

CJIS/UBS

UBS
Training Presentation

Introduction

- Train the trainer session for IJIS/UBS browser interface.
- We will learn how to complete and submit a booking report using the IJIS/UBS system.

Agenda

- System data flow
- Common controls
- The UBS Browser Based Reporting System
- Hands on training

Common Controls

The screenshot displays the 'Lee County Florida, Universal Booking System' (UBSAdmin) interface. The page is titled 'Administrative' and shows a form for entering a report. The form includes sections for 'Submitting Officer', 'Report Entered By', 'Offense', and 'Arrest'. A dropdown menu is open for 'Location of Offense', showing a list of locations: Airport, Bonita Springs, Cape Coral, Captiva, Florida Gulf Coast U, FtM Beach, Fort Myers, Ft Myers Beach, Lee County, Other, Sanibel, and Sanibel Captiva. A yellow arrow points to the dropdown menu. The interface also includes a sidebar with navigation options and a top navigation bar with user information.

- Drop down lists
- Color coded fields
- ‘Create a new’ or delete an entity
- Calendar controls

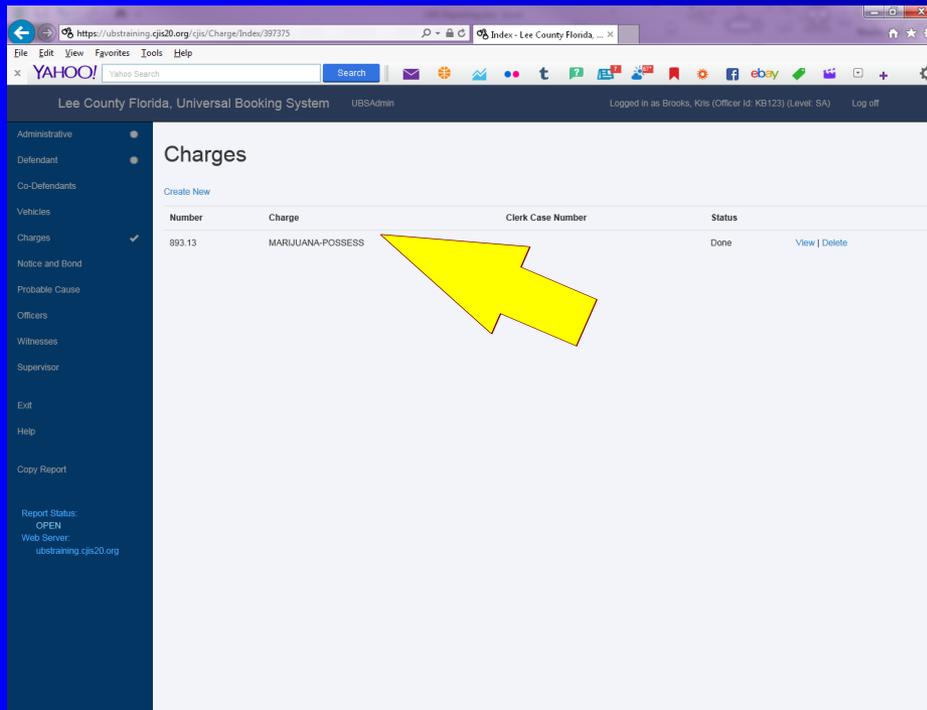
Color Coded Fields and Copying Fields

The screenshot shows the 'Defendant' tab in the UBSAdmin system. The form includes the following fields:

- Enable Defendant Search (for fields with *)
- Last Name * (pink)
- First Name * (pink)
- Middle (pink)
- Suffix (white)
- Add An Alias (button)
- Race (pink dropdown)
- Gender (pink dropdown)
- Date of Birth (pink)
- Age (tan)
- Height (pink)
- Weight (pink)
- Eye Color (pink dropdown)
- Hair Color (pink dropdown)
- Build (pink dropdown)
- Add A SMTI (button)
- Citizenship (pink dropdown)
- Citizen Of (pink dropdown)
- INS Number (white)
- Place of Birth City (white)
- Place of Birth State/Country (pink dropdown, currently showing UNITED STATES)
- Local Address section (highlighted in yellow):
 - Residence Type (pink dropdown)
 - Address Source (pink dropdown)
 - House Number (white)
 - Direction (pink dropdown)
 - Street Name (white)
 - Street Type (pink dropdown)
 - Apt. Number (white)
 - City (white)
 - State (pink dropdown)
 - ZIP Code (white)
 - Phone Number (white)
- Permanent Address (white)

- Pink colored fields signify required data.
- Tan colored fields signify auto calculated data.
- You can enter the last name and/or first name and press Search for defendant, you then can highlight the defendant and copy the information to this tab
- You can copy Local Address Information to Permanent Address and Business Address

'Create a new' or 'delete' an entry



Lee County Florida, Universal Booking System UBSAdmin
Logged in as Brooks, Kris (Officer Id: KB123) (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

Charges

Create New

Number	Charge	Clerk Case Number	Status
893.13	MARIJUANA-POSSESS		Done View Delete

- Some report categories provide a working list of entries.
- Once an entry has been entered it can be edited or deleted from the report.
- Categories that include working lists are Codefendants, Vehicles, Charges, Officers, and Witnesses.

