



## Vocabulary

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**10% CREDIT:** See Malkus 1.

**1170(h):** A felony punishable pursuant to this section *shall* be punishable by a term in county jail.

**1275.1 PC:** A 1275 PC order requires the person posting bail to prove and declare that all monies and security used to post bail were not obtained by illegal means.

**1381 PC:** An incarcerated individual serving 90 days or more in county jail has the right to be heard on other pending cases from other counties in California, if the incarcerated individual completes a written notice to the District Attorney from that county.

**14 DAY CREDIT:** See Malkus 2.

**2057 PC:** Sheriff may contract with the state to house incarcerated individuals committed pursuant to PC 1170(h).

**3453(q) PC:** This charge utilized when the arrest type is Booked Post Release Community Supervision (BPCS). As a condition of their probation the person agrees to waive any right to a court hearing prior to the imposition of a period of "flash incarceration" in a county jail of not more than 10 consecutive days for any violation of his or her post release supervision conditions.

**3455 PC:** This charge utilized when the arrest type is BPRV (Booked Probation Revocation).

**4018.6 PC:** An incarcerated individual serving time may be released from custody three days from their release date to prepare for their return to the community.

**4019 PC:** Good Time/Work Time. 4019 (b)(1)(c)(1) PC: For each four (4) day period in which an incarcerated individual is confined, two (2) days of good time/work time credits are deducted from the total period of confinement. 4019 (b)(2)(c)(2) PC: For each six (6) day period in which an incarcerated individual is confined, two (2) days of good time/work time credits are deducted from the total period of confinement.

**4024.1 PC:** In accordance with this code section the Sheriff can petition the presiding judge of the superior court every 30 days. Upon authorization incarcerated individual's commitments can be reduced up to 5 days. The amount of 4024.1 credits an incarcerated individual receives is based on 10% of the original sentence, not to exceed five (30) days.



**825 PC:** When an incarcerated individual is not arraigned within 48 hours after the date of arrest, the facility watchcommander will authorize the release of the incarcerated individual. The charges have not been dismissed and the incarcerated individual may be re-arrested on the charges at a later date.

**849(B)1 PC:** When the arresting officer or the District Attorney decide there is insufficient evidence to file a complaint, a release authority may be issued reducing the arrest to detention only.

**849(B)2 PC:** A person arrested for drunk in public 647(f) (alcohol only), may be released by the facility watch commander with no further proceedings pending.

**AB 109:** Assembly Bill 109 resulted as a court ruling by the US District Court ordering California Governor Edmund G. (Gerry) Brown to reduce state prison incarcerated individual population. AB 109 was signed by Governor Brown on April 11, 2011. AB 109 will reduce state prison overcrowding as state incarcerated individuals are released upon completing their terms. All incarcerated individuals committed to local custody receive 2 day for every 4 served, Some incarcerated individuals still committed under X3-18, crimes committed before 10/01/11, but committed to a term of imprisonment pursuant to PC 1170(h) after 10/01/11 incarcerated individuals receives 2 days for every 4 days served.

**ABSTRACT:** A summarized record of the actions taken by a court or state agency.

**ABSTRACT OF JUDGMENT:** A summary of the final decision of a court. This abstract is often used by court-related agencies in the course of their business.

**ACCELERATED RELEASE CREDITS (ARC):** The early release credits applied to sentences served in a county jail per various court orders and penal code sections.

The Sheriff has been authorized to reduce an incarcerated individual's original sentence by 10% (Malkus 1) in addition to any credits authorized pursuant to 4024.1 and 4018.6 of the penal code. In addition to the above credits, sentenced female misdemeanants will receive an additional fourteen (14) days of early release credits (Malkus 2).

**ACCELERATED RELEASE DATE (ARD):** The actual release date of an incarcerated individuals that includes all the additional time off per various penal code sections and court orders.

**ACKNOWLEDGEMENT:** The act of declaring, testifying, or certifying that something is genuine.

**ACQUITTAL:** The legal finding that the accused is innocent.

**ACTION:** A court proceeding when one party prosecutes another for the protection or enforcement of a right, the prevention or correction of a wrong, or the punishment of an offense.

**ADJOURN:** To close a court session for a time.

**ADJOURNMENT:** The act of postponing a court session to another time or place.



**ADJUDICATE:** To exercise judicial authority in settling a legal dispute.

**ADJUDICATION:** The judgment or decision of a judge regarding a case or cause.

**ADMINISTRATIVE SEPARATION (AD SEP):** Solitary Confinement.

**ADMONISH:** To warn, advise, or scold.

**ADULT INSTITUTIONS (A.I.)** - Adult Institutions are all the county wide custody facilities (Camp Barrett, Camp West Fork, Work Furlough) that are under the control and supervision of the Probation Department. Incarcerated individuals who are sentenced by the San Diego County courts can serve their time at one of the Adult Institutions if they meet specific criteria set by the courts and the Probation Department.

**AFFIDAVIT:** A written declaration or statement of facts confirmed by the oath of the party making it before an officer who has the authority to administer such an oath.

**AFFIRM:** To make a solemn declaration, an oath used when a person does not want to swear to the truth of something.

**AKA:** The abbreviation for Also Known As. Used when referring to other names an incarcerated individuals is known as.

**ALLEGATION:** A statement or assertion made without proof.

**ALLEGE:** To state, assert, or charge that something is fact, although it has not yet been proven so.

**AMEND:** To add or alter a charge that has been filed.

**ANSWER:** A written statement made by the defendant in a civil case in response to the charges or complaints filed.

**APPEAL:** A request for reexamination of a case to a higher court for review of a lower court ruling.

**APPELLANT:** A person who appeals a judgment of a court.

**APPELLEE:** The person against whom an appeal is made.



**APPROVED (APR):** Y/N field in the Social Visitation screen to indicate whether or not a person has been approved as a visitor.

**ARC:** ARC is an acronym for Accelerated Release Credits. See Accelerated Release Credits.

**ARD:** ARD is an acronym for Accelerated Release Date. This is the date after all ARC's have been applied. See Accelerated Release Date.

**AREA:** Area is the term used to define a housing module. This is generally used in conjunction with Housing Unit (HU), cell and bed.

