



Section 3 Jail Information Management System (JIMS)

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USING JIMS

To log on to the Jail Information Management System (JIMS), enter your User Identification and Password. These entries establish security which allows access to specific screens and functions. Your User ID, the time, and the date are stored with any changes or additional records made to the system.

JIMS LOG ON

1. To start JIMS double click the JIMS icon from the computer desktop. The Premier IMS Login screen appears.
2. Enter User ID. Press the Tab or Enter Key.
3. Enter Password.
4. Click the Login button.

Upon log on, notifications or messages may appear on a screen that overlays the desktop area. These notifications may have been posted by others or posted automatically.

JIMS LOG OFF

There are many ways to logoff of the JIMS system.

1. Select File>Exit
2. Select the F12 function key on your keyboard.
3. Click on the "X" button in the top right hand corner of the screen.
4. On the bottom part of the menu bar, click the open door with the arrow pointing at it. The JIMS screen appears asking if the user is sure they want to exit the application. Select yes.
5. Before exiting JIMS, review the information on the current screen. You may need to save information entered or complete a transaction.



CHANGE PASSWORD

For security purposes, JIMS prompts the user to change their password (approximately every 90days).

1. Select Configuration>Change Your Password. The Change Password dialog box appears.
2. Type your old password in the dialog box. Click the OK button.
3. Type your new password in the dialog box. Click the OK button.
4. Type your new password a second time to confirm it. Click the OK button.

A screenshot of a "Change Password" dialog box. It has a title bar that says "Change Password". Below the title bar, there is a label "Enter your OLD Password:" followed by a text input field. Below that, there is a label "Password:" followed by another text input field. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

If the second password entry does not match the first one, another dialog box appears prompting the user to complete the process again. Otherwise, the password update or change is successful.

In the event the user exceeds the number of attempts to log into JIMS, the on-duty detention processing supervisor can reset the password.

ID SCREENS

An identification screen searches for an incarcerated person by name, JIM number, or by other identification. There are three identification screens: Booking Summary, Maintenance, and Master Card Summary. Below are sample ID screens in which you can enter information to narrow your search. Once the Find button is selected, the system will search and display any incarcerated person who fits the search criteria.

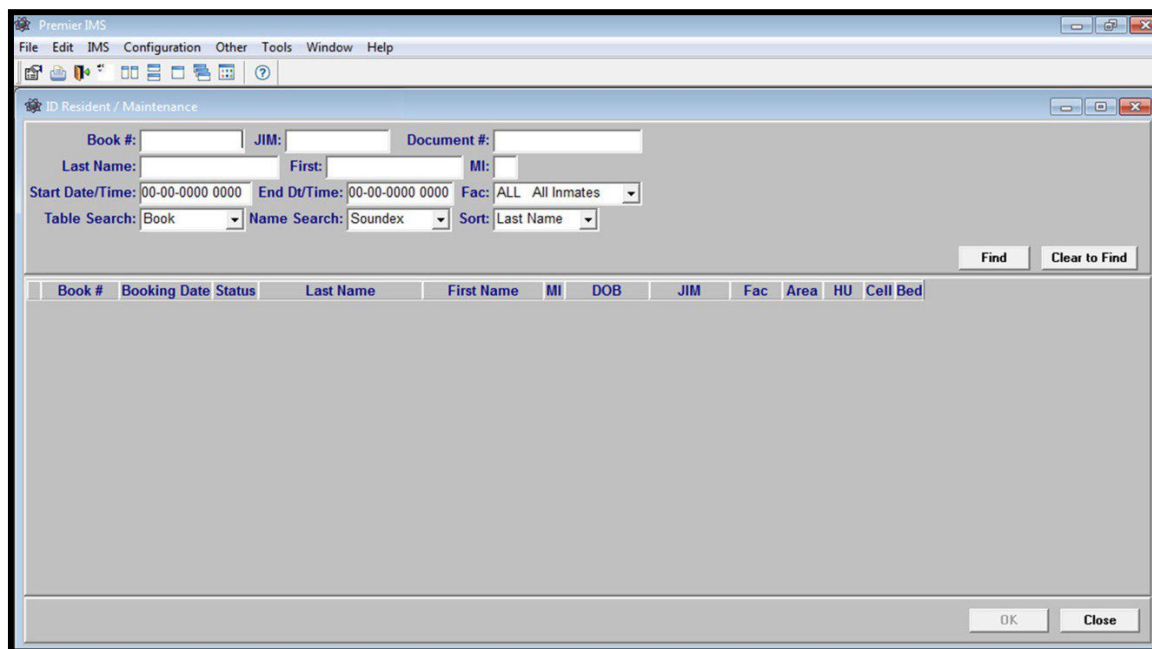
SHERIFF'S DETENTION FACILITIES:

- 001-SDCJ (San Diego Central Jail)
- 003-GBDF (George Bailey Detention Facility)
- 004-EMRF (East Mesa Reentry Facility)
- 006-SBDF (South Bay Detention Facility)
- 007-VDF (Vista Detention Facility)
- 08- FAC8 (Facility 8)
- 09- LCDR (Las Colinas Detention and Reentry Facility)
- 014-TCMC (Tri City Medical Center)
- 15- VFAC (Mobile Booking)
- 016-CPAC (County Parole)
 - Area FC (Fire Camp)
 - Area 1 (Home Detention)
- 080-PROBATION
 - Area RRC 1(Probation Work Furlough)
 - Area RRC 2 (CPAC Work Furlough)
- 081-CVPD (Chula Vista Jail)



MAINTENANCE SCREEN

The Maintenance screen is primarily used by stock clerks to view, input data and inventory property.



