



## To Reports

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### ***Reference Sheriff's Policy and Procedure section Q.11 Weekend Sentences***

A "To Report" is a court document remanding an incarcerated individual to the custody of the Sheriff at a later date. The court will normally order the person to report to one of three receiving facilities – San Diego Central Jail, Vista Detention Facility, or Las Colinas Detention Facility.

**WEEKENDERS** – Weekenders are persons who are serving their sentences in small increments, usually, but not always, on weekends.

**COURT BOOK & RELEASE** – A court B&R, also known as a Marshal B&R, is a person who has been ordered by the court to be booked into Sheriff's custody and then immediately released. This is done to create an arrest record and is considered 1 day of custody for legal purposes.

**COMMITTS** – Commits are persons who have been sentenced to a given number of days, but instead of being remanded immediately into Sheriff's custody, are ordered to report for custody on a later date.

### **FAILURE TO REPORT**

If a defendant fails to report for custody on the specific date and time as directed per the court order a Failure to Report for Confinement (form J-69) will be completed. The court order will be attached to the form and both will be forwarded to the Court of Jurisdiction.

For weekend sentences, if it was not the incarcerated individual's first reporting period, the booking record will be closed, and the defendant will not be accepted on that same commitment again. The pre-release disposition will be FTRW – Failure to Report Weekender and "Failure to Report" will be entered in notes. The final release disposition will be FTRW – Failure to Report Weekender. A copy of the J-69 form will be forwarded to the Court of Jurisdiction and to the incarcerated individual's custody record which will be forwarded to Sheriff's Records.

NOTE: Upon receipt of a court document ordering a defendant "to report" to CPAC, the receiving facility technician will fax a copy to the CPAC Unit at (858) 505-9757 and will confirm receipt of the document via phone. The technician will also notate the court document indicating it was forwarded to and received by CPAC. Both the sending AND receiving names/ARJIS/DATE will be notated on the document (i.e. faxed to CPAC DPT Name/ARJIS/Date and Doc Rcvd CPAC Staff Name/ARJIS/Date).



**DO NOT complete and submit a Failure to Report, Form J-69 until confirmation is made with CPAC staff as to whether the defendant reported to CPAC or a facility for custody. (*Refer to County Parole section in this manual for additional instructions.*)**