**AREA STAT:** The incarcerated individual's current location or status within the Area. Examples of an Area Stat are: CRT, KIT, LIB, REC, etc.

**ARJIS:** Area Regional Justice Information System.

**ARR#:** Arrest number.

**ARRAIGNMENT:** The initial hearing after an arrest, which marks the beginning of the judicial process. The accused is given a copy of the complaint, informed of the charges filed, and advised of their constitutional rights. Bail is set at this hearing. The accused can but does not have to, enter a plea at this time.

**ARREST:** Taking, under real or assumed authority, custody of another for the purpose of holding or detaining the person to answer a criminal charge or civil demand.

**ARREST TYPE:** Reason for which a person has been arrested, such as a field arrest or holding for another agency.

**ARREST WARRANT:** A legal writ authorizing an officer to take action in making an arrest.

**ARRESTING AGENCY:** The agency that performs the arrest.

**ATTORNEY OF RECORD:** The attorney in the permanent case record who represents the incarcerated individual.

**AUTOMATIC FINGERPRINT IDENTIFICATION SYSTEM (AFIS):** A biometric identification methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.

**BAIL:** A form of security demanded by the court in exchange for the release of an incarcerated individual, guaranteeing the incarcerated individual's future court appearance.

**BAIL BOND:** A document that guarantees the bail amount, to secure the release of a defendant from custody, provided by a Bail Bond Agent for a fee.



**BAIL BOND COMPANY:** A company that provides bail money to an incarcerated individual.

**BAIL FLAG:** Indicates if the payment of a bail is allowed for the selected charge. The drop-down list in JIMS may include: Y, N, NBR, HWB, and I.

**BAIL-OUT SCHEDULE (SUPERIOR COURT WARRANTS):** The established schedule, created by the court of jurisdiction, setting the date of appearance when the incarcerated individual is released from custody on bail.

**BAIL RECEIPT:** A written statement given to a defendant by the court providing that a bail deposit has been received.

**BAIL REVIEW:** A judicial review of a defendant's bail setting to ensure that the amount is justified. Factors considered by the court include the concern for protection of the public, seriousness of the offense, and prior criminal record of the defendant.

**BAIL SCHEDULE:** A preset list of bail amounts for any crime that may be committed in a specific area.

**BENCH:** The actual physical desk where a judge sits in court. The body of judges referred to as a whole or individually.

**BENCH WARRANT:** A warrant issued by a presiding judge or by a court against a person guilty of contempt or indicted for a crime.

**BIND OVER:** In felony cases, the transfer of a case to superior court for trial after an initial hearing to determine if the case does in fact involve a felony.

**BLACK BANDER:** Sexually Violent Predators (SVP).

**BLOOD TEST:** A chemical analysis of a blood sample from a person to determine the percentage of a foreign substance in the bloodstream.

**BLUE BANDER:** Incarcerated individuals arrested on a felony charge, and misdemeanants who do not qualify for the book and release program.

**BOND:** A deed of instrument that binds, restrains, or obligates a person. In the courts, a bond is a written statement which obligates one person to pay a specified amount of money to another person.

**BOND PAYMENT:** Payments that are made for an incarcerated individual's bond.

**BOND TRANSMITTALS:** Transfer of money to an incarcerated individual's account for the purpose of paying a bond.



**BOOK:** (1) The process of detention; placing an individual in custody. (2) The Inquiry Management System module for officially booking an individual. (3) The area in a detention facility where the actual booking process/procedure is completed.

**BOOK AND RELEASE (B&R):** (1) A short form booking the incarcerated individual, which is immediately processed for release. (2) A "No Body" booking completed for the purpose of creating a booking record on a court case. (3) The work assignment for an employee assigned to accomplish the Bookand Release task without interviewing an incarcerated individual.

**BOOK STATUS:** The status of where the person is in the booking process.

**BOOKING CLERK:** Slang for Detention Processing Technician.

**BOOKING SUMMARY:** An inquiry menu option in the JIMS used to view an incarcerated individual's full databy active booking number.

**BREATH TEST:** A chemical analysis of one's breath to determine the percentage of alcohol fumes.

**BULK PROPERTY:** Property items (usually clothing), stored in the Property Room while an incarcerated individual is in custody.

**CALC RELEASE DT/TM:** The date and time the Jail Information Management System has calculated for an incarcerated individual's release.

**CALENDAR:** A categorized list of each case to be heard in each courtroom. To calendar something means to assign a case a particular day, time, and courtroom.

**CALENDAR DAYS:** A reference to consecutive days as they appear on any calendar, including weekends and holidays; used to calculate the performance of some act according to law.

**CALIFORNIA DEPARTMENT OF CORRECTIONS (CDC):** See California Department of Corrections and Rehabilitation.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR):** The California Department of Corrections and Rehabilitation is responsible for the operation and supervision of state adult prisons, parole systems and juvenile facilities.

**CALIFORNIA INSTITUTION FOR MEN (CIM):** A state prison for designated males at birth in Chino, California. Also referred to as "Chino".

**CALIFORNIA INSTITUTION FOR WOMEN (CIW):** A state prison for designated females at birth in Corona, California.

**CALIFORNIA YOUTH AUTHORITY (CYA):** A state institution for youth offenders.





**CASE:** A lawsuit or term used to describe any complaint filed in the Civil, Criminal or Traffic Division in a court.

**CASH BAIL:** Monies applied in the form of cash, check, money order, cashier's check, or a combination that guarantees the bail amount, to secure the release of the defendant from custody.

**CASHIER:** A Detention Information Assistant assigned the task of controlling and accounting for the incoming and outgoing money on a shift.

**CENTRAL CALIFORNIA WOMEN'S FACILITY (CCWF):** A state prison for designated females at birth located in Chowchilla, California.

**CENTRAL CONTROL CENTER (CCC):** Also referred to as Triple C, Central Command Center or the Control Room. The area of a detention facility where all activities within the facility are monitored (i.e., personnel, alarms, security, fire alarms, etc.).

**CENTRAL IDENTIFICATION NUMBER (CIN):** The Central Identification Number also referred to in various jails as: IMN, JIM, RNI, etc.