IMS>BOOK>MAINTENANCE

BOOKING SUMMARY SCREEN

The Booking Summary is the most commonly used identification screen for information purposes.



IMS>INQUIRY>BOOKING SUMMARY

The screenshot shows the "Premier IMS" application window with the "ID Resident / Booking Summary" form. The form includes fields for "Book #:", "JIM:", "Document #:", "Last Name:", "First:", and "MI:". Below these are "Start Date/Time" and "End Dt/Time" fields, both set to "00-00-0000 0000", and a "Fac:" dropdown menu set to "ALL All Inmates". There are also "Table Search:" (Book), "Name Search:" (Soundex), and "Sort:" (Last Name) dropdown menus. "Find" and "Clear to Find" buttons are located to the right of the search fields. At the bottom of the window are "OK" and "Close" buttons. A table with the following headers is visible below the search fields: Book #, Booking Date, Status, Last Name, First Name, MI, DOB, JIM, Fac, Area, HU, Cell Bed. Three white arrows point to the "Book #:", "Last Name:", and "JIM:" fields.



MASTER CARD SUMMARY

The Master Card Summary screen displays a listing of all the bookings associated with an incarcerated person's JIM number and allows for a Master Name Index search, such as searching for Also Known As (AKA's).

IMS>INQUIRY>MASTER CARD SUMMARY



SEARCHING FOR AN INCARCERATED PERSON

The first step in many IMS processes is to search for an incarcerated person's record. Several search screens are available throughout the system. Some screens allow a search using the JIM and booking number while others allow a search using the document number.

Soundex technology allow a search by similar letters to the exact name. Use Soundex to bring up lists of like-sounding names according to the letters entered in the Last Name field. For example, a Soundex search on Smith returns: Schmidt, Smythe, and Smith.

Soundex works on consonants and the full last name. A name such as Crawford and Crawfo is entered, it will not find Crawford because at least one of the last consonants is not present.

Partial: The Partial value on the Name Search pick list requires at least the first three letters of the name being searched. The system then finds all names with those initial letters. More than the first three letters can also be entered. A partial search for William would return Williams and Williamson. The exact value on the pick list demands an exact name.

Searching by Book Number or JIM number will find the incarcerated person regardless of the facility. A name search will only search the selected facility. Search by name and using the drop-down menu, change FAC to ALL, to find an incarcerated person regardless of the incarcerated person's housing location. Or change FAC to ACT (for active), to only search for incarcerated persons currently in custody.



NOTE: A person recently released will not populate as the record is no longer active.

TO SEARCH FOR AN INCARCERATED PERSON BY NAME

From the ID Resident/Booking Summary or the ID JIM/Master Card Summary search screens:

1. Enter the incarcerated person's Last name, and first initial for the First name.
2. Click on the Find button. A list of incarcerated persons with matching last names or a message reading NoMatches Found appears.
3. To search again, click the Clear to Find button and enter a new name.

TO SEARCH FOR AN INCARCERATED PERSON BY BOOKING NUMBER

From the ID Resident/Booking Summary search screen:

1. Enter the incarcerated person's booking number.
2. Click on the Find button. The incarcerated person with the designated booking number or a message reading No Matches Found will appear.
3. To search again, click the Clear to Find button and enter a new name.

TO SEARCH FOR AN INCARCERATED PERSON BY JIM NUMBER

From the ID Resident/Booking Summary or the ID JIM/Master Card Summary search screens:

1. Enter the incarcerated person's JIM number.
2. Click on the Find button. The incarcerated person with the designated JIM number or a message reading, No Matches Found will appear.
3. To search again, click the Clear to Find button and enter a new JIM number.

SEARCH TIPS - Search by Booking Number or JIM number for quicker results.

- If searching by a numeric field, all other fields are disabled.
- If searching by Last Name, include additional information such as First Name or Date of Birth to increase your chances of a match.
- A Soundex name search finds names that sound like the one entered.
- A Partial name search finds incarcerated persons with three or more letters of the last name.
- Change the Table Search field to whatever number to search by.
- Minimize more than one screen for easy accessibility.

COMPARISON OF BOOKING & MASTER CARD SCREENS

The Booking Summary screen and the Master Card Summary screen are the same in appearance and function. However, each summary has different search criteria and searches different tables.

The Booking Summary searches active bookings and does not allow a Master Name Index (MNI) search.

The Master Card Summary displays listings of all the bookings associated with an incarcerated person's JIM number and allows for an MNI search, such as searching for AKA's.



BOOKING

1. Search by Booking # or (active) JIM #
2. Search "Book" table (active bookings)
3. Use Document #, Start Dt/Tm, End Dt/Tm, Fac in search (along with other fields).
4. Search list fields include Active Book#.

