON OR / SOR  ON DEJ  CASE DISMISSED  ACQUITTED.  
 REMAIN AT LIBERTY  ON BOND POSTED \$  ON OR / SOR  ON DEJ  ON SAME TERMS & CONDITIONS  
 DEFENDANT ORDERED TO RETURN.  
 AMENDMENT WAIVER: IMPOSED. / REMAINS IN EFFECT. / DELETED.  PROTECTIVE ORDER: ISSUED. / REMAINS IN EFFECT. / MODIFIED. / DELETED.  
 BONDS / WARRANTS  BENCH WARRANT TO ISSUE, BAIL SET AT \$  COUNSEL REPORTS NO CONTACT WITH DEFENDANT.  
 SERVICE FORTHWITH.  ORDERED WITHHELD TO  BENCH WARRANT ISSUED / ORDERED IS RECALLED / RESCINDED.  
 DECL. OF NON-COLLUSION & RE-ASSUMPTION OF LIABILITY FILED.  BAIL FORF. IS SET ASIDE.  BAIL  REINSTATED  EXONERATED  FORFEITED  
 UPON PAYMENT OF COURT COST \$ WITHIN 30 DAYS.  COST WAVED. BOND AMT \$ BOND NO.  
 BOND NO. / DATE  
 OTHER: WITNESS Devon Robbins (Bkg # 21043334) produced on witness warrant issued 11/27/20 and is present via audio video conference. Deft. consents to closed remote hearing for today's hrg. only and that APD date may conduct hrg. via audio.  
 Distribution by: to JAY DEFT ATT / SOR PROB BAR Other: Deputy  
 SIDSC CRM-002C (Rev. 10/15/20) FELONY MINUTES - MISCELLANEOUS

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**UPDATE PER PC 17(B)(4)**

**Pre-arraignment:**

An arresting agency may send an Add/Drop/Change of charge form informing us that they are changing a felony to a misdemeanor per PC 17(B)(4). Check the arrest to determine if the change will affect the incarcerated individual's booking status. If it is a release, forward the custody record to the release technician. If it is an update, reduce the charge level to a misdemeanor by utilizing the following example:

Change the CL from "F" to "M"

Add 17 (B)(4) to Description and Code Section

Check the Force Statute box

Add the following verbiage in Notes

Arrest #: 1 Type of Arrest: BOOKED-SUPR CRT WARR

Arrest Agency: San Diego Sheriff Office Officer: PARKER ID: 5766

Document #: SCD692413 Event #: [ ]

Billing Effective Dt/Tm: 11-28-2017 1424 Hold Agency: [ ] TOX Required? [ ]

Notes: Charge 368(C) Misdemeanor per PC 17(B)(4)

				Bail Info		Court Info	
Code Section	Description	CL	DV	Bail	Bail Amt	Type	Bond Co
368(C) PC- 17	STEL FR ELD/DEP ADL	M	[ ]	Y	5,000.00		

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- Verify the bail amount is correct
- Bail upon any charge which is charged in a complaint as a misdemeanor under PC 17(B)(4) shall be \$5,000.00, unless the schedule quotes a higher bail ([Bail Schedule General Information, iv, number 14](#))
- Verify the court destination and change if necessary
- Is this now a CITY incarcerated individual? If so, enter the CITY disposition

**Note: Requests to Add/Drop/Change a charge must meet current Booking Acceptance Criteria. If a form is received on the date of arraignment, DO NOT process.**

**Post-arraignment:**

The court may issue a minute order in which charges have been changed per 17(B)(4) PC. Follow the example shown above to update the changes.

**SENTENCE CALCULATION**

A court document may order an incarcerated individual to serve a sentence. See [Sentence Calculation](#).

**CLOSING OUT AN ARREST**

A court document may indicate the incarcerated individual can be released on a particular case; however, the incarcerated individual may have an additional case or hold pending.

**Example: An incarcerated individual is arrested on a local case, has a warrant out of Orange County, and a warrant out of the state of New Mexico.**

When the local case has been adjudicated, generate an additional arrest to book the HOC (Hold Out of County) as a **BOC** (Booked Out of County). Enter the disposition **RBHD** for the **HOC** arrest. The fugitive warrant will remain as a hold.