**CERTIFICATION:** A written order by a judge that transfers a case to another court in a different jurisdiction.

**CHANGE OF PLEA:** The term typically used when a defendant changes their plea in court from not guilty to guilty.

**CHANGE OF VENUE:** The transfer of a case from one judicial district to another.

**CHINO:** A state prison facility that generally functions as a receiving facility for disabled and court ordered 1203.03 PC (diagnostic evaluation) incarcerated individuals who usually are not processed into the state prison system through Donovan State Prison.

**CITATION:** A ticket issued by a peace officer for an offense, which the defendant signs, thereby promising to appear at a date and time certain in lieu of arrest.

**CIVIL PROCESS:** Documents produced by the court process in a civil case which either notify the parties involved of the fact that a civil case in progress or, that try to force a judgment of the issues involved in the case.

**CLETS:** California Law Enforcement Telecommunication System. A Sacramento based computer communication system that provides authorized persons access to the State Computer Systems in the Department of Justice and Department of Motor Vehicles. Other specifically authorized persons can use CLETS to obtain information from the federal National CrimeInformation Center (NCIC).

**CLOTHING:** An incarcerated individual's personal clothing that's stored in the Property Room while in Sheriff's custody; formerly referred to as Bulk Property.



**CODE SECTION:** The alphanumeric identifier for options listed under the Select Statute dropdown menu of the Jail Information Management System.

**COMMIT:** A document sentencing an incarcerated individual to state or local time.

**COMMITMENT:** Same as commit or sentence. A court document that orders a defendant be remanded to the custody of the Sheriff to serve an imposed sentence.

**COMPLAINT:** A document submitted by the plaintiff usually prepared by an attorney which lists and describes (1) alleged offenses committed by the defendant, (2) the ramifications, and (3) the desired conditions for corrections of such offenses.

**COMPLAINT (CRIMINAL):** The instrument charging the accused with the commission of crime.

**CONCURRENT SENTENCES:** Sentences which are carried out at the same time, e.g. concurrent sentences of 10 years and 5 years equal a total of 10 years served.

**CONDITIONAL CUSTODY PROGRAM (CCP).** When authorized, a book and release program utilized for persons arrested for Vehicle Code Sections 23152(a) VC and/or 23152(b) VC (driving under the influence of alcohol). Arrestees must meet CCP criteria to qualify.

**CONSECUTIVE SENTENCES:** Two or more sentences served continuously one right after another, e.g. consecutive sentences of 10 years and 5 years equal a total of 15 years served.

**CONSOLIDATED CASES:** The assignment of two or more lawsuits against one person to the same courtroom, i.e., when a defendant is charged with a felony and a misdemeanor, one trial is held rather than one trial in Municipal Court and another trial in Superior Court.

**CONTEMPT:** An intentional disregard for the court's authority or the disobedience of a court order both of which are punishable by fine or imprisonment.

**CONTINUANCE:** The adjournment or postponement of an action pending in a court to a future date.

**CONTINUED:** Postponed.

**CONVENE:** To come together, usually for an official or public purpose. (Refers to when the day's court session begins).

**CONVICTION:** The finding that a defendant is guilty as charged.

**COUNSEL AND PLEA:** Also referred to as Attorney and Plea. This is something asked for in a criminal case to allow the defendant to find an attorney and enter a plea.





**COUNT:** The facts set forth in a lawsuit each of which is grounds for court action. For example, a defendant is charged with one count of breaking and entering and one count of manslaughter.

**COURT:** A judge or body of judges presiding over a court; the whole group of people employed to administer justice.

**COURT CASE#:** The number assigned by the court to an incarcerated individual's case.

**COURT CLOTHING:** Also known as, Dress Out Clothes.

**COURT CONTACT:** A form generated to resolve an issue after court business hours.

**COURT SEAL:** An embossed "stamp" primarily used on Prison Package abstracts.

**COURT STAMP:** A rubber stamp used on abstracts or courts documents.

**COURT TRIAL:** A trial before a judge without a jury.

**CRT:** Court

**CURRENT VICTIM/WITNESS:** State of this person (Y/N) as a victim or a witness concerning the present charge against the incarcerated individual.

**CUSTODY:** (1) The legal right given to a person or official authority to exercise, complete, and immediate control over a person to insure appearance in court. (2) The actual imprisonment of the accused after a criminal conviction.

**CUSTODY RECORD:** A file and/or booking jacket containing official court documents in connection with an incarcerated individual's case while in custody.

**CALIFORNIA REHABILITATION CENTER (CRC):** A state prison in Norco, California.

**CALIFORNIA YOUTH AUTHORITY (CYA):** California state's department that oversees the institutions for youth offenders.

**DAILY RELEASE SCHEDULE:** The Daily Release Schedule is created based on the established Master Bail-Out Schedule, which sets the date of appearance when an incarcerated individual is released from custody on bail.

**DECISION:** A judgment or decree issued by the court, which settles a controversy.

**DECLARATION:** A statement that presents facts. An affidavit is given under oath while a declaration is not.

**DEFAULT:** A term meaning the failure to appear, to defend, or to follow proper procedure in a lawsuit.



**DEFENDANT:** The accused person or party; the person named as the wrong-doer in a civil or criminal action

**DEFER:** To put off at a later date and time

**DEFERRED ENTRY OF JUDGMENT:** Judgment is postponed until a later date. Upon successful completion of a deferred entry of judgment program, the arrest upon which the judgment was deferred shall be deemed to have never occurred.

**DEFERRED FINE:** Payment of a fine postponed until a later time.

**DELIBERATION:** The act or process of discussing, weighing, and evaluating all of the evidence presented in a case.

**DEMOGRAPHIC DETAIL:** Descriptive information about an incarcerated individual to aid in identification and classification; includes physical characteristics, religion, place of birth, etc.

**DEMURRER:** The answer of a defendant stating that although the facts presented by a plaintiff may be true as set forth they are insufficient to prove legal responsibility or obligation of the defendant.