The UBS Browser Based Reporting System

- Logging in
- Search functionality
- Completing a Booking Report

Login Screen

Lee County Florida, Universal Booking System About Contact

This site requires you to be an authorized user.

User Name

Password

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- The login name is administrator defined.
- A default password will be assigned by the system administrator
- Once logged-in the user can change his/her password.
- The password is now set up for the FDLE standards

Unapproved Report List

Lee County Florida, Universal Booking System UBSAdmin Logged in as Brooks, Kris (Officer Id: KB123) (Level: SA) Log off

Unapproved Reports

Search For Reports

First Appearance

New Report

Batch Print

Change Password

Help

Web Server:
ubstraining.cjis20.org

Defendant Name	Case Numbers	Statute Number	Offense Date	Booking Number	Agency Report Number	Status	Officer ID	Arrest Date	UBS Tracking Number	Removed
.						OPEN	KB123		U150512006	
.		893.13-6b				OPEN	KB123		U150512005	
wow, John			05/12/2015		15-123545555465	OPEN	854-1002	05/12/2015	U150512004	
.						OPEN	FMPD123S		U150512002	
.						OPEN	854-0902		U150511007	
.						OPEN	854-0902		U150511006	
Smith, John		893.13-1a1	05/11/2015		15-2365	OPEN	854-0603	05/11/2015	U150511004	
<div style="display: flex; justify-content: space-around;">EditPrint PreviewCopy ReportDelete</div>										
.						OPEN	854-0603		U150511003	
.						OPEN	854-0603		U150511002	
.						OPEN	854-0901		U150511001	
Germain, Caty		322.34-10a	05/10/2015			OPEN	854-0206		U150510003	
.						OPEN	854-1202		U150510002	
.						OPEN	854-1304		U150510001	
.						OPEN	854-1404		U150509004	
.						OPEN	854-0606		U150509003	
.			05/08/2015		37373737373	OPEN	850-0255		U150509001	
Ba, Gaspar		810.02-2a	05/08/2015			OPEN		05/08/2015	U150508011	
Smith, Aaliyan		790.12	05/08/2015		15-00000	DONE	854-0307	05/08/2015	U150508010	
Stack III, Leo		775.087-1a	05/08/2015			DONE	KB123	05/08/2015	U150508006	
COLLINS, CECELIA		810.02-2c2	05/08/2015			DISAPPROVED	KB123	05/08/2015	U150508004	

- Provides a list of reports for the logged-on user that do not have an approved status.
- Provides reference information for each report.
- Contains the system navigation buttons.
- Note that some navigation buttons have been moved

Search Screen

Lee County Florida, Universal Booking System UBSAdmin Logged in as Brooks, Kris (Officer ID: KB123) (Level: SA) Log off

Search

ORI =

Arrest Date equals

Arrest Date equals

Tracking Number =

Booking Number =

Case Number =

Defendant Last Name =

Defendant First Name =

Social Security Number =

OBTS Number =

Statute Number =

Statute Subsection =

Agency Report Number =

Booking Report Status =

Officer ID =

[Back to List](#)

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- Allows entry of user defined search criteria.
- Initiates a search from the local client machine to the 'Universal Booking System'.

