



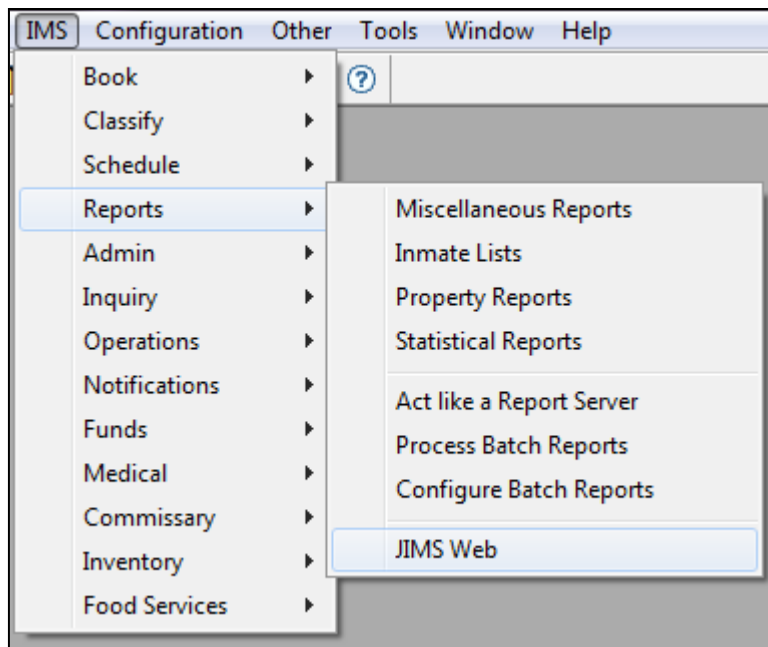
Mobile Booking

Mobile Booking was developed with the concept of taking the booking process out of the detention facilities and moving it to the field during civil unrest situations where numerous arrests are anticipated. Booking individuals in the field would allow Law Enforcement officers to return to service faster by eliminating the drive to a booking facility for processing. Booking an individual into the Sheriff's system during a mobile field booking operation requires the successful coordination and completion of several steps. This document presents the order in which these steps should be completed; failure to follow these guidelines may result in an incomplete Final Release process in JIMS.

SETUP

Before beginning any Mobile Booking procedures, you must change your default facility to Facility 15 – VFAC (Mobile Booking). Sign-in to JIMS with your standard login and access the Facility Tree report by going to:

- IMS > Reports > JIMS Web



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-
- Under the Administrative menu, locate the Facility Tree option, and select On-Demand

- Select 015 – VFAC (Mobile Booking), press Submit Query, then Ok

Report Parameters JIMS Login Facility Tree

Select New Login Detention Facility

001 ---- SDCJ (San Diego Central Jail)	<input type="text"/>
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)	
008 ---- FAC8 (Facility 8)	
009 ---- LCDR (Las Colinas Detention and Reentry Facility)	
014 ---- TCMC (Tri City Medical Center)	
015 ---- VFAC (Mobile Booking)	

- Close all internet windows and log off completely in JIMS
- Log back in and verify your default facility is Facility 15 by viewing the Pending Bookings screen