**DEPARTMENT OF CORRECTIONS (DOC):** The state institution for adult felony offenders.

**DEPOSITION:** Testimony, either written or oral, given under oath before an authorized third party. A deposition is given outside the court with both parties and their attorney's present, for the purpose of perpetuating testimony, obtaining testimony from a witness living at a distance, and to aid in the preparation of pleadings.

**DESCRIPTION:** (DESC, or DES.); Used in various places of the Jail Information Management System as a description, most often used for race.

**DESTINATION:** The location to which an incarcerated individual will travel to attend a Scheduled Event.

**DETAINER:** A legal document requesting a hold on an incarcerated individual already in custody (i.e., US Marshal Detainer, State Parole Hold, etc.)

**DETENTION INFORMATION ASSISTANT (DIA):** An employee assigned to the Custody Information Office that serves as a custody information representative assisting all public and professional visitors.

**DETENTION ONLY:** The release status of an incarcerated individual when the charge is released because of lack of evidence to prosecute. The incarcerated individual is released pursuant to Penal Code Section 849(b)1.



**DETENTION PROCESSING ASSISTANT MANAGER:** The assistant manager of the entire Detentions Processing Division who is responsible for all facilities.

**DETENTION PROCESSING MANAGER:** The manager of the entire Detentions Processing Division who is responsible for all facilities.

**DETENTION PROCESSING SUPERVISOR (DPS):** A shift supervisor at a detention facility assigned to the Detentions Processing Division that oversees employees under the classification of Stock Clerk, DIA, and DPT.

**DETENTION PROCESSING TECHNICIAN (DPT):** An employee responsible for processing the necessary legal documentation concerning an incarcerated individual.

**DIALOG AND MESSAGE BOXES:** Dialog and message boxes provide information about error messages, instructions, or notifications.

**DISCOVERY:** In a criminal proceeding, "discovery" emphasizes the right of both the defense and prosecution to obtain access to evidence necessary to prepare their case.

**DISMISSAL:** A criminal action is dropped without settling the issues involved and without a trial. This may be done through a motion made by the District Attorney or by a determination of the judge. In either case a judge makes the final decision.

**DISPOSITION:** The status of a charge.

**DL:** Driver's license.

**DOB:** Date of Birth.

**DOCKET:** A permanent abbreviated record of the courtroom proceedings of a case kept in the court folder.

**DOCUMENT #:** The number assigned by the court to an incarcerated individual's case.

**DOWN BOOKING NUMBER:** In the event the system goes down, the number entered from a manual booking log.

**DRESS OUT (DO):** Refers to Dress-Out Court Clothing. When "DO" appears in the JIMS on an incarcerated individual's record, a Dress-Out Order (court order) was received allowing the incarcerated individual to wear dress clothing in court.



**DT/TM:** Date and Time as set in the system.

**DUE PROCESS:** The regular course of administration of law through the courts. A constitutional guarantee of due process requires that every person have the protection of a day in court, representation by an attorney, and the benefit of procedures that are speedy fair and impartial.

**EC:** Emergency Contact

**ELECTRONIC SURVEILLANCE PROGRAM (ESP):** An electronic monitoring program ran by the Probation Department through a private company. An incarcerated individual serves their time at home while being electronically monitored.

**EMPTY SEALED PROPERTY BAG:** A sealed property bag is required although the incarcerated individual does not have any property.

**EN BANC:** Literally "in a group". Defendants are advised of their constitutional rights at the time of arraignment in a large group rather than individually.

**E.O.S.:** An abbreviation for "End of Service". This sign informs others that the room, machine, etc. is out of order awaiting repair.

**ET AL:** The Latin phrase for "and others"

**ET UX:** The Latin phrase for "and wife".

**EVENT:** An official action an incarcerated individual participates in that can be scheduled or recorded on a formal basis.

**EVENT TYPE:** Types of events which can occur during an incarcerated individual's incarceration; includes Inmate History events, Scheduled Events, work program types, counseling program types, etc.

**EXCESS PROPERTY:** Property considered over the allowable limit that an incarcerated individual can possess.

**EXECUTION OF SENTENCE:** Carrying out the punishment prescribed by the court.

**EXONERATE:** To clear from blame or to relieve from responsibility.

**EXONERATE BAIL:** Money or property returned by the court to the defendant or the bondsman.

**EXPUNGE:** To strike out or erase completely.

**EX PARTE:** The Latin phrase for "from one side only", referring to motions, hearings or orders granted on the request of and for the benefit of one party only. Ex Parte hearings at which only one side in a lawsuit appears and argues the case.



**EXTRADITION:** The legal process of returning an incarcerated individual to a demanding state out of state authority.

**FACILITY (FAC):** Facility or incarcerated individual's housing location.

**FELONY:** (1) Charge for which the Class is set as "F" in Statute Code Maintenance. (2) A major offense for which statute provides, as punishment confinement to state prison and/or fine and/or local time in lieu of state prison.

**FI:** First initial.

**FIELD:** A box that contains data. A field can have text and/or a pick list.

**FIELD ARREST:** The taking of a person into custody on violations of the law without a court document; requires a Probable Cause Declaration.

**FINAL RELEASE:** (1) Book menu option to grant final release to an incarcerated individual and fulfill all administrative tasks for that release. (2) The area where the actual procedure of releasing an incarcerated individual from custody is accomplished.

**FINAL RELEASE TYPE:** Type of release granted to a released incarcerated individual, represented by a code from the FREL Control Table.

**FINDING:** The result of the deliberations of a jury or a court.

**FINDINGS OF FACT:** An oral or written statement by a judge or jury after a review of the evidence, stating that the facts given are found to be true.

**FISH SLIP:** A slang term referring to the Intake Slip J-15 form.

**FLOOR (FLR):** Floor

**FORFEITURE:** The loss of money or property resulting from failure to keep a legal obligation.

**FORFEITURE OF BAIL:** The loss of bail for failure to appear in court at an appointed time.

**FUGITIVE:** A person who flees from custody who is hiding from law enforcement in the state and takes refuge in a different state in order to avoid arrest.