Search Results

Defendant Name	Case Numbers	Statute Number	Offense Date	Booking Number	Agency Report Number	Status	Officer ID	Arrest Date	UBS Tracking Number	Removed
Ellis, Christofer	15CF014668	810.02-3a	05/11/2015			APPROVED	KB123	05/11/2015	U150511005	
Ellis, Tim	15CJ004160	810.02-3a	04/20/2013			APPROVED		04/20/2013	U150505015	
ELLIS, MATTHEW	15MM020460	810.08-2a	01/29/2015	794595	15-043946	APPROVED	09083	01/29/2015	U150129086	
ELLIS, MATTHEW	15MM020084	810.08-2a	01/05/2015	792843	15-005182	APPROVED	14-033	01/05/2015	U150105005	
ELLIS, DONALD	14CF019604 14CF019604	893.13-6a 893.13-1a1	09/02/2014	791643	14-357704	APPROVED	03109	12/16/2014	U141216076	
ELLIS, MATTHEW	14MM026690	877.03	12/11/2014	791316	14-503389	APPROVED	12021	12/11/2014	U141211061	
ELLIS, TINA	14MM025211 14MM025211	812.014-2e 810.09-2a	12/02/2014	790588	14-469230	APPROVED	07-160	12/02/2014	U141202031	
ELLIS, MATTHEW	14MM026470	810.09-2b	11/28/2014	790371	14-484646	APPROVED	09083	11/28/2014	U141128057	
ELLIS, MATTHEW	14MM026306	810.09-2b	11/18/2014	789680	14-469847	APPROVED	11-112	11/18/2014	U141118079	
ELLIS, BRANDON	14CF014675	843.15-1a	11/06/2014		14-452666	APPROVED	98086	11/06/2014	U141106066	
ELLIS, BRANDON	WARRANT	901.04	11/05/2014	788858	14-451306	APPROVED	06-084	11/05/2014	U141105096	
ELLIS, BRANDON	WARRANT	901.04	11/05/2014		14-451306	APPROVED	06-084	11/05/2014	U141105094	
ELLIS, MATTHEW	14MM026020	810.09-2a	10/30/2014	788450	14-442255	APPROVED	14-090	10/30/2014	U141030071	
ELLISON, LYNN	14CF018522 14CF018522	893.13-6a 322.34-2a	10/02/2014	786376	14-401950	APPROVED	12-031	10/02/2014	U141002075	
ELLIS, SHARONE	14CJ004687	985.101-1d	09/26/2014	785951	14-393316	APPROVED	01041	09/26/2014	U140926046	
ELLIS,	14MM025387	810.09-2a	09/23/2014	785741	14-389225	APPROVED	12021	09/23/2014	U140923093	

- Displays a list of reports from the booking system based on the user defined criteria.
- To access a report, select the report and an action from the system navigation buttons.
- Search criteria was given for the last name of “Ellis”

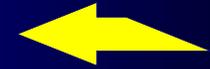
Administrative Data Screen

The screenshot shows a web browser window with the URL <https://ubstraining.cjis20.org/cjis/Administrative/Edit/397376>. The page title is "Lee County Florida, Universal Booking System" and the user is logged in as "Brooks, Kris (Officer Id: KB123) (Level: SA)". The form is titled "Administrative" and includes a "Done" button. The form fields are as follows:

Field	Value
OBTs Number	[Redacted]
Agency Report Number	[Redacted]
UBS Tracking Number	U150512006
Agency ORI Number 1	FL036023G
Agency ORI Number 2	[Redacted]
Booking Number	[Redacted]
Report Type	[Redacted]
Submitting Officer Name	Kris Brooks
Submitting Officer ID	KB123
Submitting Officer Troop	456
Report Entered By Name	Kris Brooks
Report Entered By ID	KB123
Report Entered By Troop	456
Weapon Seized	<input type="checkbox"/>
Weapon Type	[Redacted]
Offense Location of Offense	[Redacted]
Offense Business Name	[Redacted]
Offense House Number	[Redacted]
Offense Direction	[Redacted]
Offense Street Name	[Redacted]
Offense Street Type	[Redacted]
Offense Apt. Number	[Redacted]
Offense City	[Redacted]
Offense State	[Redacted]
Offense ZIP Code	[Redacted]
Offense Date	[Redacted]
Offense Time	[Redacted]
Arrest	<input type="checkbox"/>

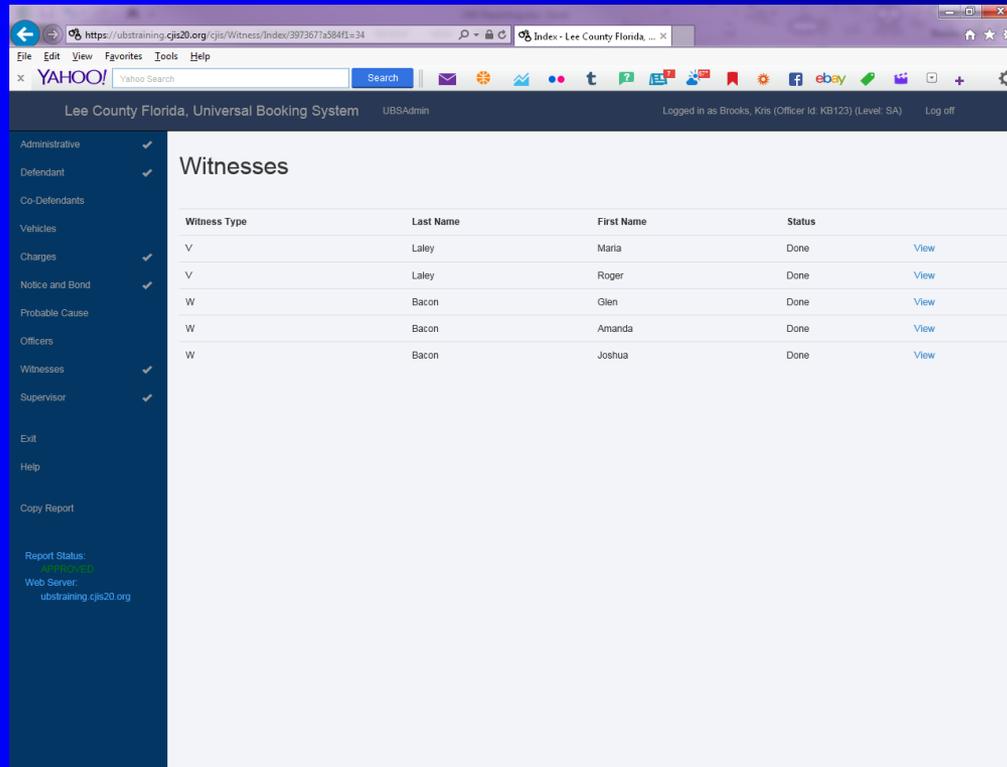
- This is the initial reporting screen for each booking report.
- Some data collected from OMS will be inserted into this form.
- Mandatory fields are in pink