Fac	Book #	Book Dt/Tm	Arr #	Book Status	Navigator	Last Name	First Name	MI	Intake Status
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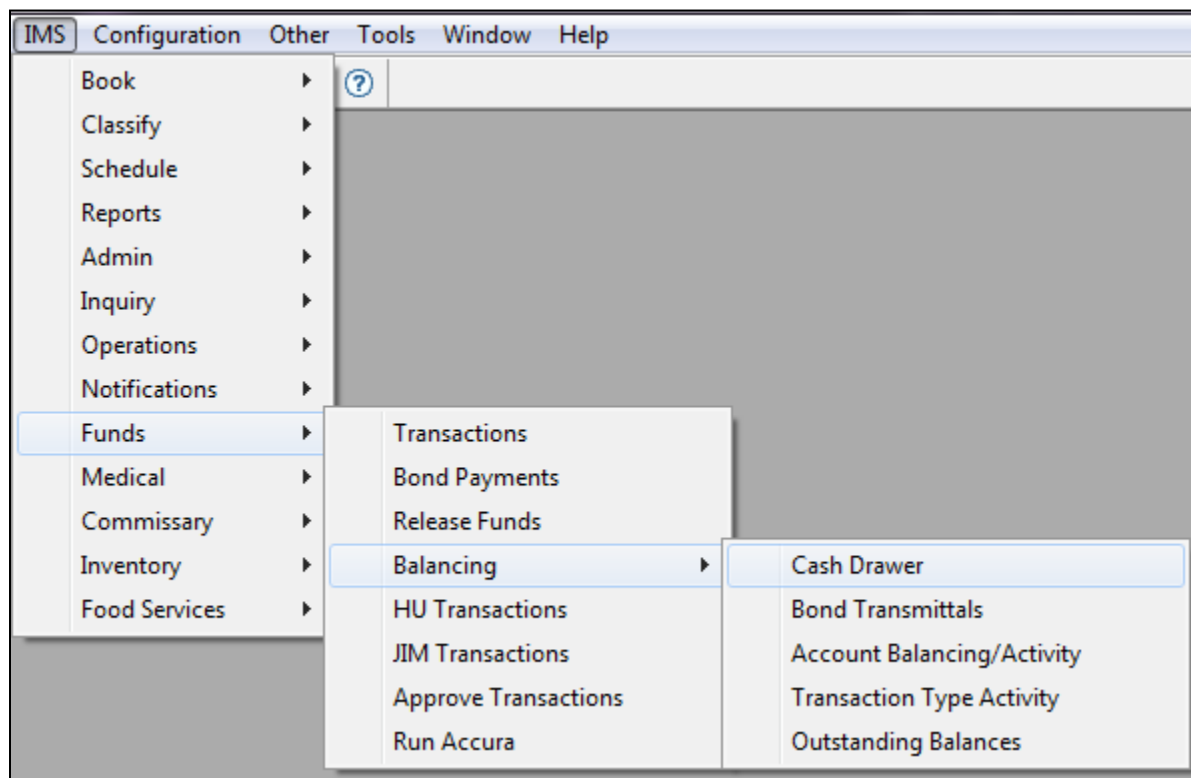
CASH DRAWER

It is the responsibility of the DPT assigned to mobile booking to count, verify, and secure all incarcerated individual monies received from arresting officers. Prior to conducting mobile booking operations, confirm the necessary supplies are available:

- Lockbox with a key
- Counterfeit detector (i.e., counterfeit pen and/or counterfeit detecting machine)
- Printer
- Printing paper

Likewise, confirm the mobile booking cash drawer in JIMS is operational by going to:

- IMS > Funds > Balancing > Cash Drawer



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- On the Cash Drawer Report, confirm the Cash Drawer Name states, "MOBILEBOOKING", and select

Cash Drawer Report

Report Type:

Cash Drawer Name:
(ALL for all drawers)

Starting Balance:

Start Date/Time:

End Date/Time:

- Confirm the Cash Drawer Activity report reflect a Transaction Total of \$0.00

SAN DIEGO SHERIFFS DEPARTMENT

Cash Drawer Activity

Cash Drawer: MOBILEBOOKING Start Dt/Tm: 06-03-2020 0000 Ending Dt/Tm: 06-03-2020 1330

Deposits

Transaction # / Type	Transaction Dt/Tm	Transaction Name	Cash Drawer	Currency	Check #	Amount
0 / n/a	00-00-0000 0000	n/a	n/a	n/a	n/a	\$0.00
Money Order Subtotal:	\$0.00	Check Subtotal:	\$0.00	Cash Subtotal:	\$0.00	Subtotal:
Money Order Total:	\$0.00	Check Total:	\$0.00	Cash Total:	\$0.00	Transaction Total:
Total Amount by Transaction Type						\$0.00
Transaction Total:						\$0.00

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Note: In the event the Transaction Total does not reflect \$0.00, **DO NOT** accept any funds. Contact your Mobile Booking coordinator before proceeding.