MASTER CARD

1. Searches by JIM # (all)
2. Searches JIM or MNI
3. Use CII, SSN, Desc., Sex, DOB (with Range). FBI, AFIS, SCN in Search (along with other fields)
4. Search list fields include Name Type

Whether choosing to use the Booking Summary or Master Card Summary screen, the information displayed is the same (see below). The buttons for View Criminal History and View Current Changes displays reports on the incarcerated person. For active bookings, click View Current Charges.

BOOKING SUMMARY SCREEN

IMS>INQUIRY>BOOKING SUMMARY

JIM: 400113414	Book #: 16100186	Amt Owed Inmate: \$ 0.00	Fund Bal: \$ 0.00
Name (L,F,M,S): TES, SEVEN			
Res Status: BOOK	Area Stat:	Fac: 1	Area HU Cell Bed
DOB: 01-28-1989	Desc.: A	Sex: M	Height: 5' 05" Weight: 123 Hair: BLK Eye: BRO
POB: SANTANA, CA	SSN: 123-45-6789	Skin:	Glasses:
W/W Intake: <input type="checkbox"/>	Final: <input type="checkbox"/>	Max Class: F	Book Dt/Tm: 02-01-2016 0826 Sent. Dt:
Sent Length:	Projected Release Date:	Release Dt/Tm:	
Final Release Type:	Agency Released To:		
Temp Release Type:	Agency Released To:		
Reason:	Sent Out Dt/Tm:	Due Back Dt/Tm:	
CONFINEMENT RECORD Currently at: 000 Home Base: 000 Temp Use: 00-00-0000 0000			
Weekender Flag:	Reactivate Booking: N	HS #:	
Archive Loc1:	Archive Loc2:		
Booking Maintenance		View Criminal History	
View Current Charges		Save Close	



<u>FIELD LABEL</u>	<u>FIELD DESCRIPTION</u>
1. JIM	Incarcerated person's central identification number
2. Book#	Booking number for selected incarcerated person
3. Amt Owed Jail/ Amt Owed Incarcerated person	Amount incarcerated person owes jail, (Amount from Historical Balance)
4. Fund Bal	Balance of incarcerated person's fund account
5. Name (L, F,M, S)	Incarcerated person's Last, First, Middle name and suffix
6. Res. Status	Incarcerated person's resident status (IN, OUT, RELS)
7. Area Stat	Incarcerated person's current location entered in Status Board
8. Facility	Incarcerated person's current facility assignment
9. Area	Incarcerated person's current floor assignment
10. HU	Incarcerated person's current Housing Unit module assignment.
11. Cell	Incarcerated person's current cell assignment
12. Bed	Incarcerated person's current bed assignment
13. DOB	Incarcerated person's date of birth
14. Des.	Incarcerated person's race
15. Sex	Incarcerated person's gender
16. Height	Incarcerated person's height
17. Weight	Incarcerated person's weight
18. Hair	Incarcerated person's hair color
19. Eye	Incarcerated person's eye color
20. POB	Incarcerated person's place of birth-city and state, if available
21. SSN	Incarcerated person's social security number
22. Skin	Incarcerated person's skin tone
23. Glasses	Type of glasses worn by incarcerated person
24. W/W Intake	Local warrants clearance flag from intake
25. Final	Local warrants clearance flag from release
26. Max Class	Highest charge class & level for selected booking
27. Book Dt/Tm	Date/time the incarcerated person was booked
28. Sent. Dt.	Sentence start date
29. Sent. Length	Sentence length in days, hours minutes
30. Calc Release Dt/Tm	Incarcerated person's calculated release date and time
31. Release Dt/Tm	Incarcerated person's actual release date and time
32. Final Release Dt/Tm	Reason incarcerated person is released from the facility
33. Agency	Agency who incarcerated person was released to
34. Reason	Notes reason for incarcerated person's temporary release
35. Sent Out Dt/Tm	Date/time incarcerated person was temp released
36. Due Back Dt/Tm	Date/time incarcerated person is expected back in the facility
37. Currently at	Facility location of incarcerated person's confinement record
38. Home base	Permanent location of incarcerated person's confinement record
39. Temp Use	Persons temporarily in possession of incarcerated person's custody record.
40. Weekender	Y/N to indicate the incarcerated person is a Weekender
41. Reactivate Booking	Y reactivates incarcerated person's booking record. Writes an automatic history record noting reactivation



To view the incarcerated person's "Personal Property", click on **BOOKING MAINTENANCE**.

Final Release Type: <input type="text"/>	Agency Released To: <input type="text"/>	
Temp Release Type: <input type="text"/>	Agency Released To: <input type="text"/>	
Reason: <input type="text"/>	Sent Out Dt/Tm: <input type="text"/>	Due Back Dt/Tm: <input type="text"/>
CONFINEMENT RECORD Currently at: <input type="text"/> Home Base: <input type="text"/> Temp Use: <input type="text"/> 00-00-0000 0000		
Weekender Flag: <input type="text"/>	Reactivate Booking: <input type="text"/>	HS #: <input type="text"/>
Archive Loc1: <input type="text"/>	Archive Loc2: <input type="text"/>	

Next, click on **PERSONAL PROPERTY** under the Maintenance Navigator.