Defendant Screen

A screenshot of a web browser displaying the 'Defendant' screen in the 'Lee County Florida, Universal Booking System'. The browser address bar shows 'https://ubstraining.cjis20.org/cjis/Defendant/Edit/6974791;584f1=b07f'. The page title is 'Edit - Lee County Florida, U...'. The user is logged in as 'Brooks, Kits (Officer Id: KB123) (Level: SA)'. The screen is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'Defendant' and contains a form with various fields for entering defendant information. The form includes sections for 'Personal Information', 'Physical Characteristics', 'Citizenship', and 'Local Address'. The 'Local Address' section is highlighted in yellow. The 'Local Address' section contains the following information: Residence Type: County; House Number: 6751; Apt. Number: ; ZIP Code: 33905; Direction: ; City: Ft Myers; State: FL-Florida; Street Name: Seminole; Street Type: Avenue; Phone Number: . The 'Personal Information' section includes: Last Name: Berger; First Name: Delann; Middle Name: N; Suffix: ; Race: White (includes Hispanic); Gender: Male; Date of Birth: 02/25/1954; Age: 61; Height: 5'07"; Weight: 250; Eye Color: Brown; Hair Color: ; Complexion: Fair; Build: Heavy; Citizenship: Yes-US Citizen; Citizen Of: ; INS Number: ; Place of Birth State/Country: UNITED STATES. The 'Local Address' section is highlighted in yellow. The 'Local Address' section contains the following information: Residence Type: County; House Number: 6751; Apt. Number: ; ZIP Code: 33905; Direction: ; City: Ft Myers; State: FL-Florida; Street Name: Seminole; Street Type: Avenue; Phone Number: .

- A new feature is for automatically searching the defendants! Just type a name and wait and a list will populate
- A defendant search can be performed by a Last Name and/or First Name
- Highlight the defendant and it will automatically insert onto the defendant page

Co-Defendant List



The screenshot shows a web browser window displaying the 'Witnesses' page in the 'Lee County Florida, Universal Booking System'. The page is titled 'Witnesses' and contains a table with the following data:

Witness Type	Last Name	First Name	Status	
V	Laley	Maria	Done	View
V	Laley	Roger	Done	View
W	Bacon	Glen	Done	View
W	Bacon	Amanda	Done	View
W	Bacon	Joshua	Done	View

- Displays a list of co-defendants related to the report.
- Select an existing Co-Defendant or select 'create new Co-Defendant'.

Co-Defendant Selection

Lee County Florida, Universal Booking System UBSAdmin Logged in as Brooks, Kris (Officer Id: KB123) (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

Co-Defendant Data Done

Enable Co-Defendant Search (for fields with *)

Last Name * First Name * Middle Name Suffix

England, Chelsea Rose Gen: F Race: W Age: 18 Hgt: 505 Wgt: 180 DOB: 11/17/1986 SSN: 478113224 Track#: U050718029 ArrDt: 7/15/2005
England, Christopher Luis Gen: M Race: W Age: 17 Hgt: 610 Wgt: 130 DOB: 11/23/1993 SSN: Track#: U111010052 ArrDt: 10/10/2011
England, Clayton James Gen: M Race: W Age: 23 Hgt: 57 Wgt: 135 DOB: 5/2/1990 SSN: Track#: U140420023 ArrDt: 4/20/2014
England, Clayton James Gen: M Race: W Age: 16 Hgt: 507 Wgt: 150 DOB: 5/2/1990 SSN: 642163640 Track#: U070309018 ArrDt: 3/9/2007
England, Daniel Warren Gen: M Race: W Age: 27 Hgt: 609 Wgt: 270 DOB: 1/30/1984 SSN: Track#: U110503009 ArrDt: 5/3/2011
England, Dustin M Gen: M Race: W Age: 24 Hgt: 510 Wgt: 200 DOB: 10/9/1988 SSN: 593767485 Track#: U130326050 ArrDt: 3/26/2013
England, James Gen: M Race: W Age: 32 Hgt: 510 Wgt: 230 DOB: 5/4/1977 SSN: 404086530 Track#: U091230080 ArrDt: 12/30/2009
England, James Andrew Gen: M Race: W Age: 45 Hgt: 510 Wgt: 155 DOB: 9/28/1961 SSN: 253277600 Track#: U061212054 ArrDt: 12/12/2006
England, Jeffrey Gen: M Race: W Age: 29 Hgt: 603 Wgt: 300 DOB: 8/5/1985 SSN: 59282014 Track#: U141021020 ArrDt: 10/21/2014
England, Robert Douglas Gen: M Race: W Age: 49 Hgt: 511 Wgt: 190 DOB: 9/2/1957 SSN: 270468491 Track#: U070627076 ArrDt: 6/27/2007