INTAKE/PREBOOK

Verify all paperwork and property received from the Arresting Officer. Process the individual per standard operations. See [Intake Manual](#) and [Prebook Manual](#). **DO NOT** add property or money into JIMS until after Medical screening.

Note: If the incarcerated individual is currently in Sheriff's Custody (CPAC, Work Furlough, etc.) inform the arresting officer they need to contact that facility or book them at a booking facility.

MOBILE BOOKING DETAIL STATISTICS

A Mobile Booking Detail Statistics log will be utilized for statistical purposes. All incarcerated individuals processed through Mobile Booking must be logged. After 0000 hours (12:00 a.m.), a new log must be used.

Mobile Booking Detail Statistics			
Date 06/01/20		Location 451 Riverview Parkway	
#	Inmate Name	Booking #	NFFJ?
1	Parker, Winthrop	20912345	Yes <input type="radio"/> No <input checked="" type="radio"/>
2	Ortiguerra, Maggie	20956789	<input checked="" type="radio"/> Yes <input type="radio"/> No
			Yes <input type="radio"/> No <input type="radio"/>

NOT FIT FOR JAIL (NFFJ)

In the event medical staff medically rejects an individual, the "NFFJ?" column on the Mobile Booking Detail Statistics must be updated. An on duty DPS must be notified via telephone of the Not Fit for Jail and is to be logged on the DPS Log. Follow standard [Not Fit For Jail](#) procedures when temporarily releasing the individual.

INCARCERATED INDIVIDUAL CASH

On the Personal Property Navigator, enter any cash and personal property received from the arresting officer. Select **VMBIN** for **male** incarcerated individuals and **VWBIN** for **female** incarcerated individuals.

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Intake Monies			Storage Locations			
Fund Type	Amount	Item #	Fac	Storage	Number	Rts/d
CA	25.00		1	VMBIN	000022	<input type="checkbox"/>
			1			

Fac	Property Type	Description	Status
1	SEALED PROPERTY		S
1			

N
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s

Provide a copy of the Funds Receipt to the arresting officer. Place the second copy, along with the incarcerated individual's money in the lockbox. The cash and Funds Receipts will be given to the designated facility at the end of Mobile Booking.

The incarcerated individual's sealed property will be transported along with the necessary paperwork (i.e., J-15, PCD, warrant, etc.) to the incarcerated individual's designated facility.

Note: To expedite the process, cash will be entered and accepted on one terminal. The cash lockbox must be secured, and the key must always be in the possession of the assigned DPT. Contaminated or mutilated money will not be counted and sealed inside the incarcerated individual's property bag.

BOOKING

Process the incarcerated individual per standard [Booking](#) operations. Conduct a quality assurance review of the charges, court date, bail, etc. Once complete, clear the incarcerated individual from Charge Review.

HOUSING ASSIGNMENT

All incarcerated individuals must be assigned housing in Facility 15 prior to transferring to their housing facility. Assign **male** incarcerated individuals to Area M and **female** incarcerated individuals to Area W. Select BKG for the HU. Once the incarcerated individual has been transferred to their designated housing facility, Classification will place the individual in their respected facility.

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Housing Lookup

Fac: 015 VFAC (Virtual Fac) Area: M HU: BKG

Find Clear to Find

Area	HU	Cell	Bed	Book #	Last Name	FI	Area Status	Bed s Type	Desc.	Age	Hgt	Wgt

INCARCERATED PERSONS PROPERTY

Prior to the incarcerated individual arriving at their respected housing facility, the storage bin must be released from mobile booking. To release the individual's property from mobile booking, access the Personal Property Navigator in the Maintenance screen.

