



## Reports and Lists

Various reports are monitored by the Detentions Processing Division (DPD). These reports are used to track the status of Incarcerated individuals scheduled for transfer, released, and/or taken to court. Post orders for each facility identifies specific positions and/or shifts responsible for generating and monitoring each report. All reports will be maintained for 60 days. The following is information regarding the various reports and their specific purposes related to incarcerated individuals processing:

### IMS > REPORTS > INCARCERATED INDIVIDUAL LISTS

Inmate Lists	
Report:	<input type="text"/>
Criteria	
Facility:	<input type="text" value="001 SDCJ (San Diego Centi"/>
Start Date/Time:	<input type="text"/>
End Date/Time:	<input type="text"/>
Copies:	<input type="text" value="1"/>

**Weekender List** – This report reflects all Incarcerated individuals serving weekend sentences. This list determines the date a weekender is scheduled to report back to custody ([See Weekender Section](#)).

**Weekender Due for Release List** – This report lists Incarcerated individuals serving weekend sentences and their scheduled release dates ([See Weekender Section](#)).

**Temporary Release List** – Enter the end date for three (3) months out. This report reflects incarcerated individuals that were released from custody on a temporary basis. For incarcerated individuals released to other agencies with local detainers, release JIMS record for serve time incarcerated individual and notify the appropriate authority to cancel Sheriff's local detainer. Forward custody records to Sheriff's Records.



**120P:** When the incarcerated individual is temporary out of custody (TOC) from Sheriff Custody the return date used will be the next court date listed on the minute order. If the incarcerated individual is not returned in time for the court appearance, a court contact will be generated to let the courts aware and to notify CDCR and SDSO Trans. for pickup arrangements to return the incarcerated individual back to Sheriff Custody.

## IMS > SCHEDULE > SCHEDULING REPORTS

**Scheduling Reports**

Report:

**Criteria**

Facility:

Area:  \* Leave blank to select all

Start Date/Time:

End Date/Time:

Event Type:  \* Leave blank to select all

Copies:

**Daily Transportation List** – This report reflects incarcerated individuals scheduled to be transferred to other Sheriff's detention facilities. Custody records for incarcerated individuals are pulled, reviewed, and forwarded to the facilities ([See Quality Assurance Review Section](#)).

**Schedule Events by Date/Time** – Run for the defaulted 24-hour period. This report lists incarcerated individuals scheduled for special release or pick-up by another agency. Custody records for incarcerated individuals are pulled and prepared prior to the scheduled pick-up to ensure they are processed in a timely manner.

The following Event Type is selected and ran individually:

**DAPU** – District Attorney Pick-up

**GPS** – To coordinate GPS placement

**LEPU** – Law Enforcement Pick-up

**PKUP** – Pick-Up by Agency

**RPCO** – Release per Court Order

**RSTS** – Release State Prison Served

**IMS > REPORTS > JIMS WEB > DETENTION PROCESSING**



## JIMS Web Application Reports

**Court Exceptions: No Trans Schedule** – Run before midnight. Enter Starting and Ending dates for the following day. This list reflects all Incarcerated individuals that have scheduling conflicts. Each conflict is resolved immediately.

**Due for Release List** – Enter the Detention Facility and Release Date search criteria. This report reflects all Incarcerated individuals with a projected release date. Custody records for Incarcerated individuals are pulled and prepared prior to the release date to ensure they are processed in a timely manner ([See Pre Release Section](#)).

**End of Court Date** – Enter the Court, Detention Facility, and Start and End Dates search criteria. This report reflects Incarcerated individuals scheduled for court on specific dates. This list is ran once all updates are completed to determine the appropriate follow-up for Incarcerated individuals that were not updated ([See Update Section](#)).

**Facility Court List** – This report is generated daily in preparation for possible computer failure. This list is generated for the following three (3) court days, printed, and maintained at each facility.

Two (2) copies of the list are generated and printed for each day.

- The first is generated by selecting from the Detention Facility pick list.
- The second list by selecting from the Courts within City of pick list.

**Example: South Bay staff will generate and print the first list for the South Bay Detention Facility and the second list for courts within Chula Vista.**

- **Detention Facility** - ran to capture all Incarcerated individuals housed at a specific facility
- **Courts Within City of** - ran to capture all Incarcerated individuals scheduled to appear in a specific court division

Upon notification of computer failure, the court list for the affected date is retrieved and disseminated as follows:

- A copy of the court list is provided to each of the facility court deputies. Housing Unit deputies are notified of the Incarcerated individual needed for court and are required to check the face cards for verification. If the Incarcerated individual is no longer housed in a particular housing unit, control deputies are notified.
- If applicable, the Jail Information Management System (JIMS) manual pre-booking and booking sheets are reviewed to identify any Incarcerated individual required to appear in



court. A manual list of these Incarcerated individuals is provided to the facility court deputy.

- As time is of the essence, Incarcerated individuals scheduled for morning courts are transported first, followed by the Incarnated Individuals scheduled for court in the afternoon.

**Notify Lists** – Enter the Detention Facility and other required search criteria. Always select Y to View Notes. There are various Notify List reports generated and used to monitor the status of Incarcerated individuals in Sheriff's custody. The Notify Lists is generated based on the arrest type and/or disposition entered.

## Report Parameters

### Notify List

Detention Facility	<input type="text" value="1 SDCJ (San Diego Central Jail)"/>
No Disp & Arr Type	<input type="text" value="---"/>
Non-Rel Disp & Arr Type	<input type="text" value="---"/>
Disp	<input type="text" value="---"/>
Superior Court List	<input type="text" value="---"/>
View Notes	<input type="text" value="Y"/>

**NOTE:** During review of the below Notify List reports, any matters not resolved within the designated time period require a follow-up. A contact is generated by completing the Court Contact Log ([form J-17](#)), entering DPS as the disposition, and placing the custody record in the designated contact tray.



### **NO DISP & ARR TYPE REPORTS**

**BCYA:** Check that warrant was received within 24 hours from booking date.

**BDET:** Verify if the Incarcerated individual is a CDCR Incarcerated individual a disposition of DOCP was entered; if another corrections institute that at J-17 was generated and contact for transportation back has been arranged.

**BDOC:** Ensure correct disposition was entered of COM or CDC.

**BFED:** Verify and call the Federal agency for pick-up arraignments and make notations on the J-17. These arrests should have a disposition of 'DPS'.

**BOC:** Verify teletype sent, reflects correct pick-up date per PC 821 (5 **actual** days within 400 miles/ 5 **court** days over 400 miles).

**HOC:** If all local matters are sentenced to 90 days or more, ensure a Notice of Detainer (form J-120) is completed and sent to the Incarcerated individual per PC 1381 ([See Out of County Section](#))

**BPCS:** Verify correct disposition of FLSH is entered and ensure a sentence calculation was completed and the projected release date is correct.

**BPRV:** Verify a court date is scheduled within 9 days of booking date.

**BSTF:** Verify correct charge, disposition where used. If not, corrections need to be completed.

**BSTP:** An Order to Show Cause (OSC) hearing was scheduled within 7 business days following the arrest. If no OSC hearing is scheduled after 7 business days, contact Parole for follow-up action.

- An oral order for transport is required once WI 3151 violations are booked; once received, ensure the correct disposition was entered.
- Violators per PC 11177.1 are monitored by Sheriff's Fugitive Unit.

**HCYA:** If all matters were adjudicated, ensure holds were rebooked.

**HFED:** If all matters were adjudicated, ensure holds were rebooked.

### **NON-REL DISP & ARR TYPE REPORTS/DISPOSITION REPORTS**

**1368:** Verify future court dates were scheduled.

**3051:** Ensure a court date is scheduled within 10 court days after petition filing date.



**DPS:** This disposition is entered when follow-up contact is required with another agency/division so that resolution to pending matters can be obtained. Custody records for all Incarcerated individuals appearing on this report are pulled and placed in the facility contact tray. Once matters are resolved, the disposition is removed, and the custody record removed from the tray.

**FUGITIVE NOTIFY LIST**

Fugitive Notify list	On-Demand
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**BFUG:** Verify a court date which is provided by the Fugitive Detective. Notify them if on the third day if no court date was provided per 825PC. For Incarcerated individuals who have signed their waivers of extradition; verify we have a future court date.

**HFUG:** Verify the Incarcerated individual is booked on a local and/or state matter. If there are no open/pending local or state arrests, the HFUG should be booked as a Booked Fugitive (BFUG)

**SUPERIOR COURT LIST REPORT**

**BSCW:** A court date should be scheduled within 10 court days from the booking date.

**DEPARTMENT OF CORRECTION LIST AND REPORTS**

**COM:** Prison packages should be received within 10 court days from sentencing date. If no package has been received change the 1203 disposition to DPS and place in court, contact tray

**LPAP:** Local Prison Awaiting Package- If not local prison package within 10 days, complete a J-17, change the Dispo to **DPS**.

**1203:** Prison package should be received within 10 courts days of order, if no package has been received change the 1203 disposition to DPS and place in court contact tray

**120T:** Pending transfer to CDCR for 90-day evaluation. If Incarcerated individual is not sent in a timely manner and is still in custody near their court day, generate a Court Contact log and inform the court that the Incarcerated individual has yet to be sent to CDCR.

**DOC:** Verify that Incarcerated individuals has been to DOC for the arrest in question. If the Incarcerated individual has not been to DOC for the arrest, conduct a custody record review, create a J-17, and give to the DPS for review.



**DOCP Pending Transfers with # of Days** – This list reflects the Incarcerated individual pending transportation to state prison. Verify custody record to ensure all court cases are adjudicated and documents are present. Change Dispo from DOCP to CDC. ([See State Commits Section](#)).

**DOCP Pending Transfers:** Verify custody record to ensure all court cases are adjudicated and documents are present. Change Dispo from DOCP to CDC.

**CDCR DISPO WITH NO SCHEDULED TRANSFER:** This list is to generate the list Prison Manifest.

**Uncalculated Sentence**

This report reflects Incarcerated individuals with uncalculated sentences. Research why a sentence was not calculated and correct appropriately