Done

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- Like the defendant, type a partial name and a drop down list will appear, select the co-defendant and enter
- If you want to enter a new co-defendant, just start typing in the fields

Co-Defendant Edit

Lee County Florida, Universal Booking System UBSAdmin Logged In as Brooks, Kris (Officer Id: KB123) (Level: SA) Log off

Co-Defendant Data Done

Enable Co-Defendant Search (for fields with *)

Last Name * England First Name * Clayton Middle Name James Suffix

Alias

Race White (Includes Hispanic) Sex Male Date of Birth 05/02/1990 Age 25

Juvenile Felony
 Arrested Misdemeanor
 At Large

Done

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

- Edit the text if necessary or
- Press done to complete the co-defendant

Vehicle List Screen

Lee County Florida, Universal Booking System UBSAdmin Logged in as Brooks, Kris (Officer Id: KB123) (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

Vehicles

[Create New](#)

Year	Make	Model	Status	
2008	CHEV	Malibu	Done	View Delete

- Displays a list of vehicles related to the report.
- Select an existing vehicle or select 'Create New Vehicle'.

Vehicle Edit

The screenshot shows a web browser window displaying the 'Vehicle Edit' form in the 'Lee County Florida, Universal Booking System'. The browser address bar shows 'https://ubstraining.cjs20.org/cjs/Vehicle/Edit'. The page title is 'Edit - Lee County Florida, U...'. The user is logged in as 'Brooks, Kite (Officer Id: KB123) (Level: SA)'. The form is titled 'Vehicle' and includes a 'Done' button in the top right corner. The form fields are as follows:

Year	Make	Model
2008	Chevrolet	Malibu

Tag	State
UBSRocks	FL-Florida

Color	VIN
Blue	P868382N2N38N42A2

Location of Vehicle
Alligator Towing

Towed From
41

Removed By
Alligator Towing

Stored At
Alligator Towing

Done

Developed by Global Software © 2015 Version

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

- Once a user selects a make of vehicle, the Model field will only display models for that make of vehicle.