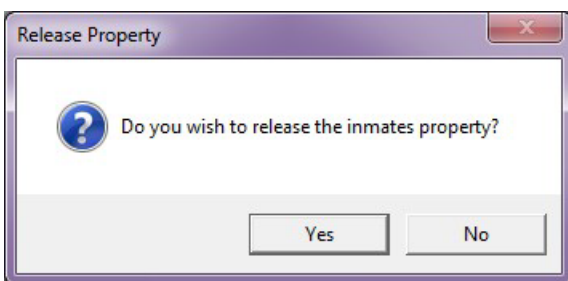
- Check the box labeled RIs/d
- Sealed Property Status must be set to "I" as In Transit

Intake Monies			Storage Locations			
Fund Type	Amount	Item #	Fac	Storage	Number	RIs/d
			1	VMBIN	000022	<input checked="" type="checkbox"/>
			1			

Fac	Property Type	Description	Status
1	SEALED PROPERTY		I
1			

Notes

- Click **Save**
- When prompted to confirm the release of the incarcerated individual property, select Yes



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WANTS & WARRANTS

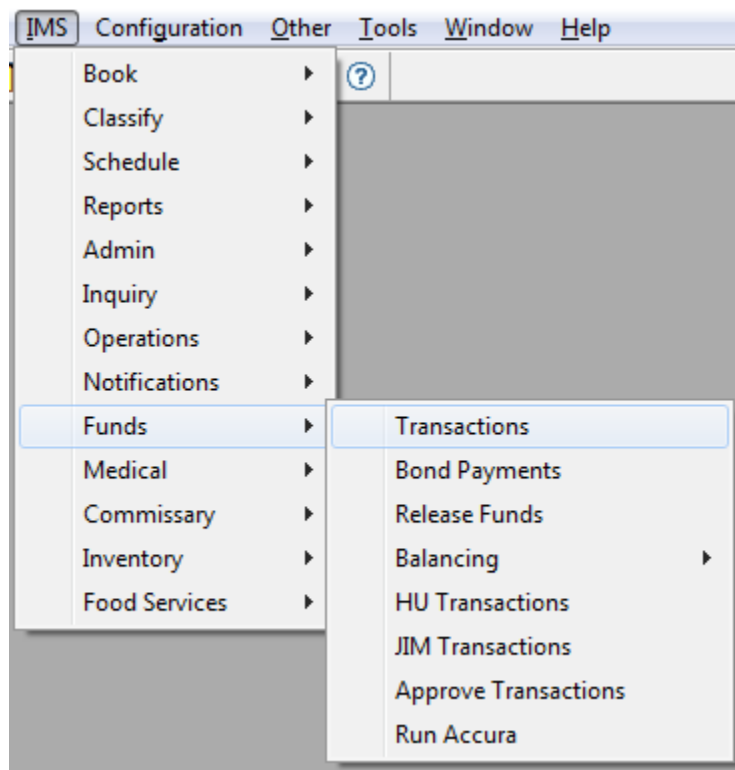
Incarcerated individuals will remain in this stage of the booking process until they arrive at the receiving jail facility. The wants & warrants check will be conducted at the facility per standard procedures.

RECORDING INTAKE MONEY FROM MOBILE BOOKING

Two separate transactions must be completed prior to balancing the mobile booking cash drawer. This procedure will be done at a cashier drawer in the facility accepting the monies from mobile booking.

ZMOBILEB is placing the funds accrued from mobile booking to the designated facility. To perform a ZMOBILEB transaction, go to:

- IMS > Funds > Transactions



- Click **Add**
- Select ZMOBILEB MOBILE BOOKING INTAKE for Transaction
- Select CASH for Fund Type
- Enter the Amount accrued from mobile booking

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- In the Notes section, enter, "Intake money from Mobile Booking dated (date of mobile booking operation)"

Lookup

Transaction: ZMOBILEB

Fund Type	Amount	Item #
CASH	1,545.00	
	.00	

CHARMS #:

Notes: Intake money from Mobile Booking dated 06/01/20 - 06/05/20

- Click on the Party Details tab
- **FROM Party**
 - Click **Find**
 - Select INCARCERATED PERSONS CASH RECEIPTS
- **TO Party**
 - Click **Find**
 - Select CASH IN CASHIER DRAWER