**GOOD TIME/WORK TIME:** Credits earned pursuant to section 4019 of the Penal Code, also known as 4019 PC credits.

**GREEN BANDER:** incarcerated individuals deemed to present an escape risk, assaultive behavior, or having threatened to assault staff. incarcerated individuals committed to life or death will be given a green wristband. incarcerated individuals identified by the District Attorney's office as being a defendant in a death penalty case will also be given a green wristband.



**HELD TO ANSWER:** A court document that transfers a criminal proceeding from municipal court to superior court.

**HIT:** A slang term; the response when a warrant/inquiry match is made when performing a warrant check.

**HOLD:** A detainer/warrant that is not booked but is placed against the release of an incarcerated individual.

**HOLD AGENCY:** Agency for which an individual is being held in custody.

**HOLD CHARGES:** Proposed charges for which an incarcerated individual is being held in custody.

**HONOR CAMP:** A Probation Department detention facility used to house sentenced incarcerated individuals serving local commitments. This is in lieu of Sheriff Department detention facility confinement. Synonymous with Adult Institutions.

**HOUSING UNIT (HU):** Housing Unit or the cell location of an incarcerated individual.

**ICE:** Immigration Customs Enforcement.

**ID RESIDENT:** Screens in which search criteria can be used to locate a specific incarcerated individual.

**IN LIEU OF FINE (ILOF):** Per court order, an incarcerated individual can serve time in custody in lieu of paying a fine.

**IMPOUND:** To seize and hold in the custody of the law, usually used in reference to objects or animals rather than people.

**IMS:** Inquiry Management System.

**IN-CUSTODY ARRAIGNMENT SCHEDULE:** The In-Custody Arraignment Schedule is used to set an incarcerated individual's initial hearing date after an arrest.

**INDICTMENT:** A formal accusation by a Grand Jury charging a person with a crime.

**INDIGENT:** Generally, this term defines a person who is poor, needy, and who has no one to look to for support.

**INFO CLERK:** Slang for Detention Information Assistant.

**INFORMATION:** A written accusation (document) charging a person with a crime that is presented by a prosecuting officer under oath of office, rather than one produced by a Grand Jury.

**INFORMATION OFFICE:** The area of a facility that acts as the liaison between the public and the incarcerated individual.





**IN FORMA PAUPERIS:** With the court's permission, a poor person sues without being responsible for the costs incurred.

**INFRACTION:** A violation of law of a lesser degree than a misdemeanor.

**INJUNCTION:** A writ granted by the court, which a person is required to do, or not do, a specific act.

**INCARCERATED INDIVIDUAL WORKER:** An incarcerated individual who volunteers and has been selected to work while in custody. Also referred to as a "Trusty".

**IN PRO PER:** Same as in Propria Persona. The Latin phrase for "in one's own proper person". A case heard with the parties representing themselves.

**INQUIRY:** IMS module to look up an incarcerated individual's information through the Booking Summary or Master Card Summary screen.

**INTAKE:** The entry gate used by the arresting agency to deposit an incarcerated individual.

**INTAKE SLIP (J-15):** The form completed by the arresting officer which contains the individual's name, physical description, and charge violations. The form is used to prebook/book an incarcerated individual into custody. Also known as a "fish slip".

**JACKET:** Slang. Custody Record.

**JIM:** Jail Information Management number – same as CIN.

**JIMS:** Jail Information Management System.

**JOR:** An 853.6 notice to appear document prepared at the local detention facility requiring the watch commander's approval.

**JRD:** An acronym for Julian Release Date.

**JUDGMENT:** The final official decision handed down by the judge stating which party has won and the terms of the decision. In criminal cases, the adjudication of guilty and fixing the punishment.

**JUDICIAL:** Belonging to or appropriate to the office of a judge; relates to the administration of justice.

**JUDICIAL DISTRICT:** The state is divided into precincts or districts, which define the geographical area of a court's authority.



**JULIAN CALENDAR:** A calendar that assigns a number to each day of the year in consecutive order. In sentence calculations, the Julian Calendar is used to calculate the start and end date of an imposed sentence.

**JURISDICTION:** The court's legal authority and power to hear and decide a legal case within its territorial boundaries.

**KEEPER:** Slang for an incarcerated individual who is to remain in custody.

**LEAD DPT:** A tenured Detention Processing Technician assigned to supervise Processing, Information and the Property Room in the absence of a Detention Processing Supervisor.

**LETTER OF INSTRUCTION:** A form filled out by a plaintiff that states the property belonging to the defendant to be levied (seized).

**LIVESCAN:** An automated system of fingerprinting; an inkless system using a 10-Print Scanner.

**LOA:** Location of Arrest

**LOGIN:** User ID you type to access the system.

**LOPEZ WAIVER:** A court order granted by a judge and upon the signing of a form allowing an incarcerated individual to represent themselves in court proceedings.

**MAGISTRATE:** An official with the power to administer (direct) the law.

**MALKUS 1:** Pursuant to the Hudler v. Duffy lawsuit concerning jail overcrowding, Judge Malkus ordered that each incarcerated individual sentenced to local time receive up to a 10% credit subtracted from the original sentence; also known as the 10% credit.

**MALKUS 2:** Pursuant to the Armstrong v. Duffy lawsuit concerning overcrowding at the assigned female at birth detention facility in San Diego County, Judge Malkus ordered each assigned female at birth incarcerated individual committed on a misdemeanor case will receive an extra 14 days off the original sentence unless the charge carries a mandatory sentence. Also known as the 14 day kick.

**MASTERCARD SUMMARY:** An inquiry menu option in JIMS used to view an incarcerated individual's full data by a central identification number.

**MASTER BAIL-OUT SCHEDULE:** The established schedule, created by the court of jurisdiction, setting the date of appearance when the incarcerated individual is released from custody on bail.

**MASTER NAME INDEX (MNI):** Master Name Index, or MNI in the Jail Information Management System, helps you search for all names associated with an incarcerated individual. You can associate multiple names with an individual, including the true name (JIM name), booking name, and all known aliases (AKAs) that are associated with the JIM record.

**METROPOLITAN CORRECTIONAL CENTER (MCC):** A federal prison in San Diego.



**MINUTES:** The official (permanent) record of a court proceeding. e.g., what witnesses appeared, what motions were made, and what findings were reached.