Witch, Scarlet		Fac:1	Area:4	HU:C	Cell:18	Bed:T	
Arrest #:	2	Type of Arrest:	HOLD-OUT OF CTY WARR				
Arrest Agency:	San Diego Sheriff Office	Officer:	NA	ID:	NA		
Document#:	MS13666	Hold Agency:					
Ret/Rlse Dt/Tm:	11-21-2017 1506	Severity:	CL:				
TOX Required?							
Disposition:	RBHD	Rlse:	Y	Dispo Dt/Tm:	11-21-2017 1506	Bill Agency:	O/C
Notes:	PLACER COUNTY EL DORADO MUNI COURT BAIL \$69,000 CHARGES: 211 PC, 647(B) PC						

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**Note: Remember to enter the disposition date and time**

Court: <input type="text"/>		Court Dt/Tm: 00-00-0000 0000		ROC: <input type="text"/>		Document #: <input type="text"/>					
Grand Total Bail: \$144,000.00											
				Court Info		Bail Info		Dispo		Arrest Info	
Arr #/Chg #	Code Section	Description	CL	DV	Disposition	Rlse	Disposition Dt/Tm	Warrant #	OCN	Bill Agency	Notes
<input type="checkbox"/> 1 / 1	243(C) PC- 17	EBATT PO/ETC W/INJURM	M		BOND	Y	11-21-2017 1506			SDSO	
<input type="checkbox"/> 1 / 2	266H PC	PIMPING	F		BOND	Y	11-21-2017 1506			SDSO	
<input checked="" type="checkbox"/> 2 / 1	HOLD	Rel Dt/Tm: 11-21-2017 15			RBHD	Y	11-21-2017 1506			O/C	
<input type="checkbox"/> 3 / 1	211 PC	ROBBERY	F				00-00-0000 0000			O/C	
<input type="checkbox"/> 3 / 2	647(B) PC	PROSTITUTION	M				00-00-0000 0000			O/C	

The following is the order in which warrants/holds must be booked:

1. Local Cases

2. State Parole

3. Out-Of-County Warrants

4. State Cases

5. Federal Cases

6. Fugitive Cases

7. ICE (Notification)

**Note: If the local case is sentenced to state prison, the warrants and holds are processed differently. See [State Commits](#).**

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**COURT RELEASES**

When processing a court document ordering the release of a case, the court update technician will check the incarcerated individual’s status in JIMS to see if this is the only case the incarcerated individual is booked on.

If an incarcerated individual housed at another facility has a hold arrest that needs to be booked, the updating DPT will book the hold and notify a DPT at the facility where the custody record is maintained. The updating DPT will take note of the name of the person they spoke to. The DPT receiving thenotification will review the custody record, clear the charge review screen and enter the appropriate disposition as required.

**Note: Teletype notifications for booked Out-of-County matters will be completed by the DPT clearing charge review.**

If the incarcerated individual does not have any pending matters, they will be processed via the Final Release navigator. The updating DPT will enter the disposition, case number and any future court dates. This will place the incarcerated individual’s name in the pending release queue at the appropriate facility. In the notes section, enter the updating facility name and the word UPDATE or UPDT.

Fac	Book #	Release Status	Navigator	Last Name	First Name	MI	Notes
1	17100003	Final Release	FINAL RELEASE	WITCH	SCARLET		VDF UPDT//
1	17100007	Wants & Warrants	FINAL RELEASE	AMERICA	CAPTAIN		LCDRF UPDT//

A second DPT/DPS will review the court paper and JIMS to verify the release. Once checked for accuracy, the second DPT will enter VERIFIED or VRFD in the notes section after the previously entered information.

