

UBS

# Training Manual

# INTRODUCTION

- ▶ We will learn how to complete and submit a booking report using the UBS system.
- ▶ We will learn when to print the report to turn into the Jail

# THE UBS WEBSITE

Logging in

Search functionality

Completing a Booking Report

# LOGIN SCREEN

Lee County Florida, Universal Booking System

This site requires you to be an authorized user.

User Name

Password

Log in

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- ▶ The login name is administrator defined.
- ▶ Once logged-in the user should change his or her password.

# REPORT LIST / HOME SCREEN

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Unapproved Reports

Search For Reports

First Appearance

New Report

Change Password

Help

Email UBS Help

Web Server:  
[ubstraining.cjis20.org](https://www.cjis20.org/ubstraining.cjis20.org)

Defendant Name	Case Numbers	Statute Number	Counts	Offense Date	Booking Number	Agency Report Number	Status	Officer ID	Arrest Date	UBS Tracking Number	Removed
.			1				OPEN	CA898		U170717001	
Test, Test			1	07/04/2017			OPEN	test	07/05/2017	U170705003	
<p>Edit    Print Preview    Copy Report    Delete</p>											
fdsfds, fsefdfs			1	07/05/2017			OPEN	CA898	07/05/2017	U170705002	
.			1				OPEN	CA898		U170705001	
.			1				OPEN	CA898		U170622001	
Smith, John		810.08-2a	1	05/01/2017	17-12345		OPEN	0	05/08/2017	U170613001	
Smith, John		810.08-2a	1	05/01/2017	17-12345		OPEN	854-1608	05/08/2017	U170508002	
.			1				OPEN	CA898		U170508001	
test, test			1	05/08/2017			OPEN	CA898	05/08/2017	U170330008	
.			1				OPEN	999		U170330004	
Last Test, First test		552.22-1	1	03/22/2017		333TEST PDF	DISAPPROVED	999	03/22/2017	U170322004	
.			1				OPEN	CA898		U170228019	
Jackanicz, K		562.50	1	02/03/2017			DISAPPROVED	1	02/10/2017	U170223004	

- ▶ Provides a list of unapproved reports.
- ▶ Provides reference information for each report.
- ▶ Contains the system navigation buttons.
- ▶ The HELP link on the left goes to the UBS Help Web site <https://www.cjis20.org/ubs/>
- ▶ Email UBS Help

# SEARCH SCREEN

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Unapproved Reports  
Search For Reports  
First Appearance  
New Report  
Change Password  
Help  
Email UBS Help  
  
Web Server:  
ubstraining.cjs20.org

### Search

ORI	=	<input type="text"/>
Arrest Date	= equals ▾	<input type="text"/>
Arrest Date	= equals ▾	<input type="text"/>
Tracking Number	=	<input type="text"/>
Booking Number	=	<input type="text"/>
Case Number	=	<input type="text"/>
Defendant Last Name	=	<input type="text"/>
Defendant First Name	=	<input type="text"/>
Social Security Number	=	<input type="text"/>
OBTS Number	=	<input type="text"/>
Statute Number	=	<input type="text"/>
Statute Subsection	=	<input type="text"/>
Agency Report Number	=	<input type="text"/>
Booking Report Status	=	<input type="text"/>
Officer ID	=	<input type="text"/>

[Back to List](#)

- ▶ Allows entry of user defined search criteria.
- ▶ Search for existing booking reports.
- ▶ You can enter only a portion of a field and it will find matching results that contain your search criteria.

