

## Phase II Workbook – Day 1 Answer Key

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### Booking Order:

- 1) Local Cases (Field arrests, SD County warrants, BSTP)
- 2) Out of County
- 3) State (HSTP, 3151 WI, CYA/DJJ)
- 4) Federal
- 5) Fugitive
- 6) ICE

### Judicial Process:

How many hours does the District Attorney's office have to submit a case?

**48 Hours**

What is the name of an inmate's 1<sup>st</sup> court appearance called?

**Arraignment**

If misdemeanors are directed to the City Attorney's office, where are felonies directed to?

**The District Attorney**

How many days does a defendant have to appeal their sentence?

**60 Days**

Why are the judicial process & 825 PC process important to know as a DPT?

**To answer questions at the Booking and Final Release position**

What are possible consequences of a bad court update?

**Missed court date, incorrect bail amount, over detention, erroneous release**

Wobblers:

**Some statutes can be charged as a misdemeanor or a felony**

Enhancements:

**Will NOT be entered when updating an inmate's record from a court document;  
allowed at pre-book**

Infractions:

**Can be added at court update**

If charges listed on a court document are not entered into JIMS what do you do?

**Add the charge in JIMS**

If charges in JIMS are not listed on the court document what do you do?

**Dispo out the charge as DNI**

If a charge is dispositioned as CITY at the time of a court update you should:

- a) Do not touch it and continue with your update.
- b) Give the court paper to another DPT to update.
- c) Take the paper back to the court clerk and tell them you don't do "CITY" inmates.
- d) Take out the CITY Disposition.**

Vacated:

**Court proceedings taken off calendar and will no longer take place**

Lopez Waiver:

**AKA Pro Per inmate/an inmate who is representing him/herself during court proceedings**

DNA per 296 PC:

**If the defendant is convicted on felony or other qualifying charges, or the court document states DNA testing is required, then DNA must be triggered in JIMS to ensure testing is completed prior to the inmate's release**

Stay: **To put off/hold until a later time**

**Charge** review must be cleared when creating additional arrests.

Due to officer safety concerns, **DO NOT** enter PKUP information under the notes section in the Maintenance Navigator screen in JIMS.