Fac	Book #	Release Status	Navigator	Last Name	First Name	MI	Notes
1	17100003	Wants & Warrants	FINAL RELEASE	WITCH	SCARLET		VDF UPDT//VRFD
1	17100005	Wants & Warrants	FINAL RELEASE	AMERICA	CAPTAIN		LCDRF UPDT// VRFD

**DUE TO TIME CONSTRAINTS, COURT RELEASES FOR INCARCERATED INDIVIDUALS HOUSED AT OTHER FACILITIES ARE TO BE IMMEDIATELY PROCESSED, COMPLETED AND VERIFIED WITHOUT DELAY.**

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Court documents with special release information will be updated by the receiving facility and faxed to the incarcerated individual's housing facility. A special release document contains the identity of a person, agency or organization that is ordered to pick-up the incarcerated individual at the time of release. Court documents with a release ordered to occur at a specific time within the next 24-48 hours will be faxed to and processed by the facility where the custody record is maintained. Court documents which indicate the Court imposition of a 1275.1 PC order will be faxed to the facility where the custody record is maintained.

Release documents will be placed in a designated "faxed release" tray. These papers will be double-checked prior to the end of shift to ensure the incarcerated individuals are released prior to sending the physical paper to the facility.

**Note: When faxing a document(s), a cover sheet is required. The cover sheet must indicate the number of pages being faxed, the senders name and any other pertinent information. Documents received via fax will be processed immediately. Release orders will be given priority over remanding documents.**

**AUTOMATED REGIONAL JUSTICE INFORMATION SYSTEM (ARJIS)**

The Automated Regional Justice Information System (ARJIS) is utilized by multiple local, state, and federal agencies in California. The unique member ID assigned to employees of the Incarcerated individual Processing Division are granted with the understanding that the information entered is to be used to assist the criminal justice system.

After updating a court paper, the DPT assigned to court update **must** ARJIS the bottom right corner of the court paper. After completing a quality assurance check of a court paper, the DPT assigned to quality assurance **must** also ARJIS the bottom right of the court paper.

Date: <u>05/28/20</u>		ATTEST A TRUE COPY, Clerk of the Superior Court by <u>W. Parker</u> , Deputy	
Distribution by <u>V. Carranza</u>	on <u>05/28/20</u>	to <u>JAIL</u>	DEFT. ATTY. PROS. PROB. R&R Other: _____
SDSC CRM-002B (Rev. 4/14)		<b>FELONY MINUTES – PRONOUNCEMENT OF JUDGMENT</b>	
			<b>5139 / 5766</b>

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**DISTRIBUTION OF COURT ORDERS**

Court orders requiring compliance from other personnel must be notified. A copy will be made and given to the appropriate person(s) in a timely manner. Original court orders will be placed in the incarcerated individual's custody record. **For distribution to counselors, fax all copies to 619-661-2865.**

**HEARINGS** Set/continued on motion of  People  Defense  Opposed  Unopposed  By Stipulation,  Statutory time is **WAIVED**

**DEFENDANT IS ORDERED TO APPEAR for**  \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Re: Attorney \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_  Motion/PC1538.5 \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Arraignment \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_  Jury / Court Trial \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Bail Review 11-22-17 at 8:15 in Dept. 11  Sentencing \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Readiness/DWT 11-27-17 at 8:30 in Dept. 31  Prob. Hrg. & Sent \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Prelim Exam \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_  DEJ  Drug Ct \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

Time Estimate: \_\_\_\_\_ hr/day Set with case(s): \_\_\_\_\_  to trail for revocation

**MENTAL HEALTH**  Proceedings suspended pursuant to PC1368. Mental competency examination on \_\_\_\_\_ at \_\_\_\_\_ by Forensic Psychiatry Clinic. Females - Room 1003, Central Division; Males - Central Detention Facility. Hearing on \_\_\_\_\_ at \_\_\_\_\_ in Dept. \_\_\_\_\_

The Sheriff is ordered to transport the defendant to and from the examination and hearing stated above.

**OTHER**  Verbal notice of license suspension (DL 310) signed.  Fingerprint form filed.

Book & Release - Report on \_\_\_\_\_ at \_\_\_\_\_ to  Central  Vista  Las Colinas Detention Facility.

Deft. to be seen by jail medical

**CUSTODY STATUS** Defendant  REMANDED to custody of Sheriff  without bail  with bail set at / increased to / reduced to \$ 69000

PC1275.1 HOLD.  Pretrial Services Report Ordered re: SOR

REMAINS AT LIBERTY  RELEASED:  on bail previously posted.  after booking  DEJ  OR  SUPERVISED OR - comply with P.T.S. con

same terms and conditions  to an authorized representative of: \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

Note on the court order the distribution. (Ex. CC Med, CC W/C, etc.)