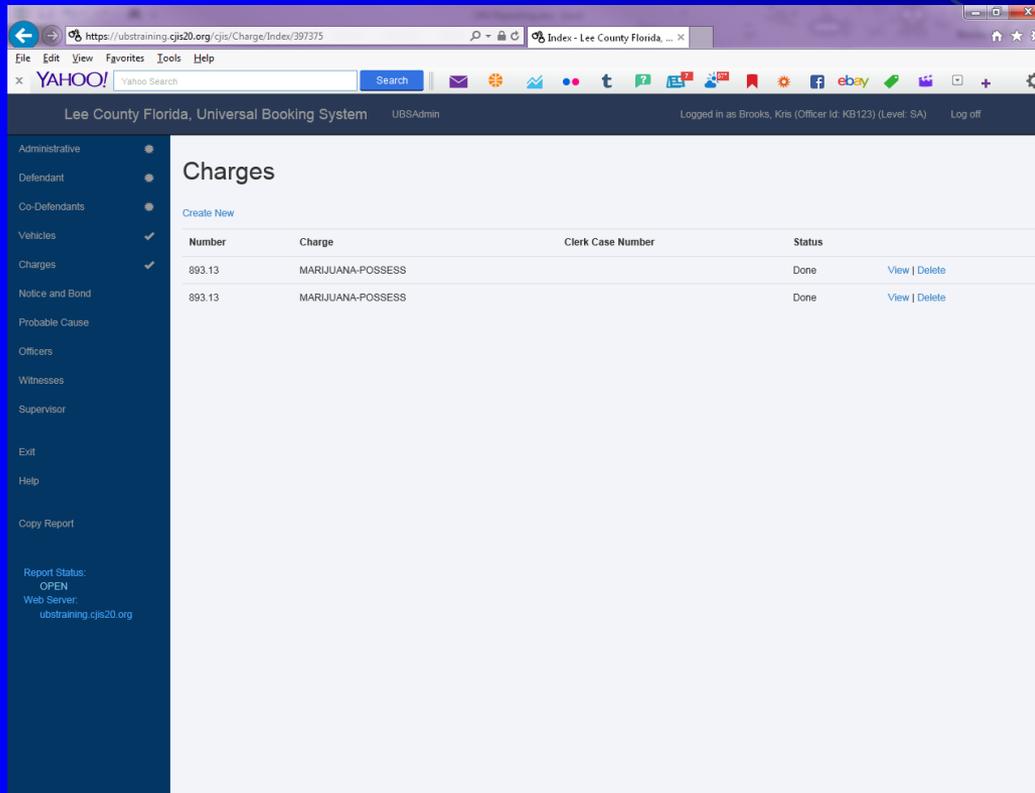
Charge Search Screen

Charge Search by Description

Charge ID	Description	Level
893.13-1a2	MARIJUANA-DISTRIB SCHEDULE I	F
893.13-1a2	MARIJUANA-POSSESS WITH INTENT TO SELL MFG OR DELIVER SCHEDULE I	F
893.13-1a2	MARIJUANA-PRODUCING SCHEDULE I	F
893.13-1a2	MARIJUANA-SELL SCHEDULE I	F
893.13-1c2	MARIJUANA-DISTRIB DELIV WI 1000 FT OF SPECIFIED AREA SCHED I	F
893.13-1c2	MARIJUANA-POSSESS WIT SELL ETC WI 1K FT SPECIFIED AREA SCH I	F
893.13-1c2	MARIJUANA-PRODUCING MFG WI 1000 FT OF SPECIFIED AREA SCHED I	F
893.13-1c2	MARIJUANA-SELL WI 1000 FT OF SPECIFIED AREA SCHED I	F
893.13-1d2	MARIJUANA-DISTRIB DELIV WI 1000FT COLLEGE SCHED I	F
893.13-1d2	MARIJUANA-POSSESS WIT SELL ETC WI 1000FT COLLEGE SCHD I	F
893.13-1d2	MARIJUANA-PRODUCING MFG WI 1000FT COLLEGE SCHED I	F
893.13-1d2	MARIJUANA-SELL WI 1000FT COLLEGE SCHED I	F
893.13-1e2	MARIJUANA-DISTRIB DEL WI 1000FT WORSHIP-BUSN SCH I	F
893.13-1e2	MARIJUANA-POSSESS WIT SELL MFG DEL WI 1000 FT WORSHIP/BUSN SCH 1	F
893.13-1e2	MARIJUANA-PRODUCING MFG WI 1000FT WORSHIP-BUSN SCH I	F
893.13-1e2	MARIJUANA-SELL WI 1000FT WORSHIP-BUSN SCH I	F
893.13-1f2	MARIJUANA-DISTRIB DEL WI 1000FT PUBLIC HOUSING SCH I	F
893.13-1f2	MARIJUANA-POSSESS WIT SELL MFG DEL WI 1000 FT PUB HOUSING SCH I	F
893.13-1f2	MARIJUANA-PRODUCING MFG WI 1000FT PUBLIC HOUSING SCH I	F
893.13-1f2	MARIJUANA-SELL WI 1000FT PUBLIC HOUSING SCH I	F
893.13-2a2	MARIJUANA PURCHASE SCHEDULE I	F
893.13-2a2	MARIJUANA-POSSESS WITH INTENT TO PURCHASE SCHEDULE I	F
893.13-3	MARIJUANA-DISTRIB DELIVER NO MORE THAN 20 GRAMS	M
893.13-4b	MARIJUANA USE UNDER 18 YO A TO AVOID DETECTION SCHEDULE I	F
893.13-4b	MARIJUANA USE UNDER 18 YO A TO SELL OR DELIVER SCHEDULE I	F
893.13-4b	MARIJUANA-DISTRIB DELIVER TO UNDER 18 YO A SCHEDULE I	F
893.13-5b	MARIJUANA-SMUGGL BRING SCHEDULE I INTO STATE	F
893.13-6a	MARIJUANA-POSSESS POSSESS MARIJUANA OVER 20 GRAMS	F
893.13-6b	MARIJUANA-POSSESS NOT MORE THAN 20 GRAMS	M
893.13-7a4	MARIJUANA-DISTRIB SCHEDULE I OR II 1ST VIOL	M
893.13-7a4	MARIJUANA-DISTRIB SCHEDULE I OR II SUBSQ VIOL	F
893.135-1a	MARIJUANA-TRAFFIC EXCESS OF 25 LBS OR 300 PLANTS OR MORE	F
893.135-5	MARIJUANA-TRAFFIC CONSPIRE COMBINE OR CONFEDERATES W ANOTHER TO F	F

- Click your selection to populate the charges tab
- Notice on the right hand side that it will display the charge level M=misdemeanor F=felony

Charge List



The screenshot shows a web browser window displaying the 'Charges' page of the Lee County Florida Universal Booking System. The page title is 'Charges' and it includes a 'Create New' link. A table lists two charges, both with the number 893.13 and the charge description 'MARIJUANA-POSSESS'. The status for both is 'Done', and each row has 'View | Delete' links. The left sidebar contains a navigation menu with options like Administrative, Defendant, Co-Defendants, Vehicles, Charges, Notice and Bond, Probable Cause, Officers, Witnesses, Supervisor, Exit, Help, and Copy Report. The bottom of the sidebar shows 'Report Status: OPEN' and 'Web Server: ubstraining.cjis20.org'.

