

## Coordinated Program Pick-Ups

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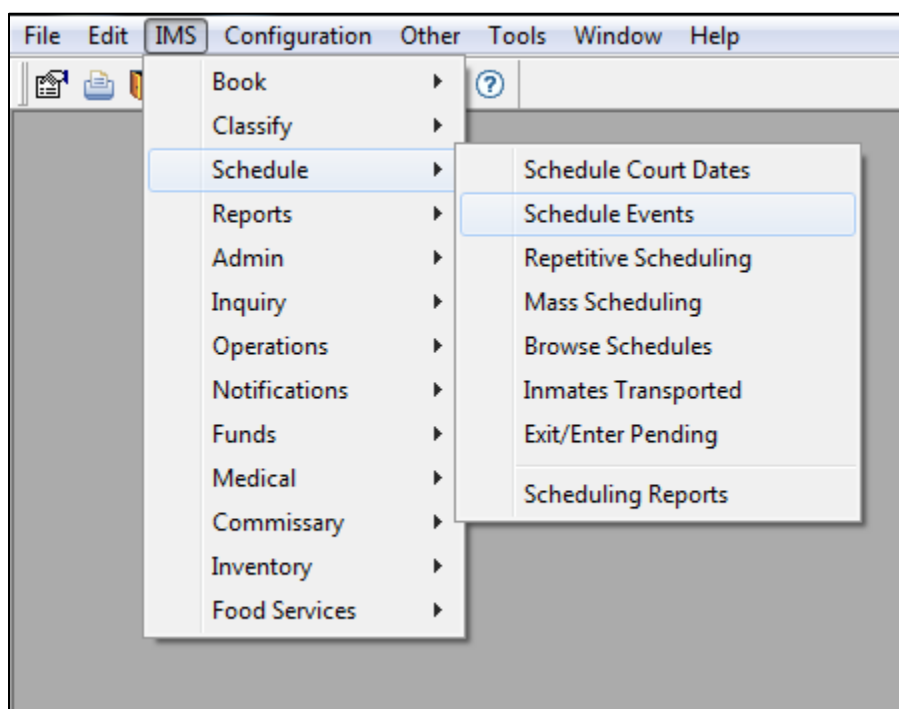
#### ID Required for Pick-Ups

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## PROCESS FOR COORDINATED PROGRAM PICK-UPS

During the course of an inmate's confinement, personnel from various programs may contact IPD to inquire about an inmate's status and/or eligibility for release. The Detention Processing Technician (DPT) will verify the inmate's status for release by checking the custody record and verifying that each arrest and/or sentence is eligible for release. The DPT is **not** to rely solely on JIMS.

After careful review of the inmate's entire custody record, the DPT will notify the requesting party of the outcome. If the inmate is found ineligible to be released to a program an email notification will be forwarded to the requesting party. Release information for inmates meeting the criteria and are eligible to be picked up by a treatment program will be entered as a scheduled event in the Schedule Events Navigator of the Jail Information Management System (JIMS) by the on-duty Detention Processing Supervisor (DPS).



- Utilize the search box to locate the inmate you want to schedule an event for
- Once you have located and selected the inmate, click the "Add" button
- Follow the steps below to complete the scheduled event

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1. Select PKUP in the Event Type field
2. Enter the pick-up date/time in the Event Start and End Date/Time
3. Select NO BUS in the Destination field
4. Enter all other information pertinent to the pick-up in the Comments field, i.e. agent's name, agency, contact information, mode of transportation, etc.
5. Click Close and select Yes to save

Event Scheduling: JIM: 400113720, Book #19100350, ELF

[Browse Events](#)

**Book #: 19100350 Name: Elf, Buddy Fac: 1 Area: 6 HU: D Cell: 04**

Event Type: 
 Destination:

Event Start Dt/Tm:  Send:  Two:

Event End Dt/Tm:  Back:  Three:

One:  Conflict:

**Comments:**

PCO - Mr. S. Claus from "Santas Little Helpers" will PKUP on 12-24-19 @0800 HRS  
Contact Mrs. Claus 619-555-5577

Entry Dt/Tm:  By:

**Note: Information will not be entered in the Booking Maintenance Notes section of the JIMS due to officer safety concerns. If an inmate is to be picked up from a different facility from which they are housed, a copy of the scheduled event should be provided to JPMU and the supervisor(s) where the scheduled pick up will take place. Supervisor(s) will also be responsible for forwarding the coordinated release notification as well as any pertinent information regarding the scheduled pick up to the DPT assigned to final.**

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**CTC RELEASES**

The San Diego Probation Department's AB109 Post Release Offender's Division has an established unit within called the Community Transition Center (CTC). Effective July 25, 2019, the CTC will be communicating directly with Reentry Services to coordinate and organize the pick-up arrangements with IPD staff for inmates scheduled to be released under mandatory supervision (MS) and transports them to various residential treatment programs as a condition of Mandatory Supervision.