# SEARCH RESULTS

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Defendant Name	Case Numbers	Statute Number	Counts	Offense Date	Booking Number	Agency Report Number	Status	Officer ID	Arrest Date	UBS Tracking Number	Removed
Doe, John	16MM020004	784.03-1a1	1	08/29/2016		16-37954	ERROR	854-1607	08/30/2016	U160830002	
Doe, Jon		784.07-2d	1	08/19/2016		16-12345	DONE	854-1606	08/19/2016	U160819001	
Doe, John	09CFD16887 09CFD16887	810.02-2b 843.03	1 1	05/27/2009	589193	2009006607	DONE	CA898	05/27/2009	U160812004	
Doe, Jerry			1				OPEN	CA898		U160812003	
Doe, John		322.341	1	07/05/2016		16-12345	DONE	0	07/06/2016	U160812002	
Doe, John		322.341	1	07/05/2016		16-12345	DONE	854-1108	07/06/2016	U160706003	
Doe, Jane	16CF001234	CO94-09-4.16 782.04-1a1	1 1	02/02/2016		16-00011	OPEN	854-1601	02/02/2016	U160202001	
Doe, Jane			1	09/23/2015			OPEN	CA898	09/23/2015	U150925009	
Doe, John			1	09/22/2015			OPEN	CA898	09/22/2015	U150925008	
DOERR, SAMANTHA	13CJ004140 14CJ004784 13CJ004892 13CJ004140	985.101-1d 843.15-1b 843.15-1b 843.15-1b	1 1 1 1	07/22/2014	784709	2014-09141	APPROVED	850-0348	09/09/2014	U140909070	
DOERR, SAMANTHA	13CJ004140 13CJ004892	985.101-1d 985.101-1d	1 1	07/18/2014		2014-	OPEN	850-0425	07/18/2014	U140722016	
DOERR, SAMANTHA	13CJ4140 13CJ4892 14CJ4784 13CJ4140	843.15-1b 843.15-1b 843.15-1b 985.101-1d	1 1 1 1	07/17/2014	780641	14-285838	APPROVED	05109	07/17/2014	U140717052	

- ▶ Displays a list of reports based on the user defined criteria.
- ▶ To access a report, select the report and an action.

# COLOR CODED FIELDS

Lee County Florida, Universal Booking System UBSAdmin Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA) Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report  
Report Status: OPEN  
Web Server: ubstraining.cjs20.org

Defendant Done

Enable Defendant Search (for fields with \*)

Last Name \* First Name \* Middle Suffix

Add An Alias

Race Gender

Date of Birth Age Weight

Eye Color Hair Color Complexion Build

Add A SMTI

Citizenship Citizen Of INS Number

Place of Birth City Place of Birth State/Country UNITED STATES

Local Address

Residence Type Address Source

House Number Direction Street Name Street Type

Apt. Number City State

ZIP Code Phone Number

Permanent Address

Same as local address.

House Number Direction Street Name Street Type

▶ Pink colored fields signify required data

▶ Blue colored fields signify auto calculated data

▶ Yellow fields signify recommended fields.



# AGENDA

- ▶ Screen Overview
  - ▶ Administrative
  - ▶ Defendant
  - ▶ Co-Defendants
  - ▶ Vehicles
  - ▶ Charges
  - ▶ Probable Cause
  - ▶ Officers
  - ▶ Witnesses
  - ▶ Supervisor

# ADMINISTRATIVE DATA SCREEN

Lee County Florida, Universal Booking System UBSAdmin Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA) Log off

**Administrative** Done

OBTS Number Agency Report Number UBS Tracking Number  Supplemental Report  
[Redacted] [ ] U170717001  Juvenile

Agency ORI Number 1 Agency ORI Number 2 Booking Number Report Type  
FL036023G [ ] [ ] [ ] [ ]

Submitting Officer  
Name ID Troop  
Rich LaVorgna CA898 [ ]

Report Entered By  
Name ID Troop  
Rich LaVorgna CA898 [ ]

Weapon Seized Weapon Type [ ]

Offense  
Location of Offense Business Name [ ]  
House Number Direction Street Name Street Type [ ]  
Apt. Number City State [ ]  
ZIP Code [ ]  
Offense Date Time [ ]

Arrest  
 Same as Offense  
Business Name [ ]

Report Status: OPEN  
Web Server: ubstraining.cjis20.org

- ▶ This is the initial reporting screen for each booking report.
- ▶ This contains the arrest information and agency report number to be completed by each agency
- ▶ The blue fields will contain information from other systems, if available
- ▶ Required fields on this page: Offense Date, Arrest Date and Time.