Arr #	Arresting Agency	Arrest Date/Time	Type of Arrest
1	Diego Police Department	06-16-2006 1315	FIELD ARREST

Fac	Property Type	Description	Status
1	SEALED PROPER		S

This screen lists an inmate's property, such as, sealed property bag, court dothing (itemized) and/or money orders with clear description. It is the responsibility of the Stock Clerk handling any incoming/outgoing property to properly maintain the information contained in this screen.

NOTE:

1. Facility/Storage Location
2. Hanger #
3. Property Type



ARRESTING AGENCIES

ABC	<i>ALCOHOL BEVERAGE CONTROL</i>
ATAS	<i>ATASCADERO</i>
ATF	<i>ALCOHOL, TOBACCO & FIREARM</i>
BBRA	<i>BAIL BOND RECOVERY AGENT</i>
BFG	<i>BUREAU OF FISH AND GAME</i>
BNE	<i>BUREAU OF NARCOTICS ENFORCE</i>
CASP	<i>CALIFORNIA STATE POLICE CATC **</i> <i>HIGH TECH CRIME TASK FORCE CBPD</i> <i>CARLSBAD POLICE DEPARTMENT</i>
CCPD	<i>SAN DIEGO COMMUNITY COLLEGE POLICE DEPARTMENT</i>
CCWF	<i>CENTRAL CALIFORNIA WOMENS FACILITY CDC</i> <i>CALIFORNIA DEPARTMENT OF CORRECTIONSCDF</i> <i>CALIFORNIA DIVISION OF FORESTRY</i>
CGRP	<i>CARRIZO GORGE RAILWAY POLICE</i>
CHP	<i>CALIFORNIA HIGHWAY PATROL</i>
CIM	<i>CALIFORNIA INSTITUTION FOR MEN - CHINO</i>
CIW	<i>CALIFORNIA INSTUTION FOR WOMEN</i>
COPD	<i>CORONADO POLICE DEPARTMENT CRC</i> <i>CALIFORNIA REHABILITATION CENTER</i>
CSPD	<i>SAN DIEGO CITY SCHOOLS POLICE DEPARTMENT</i>
CVJA	<i>CHULA VISTA POLICE JAIL</i>
CVPD	<i>CHULA VISTA POLICE DEPARTMENT</i>
CYA	<i>CALIFORNIA YOUTH AUTHORITY</i>
DEA	<i>DRUG ENFORCEMENT ADMINISTRATION</i>
DF	<i>DONOVAN STATE PRISON</i>
DI	<i>STATE DEPARTMENT OF INSURANCE</i>
DMV	<i>DEPARTMENT OF MOTOR VEHICLES</i>
DOJ	<i>STATE DEPARTMENT OF JUSTICE</i>
ECPD	<i>EL CAJON POLICE DEPARTMENT</i>
ESPD	<i>ESCONDIDO POLICE DEPARTMENT</i>
FBI	<i>FEDERAL BUREAU OF INVESTIGATIONS</i>
FFP	<i>FAMILY FOUNDATIONS PROGRAM</i>
FPS	<i>FAMILY PROTECTIVE SERVICES</i>
GCPD	<i>POLICE DEPARTMENT GROSSMONT CUYAMACA</i>
GTF	<i>OCEANSIDE GANG TASK FORCE</i>
HD	<i>HIGH DESERT PRISON</i>
ICE	<i>IMMIGRATION/CUSTOMS ENFORCEMENT</i>
JUD	<i>JUDGE UNIFIED DRUG & GANG</i>
LMPD	<i>LA MESA POLICE DEPARTMENT</i>
MBHP	<i>MISSION BAY HARBOR PATROL</i>
MCCP	<i>MIRA COSTA COLLEGE POLICE MDU</i> <i>MILITARY DESERTION UNIT</i>
MTDB	<i>METRO TRANSIT DEVELOPMENT BOARD</i>
MTRO	<i>METROPOLITAN STATE INSTITUTION NCPD</i> <i>NATIONAL CITY POLICE DEPARTMENT NGTF</i> <i>NORTH COUNTY GANG TASK FORCE NIS</i> <i>NAVAL INVESTIGATIVE SERVICE</i>
NTF	<i>NARCOTICS TASK FORCE</i>
OPD	<i>OCEANSIDE POLICE DEPARTMENT</i>
OTH	<i>OTHER</i>
PATT	<i>PATTON STATE HOSPITAL</i>
PCP	<i>PALOMAR COLLEGE POLICE</i>



PCPD	PALOMAR COLLEGE POLICE
PROB	PROBATION DEPARTMENT
RAT	REGIONAL AUTO THEFT TASK FORCE
RRPD	SANTA FE RAILROAD POLICE
SDDA	SAN DIEGO DISTRICT ATTORNEY
SDFD	SAN DIEGO FIRE DEPARTMENT
SDFM	SAN DIEGO FIRE MARSHALL
SDHP	SAN DIEGO HARBOR POLICE
SDMO	SAN DIEGO SHERIFF COURT SERVICES
	SDPD
	SAN DIEGO POLICE DEPARTMENT
	SDSO
	SAN DIEGO COUNTY SHERIFF OFFICE
	SDSP
	SAN DIEGO STATE UNIVERSITY
SELF	SELF SURRENDER
SODM	SAN DIEGO SHERIFF DEL MAR
SOEN	SAN DIEGO SHERIFF ENCINITAS
SOIB	SAN DIEGO SHERIFF IMPERIAL BEACH
	SOLG
	SAN DIEGO SHERIFF LEMON GROVE
	SOPO
	SAN DIEGO SHERIFF POWAY
SOSA	SAN DIEGO SHERIFF SANTEE
SOSB	SAN DIEGO SHERIFF SOLANA BEACH
SOSM	SAN DIEGO SHERIFF SAN MARCOS
	SOVI
	SAN DIEGO SHERIFF VISTA
SPR	STATE PARKS & RECREATION
STPA	CALIFORNIA STATE PAROLE
SUPD	CALIFORNIA STATE UNIVERSITY POLICE
TEHA	TEHACHAPI
UCPD	UNIVERSITY OF CALIFORNIA POLICE
UNK	UNKNOWN
USBP	UNITED STATES BORDER PATROL
USC	UNITED STATES CUSTOMS
USDJ	US DEPARTMENT OF JUSTICE
USM	UNITED STATES MARSHALL
VCT	VIOLENT CRIMES TASK FORCE
VSP	VALLEY STATE PRISON

