

## Scheduled Records Process

### 2504.1 ASSIGNMENT OF COURT DATE

An accurate, ongoing record of inmate information shall be maintained by the Inmate Records staff. This information will be processed in a timely and accurate manner in order to ensure a smooth flow of paperwork between the jail and related agencies, to comply with legal mandates, and to prevent liability.

- (a) Pretrial arrestees will be assigned to the court list (Activity Roster) to ensure their appearance in the correct court on the correct date. Assignment of the court date will be done at the time of booking.
- (b) Probable Cause Arrest - Arrestees will be assigned a court date based on the time they were arrested. Those arrested before 0900 will be placed on the next day's court list. (Example: 0730 hours, Tuesday booking goes to court on Wednesday).
  - 1. Probable cause arrestees booked after 0900 hours will be assigned to the second court day. (Example: 1000 hours, Friday booking goes to court on Tuesday).
- (c) Warrant Bookings - Arrestees booked to a warrant will be assigned to a court list by the Booking Clerk.
  - 1. Arrests made before 0900 hours will be assigned to the following day's court list. (Example: 0730 hours, Wednesday booking goes to court on Thursday).
  - 2. Arrests made after 0900 hours will be assigned to the second following court date. (Example: 1000 hours, Wednesday booking goes to court on Friday).
  - 3. Warrant arrests made after 0900 hours on Friday, all warrant arrests made on Saturday, and any warrant arrests made prior to 0900 hours on Sunday will be scheduled for court on Monday.
- (d) Remanding Orders - Inmates in custody pursuant to a Remanding Order will be assigned to the court list on the date noted on the Remanding Order.
- (e) No Complaint Filed - Inmates returning from their first court appearance with a court paper stating "No Complaint Filed" will be reassigned to the next court day's court list.
  - 1. Any inmate returning from a second court appearance with a "No Complaint Filed" court paper, and who has no other holds or court cases pending, will be released from jail custody without delay.
  - 2. Inmates who are arrested after 0900 hours will have only one court appearance, on the second day following arrest. Inmates in this category who return from court with "No Complaint Filed" paperwork and who have no holds or court cases pending will be released from jail custody without delay.
- (f) District Attorney Refuses to Prosecute - Inmates returning from their first court appearance with a court paper stating "District Attorney Refuses to Prosecute," and who has no other holds or court cases pending, will be released forth with.

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- (g) Multiple Court Appearances - When an inmate has multiple court appearances in several jurisdictions, the following criteria are considered when determining where and when the appearances will be made:
1. Original booking charge is processed first, along with any other charges in the same jurisdiction.
  2. Felony charges usually take precedence over misdemeanor charges.
  3. The amount of bail involved is considered along with the date of issuance of the warrant.
  4. The earliest issuance date on a Remanding Order will take precedence over later dated orders. Courts will be notified by the commitment clerk of an inmate's nonappearance due to multiple appearances set for one date. A new appearance date will then be issued by the court on a "No Body Remanding Order," or verbally to the Commitment Clerk.

#### **2504.2 COURT LIST DISTRIBUTION**

- (a) Court lists will be made up by the assigned clerk. The lists will be available prior to 0100 hours each day.
- (b) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- (c) The total number of names on each jurisdiction's court list will be relayed to the [REDACTED] [REDACTED] on each court day to prepare enough lunches for the inmates.

#### **2504.3 SUPPLEMENTAL BOOKINGS - LOCAL CHARGES**

- (a) Additional charges (supplemental) against an arrestee/inmate, which originate from within an Orange County jurisdiction, will be promptly and systematically recorded. All local charges will be processed before any out of county or state charges.
- (b) Upon receipt of a teletype or warrant, the Inmate Records staff will prepare a Supplemental Booking Record for the named inmate. The booking number will be the same number issued to the inmate for their current custody. One alphabet letter is added after the booking number, in sequence, to identify each supplemental booking. (Example: 1234567A, 1234567B, and 1234567C).
- (c) The supplemental form for active charges is sent to the Housing Guard Station for processing by Module or Prowler Deputies. The white copy is returned to Records after the form is completed by the Module or Prowler Deputies.

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#### **2504.4 SUPPLEMENTAL BOOKINGS - OUT OF COUNTY CHARGES**

- (a) Out-of-county and out of state charges are processed after all local charges. Out-of-county charges will be placed as "HOLDS" until such time that all local charges are satisfied.
- (b) Verified teletypes and warrants from distant jurisdictions will be added to the inmate's History Card as "HOLDS" in order received. (Example: booking number 01, 02, and 03).
- (c) A teletype will be sent to each issuing out of county agency acknowledging the "HOLD." The agency is informed that the inmate will be booked to the agency's charges when all local charges are satisfied and that they will have five (5) days in which to pick up the inmate after they are booked to their charges (CPC 822).
  - 1. Out of county felony holds from over 400 miles away have seven (7) days in which to pick up the inmate. Misdemeanors have five (5) days (CPC 821).
  - 2. Should any hold be dismissed, a notation will be made on the Inmate History Record with the clerk's initials included.
    - i. A copy of the cancellation teletype will be retained in the file.
- (d) When an out-of-county hold is placed on an Inmate History Record, the inmate will be notified.
  - 1. The "Notification of Out of County Charge" form will be completed by Inmate Records. A Housing Deputy will obtain the inmate signature on the form.
- (e) When all local charges have been satisfied, the inmate will be supplementally booked to the nearest out-of-county hold. In the case of several holds, the nearest county will be booked first. If there are several holds from the same county, use discretion and book to either, the most serious charge (Felony vs. Misdemeanor), the largest bail amount, or the agency that most likely will pick the inmate up. DO NOT book to more than one hold, regardless of multiple holds from the same agency/county. The Supplemental Booking Record is prepared by Inmate Records staff and sent to the inmate's housing location for processing by the Module Deputy.
  - 1. Desires / Does Not Desire Local Arraignment: For all out-of-county jurisdictions, there are several ways to determine this.
    - i. PC 850 Form (Penal Code Advisement): Review the form to determine which option the inmate chose (e.g., desires local arraignment or does not desire local arraignment). This form will be completed by the Booking Sheriff Records Technician (SRT) at the time of booking, or completed by the Detail SRT upon receipt of the teletype abstract placing the hold.
    - ii. PC 821/822 Stamp: Located on the back of the source document and completed by the arresting officer. The stamp is not applicable when the teletype abstract was received after the booking transaction is completed.
- (f) State Parole holds are processed before out of state holds.