# DEFENDANT SCREEN

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status:  
OPEN  
Web Server:  
ubstraining.cjs20.org

### Defendant

Done

Enable Defendant Search (for fields with \*)

Last Name \*    First Name \*    Middle Name    Suffix

          

Add An Alias

Race    Gender

  

Date of Birth    Age    Height    Weight

          

Eye Color    Hair Color    Complexion    Build

          

Add A SMTI

Citizenship    Citizen Of    INS Number

      

Place of Birth City    Place of Birth State/Country

  

#### Local Address

Residence Type    Address Source

  

House Number    Direction    Street Name    Street Type

          

Apt. Number    City    State

      

ZIP Code    Phone Number

  

#### Permanent Address

Same as local address.

House Number    Direction    Street Name    Street Type

          

▶ The “Enable Defendant Search” will lookup the defendant as you type in the name.

▶ The pink fields are required and the yellow fields are recommended fields to fill out.

# CO-DEFENDANT PAGE

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status:  
OPEN  
Web Server:  
ubstraining.cjs20.org

## Co-Defendant

Done

Enable Co-Defendant Search (for fields with \*)

Last Name \*    First Name \*    Middle Name    Suffix

Alias

Race    Sex    Date of Birth    Age

Juvenile     Felony

Arrested     Misdemeanor

At Large

Done

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▶ Enter data for each individual Co-Defendant.

▶ Complete as much information as you can.

# VEHICLE EDIT

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status:  
OPEN  
Web Server:  
ubstraining.cjs20.org

## Vehicle

Done

Year     Make     Model

Tag     State

Color     VIN

Location of Vehicle

Towed From

Removed By

Stored At

Done

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▶ Enter the vehicle information, if available.

▶ The Make's are in alphabetical order

# CHARGE SCREEN

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status: OPEN  
Web Server: ubstraining.cjs20.org

### Charge

Charge Search by Description

Charge

Primary Charge

Community Control    Amended

Probation

Violation

Number	Subsection

Charge Description

Violation of Section

Counts

Counts
1

Florida Statute     Ordinance

County/State

Level

Clerk Case Number

YY XX 999999 X  
↑ year    ↑ case type    ↑ case number    ↑ def letter

Warrantless Arrest

UCR Code

Narcotics

Act	Type
N/A	

Amount    Unit

Done

- ▶ Enter the charge by either statute number or by partial text of the statute description.

# NOTICE AND BOND

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report  
Report Status: OPEN  
Web Server: ubstraining.cjis20.org

## Notice and Bond

Done

Mandatory Appearance in Court  
 You need not appear in Court but must comply with instructions on the Notice to Appear page.

Location  
Address  
Next Court Date    Time  
Adults Only  
 Hold For First Appearance    Reason  
Bond  
Date    Returnable Court Date    Time  
Release Date    Time  
Releasing Officer  
Last Name    First Name    Middle Name

▶ Enter in Notice and Bond information.

# PROBABLE CAUSE

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status:  
OPEN  
Web Server:  
ubstraining.cjs20.org

## Probable Cause

Done

Probable Cause

Person Authorized to Administer Oath

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sworn to Date	Title	
<input type="text"/>	<input type="text"/>	

- ▶ Enter the complete report narrative, the printed version will rollover to subsequent pages.



# OFFICER EDIT SCREEN

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status:  
OPEN  
Web Server:  
ubstraining.cjs20.org

Officer

Done

Last Name    First Name    Middle Name

ID Number / Badge Number    Troop Number    Reporting Date

Done

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▶ Enter information for each Officer or Deputy to build the list screen.