Number	Charge	Clerk Case Number	Status
893.13	MARIJUANA-POSSESS		Done View Delete
893.13	MARIJUANA-POSSESS		Done View Delete

- Displays a list of charges related to the report.
- Select an existing Charge or select 'Create New Charge'.

Charge Screen

Lee County Florida, Universal Booking System UBSAdmin Logged in as Brooks, Kris (Officer ID: KB123) (Level: SA) Log off

Charge

Charge Search by Description

Charge

MARIJUANA-POSSESS

Primary Charge

Community Control Amended

Probation

Violation

Number Subsection

893.13 6b

Charge Description

NOT MORE THAN 20 GRAMS

Violation of Section

County/State

Level

M

Warrantless Arrest

Clerk Case Number

YY XX 999999 X

year case type case number def letter

UCR Code

Counts

Florida Statute

Counts

1

Ordinance

Narcotics

Act

Possess

Type

Marijuana

Amount

.5

Unit

Gram

State Attorney Number

Court Number

Probable Cause

Number

Date Issued

- The results of charging Marijuana not more than 20
- You can also add the narcotics information.

Charges Tab (Capias)

The screenshot displays the 'Charges' tab in the Lee County Florida Universal Booking System. The interface is divided into a sidebar on the left and a main form area. The sidebar contains navigation links such as 'Administrative', 'Defendant', 'Co-Defendants', 'Vehicles', 'Charges', 'Notice and Bond', 'Probable Cause', 'Officers', 'Witnesses', 'Supervisor', 'Exit', 'Help', and 'Copy Report'. The main form area is titled 'Charge' and includes the following sections:

- Charge Section:** Radio buttons for 'Florida Statute' (selected) and 'Ordinance'. A 'Counts' field shows '1'.
- Narcotics Section:** 'Act' dropdown menu set to 'N/A', 'Type' dropdown menu, 'Amount' and 'Unit' input fields.
- State Attorney Number:** Input field.
- Probable Cause Section:** Checkboxes for 'Probable Cause', 'Citation', 'Capias' (checked), and 'Bench Warrant'. A yellow arrow points to the 'Capias' checkbox.
- Writ of Attachment Section:** Checkboxes for 'Writ of Attachment', 'Domestic Violence', 'Domestic Violence Injury', and 'Order of Arrest'.
- GOC Section:** 'GOC' dropdown menu set to 'Not Applicable'.
- Bond Type:** Dropdown menu.
- Clerk Case Number:** Input field with a 'Done' button.
- UCR Code:** Input field.
- Court Number:** Input field.
- Date Issued:** Input field.
- Parole Probation Warrant:** Checkbox.
- Juvenile Pickup:** Checkbox.
- Writ Number:** Input field.
- Existing Case Number:** Input field.
- CJIS Classification:** Input field.
- Re-Arrest Reason:** Input field.
- Bond Amount:** Input field.
- Bond Number:** Input field.
- Done:** Button.

The top navigation bar shows the user is logged in as 'Brooks, Kris (Officer Id: KB123) (Level: SA)' and provides a 'Log off' option. The footer indicates the system was developed by Global Software in 2015.

- If the Capias check box is checked, a case number will not be assigned, please enter the Clerk Case number in the Clerk Case Number field.

Notice and Bond

The screenshot shows a web browser window displaying the 'Notice and Bond' form in the Universal Booking System. The browser address bar shows the URL: <https://ubstraining.cjis20.org/cjis/NoticeBond/Edit/0?as84f1=b07f>. The page title is 'Lee County Florida, Universal Booking System'. The user is logged in as 'Brooks, Kris (Officer Id: KB123) (Level: SA)'. The form is titled 'Notice and Bond' and includes a 'Done' button in the top right corner. The form contains several sections: 'Mandatory Appearance in Court' with a checked checkbox and a note; 'Location' with an 'Address' dropdown menu set to 'Lee County Justice Center, Courtroom 1-A, 1700 Monroe Street, Fort Myers, FL 33901'; 'Next Court Date' and 'Time' input fields; 'Adults Only' section with a checked checkbox for 'Hold For First Appearance' and a 'Reason' dropdown menu set to 'Probation Violation'; 'Bond' section with input fields for 'Date', 'Returnable Court Date', 'Time', 'Release Date', and 'Time'; and 'Releasing Officer' section with input fields for 'Last Name', 'First Name', and 'Middle Name'. A 'Done' button is also located at the bottom right of the form. The footer of the page reads 'Developed by Global Software © 2015 Version'.