**MISDEMEANOR:** A crime punishable by fine or up to one year in jail.

**MODIFICATION:** A change or alteration, e.g., Modification of Sentence (the terms of punishment for a defendant are changed), or Modified Probation Order is second probation order issued changing the terms of the original orders.

**MODULE:** A section of the IMS computer application that usually deals with handling a major task, such as Booking in IMS.

**MODULE PROPERTY:** Incarcerated individual's housing property which can include books, court papers, letters, photographs, etc.

**MOOT:** A point or question open to debate, usually having no practical significance or relevance. A moot point is one not capable of being resolved by a judge, not disputed by either party, or one resolved out of court.

**MOTION:** An oral or written request made by a party to the court for a ruling or an order on a particular point.

**MUNICIPAL COURT:** This court is found in judicial districts having more than 40,000 people and is part of the lower court system. (Note: all courts are now "Superior Courts")

**NAME SEARCH:** Search for the incarcerated individual by last name using Soundex (put in the consonants of the name), partial (use a piece of the last name) or the exact last name.

**NATIONAL CRIME INFORMATION CENTER (NCIC):** A computerized database of documented criminal justice information available to every law enforcement agency nationwide. The NCIC is used to check for nationwide wants or warrants on incarcerated individuals.

**NAVIGATOR:** Navigators guide you through a series of screens to complete a task. For example, the Booking Navigator includes all screens that a booking clerk must complete. A supervised navigator compels you to complete required screens in the order provided. Check boxes indicate that a screen is complete. Not all screens in a supervised navigator are required. An unsupervised navigator allows you to complete screens in any order. You are not required to complete all screens.

**NAVIGATOR BUTTONS:** Previous opens the last screen listed. Next, opens the next screen on the list and saves the current screen. Save, saves the information on the screen. Close, exits the navigator and prompts you to save, if you haven't already.

**NBR:** No Bail Required.



**NEGLIGENCE:** The failure of a person to use that degree of care in a given situation which by law one is obligated to use in order to protect the rights and property of others.

**NINETY DAY OBSERVATION:** A Department of Corrections (pursuant to Penal Code Section 1203.03) or California Youth Authority (pursuant to Welfare and Institutions Code Section 704 or 707.2) evaluation, ordered by the court and completed within 90 days of the order, to determine an incarcerated individual's ability to benefit from any rehabilitation programs.

**NO ADMIT:** Classification for visitors who are not allowed in the facility.

**NO BODY BOOKING:** A short form booking accomplished without interviewing an incarcerated individual, using court documents and other necessary forms, to create a booking record.

**NO CONTACT ORDER:** Court order prohibiting contact or communication between two individuals.

**NOLO CONTENDERE:** Also known as "Nolo". The Latin phrase for: "I do not wish to contend," Synonymous with guilty. However, this plea of guilty holds true only for a criminal action and cannot be used as an admission of guilt in a civil suit for the same offense. Consent of the District Attorney and approval of the court are required to plead nolo contendere.

**NOTIFICATION REASON:** Message explaining the purpose of the notification.

**NOTIFICATIONS:** IMS module to enter or send notifications to other people or terminals in the facility, and to receive messages.

**NOTIFY AT RELEASE:** Check box to indicate that the individual should be notified upon an incarcerated individual's release.

**NUNC PRO TUNC:** The Latin phrase for "now for then", used when an order is issued on one date, but is effective retroactively.

**ORANGE BANDER:** incarcerated individuals housed in Administrative Separation (Ad. Sep.)

**ORDER TO SHOW CAUSE:** An order to appear in court to give reasons why a judgment cannot or should not be carried out.

**ORDINANCE:** A regulation established by a local government (community) to enforce, control, or limit certain activities of its' members.

**OR REPORT:** A report prepared by the Pretrial Services Division of the Probation Department describing a defendant's background to determine whether the defendant should be released on their own recognizance.

**OUT-OF-COUNTY:** Any arrest warrant or detainer notice for charges from another county within California for the detention of an incarcerated individual.



**OWN RECOGNIZANCE RELEASE (OR):** A release of an incarcerated individual on their signed promise to appear in court at a future date.

**PARDON:** An act of grace by the chief executive of a state or county that releases a convicted person from punishment imposed by a previous court sentence.

**PAROLE:** A conditional release of a incarcerated individual. If all conditions are met while out of prison, the remainder of the sentence is waived. If not the paroled person must serve the balance in jail.

**PER COURT ORDER (PCO):** An imposed directive, specified by court order.

**PERSONAL DATA:** Information about an incarcerated individual relating to the incarcerated individual, physical condition, arrest, and other pertinent data.

**PERSONAL PROPERTY:** Property confiscated from an incarcerated individual upon incarceration.

**PHONE TANK:** The first holding cell that contains free telephones for incarcerated individual's to place local calls.

**PLEA:** An answer to an allegation, e.g., a plea of guilt or innocence is the defendant's response to a plaintiff's charge.

**PLEADING:** Written statements in which each party responds to the other's allegations: the purpose of which is to narrow the dispute to one or more specific points of difference. These specific points are then the issues decided in trial.

**POST:** A Latin prefix meaning "after," as in "post-trial" matters. To "post" something is to bring it to the attention of the public, as in "to post a notice of sale".

**PRELIMINARY:** Introductory, preparatory, proceeding, or leading up to the main matter of business.

**PRELIMINARY HEARING:** A hearing before a judge to determine if there is evidence of a crime committed by the defendant.

**PRE-RELEASE:** (1) The task of verifying the release authority of an incarcerated individual. (2) The employee assigned to the Pre-Release position.

**PRE-SENTENCING REPORT:** A report prepared by the Probation Department for reference by the judge when sentencing an accused person. It describes the defendant's background, financial, job, and family status, community ties, criminal history, and any other pertinent information. A Pre-sentence Report is required in felony cases, but may or may not be requested in a misdemeanor case.



**PRE-TRIAL HEARING:** Any appearance of both parties before the court at any time before trial: usually, a proceeding, which the defense and prosecuting attorneys appear to discuss the possibility of pretrial settlement.