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- (g) When additional out-of-county/state holds exist for a subject being sent to another jurisdiction, the hold documents are forwarded along with the inmate, if they are not expected to return to Orange County.
- (h) Another California jurisdiction may send an "Order to Transport" requiring that the inmate be delivered to that court on a specific date. (Arrangements are usually made between the courts to prevent appearance date conflicts).
  - 1. When local charges remain unsatisfied, the Records staff will send a detainer letter along with the inmate. The letter requests the return of the inmate to Orange County before a certain date, should that jurisdiction finish its proceedings before that date.
- (i) All California holds are processed before out-of-state requests. Fugitive proceedings for out-of-state charges are coordinated by the Fugitive Warrant Division Investigators. These supplemental bookings are usually initiated pursuant to receipt of a Governor's Warrant.

#### **2504.5 SENTENCE COMPUTATION/RELEASE DATE**

- (a) Each person sentenced by the court to the custody of the Sheriff will be assigned a specific date to be released from the Sheriff's custody.
- (b) Inmates committed to the jail by the courts must be accompanied by a court document for each case number (Remanding Order, Commitment Order).
  - 1. Each document must have specific information in order for the Commitment Clerks to process the inmate's custody order.
    - i. Correct inmate's name and booking number.
    - ii. Charges
    - iii. Court of jurisdiction
    - iv. Case number
    - v. Court Clerk's signature and Judge's name
    - vi. Disposition (time to serve, fine in lieu of time)
    - vii. Credit for time served (if any)
    - viii. Sentenced to State Prison, CYA or Department of Mental Health
  - 2. When interpretation problems arise with a Commitment Order, the Commitment Clerk will complete a trouble log form and place the inmates name in the trouble log book so the court can be called by the dayshift office specialist for clarification, in addition they will seek assistance in the following order:
    - i. Commitments Supervisor
    - ii. Inmate Records Supervisor
    - iii. Inmate Records Office Manager
    - iv. Court Clerk/Issuing Judge

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- v. Watch Commander, when an immediate decision is needed after hours.
- 3. Sentences are computed based upon written data contained on the Commitment Order.
- 4. Sentences begin on the date the order is signed, or a stay date, minus one day.
- 5. Credit for time served must be written on the order, or no credit will be given.
- 6. Multiple sentences are computed as concurrent unless specified otherwise. (The longest sentence is used to set the release date and calculated good and work time credits).
- 7. Sentence Modification papers will be acted upon the same day they are received from court. Sentence Ending (SE) dates will be accurately updated.
- 8. Work time credit and good time credit are determined by law (PC 4019).
  - i. Work time credit is calculated at one (1) day for each four (4) days of sentence.
  - ii. Good time credit is calculated at one (1) day for each four (4) days of sentence.
- 9. Monetary fines in lieu of time served are calculated at \$30.00 a day, unless otherwise specified on the court order.
- (c) Commitment Orders directing that the sentence be served at a state facility will be followed by proper court papers (Prison, CYA, Department of Mental Health).
  - 1. Before an inmate can be sent to state prison, those papers must be received at Inmate Records.
    - i. Name of the prison must be spelled out.
    - ii. The sentencing court seal must be attached.
    - iii. The word "forthwith" must be in the sentence.
  - 2. Inmates ready for transfer to state facilities may be transported on Wednesday and Friday. Additional transfers may be requested by the Inmate Records Manager. All required paperwork must accompany the inmate. Commitment clerks will ensure that the paperwork is processed correctly.
- (d) Loss of Good or Work time will be carefully calculated to ensure accuracy.
  - 1. Commitment Clerks will receive a copy of a Jail Incident Report and a copy of the accompanying Inmate's Advice of Punishment Report (J-063) from the Punishment Officer. Form J-063 requires either the Division Commander's or Disciplinary Officer's signature.
  - 2. If the inmate filed an appeal, an Inmate's Advice of Appeal (J-080) will also be attached to the punishment form. The Division Commander's signature is required on the appeal form.

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3. The Records Commitment Clerks will ensure that the time loss is recorded on the correct inmate's History Card. The inmate's name and booking number must match. Information will be updated in the computer.
4. The report copies are placed in the inmate's jail file when the process is completed.
5. The inmate's history card will be re-filed to correspond with the new release date.