



End of Court Date Report

As the update for each arrest is completed, the entry will drop off the End of Court Date Report. ***A designated Detention Processing Technician (DPT) will run the report AFTER all court documents have been updated and checked by the quality assurance DPT for the outer facilities.***

RUNNING THE REPORT

San Diego Central Jail (SDCJ):

SDCJ is responsible for all the Central Division updates and are required to run the report using the following Report Parameters:

IMS>Reports>JIMS Web>Detention Processing>End of Court Date Report>On Demand

1. Court Division: ALL Detention Facility: 1 SDCJ
 - a) Start Date: TODAY
 - b) End Date: TODAY
2. Court Division: ALL Detention Facility: 3 GBDF
3. Court Division: ALL Detention Facility: 8 FAC8
4. Court Division: CENTRAL Detention Facility: 4 EMRF
5. Court Division: CENTRAL Detention Facility: 6 SBDF
6. Court Division: CENTRAL Detention Facility: 7 VDF
7. Court Division: CENTRAL Detention Facility: 9 LCDRF



Report Parameters

End of Court Date

Court Division

Detention Facility

Order By

Start Date

End Date

Jan	Feb	Mar	Apr	May		
Jun	Jul	Aug	Sep	Oct		
Nov	Dec	« 2016 »				
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
close						

South Bay Detention Facility (SBDF):

SBDF is responsible for the Southern Division updates and are required to run the report using the following Report Parameters:

IMS>Reports>JIMS Web>Detention Processing>End of Court Date Report>On Demand

1. Court Division: ALL Detention Facility: 6 SBDF
2. Court Division: SOUTHERN Detention Facility: 1 SDCJ
3. Court Division: SOUTHERN Detention Facility: 3 GBDF
4. Court Division: SOUTHERN Detention Facility: 4 EMRF
5. Court Division: SOUTHERN Detention Facility: 7 VDF
6. Court Division: SOUTHERN Detention Facility: 8 FAC8
7. Court Division: SOUTHERN Detention Facility: 9 LCDRF

Las Colinas Detention and Reentry Facility (LCDRF):

LCDRF is responsible for Eastern Division updates and are required to run the report using the following Report Parameters:

IMS>Reports>JIMS Web>Detention Processing>End of Court Date Report>On Demand

1. Court Division: ALL Detention Facility: 9 LCDRF
2. Court Division: EASTERN Detention Facility: 1 SDCJ
3. Court Division: EASTERN Detention Facility: 3 GBDF



4. Court Division: EASTERN Detention Facility: 4 EMRF
5. Court Division: EASTERN Detention Facility: 6 SBDF
6. Court Division: EASTERN Detention Facility: 7 VDF
7. Court Division EASTERN Detention Facility: 8 FAC8

Vista Detention Facility (VDF):

VDF is responsible for the Northern Division updates and are required to run the report using the following Report Parameters:

IMS>Reports>JIMS Web>Detention Processing>End of Court Date Report>On Demand

1. Court Division: ALL Detention Facility: 7 VDF
2. Court Division: ALL Detention Facility: 14 TCMC
3. Court Division: NORTHERN Detention Facility: 1 SDCJ
4. Court Division: NORTHERN Detention Facility: 3 GBDF
5. Court Division: NORTHERN Detention Facility: 4 EMRF
6. Court Division: NORTHERN Detention Facility: 6 SBDF
7. Court Division: NORTHERN Detention Facility: 8 FAC8
8. Court Division: NORTHERN Detention Facility: 9 LCDRF

East Mesa Reentry Facility (EMRF):

IMS>Reports>JIMS Web>Detention Processing>End of Court Date Report>On Demand

1. Court Division: ALL Detention Facility: 4 EMRF

George Bailey Detention Facility (GBDF):

None unless directed otherwise.

REASON ON CALENDAR (ROC)

In most instances a court document is received on all individuals scheduled for court. Any and all entries remaining on the End of Court Date Report must be reviewed to determine why the arrest was not updated.

Arrest(s) with the ROC of ART will need to be scheduled for the following court date and the ROC updated from ART to ARR **after** proper verification of the arrest date and time. A notation of R/O must be made next to the entry on the report and will be completed by the facility where the custody record is maintained.

<u>Last Name</u>	<u>First Name</u>	<u>BookNum</u>	<u>JIM #</u>	<u>Facility</u>
ANDRAL	YATSU	16123018	100129709	SDCJ
Arrest# 1	Case #	Court: SDF	Court Date: 15-APR-2016 01:30 PM	ROC: ART

R/O



Proper verification of the arrest date and time must be conducted for ALL arrest(s) with the ROC of ARR, to ensure the incarcerated individual was scheduled correctly per PC 825 guidelines. This must be completed **prior** to conducting a District Attorney Name Display (DA09) inquiry of the incarcerated individual's name and date of birth in SD Law. In addition, a thorough review of the custody record must also be completed.