▶ You also have the ability to search against the officer table like you do the defendant search

▶ **PLEASE NOTE:** An Officer is not a Victim if he/she is harmed while on duty

# WITNESS ENTRY/EDIT SCREEN

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative  
Defendant  
Co-Defendants  
Vehicles  
Charges  
Notice and Bond  
Probable Cause  
Officers  
Witnesses  
Supervisor  
Exit  
Help  
Copy Report

Report Status: OPEN  
Web Server: ubstraining.cjis20.org

### Witness

Done

Witness Type  
[Dropdown]

Last Name [Text]    First Name [Text]    Middle Name [Text]    Suffix [Text]

Race [Dropdown]    Gender [Dropdown]    Date Of Birth [Text]

#### Home Address

Address Source [Dropdown]

House Number [Text]    Direction [Dropdown]    Street Name [Text]    Street Type [Dropdown]

Apt. Number [Text]    City [Text]    State [Dropdown]

ZIP Code [Text]    Phone Number [Text]    Mobile Phone [Text]

#### Business Address

Same as Home Address     Business Name [Text]

House Number [Text]    Direction [Dropdown]    Street Name [Text]    Street Type [Dropdown]

Apt. Number [Text]    City [Text]    State [Text]

- ▶ Selecting The ‘Same as Home Address’ check box will auto populate the Business Address section.

# SUPERVISOR SCREEN

Lee County Florida, Universal Booking System   UBSAdmin   Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)   Log off

Administrative ✓  
Defendant ✓  
Co-Defendants ✓  
Vehicles ✓  
Charges ✓  
Notice and Bond ✓  
Probable Cause ✓  
Officers ✓  
Witnesses ✓  
Supervisor \*  
Exit  
Help  
Copy Report

Report Status:  
**DONE**  
Web Server:  
ubstraining.cjis20.org

### Supervisor

Done    Approved    Rejected

Approved Date: [Redacted]

#### Comments

Add new Comment

#### Officer Reviewing

Last Name	First Name	ID Number
[Redacted]	[Redacted]	[Redacted]

#### Routed To

Last Name	First Name
[Redacted]	[Redacted]

#### Referred To

Last Name	First Name
[Redacted]	[Redacted]

#### Assigned To

Last Name	First Name
[Redacted]	[Redacted]

#### Assigned By

Last Name	First Name
[Redacted]	[Redacted]

Transferred Date

▶ Supervisors can approve or reject a report.

▶ The 'Add New Comment' field will not be seen unless all categories are marked 'done'.

▶ The booking must be approved in order to get a Case Number

▶ Once the case is approved you will not be able to make any changes. If you do need to make changes you will need to use the Copy feature.

To mark the report as Approved or Rejected make sure none of the screens (other than Supervisor) have a splash mark(\*) beside them. If one does then go back to that page and click the Done button. All the screens that have been filled out need to have a check.

# AFTER SUPERVISORY APPROVAL

The screenshot displays the 'Supervisor' page of the Universal Booking System. A modal dialog box titled 'Checking Case Number' is open, showing a 'Waiting for Case Number' message. The dialog contains the following text:

**Checking Case Number**

**Waiting for Case Number**

1 You may want to close this window and come back later for the updates. This window will come up if report has been approved but case number is not available.

2 attempts to check the server for case number.

A 'Cancel' button is located at the bottom right of the dialog. The background interface is dimmed, showing a sidebar with navigation options and a main area with a table of assigned cases.

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Administrative ✓  
Defendant ✓  
Co-Defendants ✓  
Vehicles ✓  
Charges ✓  
Notice and Bond ✓  
Probable Cause ✓  
Officers ✓  
Witnesses ✓  
Supervisor \*  
Exit  
Help

Report Status: APPROVED  
Web Server: ubstraining.cjs20.org

Assigned To		Assigned by	
Last Name	First Name	Last Name	First Name

Transferred Date

- ▶ Once the Supervisory approval is done, the screen to the left will appear
- ▶ This is retrieving the case number(s).
- ▶ When this is complete the report will appear as a PDF.