CATCH (CATC) arresting officer could be from any one of the following agencies:

*California Attorney General's Office
 California Department of Justice
 California Department of Motor Vehicles
 California State Parole
 Carlsbad Police Department
 Federal Bureau of Investigation
 Imperial County District Attorney's Office
 Riverside Co. District Attorney's Office
 Riverside County Probation Department*

*Riverside County Sheriff's Department
 San Diego County District Attorney's Office
 San Diego County Sheriff's Department
 San Diego Police Department
 U.S. Immigration & Customs Enforcement
 United States Internal Revenue Service
 United States Postal Inspector
 United States Secret Service*



ARREST TYPES

BOOKED ARREST TYPES

Arrest types are used to indicate an active arrest(s). The following is a list and description of all currently used Booked Arrest Types:

- ARST** *FIELD ARREST: Used for pre-arraigned charges when a completed Booking Intake/Personal Property Inventory form and Probable Cause Declaration (PCD) are received. Generally used for a person arrested in the act of committing a crime or as a result of committing a crime.*
- BCMT** *BOOKED-CRT COMMIT: Used when a court document is received ordering an incarcerated person serve a sentence in Sheriff's custody.*
- BCOU** *BOOKED COURTESY: Used for incarcerated persons brought into Sheriff's custody en route to another destination OR to serve a sentence from another county or state jurisdiction (Transcor, etc.)*
- BCPA** *BOOKED COUNTY PAROLE: Used for incarcerated persons previously granted county parole and returned to Sheriff's custody for violating the terms and to finish their remaining time*
- BCW** *BOOKED COMMIT WARRANT: Used for No Bail warrants that state the number of days the subject is committed to custody.*
- BCYA** *BOOKED CALIFORNIA YOUTH AUTHORITY: Used for incarcerated persons with a Department of Juvenile Justice (DJJ; formerly California Youth Authority-CYA) warrant/detainer*
- BDET** *BOOKED DETAINER: Used for US Marshall, Federal and/or California Department of Corrections and Rehabilitation (CDCR) detainers once all local charges/cases have been adjudicated.*
- BDOC** *BOOKED DOC COMMIT: Used when a court document is received sentencing an incarcerated person to the California Department of Corrections and Rehabilitation (CDCR) or State Department of Mental Health (Patton, Metro, Atascadero, etc.).*
- BFED** *BOOKED FEDERAL: Used for federal prisoners being housed temporarily in Sheriff's custody to include US Marshall (USM) and Drug Enforcement Agency (DEA) arrests*
- BFUG** *BOOKED FUGITIVE WARRANT: Used for warrants from another state when an incarcerated person has no other local charges/cases pending*
- BICE** *BOOKED IMMIGRATION CUSTOMS ENFORCEMENT: Used for immigration and customs enforcement detainers when an incarcerated person has no other local charges/cases pending.*
- BJUV** *BOOKED JUVENILE COURT WARRANT: Used for warrants issued out of the Juvenile Court division*
- BMCW** *BOOKED MUNICIPAL COURT WARRANT: Used for local warrants issued out of the San Diego County Municipal Court Division.*
- BMH** *BOOKED MENTAL HEALTH: Used for court documents received with a mental health (MH) case number.*
- BOC** *BOOKED OUT OF COUNTY WARRANT: Used for warrants from another county within California. The incarcerated person must be transported to the county of jurisdiction per California Penal Code 821.*
- BRMD** *BOOKED REMAND: Used for San Diego County Superior Court documents received with a future court date. (Unsentenced Superior/Municipal Court Document, etc.).*
- BSCW** *BOOKED SUPERIOR COURT WARRANT: Used for warrants issued out of the San Diego County Superior Court Divisions with a superior court case number, drug court (\$55,555/\$27,777), re-*



entry court (\$66,777), NO BAIL, proposition 36 and PC 1210 warrants.

BSTP *BOOKED STATE PAROLE: Used when a warrant abstract from the Department of Corrections and Rehabilitation (CDCR) is received for incarcerated persons who have violated the terms of their parole per California Penal Code section 3056.*

OBKD *BOOKED OTHER: Used for court book and release arrests, incarcerated persons booked in absentia, bail bondsurrenders and military deserters*

OSNT *SENTENCED OTHER: Used for work release, weekenders, to reports and/or when no other sentence/commit type of arrest applies*

HOLD ARREST TYPES

A "hold" is a document which can be issued by any agency. The Hold Arrest type is used to indicate an arrest(s) pending the adjudication of local charges/cases.