Once all appropriate verifications are conducted, arrest(s) with the ROC of ARR will be processed per PC 825 procedures. Next to the incarcerated individual's entry on the report, a notation of "825 in" will be made if the incarcerated individual has any additional arrests keeping them in custody and "825 out" if the incarcerated individual will be released to the streets. PC 825's are to be processed by the facility where the custody record is maintained.

Last Name	First Name	BookNum	JIM #	Facility	ROC
ADENIREGUN	CARLOS	16122820	400376583	SDCJ	ARR
Arrest# 1	Case #	Court: SDM*	Court Date: 15-APR-2016 08:00 AM		

825
825
←
→

If it is determined the arrest has been filed on, the facility where the custody record is maintained will generate a [Court Contact Log \(J-17\)](#); will apply the disposition of DPS to the arrest in the JIMS; enter the notes "court contact @ (updating facility) and will fax the court contact log to the updating facility for follow-up. Upon receipt of the court contact log, the updating facility will ensure the arrest reflects both the disposition of DPS and the appropriate notes. The updating facility as well as the facility where the custody record is maintained will make a notation of DPS next to the entry on their respective reports.

Notes: court contact @ SDCJ

For example: If the incarcerated individual is housed at VDF and the incarcerated individual was scheduled to appear in the Central Division court, custody processing staff at VDF will generate a court contact log; apply the disposition of DPS; enter "court contact@ SDCJ in the notes section" and will fax the court contact log to SDCJ for follow-up. Upon receipt of the court contact log, SDCJ will ensure the arrest reflects DPS in the JIMS and "court contact @ SDCJ" is indicated in the notes section.

Both, VDF and SDCJ, will make a notation of DPS next to the entry on their respective reports.

Last Name	First Name	BookNum	JIM #	Facility	ROC
ADENIREGUN	CARLOS	16122820	400376583	SDCJ	ARR
Arrest# 1	Case #	Court: SDM*	Court Date: 15-APR-2016 08:00 AM		

DPS

Arrest(s) being released by the authority of a Notice of No Complaint issued by the District Attorney will have a notation of "NCDA in" if the incarcerated individual has any additional arrests



keeping them in custody or "NCDA out" if the incarcerated individual will be released to the streets made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility	
ADENIREGUN	CARLOS	16122820	400376583	SDCJ	ROC: ARR
Arrest# 1	Case #	Court: SDM*	Court Date: 15-APR-2016 08:00 AM		

NCDA ←
NCDA →

Arrest(s) being released by the authority of a No Complaint Filed by the City Attorney's Office will have a notation of CANC made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility	
ADENIREGUN	CARLOS	16122820	400376583	SDCJ	ROC: ARR
Arrest# 1	Case #	Court: SDM*	Court Date: 15-APR-2016 08:00 AM		

CANC

Arrest(s) being released on a court ROR will have a notation of ROR made next to the entry on the report by the facility where the custody record is maintained.

Last Name	First Name	BookNum	JIM #	Facility	
ADENIREGUN	CARLOS	16122820	400376583	SDCJ	ROC: ARR
Arrest# 1	Case #	Court: SDM*	Court Date: 15-APR-2016 08:00 AM		

ROR

Arrest(s) with the ROC of COTP on an additional court date line for a case that is NOT booked will be updated with the disposition of OTH and a notation of UPDATE will be made next to the entry on the report by the facility where the custody record is maintained.

If the COTP is for a case that IS booked, the updating facility will generate a court contact log; apply the disposition of DPS to the arrest; enter the appropriate notes in JIMS and will fax a copy to the facility where the custody record is maintained. Upon receipt of the court contact log, the housing facility will ensure the disposition of DPS is applied to the arrest and the appropriate notes reflect. The notation of DPS will be made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility	
CASTILLO	SPENCER	16121549	400235828	GBDF	ROC: COTP
Arrest# 1	Case # SCD234775	Court: SD12	Court Date: 15-APR-2016 09:00 AM		

DPS

Arrest(s) with the ROC of BR will be updated to reflect the further proceedings date by the facility where the custody record is maintained. A notation of UPDATE will be made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility	
WEBBER	SEAN	15757441	400197991		ROC: BR
Arrest# 4	Case # SCD262862	Court: SD47	Court Date: 15-APR-2016 02:30 PM		

Update

Arrest(s) with the ROC of FP must be court contacted. The updating facility will generate a court contact log; apply the disposition of DPS; enter the appropriate notes and will fax a copy to the facility where the custody record is maintained. Upon receipt of the court contact log, the receiving facility will ensure the disposition of DPS is applied to the arrest and the appropriate notes reflect. A notation of DPS will be made next to the entry on the report.