Fund Transactions

Lookup Transaction Details Party Details

FROM Party

Facility: 001 SDCJ (San Diec Account Group: FACILITY Find Clear to Find

Account Group	Account Type	Account #	Balance	Status	Description
FACILITY	GENERAL	24000740FMS000000	\$ -2,567,144.27	A	FUND BAL AVAIL OPEN BAL
FACILITY	GENERAL	24000744FMS000000	\$ -8.46	A	OVER/SHORT BALANCE
FACILITY	GENERAL	24000801FMS000000	\$ -7,670,163.01	A	INMATE CASH RECEIPTS
FACILITY	GENERAL	24000803FMS000000	\$ -2,492.93	A	REIMBURSEMENT FROM A & C
FACILITY	GENERAL	24000804FMS000000	\$ -1,883.08	A	CASH OVERAGE

TO Party

Facility: 001 SDCJ (San Diec Account Group: FACILITY Find Clear to Find

Account Group	Account Type	Account #	Balance	Status	Description
FACILITY	BAIL/BOND	24000541FMS000000	\$ 0.00	A	BAIL PAYABLE
FACILITY	GENERAL	24000010FMS000000	\$ 0.00	A	CASH IN TREASURY
FACILITY	GENERAL	24000020FMS000000	\$ 0.00	A	CASH ON HAND
FACILITY	GENERAL	24000021FMS000000	\$ 86,417.72	A	CASH IN CASHIER DRAWER
FACILITY	GENERAL	24000022FMS000000	\$ 10,534.89	A	CASH IN SAFE

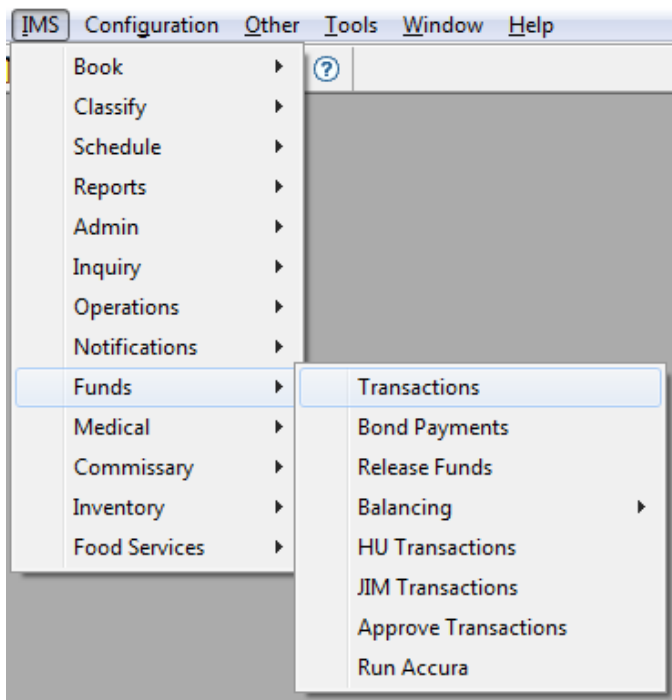
- Click **Save** then **Close**

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SAFE-IN is placing the funds that was just added to the cashier drawer to the facility's virtual safe. To perform a safe-in, go to:

- IMS > Funds > Transactions



- Click **Add**
- Select SAFEIN for Transaction
- Select CASH for Fund Type
- Enter the Amount from the previous transaction
- In the notes section, enter, "Safe deposit of intake money from Mobile Booking dated (date of mobile booking operation)"

Lookup

Transaction:

Fund Type	Amount	Item #
CASH	1,545.00	
	.00	

CHARMS #:

Notes: Safe deposit of intake money from Mobile Booking dated 06/01/20 - 06/05/20

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- Click on the Party Details tab
- **FROM Party**
 - Click **Find**
 - Select CASH IN CASHIER DRAWER
- **TO Party**
 - Click **Find**
 - Select CASH IN SAFE