HCYA *HOLD CALIFORNIA YOUTH AUTHORITY: A hold issued by the Department of Juvenile Justice (DJJ formerly California Youth Authority CYA) for parolees who violate the terms of their parole. The hold can also be placed for failure to complete a court ordered program.*

HDET *HOLD DETAINER: A hold placed on an incarcerated person brought to Sheriff's custody from another state or county facility. The detainer is put in place to ensure the incarcerated person is returned to the facility in which they came once all local matters are resolved.*

HFED *HOLD FEDERAL: A hold issued by the federal government when other cases/arrests on an incarcerated person detained in Sheriff's custody with federal cases are pending.*

HFUG *HOLD FUGITIVE WARRANT: A hold placed on an incarcerated person wanted on charges in another state.*

HMIL *HOLD MILITARY: A hold placed on military deserters ONLY.*

HOC *HOLD OUT OF COUNTY WARRANT: A hold placed on an incarcerated person wanted on charges in another county within California.*

HSTP *HOLD STATE PAROLE: A hold issued by the California Department of Corrections and Rehabilitation (CDCR) for a parolee who violated the terms and must serve the remainder of a previously imposed sentence.*

REASON ON CALENDAR (ROC) TYPES

Reason on Calendars are to help the courts identify and determine why an incarcerated person is scheduled for court. The following ROC's are the only ones used at Court Updates.

ARR *ARRAIGNMENT 48 HOURS 3RD DAY*

ART *ARRAIGNMENT 48 HOURS 2ND DAY*

BR *BAIL REVIEW*



COTP	<i>COURT ORDER TO PRODUCE (used by the courts)</i>
FP	<i>FURTHER PROCEEDINGS</i>
FUG	<i>FUGITIVE</i>
ID	<i>IDENTITY HEARING</i>
JT	<i>JURY HEARING</i>
OTP	<i>ORDER TO PRODUCE</i>
PHS	<i>PROBATION HEARING AND SENTENCING</i>
ZE	<i>MENTAL COMPETENCY PC 1368</i>

BAIL FLAGS

An incarcerated person has the right to post bail on any case with a bail amount set, regardless of the status of other arrests. The following identifies when each bail flag should be used:

- B** *Bail Not Required: Use for Book & Releases, Court Book & Releases or Work Releases*
- H** *Held without Bail: Use for charges where bail is not an issue (i.e., sentenced charges, State Parole, Immigration holds, etc.)*
- I** *Inclusive: Use for subsequent charges when bail for the entire arrest/case has been set (i.e., warrant abstract, court document)*
- N** *No Bail: Use when a warrant or court document indicates no bail*
- Y** *Yes (Included in Bail): Used when bail is applicable.*

DISPOSITIONS

Dispositions are utilized to indicate the adjudication or completion of a charge or arrest. The dispositions entered the Jail Information Management System are recorded into an incarcerated person's Criminal History by the Department of Justice (DOJ). Dispositions are also utilized to indicate the incarcerated persons actual type of release from Sheriff's custody and can also identify the release type for the entire booking, as opposed to person arrests.

(B)1: DETENTION ONLY - Used when the arresting officer, agency, District Attorney, or City Attorney determines there are insufficient grounds for making a criminal complaint against the person arrested.

(B)2: NO FURTHER PROCEEDINGS 849(B)2 – Used for incarcerated persons arrested for 647(F) PC Drunk in Public, and no prosecution is desired. The charge 647(F) PC is the ONLY charge that is released per 849(B)2. This section allows a person arrested for intoxication only to be released with no further proceedings.

120P: 1203.03 PC TEMPORARY RELEASE – Used when the incarcerated person is temporarily transferred to a designated diagnostic facility for a court ordered 90-day evaluation.

1269: 1269(C) - Used when a subject is released on their own recognizance from San Diego Sheriff's custody and is subject to a conditional fourth waiver.



825: NO COMPLAINT FILED – California Penal Code section 825 states a defendant must “...in all cases be taken before the magistrate without unnecessary delay, and, in any event within 48 hours after his or her arrest, excluding Sundays and Holidays. When the 48 hours prescribed expires at a time when the court is not in session, that time shall be extended to include the duration of the next regular court session...” When this requirement has not been met, the arrest will be released per PC 825.

3063: POST RELEASE COMMUNITY SUPERVISION (PRCS) – California Penal Code section 3063.1 states that parole shall not be revoked or suspended for the commission of a non-violent drug possession offense or, for violation of any drug-related condition of parole. Therefore, 3063.1 PC authorizes the immediate release of a flash incarceration per PC 3453(Q) or revocation proceedings per PC 3455.

AGEN: RELEASE TO OTHER AGENCY – Used when an incarcerated person is released to the custody of another agency.

B&R: BOOK AND RELEASE – Used to release incarcerated persons arrested on specific misdemeanor charges approved by the Sheriff’s Department. If all pre-approved conditions exist, the incarcerated person may be released on a Promise to Appear per California Penal Code section 853.6.