**PRE-TRIAL SERVICES (PTS):** A screening program designed to qualify incarcerated individuals for OR release, Bail Reduction and/or Bail Reviews.

**PRIOR:** Before, a previous conviction.

**PROBABLE CAUSE DECLARATION (PCD):** A form submitted by the arresting agency with an intake slip showing justification for a warrantless arrest.

**PROBATE:** The judicial process in which the will of the deceased person is proven genuine or not.

**PROBATION:** The sentence given to a defendant when it is felt there is a good chance for rehabilitation without incarceration.

**PROJECTED RELEASE DATE:** The latest release date of all sentenced cases/arrests an incarcerated individual is in custody for. This is the date of release to the "streets".

**PROPERTY BAG:** Same as: Sealed Property Bag. A heat sealed plastic bag used to store an incarcerated individual's personal property such as a wallet, jewelry, etc. Clothing and larger items are stored with the bulk property.

**PROPERTY ROOM:** The area of a facility that stores the clothing and personal property of an incarcerated individual while in custody.

**PSYCHIATRIC SECURITY UNIT (PSU):** A locked housing unit within the jail system used for/by County Mental Health.

**PUBLIC DEFENDER:** Counsel employed by the public, primarily to defend indigent defendants.

**PUBLIC RECORD:** Court records available to the general public.

**PURGE:** (1) To clear or exonerate from a charge or other hint of guilt. (2) To eliminate obsolete records from court files or custody records.

**PURPLE BANDER:** Misdemeanor arrests that qualify for the book and release program.

**QUASH:** To end, to set aside, or to make void, as in to quash an indictment.

**QUEUE:** A queue is a list. Use a queue to view the status of a process as well as basic incarcerated individual information. The queue stores and displays incarcerated individual records that are ready for the next step. Pending queues are used when a logical process, such as booking is lengthy. This feature allows greater flexibility in high-volume situations. Pre-Booking, Booking, and Ready for Housing store incarcerated individual records in queues until you are ready for the next step.





**RANGE:** Used to estimate the date of birth if exact date is unknown.

**RAP SHEET:** A summarized list of a person's criminal history.

**REASON ON CALENDAR (ROC):** Used to help the courts determine why an incarcerated individual is scheduled for court.

**REBUTTAL:** Proof presented at a trial by the plaintiff intended to overcome evidence introduced by the defendant.

**RECORDS DIVISION:** A division of the Sheriff's Department responsible for maintaining and archiving cases and bookings generated by the department and other law enforcement agencies.

**RECORD SEALING:** A request for an order by the court to "seal" the record of a misdemeanor conviction. In order to be eligible, the offense must have been committed before the defendant's 18<sup>th</sup> birthday and a Release of Penalties Order must have been previously granted. The sealing order involves closing all conviction, charge, and arrest records or any other records related to the matter in question. Once an order is made to seal a record, the misdemeanor is deemed to have never happened in the eyes of the law.

**RED BANDER:** Incarcerated individuals housed in designated medical housing areas.

**REINSTATED BAIL:** Bail that was reduced is increased to its' original amount.

**RELEASE AUTHORITY:** The legal directive allowing an incarcerated individual to be released from custody.

**RELEASE OWN RECOGNIZANCE (ROR):** Condition under which an individual is released from custody upon their promise to answer to a criminal charge and is not required to post bail.

**RELS:** Released.

**REMAND:** A document issued by a court, placing an incarcerated individual into custody pending trial with a future court date and bail.

**REPORT AND SENTENCE:** The proceeding in a criminal case following conviction in which the judge reviews the Probation Report and imposes a sentence.

**REPORTS:** Inquiry Management System module used to select and print miscellaneous reports, incarcerated individual lists, property reports, etc.

**RESTRAINING ORDER:** An order that directs a defendant to stop doing something until a formal hearing is held to determine whether an injunction will be issued.



**REVOCAATION:** The act of revoking or canceling something e.g., revocation of probation wherein probation is canceled and a term must be served or a fine paid.

**REVOKE:** To annul or make void by recalling or taking back, cancel, repeal, reverse.

**RICHARD J DONOVAN (RJD):** A state prison in San Diego.

**ROLL-UP (R/U):** A slang term used to indicate an incarcerated individual is ready to be processed for release and/or movement to another housing location.

**RULE VIOLATION REPORT (RVR):** A form used by sworn staff to document disciplinary action taken against incarcerated individuals who violate detention rules and regulations. Disciplinary action may include the loss of either good time, work time (PC 4019) and/or accelerated release credits.

**SAFETY CELL:** A single occupancy temporary housing unit constructed with a padded surface and other security features.

**SALLY-PORT:** The area between any two entry/exit gates.

**SANCTION:** To concur, confirm, or ratify. Also, a penalty or punishment to enforce obedience to the law.

**SEALED PROPERTY BAG:** A heat sealed plastic bag used to store an incarcerated individual's personal property such as, a wallet, jewelry, cell phone, etc.

**SELF-SURRENDER:** Voluntary surrender of a party to the police or to the court.

**SOBERING CELL:** An incarcerated individual under the influence of alcohol and/or drugs who is deemed a threat to their own safety or, the safety of others is placed into a protective environment.

**STATE PRISON:** A correctional institution operated by the State of California.

**STATUS:** An incarcerated individual's status while in custody, for example: IN, OUT, BOOK, CRT, RELS.

**STAY:** To put off or delay.

**STORAGE MAINTENANCE:** Allows an Inquiry Management System user with appropriate privileges to add, delete, and modify storage locations for an incarcerated individual's personal property items.

**STORES:** Incarcerated individual commissary.

**STRIKE:** To delete or remove, as in strike (a case) from the calendar.



**SUA PONTE:** The Latin phrase for "of its own will", commonly used to describe conduct when a judge does something without being so requested by either party in a case.

**SUBPOENA:** A writ issued by the court that compels a person to appear and give testimony at a specified time and place.

**SUBPOENA DUCES TECUM:** A subpoena that commands the production of specific documents and which may also command the appearance of a witness.

**SUFFIX:** A word added to the end of a name as part of identifications, such as Jr. for Junior.

**SUMMARY JUDGMENT:** A court order directing a bondsmen or defendant to pay the full monetary amount of bail when the original bond or document put up in lieu of money is no longer valid.

