



## Section 6 Property Lists and Reports

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## PROPERTY LISTS AND REPORTS

### ***Reference Sheriff's Policy and Procedure Section Q.27 Court List upon Computer Failure***

Various reports are monitored by the Detentions Processing Division (DPD). These reports are used to track the status of incarcerated persons scheduled for transfer, release, and/or taken to court. Post orders for each facility identifies specific positions and/or shifts responsible for generating and monitoring each report.

The following is information regarding the various Jail Information Management System (JIMS) reports and their specific purposes related to DPD:

### **DAILY TRANSPORTATION LIST**

The Daily Transportation List report reflects incarcerated persons scheduled to be transferred to other Sheriff's detention facilities. Custody records and property for incarcerated persons are pulled, reviewed, and forwarded to the prospective facility along with the incarcerated person.

IMS>Schedule>Scheduling Reports

1. From the Report drop-down menu, select the Daily Transportation List
2. Select the appropriate facility
3. Leave the Area field blank
4. Enter the Start Date/Time and the End Date but leave the End Time as is.
5. Under the Event Type select TRAN (Incarcerated person Transfer)
6. Select the number of copies desired
7. Click View and/or Print as desired



906PMAIN

**Scheduling Reports**

Report: Daily Transportation List

**Criteria**

Facility: 001 SDCJ (San Diego Central Jail)

Area:  \* Leave blank to select all

Start Date/Time: 02-05-2016 0000

End Date/Time: 02-05-2016 2359

Event Type: TRAN \* Leave blank to select all

Copies: 1

View Print Close

**PROPERTY VERIFICATION REPORT**

The Property Verification Report is used in completing a quality assurance review.

IMS>Reports>Property Reports

1. From the Report drop-down menu, select the Property Verification Report
2. Select the appropriate facility
3. Leave the Start Date/Time and End Date/Time field blank
4. Select the number of copies desired
5. Click on View and/or Print as desired

***NOTE: If an incarcerated person's property status is In Transit, it will not reflect on the Property Verification Report.***



**TRANSFER PROPERTY REPORT**

The Transfer Property Report is used for tracking incarcerated person and property movement between facilities.

IMS>Reports>Property Reports

1. From the Report drop-down menu, select the Transfer Property Report
2. Select the appropriate facility
3. Leave the Start Date/Time and End Date/Time as is.
4. Click View and/or Print as desired

The **Daily Transportation List** or the **Transfer Property Report** can be used to organize a facility's daily transfers. The main differences between the two reports are listed below:

**Daily Transportation List**

Alphabetical  
 Lists incoming/outgoing property  
 No Storage Location Number

**Transfer Property Report**

Not Alphabetical  
 Lists outgoing property  
 Lists the storage location number



## **SCHEDULE EVENTS BY DATE/TIME REPORT**

The Schedule Events by Date/Time Report lists incarcerated persons scheduled for special release or pick-up by another agency. Custody records for incarcerated persons are pulled and prepared prior to the scheduled pick-up to ensure they are processed in a timely manner.

Click on: IMS>Schedule>Scheduling Reports

1. From the Report drop-down menu, select: Schedule Events by: Date/Time
2. Leave the Area field blank
3. Enter the Start Date/Time and the End Date but leave the End Time as is
4. Under the Event Type select: PKUP (Pick-up by Agency)
5. Select the number of copies desired
6. Click View and/or Print as desired