BOND: RELEASED ON BOND – Used when a bonding agency posts bail for an incarcerated person. A copy of the bail receipt is to be given to the incarcerated person at the time of release.

CANC: CITY ATTORNEY NO COMPLAINT – Used when a document is received from the City Attorney’s office stating No Complaint has been filed.

CASH: CASH BAIL – Used when the incarcerated person self-bails or another person has posted the entire amount of bail through one of the facilities, either by cash, check, or other acceptable negotiable paper in lieu of cash for payment of bail/fine.

CB&R: COURT BOOK AND RELEASE – Used when an incarcerated person comes into custody on a court document that states “Book and Release”. Once the incarcerated person has completed the process, he/she will be released.

CCP: CONDITIONAL CUSTODY PROGRAM – Currently not utilized. The CCP program is suspended, and related procedures have been archived.

CFLR: COUNTY FLASH COMPLETED – Utilized when an incarcerated person has completed a county flash incarceration.

CITE: CITE AND RELEASE – The San Diego Sheriff’s Department uses this only in emergency situations where manual booking and releases are taking place in the field.

CPAR: COUNTY PAROLE – Used when an incarcerated person is authorized to be released on County Parole to serve/complete a sentence outside a detention facility.



CTS: COMPLETED LOCAL SENTENCE – Used when an incarcerated person has completed all local time imposed.

CYA: RELEASE TO CALIFORNIA YOUTH AUTHORITY (CYA)/DEPARTMENT OF JUVENILE JUSTICE (DJJ) – Used when an incarcerated person is being transferred to DJJ, formerly CYA.

CYAD: DROP CYA HOLD – Used when a drop hold is received from DJJ/CYA.

DDET: LOCAL DETAINER – Entered on arrests for incarcerated persons transferred to state prison with local timeremaining to serve.

DEFR: DEFERRED ENTRY OF JUDGEMENT Used when the court document(s) orders the arrest/case/charge be released due to a deferred entry of judgment.

DFED: FEDERAL DETAINER: Entered on hold arrests for incarcerated persons transferred to state prison with a federalhold/detainer.

DFUG: FUGITIVE DETAINER – Entered on hold arrests for incarcerated persons transferred to state prison with a fugitive hold/detainer.

DICE: IMMIGRATION DETAINER – Entered on hold arrests for incarcerated persons transferred to state prison with an Immigration and Customs Enforcement hold/detainer.

DIED: SUBJECT DIED IN CUSTODY – Used when an incarcerated person dies in Sheriff's custody.

DISM: DISMISSED – Used when the court has dismissed the arrest/case/charge.

DNI: DISPOSITION NOT INDICATED – Charges on incarcerated person arrests in JIMS, and referenced on previous court documents, often times will not appear on future court documents and there is no indication of a disposition. When this occurs "DNI" will be entered.

DOC: DEPARTMENT OF CORRECTIONS – Used when the incarcerated person is being transferred to a state prison facility.

DOCY: OUT OF COUNTY DETAINER – Entered on hold arrests for incarcerated persons transferred to state prison with an Out of County hold/detainer.

DPR: DROP PROBATION REARREST – Used when a release authorization is received for a probation rearrest (adult or juvenile).

DSTP: STATE PAROLE DETAINER – Entered on hold arrests for incarcerated persons transferred to state prison with a state parole hold/detainer.

DTP: DRUG TREATMENT PROGRAM RELEASE – Used when a PC 3056 incarcerated person is released to an In-Custody Drug Treatment Program (ICDTP).

ERR: BOOKED IN ERROR – Used for charges/arrests that have been booked in error.



ESC: SUBJECT ESCAPED – Used to identify an incarcerated person who has escaped from custody.

FEDR: RELEASED TO A FEDERAL AUTHORITY – Used when all local cases have been adjudicated and the incarcerated person is now being released to a Federal agency (i.e., FBI, MCC).

FLSH: FLASH INCARCERATION – Used when an incarcerated person has completed a flash incarceration.

FOJ: FURTHERANCE OF JUSTICE – Used to close an entire arrest when ordered so by the court.FUG:

RELEASE TO OTHER STATE – Used when an incarcerated person is released to another State.

HON: RELEASED TO HONOR CAMP – Used when an incarcerated person is released to honor camp.

ICE: RELEASE TO IMMIGRATION – Used when an incarcerated person is released to Immigration and Customs Enforcement (ICE).

ICED: DROP ICE HOLD – Used when an immigration hold is released.

DICE: IMMIGRATION DETAINER – Entered on hold arrests for incarcerated persons transferred to state prison with an Immigration and Customs Enforcement hold/detainer.

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ICE: RELEASE TO IMMIGRATION – Used when an incarcerated person is released to Immigration and Customs Enforcement (ICE).

ICED: DROP ICE HOLD – Used when an immigration hold is released.

IERL: INCARCERATED PERSON ERRONEOUSLY RELEASED – Used when an incarcerated person is erroneously released from custody. This disposition will only be used when the incarcerated person is physically released from custody in error.

JOR: REL-JAIL OWN RECOGNIZANCE – Used when the watch commander approves the release of a pre-arraignment incarcerated person for misdemeanor charge(s) only.

LPSC: LOCAL PRISON SENTENCE COMPLETED – Used when an incarcerated person has completed a sentence pursuant to PC 1170(h).