**Documents Which Require Signature**

Upon receiving any documents requiring an incarcerated individual signature, ensure the document(s) are directed to the appropriate personnel and forwarded upon completion. Confirm a signed copy is placed in the incarcerated individual's record.

**RELEASE**

Staff assigned to the release position will monitor the final release queue for their facility. When the notes section indicates a release has been entered and verified on the queue (Example: "SBDF UPDT/VRFD"), the incarcerated individual's record will be pulled, and the release process initiated.

Once the process has been completed, the "UPDATE/VERIFIED" notation from the pending release queue will be removed and replaced with the incarcerated individual's housing unit, reason for release, and time of completion.

Fac	Book #	Release Status	Navigator	Last Name	First Name	MI	Notes
8	17174371	Final Release	FINAL RELEASE	ESTOLANO	STEVE	M	1a prob 1220

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### **No Court Paper (NCP)**

When processing the release of an incarcerated individual whose JIMS information is updated but the court document has not yet been received by the housing facility, the release technician will enter into the JIMS maintenance remarks, **“No Court Paper or NCP”**.

### **CUSTODY RECORDS**

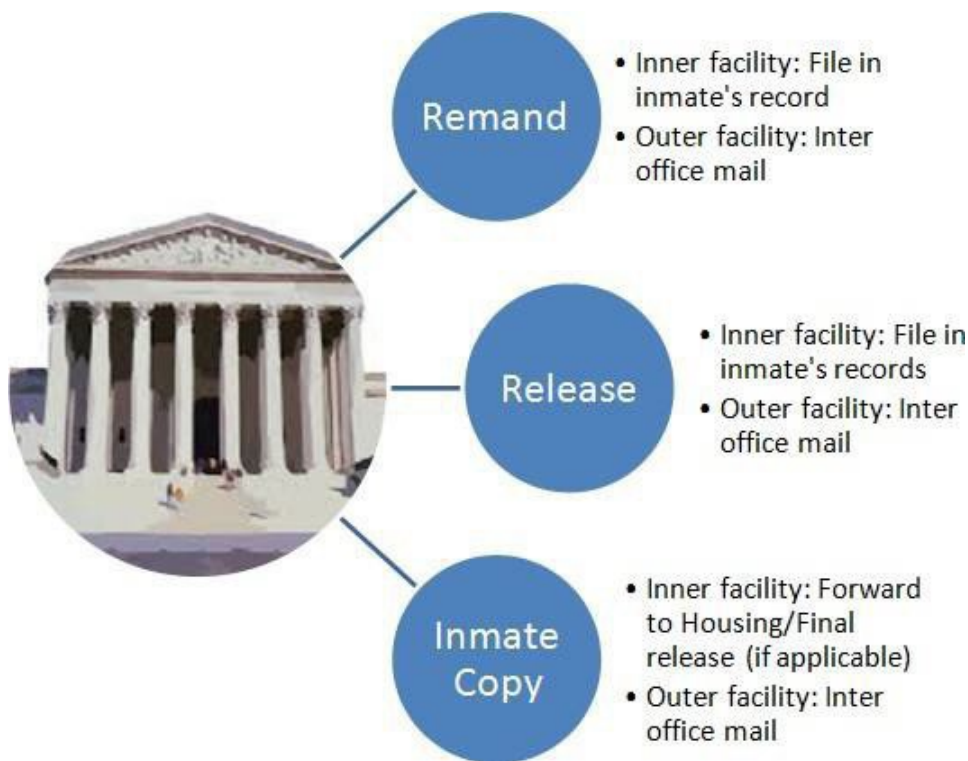
Final release will place the custody records for incarcerated individuals that have been released in a designated location until the original court papers arrive through inter-office mail. After the court release paper has been received and matched with the custody record, it will be forwarded to Sheriff's Records.

### **END OF COURT DATE**

After the processing of court documents has been completed, the updating technician will notify the other facilities that updates have been completed. An End of Court Date list will be generated. See [End of Court Date](#).

