



Daily Release Schedule

San Diego Superior Court staff provides a Master Release Schedule to use when scheduling incarcerated individuals for court following their release on bail or their own recognizance (OR). The Master Release Schedule has specific criteria to determine dates and times for each court of jurisdiction, specific charges and warrants. This includes instructions for alternate scheduling during court observed holidays.

Designated Detention Processing Technicians (DPT) will prepare the Daily Release Schedule utilizing the Master Release Schedule. Once prepared, the Daily Release Schedule is checked to ensure all dates are accurate. The Daily Release Schedule is then uploaded to the Detentions Processing Division web page to be accessed by all DPD staff. The Daily Release Schedule is also available online via the Who's In Jail website to be used as a reference by bail bond agents and the public.

MASTER DAILY RELEASE SCHEDULE

The master copy of the Daily Release Schedule can be accessed from the shared V Drive in the Detentions Processing Division folder. Schedules will be prepared for each day. The schedules will be archived in folders by year, commencing with 2010 and saved by date under the corresponding monthly subfolder. Example: The Daily Release Schedule for January 25, 2010 will be saved under the "01 JAN" subfolder and saved as "DRS 01 25 10".

Uploading Instructions

To upload finalized schedules to the Detentions Processing Division web page:

1. Access the Detentions Processing Division web page select the Daily Release Schedule link
2. Click on the appropriate day and double click anywhere on the screen
3. When the window appears, enter:
 - Title: DRS 01 25 10
 - Click on All Day Event
 - Click on Attach File, click on Browse; choose the file from the shared V Drive V:\Detentions Processing Division\Daily Release Schedule\2010\01 JAN\
 - Once you have selected the correct file, simply click on "Open"

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