MED: RELEASED – MEDICAL REASONS – Used to release an incarcerated person for medical reasons.

MEDF: RELEASE TO MEDICAL/MENTAL FACILITY – Used when a court order states, "Release to County Mental Health (CMH)," etc.

MILI: RELEASED TO MILITARY – Used to release incarcerated persons to any branch of the military or armed forces.

MSID: REL-MISTAKEN IDENTITY – Used when determined by the San Diego County Records Division or Detention Investigations Unit that an incarcerated person in custody on a warrant is not the subject of the warrant. If the incarcerated person has been arraigned on the case, he/she cannot be released from custody without a court document.

NCD: NO COMPLAINT DISTRICT ATTORNEY – Used when a document is received from the District Attorney's office stating No Complaint has been filed.

NGTY: NOT GUILTY – Used when the incarcerated person has been found Not Guilty by a jury or a Judge in a court of law.

NFFJ: NOT FIT FOR JAIL – Used when an incarcerated person has been refused by the Intake Medical staff and sent to the hospital.



OCTY: RELEASE TO OTHER CA AGENCY – Used when an incarcerated person is released to another county within the State of California.

OFF: OFF CALENDAR – Used when a court document is received stating the entire case is “off calendar”. No future court appearance has been scheduled.

OTH: OTHER – Used for Additional Court dates that no longer apply as well as when no other disposition applies. An explanation is entered in the NOTES section.

PCO: PER COURT ORDER – Used when no other release code is indicated on a court order.

PR36: PROPOSITION 36 RELEASE – Used when a PC 3056 incarcerated person is released per Prop 36.

PROB: PROBATION – Used when the court document grants the incarcerated person a release on probation.

PRLE: PAROLE – Used when an incarcerated person is released on parole per a court order (No parole hold).

PRV: POST RELEASE VIOLATION – Used to release a PC 3453(q) charge when an incarcerated person was originally arrested on a flash incarceration and probation has since been revoked.

RBHD: REBOOK HOLD – Used to close a hold a hold arrest and an additional arrest is completed so the hold becomes a booked arrest.

RDTN: RELEASE DETAINER – Used when authorization is received to release a detainer.

ROR: RELEASED OWN RECOGNIZANCE-COURT – Used when the court of jurisdiction authorizes the release of an incarcerated person on a promise to appear. The court may issue an OR at any time during an incarcerated person's proceedings. A court document will be issued authorizing the release of the incarcerated person.

RMS: RELEASE TO MANDATORY SUPERVISION – Used when an incarcerated person is released on mandatory supervision.

RVFL: REVOCATION TO FLASH INCARCERATION – Used to release a PC 3455(A) charge. Incarcerated person originally arrested on a probation revocation but has now been sentenced to a flash incarceration.

SFLR: STATE FLASH COMPLETED – Used when an incarcerated person has completed a state parole flash incarceration.

SPTS: SUPERVISED PTS RELEASE – Used when Pretrial Services grants an O.R. to an incarcerated person but requires the incarcerated person to be under their supervision. This is also used when a court document releases an incarcerated person on a Supervised O.R.

STAY: SENTENCED STAYED – Used when a court document states that the sentence has been stayed.

STHS: TRANSFER STATE HOSPITAL – Used when an incarcerated person is being released to a State



Hospital.

STPD: DROP STATE PAROLE HOLD – Used when authorization is received releasing a State Parole hold.

SUSP: SUSPENDED SENTENCE – Used when an incarcerated person's sentence has been suspended.

TEMP: TEMPORARY RELEASE FROM CUSTODY – Used when an incarcerated person will be returning to custody and is only being released temporarily.

USM: RELEASE TO US MARSHAL – Used when an incarcerated person is released to the U.S. Marshal on their detainer.

WKFR: WEEKEND FINAL RELEASE – Used when an incarcerated person has completed serving the final weekend of a “weekend” sentence.

WKND: WEEKEND TEMP RELEASE – Used to release an incarcerated person who is serving out his/her sentence on “weekends” and will be returning for subsequent weekends until the entire sentence has been completed.

WRSL: WORK RELEASE SENTENCE – Used for incarcerated persons who have been sentenced to the Probation department’s work release program.

TEMPORARY RELEASE/RETURN DISPOSITIONS

The following dispositions are to be used when temporarily releasing an incarcerated person from custody:

1203	<i>TEMPORARY RELEASE-PER 1203.3 PENAL CODE</i>
DETR	<i>TEMPORARY RELEASE-DETAINER</i>
EMER	<i>TEMPORARY RELEASE-EMERGENCY</i>
ESC	<i>TEMPORARY RELEASE-ESCAPEE</i>
FUNL	<i>TEMPORARY RELEASE-FUNERAL</i>
HOSP	<i>TEMPORARY RELEASE-HOSPITAL</i>
JUV	<i>HOUSED AT JUVENILE HALL</i>
MCC	<i>HOUSED AT METROPOLITAN CORRECTIONAL CENTER (FEDERAL JAIL)</i>
NFFJ	<i>TEMPORARY RELEASE-NOT FIT FOR JAIL</i>
TOC	<i>TEMPORARY RELEASE-OTHER</i>
WKND	<i>TEMPORARY RELEASE-WEEKENDER</i>
WORK	<i>WORK RELEASE</i>