# COPY REPORT

Lee County Florida, Universal Booking System    UBSAdmin    Logged in as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Unapproved Reports

Search For Reports

First Appearance

New Report

Change Password

Help

Email UBS Help

Web Server:  
ubstraining.cjis20.org

Defendant Name	Case Numbers	Statute Number	Counts	Offense Date	Booking Number	Agency Report Number	Status	Officer ID	Arrest Date	UBS Tracking Number	Remo
Test, Test			1	07/04/2017			OPEN	test	07/05/2017	U170705003	
<div style="text-align: center;"><input type="button" value="Edit"/>    <input type="button" value="Print Preview"/>    <input type="button" value="Copy Report"/>    <input type="button" value="Delete"/></div>											
fdfsd			1	07/05/2017			OPEN	CA898	07/05/2017	U170705002	
<div style="border: 1px solid black; padding: 5px;"><b>Copy Report</b> <span style="float: right;">✕</span> <input checked="" type="checkbox"/> Would you like to copy all information (e.g. re-entering a report with mistakes), or everything but the defendants and case number (e.g. creating a similar report for a codefendant)? <div style="text-align: center;"><input type="button" value="Copy all information"/>    <input type="button" value="Copy no defendants nor case number"/>    <input type="button" value="Cancel"/></div></div>											
test, test			1	05/08/2017			OPEN	CA898	05/08/2017	U170330008	
.			1				OPEN	999		U170330004	
Last Test, First test		552.22-1	1	03/22/2017		333TEST PDF	DISAPPROVED	999	03/22/2017	U170322004	
.			1				OPEN	CA898		U170228019	
Jackanicz, Anthony		562.50	1	02/03/2017			DISAPPROVED	1	02/10/2017	U170223004	

- ▶ The copy report function has two distinct actions:
  - ▶ “Copy all information” to correct a booking error
  - ▶ “Copy no defendants nor case number” use this for creating a similar report for a co-defendant.

# REMOVING APPROVED REPORT

Lee County Florida, Universal Booking System [About](#) [Contact](#)

Are you sure you want to remove the report?

UBS Tracking Number U140418094

Removal Reason

|

- ▶ Highlight the booking you want to remove, and press remove report. Enter the reason why you are removing the report...

# UBS HELP

Lee County Florida, Universal Booking System    UBSAdmin    Logged In as LaVorgna, Rich (Officer Id: CA898) (Level: SA)    Log off

Unapproved Reports  
Search For Reports  
First Appearance  
New Report  
Change Password  
Help  
Email UBS Help  
Web Server:  
[ubstraining.cjs20.org](http://ubstraining.cjs20.org)

Defendant Name	Case Numbers	Statute Number	Counts	Offense Date	Booking Number	Agency Report Number	Status	Officer ID	Arrest Date	UBS Tracking Number	Remo
			1				OPEN	CA898		U170228019	
Jackanicz, Anthony	562.50		1	02/03/2017			DISAPPROVED	1	02/10/2017	U170223004	
			1				OPEN	CA898		U170217003	

### UBS Email Help

**Subject**  
Help Request: |

**Message**

Send Message    Cancel

- ▶ If you have a question that is **not** an emergency, please email us. We monitor email from 8-5 Monday – Friday and reply to them within an hour of receiving it.
- ▶ If you need immediate assistance please call the UBS Help number at 239-533-9110.

# SPECIAL NOTES

- Every Traffic statute charge must get its own case number, you cannot put a count of 2 or more
- If you have a FTA or VOP, you must enter the case number(s), Please Enter them on the charges tab, each VOP/FTA is a count of 1
- Do not enter a case number for an “out of county” warrant
- The format of the case number currently is YY XX 999999 X  
Meaning YY = Year, XX = case type, 999999 = case number and X = defendant letter (Only CF case numbers MAY have a defendant letter).  
Example: 09MM026948
- All bookings for "arrest warrants" should only have the charges listed on the warrants. Any additional charges should have a new booking with a **NEW CASE NUMBER.**