



## Billing Agencies

The way other agencies are billed is determined by what is placed in the disposition field. The correct billing agency must be noted in order for payment to be received; an Agency Billing Report is derived from the bill agency field. The financial department utilizes this report for billing purposes. The correct billing agency must be entered before exiting Charge Review or it will not be reflected on the financial services report. The billing starts when the Charge Review screen has been completed.

The bill agency field is automatically populated when an incarcerated individual is pre-booked into the Jail Information Management System (JIMS). There are times when the billing agency and the arresting agency will not be the same. This commonly occurs when incarcerated individuals are booked for holds from State Parole, Department of Juvenile Justice (DJJ), and Federal.

The following arrest types must reflect the proper bill agency regardless of the listed arresting agency:

**TYPES OF BOOKED/HOLD ARRESTS    BILLING AGENCY**

<b>CYA/DJJ BCYA/HCYA</b>	<b>CYA</b>
<b>3151 WI BSTP/HSTP</b>	<b>STPA</b>
<b>FEDERAL BDET/HDET</b>	<b>USM</b>
<b>US MARSHALL BDET/HDET</b>	<b>USM</b>

**HOLD ARRESTS BILLING AGENCIES**

When entering a Hold arrest, ensure the correct billing agency is selected from the Billing Agency pick list. This will change the billing agency for the Hold arrest to match the Hold agency.

***Example: An incarcerated individual is booked on field arrest charges and a CYA hold by San Diego Police Department (SDPD). In order for SDPD not to be billed for the CYA hold arrest, select CYA in the Billing Agency pick list of the Charge Review screen. This will change the billing agency for the hold arrest.***

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