### **DISBURSING OF COURT DOCUMENTS**

Court documents will be disbursed according to the following type:



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**Note: Court documents must be clearly and accurately marked with the incarcerated individual name, booking number and facility. Incarcerated individual copies must have the facility and housing location.**

**QUESTIONABLE/MISSING COURT DOCUMENTS**

All questionable court documents will be resolved immediately at the facility where the update is being processed. During court business hours the update technician will contact the court and resolve any issues discovered.

**Completing the Court Contact Form (J-17)**

After court hours, the person initiating the request will write the date/time, defendant's name, booking number, case number, clearly explain the problem and ARJIS. The DPS will verify the legitimacy of the court contact by accessing the DA10 screen in SDLaw and sign the court contact log.

 <p style="text-align: center;"><b>San Diego County SHERIFF'S DEPARTMENT COURT CONTACT LOG</b></p>					
DATE:	11-21-17, 1920 hrs				
DEFENDANT:	WITCH, SCARLET	BOOKING#:	17100003	CASE #:	SCN224197
PROBLEMS:	No court paper received. Dept. 6				
ARJIS #:	XXXX				

The initiating technician will enter the disposition "DPS" in the maintenance navigator and a notation in the notes section that the follow up is being conducted at the facility where the update is being processed. The notation will be "court contact @ SBDF, LCDF, VDF, SDCJ, etc."

1113232 Book #: 17100003, WITCH						
Witch, Scarlet		Fac: 1	Area: 4	HU: C	Cell: 18	Bed: T
Arrest #:	1		Type of Arrest: FIELD ARREST			
Arrest Agency:	San Diego Sheriff Office		Officer:	ORTIGUERRA		ID: 5139
Document #:	SCN224197		Event #:			
Billing Effective Dt/Tm:	11-21-2017 1504		Hold Agency:	TOX Required?		
Notes:	COURT CONTACT @ VDF					
				Bail info		
Code Section	Description	CL	DV	Disposition	Rise	DispositionDt/Tm
243(C) PC- 17	BATT PO/ETC W/INJURY	M		DPS	N	00-00-0000 0000

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Each time the court is contacted, the date, court location, phone number, response, and contact person will be written in the contact sections. The time and ARJIS of the person receiving the response or making contact will be noted. The DPS will review the court contact tray daily. The court contact paper will remain at the updating facility until the issue is resolved. Once the issue is resolved, the updating technician will update the case in JIMS, mark "**RESOLVED**" in large letters on the contact sheet and attach the court document as part of the permanent record.

COURT CONTACT LOG					
DATE:	11-21-17				
DEFENDANT:	WITCH, SCARLET	BOOKING #:	17100003	CASE #:	SCN224197
PROBLEMS:	No court paper received. Dept. 6				
ARJIS #:	XXXX				
<hr/>					
1 <sup>ST</sup> CONTACT DATE:	11-22-17	COURT:	Vista	PHONE:	(760) 940-4818
RESPONSE:	Court paper received. RESOLVED				
ARJIS #:	XXXX	CONTACT PERSON:	Parker	TIME:	1225

**FACILITY COURT CONTACTS**

The following telephone numbers are to be used when contacting the respective facilities regarding court update issues.

	Facility	Court
SDCJ	(619) 615-2662	(619) 533-7737 (619) 533-7739 (619) 533-7734
LCDRF	(619) 258-3032	(619) 456-4350
VDF	(760) 940-4486	(760) 940-4818
SBDF	(619) 691-4626	(619) 691-4430 (619) 691-4431

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## **COURT LIST UPON SYSTEM FAILURE**

Upon notification by the detention processing supervisor (DPS) or watch commander, the designated detention processing technician (DPT) will retrieve the court list for the affected date and disseminate it as follows:

A copy of the court list will be provided to each of the facility court deputies. Housing Unit deputies will be notified of the incarcerated individuals needed for court and will be required to check the face cards for verification. If the incarcerated individual(s) is no longer housed in a particular housing unit, control deputies shall be notified.

If applicable, the Jail Information Management System (JIMS) manual pre-booking and bookingsheets will be reviewed to identify any incarcerated individuals required to appear in court. A manual list of these incarcerated individuals will be provided to the facility court deputy. As time is of the essence, incarcerated individuals scheduled for morning courts shall be transported first, followed by the incarcerated individuals scheduled for court in the afternoon.

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