Last Name	First Name	BookNum	JIM #	Facility
ALLEN	LYNELL	16113583	100046140	GBDF
Arrest# 1	Case # SCD255528	Court: SD31	Court Date: 15-APR-2016 08:30 AM	ROC: FP

DPS

Arrest(s) with the ROC of FUG must be court contacted. The updating facility will generate a court contact log; apply the disposition of DPS to the arrest; enter the appropriate notes and will fax a copy to the facility where the custody record is maintained. Upon receipt of the court contact log, the receiving facility will ensure the disposition of DPS is applied to the arrest and the appropriate notes reflect. A notation of DPS will be made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility
KEMP	DYLAN	16122879	400382113	SDCJ
Arrest# 1	Case #	Court: SDF	Court Date: 15-APR-2016 08:30 AM	ROC: FUG

DPS

Arrest(s) with the ROC of JT will be scheduled for the next court date by the facility where the custody record is maintained. A notation of UDPATE will be made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility
WEBBER	SEAN	15757441	400197991	
Arrest# 4	Case # SCD262862	Court: SD47	Court Date: 15-APR-2016 02:30 PM	ROC: JT

Update

Arrest(s) with the ROC of OTP on an additional court date line for a case that is NOT booked will be updated with the disposition of OTH and a notation of "UPDATE" will be made next to the entry on the report by the facility where the custody record is maintained.

If the OTP is for a case that IS booked, the updating facility will generate a court contact log; apply the disposition of DPS to the arrest; enter the appropriate notes in JIMS and will fax a copy to the facility where the custody record is maintained. Upon receipt of the court contact log, the housing facility will ensure the disposition of DPS is applied to the arrest and the appropriate notes reflect. The notation of DPS will be made next to the entry on the report.

Update

Last Name	First Name	BookNum	JIM #	Facility
SCHOTT	MICHAEL	16121495	100106718	GBDF
Arrest# 1	Case # SCD264638	Court: SD12	Court Date: 15-APR-2016 09:00 AM	ROC: OTP

DPS

Arrest(s) with the ROC of PHS must be court contacted. The updating facility will generate a court contact log; apply the disposition of DPS to the arrest; enter the appropriate notes and will fax a copy to the facility where the custody record is maintained. Upon receipt of the court contact log, the housing facility will ensure the disposition of DPS is applied to the arrest and the appropriate notes reflect. A notation of DPS will be made next to the entry on the report.

Last Name	First Name	BookNum	JIM #	Facility
DAVIS	RAFABL	15720403	100101260	GBDF
Arrest# 1	Case # SCD261426	Court: SD26	Court Date: 15-APR-2016 08:45 AM	ROC: PHS

DPS

Arrest(s) with the ROC of SAR must be court contacted. The updating facility will generate a court contact log; apply the disposition of DPS to the arrest; enter the appropriate notes and will fax a



copy to the facility where the custody record is maintained. Upon receipt of the court contact log, the receiving facility will ensure the disposition of DPS is applied to the arrest and the appropriate notes reflect. A notation of DPS will be made next to the entry on the report.

<u>Last Name</u>	<u>First Name</u>	<u>BookNum</u>	<u>JIM #</u>	<u>Facility</u>
JOHNSON	OLIVER	16101041	400036449	SDCJ
Arrest# 1	Case # SCD265028	Court: SD31	Court Date: 15-APR-2016 08:30 AM	ROC: SAR

DPS

Arrest(s) with the ROC of ZE will be updated to reflect the further proceedings court date by the facility where the custody record is maintained. A notation of UPDATE will be made next to the entry on the report.

<u>Last Name</u>	<u>First Name</u>	<u>BookNum</u>	<u>JIM #</u>	<u>Facility</u>
TRAN	DUNG	16112052	100031359	SDCJ
Arrest# 1	Case # CD265793	Court: SUPEF	Court Date: 15-APR-2016 08:00 AM	ROC: ZE

Update

COMPLETED REPORT

The designated DPT will ARJIS and forward the completed End of Court Date Report to the Detention Processing Supervisor (DPS). The DPS will review the report to ensure all PC 825 releases are out of Sheriff's custody or have been updated accordingly. The report will be archived in the respective facility's designated End of Court Date Report folder according to date on the shared drive.