San Diego Sheriff's Dept. - Reentry Services Division <b>Coordinated Release to Program</b>		
<b>INDIVIDUAL BEING RELEASED</b>		
<i>Last Name, First Name</i>	Bowman, Daniel	
<i>Booking # :</i>	19715008	
<i>DOB:</i>	04/08/85	
<i>Date and time of pick-up:</i>	07/22/19	
<i>CVS location for Rx pick-up:</i>	3327 Rosecrans St. San Diego, CA 92110	
<i>Client destination:</i>	CTC	
<b>STAFF PERSON PICKING UP</b>		
<i>Agency Name:</i>	Probation/CTC	
<i>Staff person assigned for pick-up:</i>	CTC Staff	
<i>Cell phone of person above:</i>	949-922-4371	
<i>Facility:</i>	SDCJ	
<b>TRANSFER SUMMARY <i>(requires a current ROI attached to the email)</i></b>		
<i>Program Name:</i>	Click here to enter text.	
<i>Facility fax number:</i>	Click here to enter text.	
<i>FAX to the ATTN of:</i>	Click here to enter text.	
<b>Please remember the naming format for this file is:</b>		
<b>LAST NAME, FIRST NAME</b> Jones, Nora	<b>BOOKING #</b> # 17444444	<b>RELEASE DATE</b> REL 8/1/17
<b>Email this form to:</b>		
<b>Kathy Myers</b>	Kathy.Myers@sdsheriff.org	
<b>Jessica Barawed</b>	Jessica.Barawed@sdsheriff.org	
<b>Bianca Brock</b>	Bianca.Brock@sdsheriff.org	

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The newly established process is as follows:

- CTC will send the Coordinated Program Release request form to Reentry Services Division
- Reentry Services will forward the request to the DPS at the respective facilities
- A "reply all" email will be sent to confirm when the pick has been scheduled. If the inmate is not eligible for release, the DPS will indicate that the pickup cannot be scheduled
- Every evening, Reentry Services will send out a summary of all the releases scheduled for the following day
- The Coordinated Program Release Form must be printed and include the ARJIS and initials of the DPS processing the request. The form will be filed in the inmate's custody record
- The processing DPS is responsible for ensuring that the pickup information is forwarded to the DPT assigned to the final release position

### **HOLD FOR PICK-UP**

#### **Rehabilitation/Programs (Counseling Staff Approved)**

The counseling staff at each facility works diligently with inmates while in custody, offering them counseling, classes and rehabilitation. In order to continue this treatment, the counseling staff is able to obtain placement for many of these inmates upon their release. Unfortunately, because Inmate Processing staff releases some of our "serve time" inmates shortly after midnight, many of them scheduled for a program never make it. To help alleviate this problem, the **Hold for Pick-up form** was created.

The counseling staff utilizes the Hold for Pick-up form to notify IPD staff of any special transportation and/or pick-up arrangements made on behalf of an inmate. The form is filled out by the counseling staff and signed by the inmate. The completed form is forwarded to Inmate Processing, where the Detentions Processing Technician schedules the pick-up as an event in JIMS.

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If the designated pick-up person does not arrive at the time indicated, notify the on-duty supervisor. The supervisor will place a courtesy call to the counseling staff for further follow-up.

**NOTE: This form is not authorization to hold the inmate past their release date nor does it supersede any early "kicks."**

### **Military**

The military utilizes the Military Hold Authorization form to notify inmate processing staff that an inmate's command wishes to pick up an inmate upon their release. The form is placed in the custody record once the agency notification is entered into JIMS.

### **SCHEDULING REPORTS LIST**

Once pick-up or release information has been entered as an event, the Scheduling Report in JIMS can be run to determine which inmates are scheduled to be picked-up on a daily basis.

The report will be run daily at the beginning of every shift by the designated post position. The report will be printed and archived with other facility reports generated.

Follow the steps below to run the scheduling reports:

- Go to: IMS → Schedule → Scheduling Reports
- Select "Schedule Events by Date/Time"
- Select the appropriate facility
- Enter the Start Date/Time and End Date/Time
- Select PKUP under the Event Type, select "View"
- Print and process custody records appropriately for the inmates listed

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<b>Scheduling Reports</b>	
Report:	<input type="text" value="Schedule Events By Date/Time"/>
<b>Criteria</b>	
Facility:	<input type="text" value="007"/>
Area:	<input type="text"/> * Leave blank to select all
Start Date/Time:	<input type="text" value="07-26-2019 0000"/>
End Date/Time:	<input type="text" value="07-26-2019 2359"/>
Event Type:	<input type="text" value="PKUP"/> * Leave blank to select all
Copies:	<input type="text" value="1"/>

**Note: Further reports must be printed along with the PKUP report. See Reports and Lists.**

**ID REQUIRED FOR PICK-UPS**

Proper identification must be checked before any program pick-up. Upon arrival at the facility, the person performing the pick-up should produce at least two forms of identification; a valid government issued ID, as well as either a business card or company ID card.

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