- The Notice and Bond will be auto-populated based on New charges (I.e. new booking).
- The Notice and Bond will not be auto-populated for fail to appears or violations of probation.

Narrative

Lee County Florida, Universal Booking System UBSAdmin

Logged in as Brooks, Kris (Officer ID: KB123) (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

Probable Cause

Done

Probable Cause

This is a test booking to show how you can type the narrative. You can copy and paste from a word document or a text file if you want.
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This is a test booking to show how you can type the narrative. You can copy and paste from a word document or a text file if you want.

Person Authorized to Administer Oath

Last Name	First Name	Middle Name
Bronson	George	Alfred
Sworn to Date	Title	
05/12/2015	Sergeant	

Done

Developed by Global Software © 2015 Version

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

Officer List Screen

The screenshot shows a web browser window displaying the 'Officer' screen in the Universal Booking System. The browser address bar shows 'https://ubstraining.cjis20.org/cjis/Officer/Edit'. The page title is 'Lee County Florida, Universal Booking System'. The user is logged in as 'Brooks, Kris (Officer Id: KB123) (Level: SA)'. The page features a dark blue sidebar with navigation options: Administrative, Defendant, Co-Defendants, Vehicles, Charges, Notice and Bond, Probable Cause, Officers, Witnesses, Supervisor, Exit, Help, and Copy Report. The main content area is titled 'Officer' and contains a form with the following fields: Last Name (with a dropdown menu), First Name, Middle Name, Reporting Date, and Troop Number. The form is populated with the following data: Last Name: Ackerman, Paul B; First Name: Ackerman, Paul Brian; Middle Name: Id:pauser; Reporting Date: Id:PAckerman; Troop Number: Troop: (empty). A 'Done' button is located at the top right of the form. At the bottom of the page, it says 'Developed by Global Software © 2015 Version 1.0'. The report status is 'OPEN' and the web server is 'ubstraining.cjis20.org'.

- Provides a list of officers associated with a booking report.
- Press Create New and starting typing a name, the display works like the defendant and co-defendant screens

Officer Edit Screen

Lee County Florida, Universal Booking System UBSAdmin Logged in as Brooks, Kris (Officer Id: KB123) (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

Officer

Done

Last Name	First Name	Middle Name
Ackerman	Paul	B
ID Number / Badge Number	Troop Number	Reporting Date
pauser		

Done

Developed by Global Software © 2015 Version 1.0

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

Witness List

The screenshot shows a web browser window displaying the 'Witnesses' page in the Lee County Florida Universal Booking System. The page title is 'Witnesses' and it includes a 'Create New' link. A table lists the following witness:

Witness Type	Last Name	First Name	Status	
W	Dog	Day	Done	View Delete

The left sidebar contains a navigation menu with the following items: Administrative, Defendant, Co-Defendants, Vehicles, Charges, Notice and Bond, Probable Cause, Officers, Witnesses (checked), Supervisor, Exit, Help, Copy Report, Report Status: OPEN, and Web Server: ubstraining.cjis20.org.

- Displays a list of witnesses related to the report.
- Select an existing witness or select 'Create New Witness'.

Witness Entry/edit Screen

Lee County Florida, Universal Booking System UBSAdmin
Logged in as Brooks, Kris (Officer Id: KB123) (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

Witness

Witness Type: Witness

Last Name: Dog First Name: Day Middle Name: Suffix:

Race: White (includes Hispanic) Gender: Male Date Of Birth: 08/15/1942

Home Address

Address Source: Verbal

House Number: 1 Direction: Street Name: Sundance Street Type: Road

Apt. Number: City: Fort Myers State: FL-Florida

ZIP Code: 33901 Phone Number: (239)589-8982 Mobile Phone: (298)389-8982

Business Address

Same as Home Address: Business Name:

House Number: Direction: Street Name: Street Type: Road

Apt. Number: City: State: FL-Florida

ZIP Code: Phone Number: Ext.:

Synopsis of Testimony (This field is limited to 100 characters.)
He stole from me

- 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 Brooks, Kris (Officer Id: KB123) (Level: SA) Log off

Supervisor

Done Approved Rejected

Approved Date

Comments

Officer Reviewing

Last Name First Name ID Number

Routed To

Last Name First Name

Referred To

Last Name First Name

Assigned To

Last Name First Name

Assigned By

Last Name First Name

Transferred Date

Developed by Global Software © 2015 Version 1.0

- Supervisors can approve or reject a report.
- The 'Add New Comment' field will not be seen unless all categories are marked 'done'.
- There is also a date of approval on this screen

Supervisor Screen with Comments

The screenshot displays the 'Supervisor' screen in the Universal Booking System. The interface includes a sidebar with navigation options such as Administrative, Defendant, Co-Defendants, Vehicles, Charges, