



Schedule Events

OPERATIONAL PROCEDURES

The Scheduling Events Navigator in the JIMS is used to schedule future dates other than court, i.e., Temporary Releases to D.A., agency pick-ups, court ordered releases for a specific date, Drug Court Sanctions, etc.

IMS>Schedule>Schedule Events

Enter search criteria, click Find

1. Highlight the correct Incarcerated individual, double click or click OK
2. Click **Add**
3. Select an Event Type
4. Select the Destination
5. Enter the event's Start Date/Time and hit the Tab key on your keyboard, (the End Date/Time will automatically populate).
7. Enter Comments about the event if needed
8. Click on the Browse Events tab to Save and view the scheduled event
9. Click Close twice

EVENT TYPES – *most frequently used*

DAPU District Attorney Pick-Up

Destination – NO BUS hold for pick up NO BUS

HEAR County Parole Hearings

LEPU Law Enforcement Pick-Up Destination

Destination – LE NO BUS hold for pick up NO BUS

LNUP Line up for Incarcerated individual at same housing location

LUPT Line up for Incarcerated individual to be transported to another facility

PKUP Schedule Incarcerated individual for pick-up (i.e., Incarcerated individuals being picked up by another agency)

OTHR Other transportable events not listed.

OTHN Other non-transportable events not listed.



RPCO	Release - Per Court Order
VCxx	Video Conferencing (Scheduled by Probation, DA, etc.)
	VCP2 Probation South Bay
	VCP3 Probation East County
	VCP4 Probation North County
	VCD1 Public Defender Downtown
	VCD2 Public Defender East County
	VCD3 Public Defender North County
	VCA1 Alternate Public Defender Downtown
	VCA2 Alternate Public Defender East County

AGENCY PICK UPS, COURTESY HOUSING & EN-ROUTE INCARCERATED INDIVIDUALS

All release information for Incarcerated individuals scheduled to be picked up by other agencies will be entered as a scheduled event in the Schedule Events Navigator of the JIMS. When representatives contact the facilities to make pick-up arrangements for Incarcerated individuals, the information will be entered in the JIMS utilizing the above operational procedures, with the following exceptions:

1. Select PKUP "Pick-up by agency" in the Event Type field
2. Enter the pick-up date/time in the *Event Start Date/Time*
3. Select NOBUS "Hold for pick-up 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 phone number(s), mode of transportation, etc.

NOTE: Information will not be entered in the Booking Maintenance Notes section of the JIMS due to officer safety concerns.

SPECIAL RELEASES PER COURT ORDER

All special release information for Incarcerated individuals ordered by the court to be released on a specific date will be entered as a scheduled event in the Schedule Events Navigator of the JIMS. When a court document is received ordering, Incarcerated individual be released on their own to the streets on a specific date and time, the detention processing technician will enter the



information in the JIMS utilizing the above operational procedures, with the following exceptions:

1. Select RPCO "Release – Per Court Order" in the Event Type field
2. Enter the release date/time in the *Event Start Date/Time*
3. Select NOBUS "Hold for pick-up no bus" in the Destination field
4. Enter all other information pertinent to the release in the *Comments* field

SCHEDULING REPORTS

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

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.

IMS>SCHEDULE>SCHEDULING REPORTS

1. Select "Schedule Events by Date/Time"
2. Select the appropriate facility
3. Enter the Start Date/Time and End Date/Time
4. Select PKUP and RPCO (reports will need to be run separately) for Event Type, click "View"
5. Print and process custody records appropriately for Incarcerated individuals that appear

NOTE: This procedure does not pertain to incarcerated individuals being picked up on orders to produce requesting temporary transfer of Incarcerated individuals to the District Attorney and/or law enforcement agency custody. When these orders are received, they are to be processed per section D-4 of this manual.

ORDER TO PRODUCE PER DA/LE PICK-UPS

RELEASE TO CUSTODY OF DISTRICT ATTORNEY AND LAW ENFORCEMENT AGENCIES

The District Attorney and various law enforcement agencies oftentimes submit a "Declaration and Order for Production of Defendant," which is processed as an order to produce (OTP). The OTP allows the requesting agency to assume temporary custody of an Incarcerated individual currently in Sheriff's custody. The order must include the date and time the Incarcerated individual should be released, who the Incarcerated individual is being released to, and when the Incarcerated individual will be returned to Sheriff's custody.



Due to the sensitive nature, confidentiality and security concerns associated with these types of releases, it is imperative that their release be effectively coordinated with the requesting agency. To ensure that the Incarcerated individual is correctly identified and accounted for, the designators **DAPU** and **LEPU** have been added to the JIMS. They are to be used as follows when processing temporary releases to the DA and other law enforcement agencies.

1. Upon receipt of the OTP, the housing facility of the Incarcerated individual must be determined. If the Incarcerated individual is not at the facility where the OTP was received it will be faxed to the housing facility. The receipt of the OTP must be confirmed.
2. The watch commander will review and sign the face of the OTP and make a copy. The original will be provided to the detention processing supervisor (DPS) or lead detention processing technician (DPT) for processing and to be maintained in the custody record.

NOTE: If the order is sealed it will be processed by the watch commander in accordance with Policy and Procedure Section Q.49.

3. The DPS or lead DPT will schedule the event through the scheduling module in the JIMS.
IMS>Schedule>Schedule Events
4. If the DA is assuming temporary custody of the Incarcerated individual, the event type will be entered as **DAPU**, destination NO BUS.

Event Type	DAPU – District Attorney Pick-up
Destination	NO BUS- Hold for Pick Up-NO BUS

All other law enforcement agencies will be entered as **LEPU**, destination **LE**.

Event Type	LEPU – Law Enforcement Pick Up
Destination	LE – NO BUS- Hold for Pick Up-NO BUS

5. In accordance with the OTP, enter the event start date and time, and the event end date and time.
 - The only entries we will be utilizing are the **DAPU AND LEPU** descriptors.
 - These Incarcerated individuals will no longer be placed in temporary out of custody status.
 - There will be no entries in the notes/remarks section.