Lookup		Transaction Details			Party Details	
FROM Party						
Facility: 001 SDCJ (San Dieg		Account Group: FACILITY			Find Clear to Find	
Account Group	Account Type	Account #	Balance	Status	Description	
FACILITY	BAIL/BOND	24000541FMS000000	\$ 0.00	A	BAIL PAYABLE	
FACILITY	GENERAL	24000010FMS000000	\$ 0.00	A	CASH IN TREASURY	
FACILITY	GENERAL	24000020FMS000000	\$ 0.00	A	CASH ON HAND	
FACILITY	GENERAL	24000021FMS000000	\$ 86,417.72	A	CASH IN CASHIER DRAWER	
FACILITY	GENERAL	24000022FMS000000	\$ 10,534.89	A	CASH IN SAFE	
TO Party						
Facility: 001 SDCJ (San Dieg		Account Group: FACILITY			Find Clear to Find	
Account Group	Account Type	Account #	Balance	Status	Description	
FACILITY	BAIL/BOND	24000541FMS000000	\$ 0.00	A	BAIL PAYABLE	
FACILITY	GENERAL	24000010FMS000000	\$ 0.00	A	CASH IN TREASURY	
FACILITY	GENERAL	24000020FMS000000	\$ 0.00	A	CASH ON HAND	
FACILITY	GENERAL	24000021FMS000000	\$ 86,417.72	A	CASH IN CASHIER DRAWER	
FACILITY	GENERAL	24000022FMS000000	\$ 10,534.89	A	CASH IN SAFE	

- Click **Save** then **Close**

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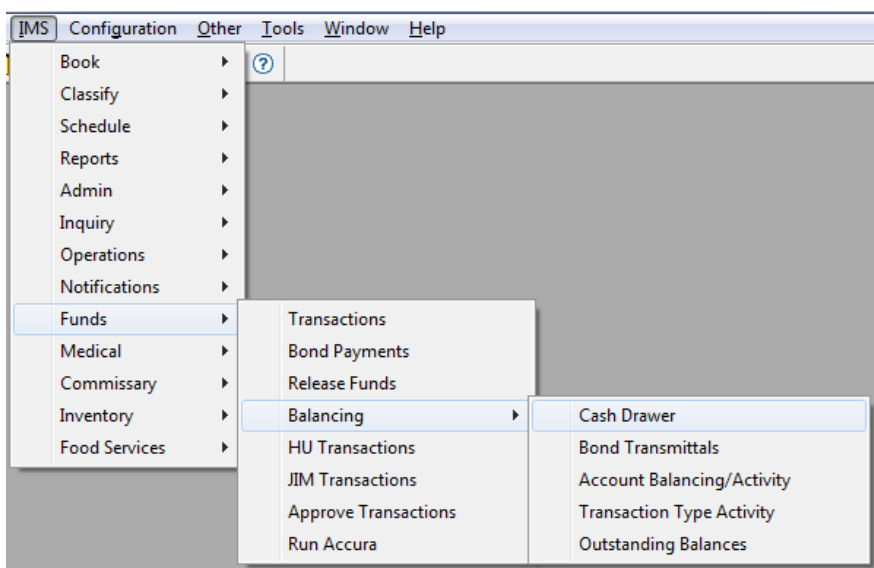


CASH DRAWER BALANCING

After the ZMOBILEB and SAFE-IN transaction is completed, the cash drawer will be balanced to a \$0.00 balance.

To balance the cashier drawer, go to:

- IMS > Funds > Balancing > Cash Drawer



- On Report Type, select Balancing
- Enter 0.00 as the Start Balancing

Cash Drawer Report

Report Type:

Cash Drawer Name:
(ALL for all drawers)

Starting Balance:

Start Date/Time:

End Date/Time:

- Click

Note: It is important to view the report prior to balancing the cashier drawer to ensure all steps were completed correctly. If the Computed Ending Balance does not reflect \$0.00, contact your Mobile Booking coordinator.

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- After confirming the Computed Ending Balance reflects \$0.00, click **Balance** on the Cash Drawer Report screen. The Cash Drawer Balancing report will print automatically.

At the conclusion of the Mobile Booking detail, submit all cash, funds receipts, and the cash balancing report to the on-duty supervisor.

All yellow copies of the J-15 are collected at the respected facilities and provided to the on-duty supervisor for statistical purposes.

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