**SUMMONS:** A notice to a defendant that an action has been filed and that a judgment will be entered should the defendant fail to answer the complaint within the statutory time limit.

**SUN SYSTEM (SUN):** An acronym for San Diego Users Network; a name check inquiry for outstanding wants/warrants both in California and nationwide; an automated system capable of accessing several databases.

**SUPPRESS:** To stop or put an end to someone's activities. To suppress evidence is to withhold it from disclosure or publication.

**SURETY BOND:** An insurance policy taken out by the defendant with a national insurance company in which the company agrees to pay the county the amount of bail required for the defendant's release should the defendant fail to make the court appearances.

**SUSPEND:** To postpone, stay, or withhold certain conditions for a temporary period of time. For example, a judge may sentence an incarcerated individual to 100 days but "suspend" 50 days of the sentence.

**TABS (TABBED WINDOWS):** Computer windows internal to larger screens and demarcated like tabs in a notebook.

**TELETYPE:** A method of electronic communication where the receiving terminal automatically types out the message as it is received..

**TEMP RELEASE TYPE:** Type of release applied when an incarcerated individual is expected to return to jail after a period of time; the dropdown list is populated from the TREL Control Table.

**TEMP RELEASE/RETURN:** Book menu option to administer a temporary release to an incarcerated individual and to register the incarcerated individual as returned.

**TO REPORT:** A court document ordering a defendant to report to a specified facility or program on a given date and time.



**TUBE:** A form of communication allowing the movement of documents via a pneumatic tube system within the facility.

**TRANSFERS:** Incarcerated individuals in the process of being moved between facilities.

**TRANSCRIPT:** Generally, a copy or writing made from an original. Also, an official written, verbatim record of everything said at a judicial proceeding.

**TREL:** Temporary release.

**TRELSTO:** Temporary release of storage.

**TRET:** Temporary return.

**TRIAL:** A judicial examination, conducted according to procedures set in law of the issues between the parties in action. There are two functions of every trial, to determine the facts and to apply the law to the proven facts. A Court Trial is one heard and decided by a judge. A Jury Trial is one heard and decided by a jury of twelve people.

**TRUSTY:** See incarcerated individual worker.

**TURKEY:** Slang. Court Contact Log (J-17 form).

**UNLAWFUL DETAINER:** A person detains or continues to hold some real property when it is no longer legal. An unlawful detainer is also the title of a summary civil action in which a landlord seeks to evict a tenant who the landlord claims is no longer entitled to live on the premises.

**USERS:** Each individual who accesses and uses IMS.

**VALUE:** Information you enter into a field.

**VERDICT:** The final decision of guilt or innocence made by a jury. Verdicts must be unanimous in criminal cases. A General Verdict is one given by a civil case in which the jury finds in favor of the plaintiff or in favor of the defendant. A Special Verdict, in a civil case, is given by the judge after considering the law as it applies to the case and after the jury states its' conclusion on specific factual issues.

**VOP:** In View of Plea.

**WAIVE:** To give up or forego. An incarcerated individual may "waive" his/her PC 4019 credits as a result of pleabargaining.

**WAIVER:** To give up a legal right. Usually, a waiver is valid only if made voluntarily, intentionally, and with full knowledge of the consequences.

**WAIVER OF EXTRADITION:** An agreement signed by the incarcerated individual allowing the transfer of the incarcerated individual to an agency in another state.



**WAIVER OF RIGHTS:** A form signed by the defendant and judge recording which, if any, legal rights are waived by the defendant.

**WANT/WARRANT CHECK:** The function of searching the various files for an entry on specific or multiple subjects.

**WARRANT:** A written order issued and signed by a judicial officer directing a peace officer to do something. A Warrant of Arrest commands a peace officer to arrest and bring before the court the person accused of an offense. A Bench Warrant is a warrant of arrest issued by a judge while on the bench or in court.

**WATCH COMMANDER:** The highest ranking on-duty officer charged with the responsibility of all jail operations in a detention facility.

**WEEKENDER:** An incarcerated individual serving a commitment between specified time periods, usually on weekends to accommodate employment. Per court order, a sentenced incarcerated individual can report to an assigned detention facility on the weekend(s), or any period as directed by the court of jurisdiction to serve out an imposed sentence. Per Sheriff's sentencing guidelines, weekends are considered to be 48 hour periods of continuous time.

**WHITE BANDER:** Incarcerated individual worker

**WOBBLER:** A term used to describe those criminal complaints, which could be charged either as felonies or as misdemeanors.

**WORK FURLOUGH:** A program operated by the Probation Department. Per court order, an incarcerated individual can be committed to serve time at a Work Furlough Center.

**WORK FURLOUGH RE-CLASS:** Incarcerated individuals who are serving time at Work Furlough, can be re-classified and returned to Sheriff's custody for the remainder of their sentence. The re-classification could be due to various reasons such as a rule violation or health problem.

**WORK RELEASE PROGRAM (WRP):** A program operated by the Probation Department. A commitment alternative, where the incarcerated individual provides ten hours of labor in lieu of each 24 hours of confinement.

**WRIT:** A written order or directive issued by a court commanding that certain action be taken. A writ may be addressed to a law officer, for enforcement, or it may be given directly to the person ordered to take some action.

**WRIT OF ATTACHMENT:** Orders that specified property be attached.

**WRIT OF EXECUTION:** Orders the enforcement of a court judgment.

**WRIT OF HABEAS CORPUS:** The Latin phrase for "you may have the body." A judicial mandate to a prison official ordering that an incarcerated individual be brought to the court so it can be determined whether or not that person is imprisoned lawfully and whether or not they should be released from custody.



**WRIT OF MANDATE:** Orders the performance of any act designated by law to be part of a person's duty to position or status.

**WRIT OF PROHIBITION:** The counterpart of the Writ of Mandate, it orders that further proceedings or other official acts be stopped.

**YELLOW BANDER:** Special handling (protective custody P/C) and incarcerated individual housed in the Psychiatric Security Unit (PSU) at LCDRF & SDCJ.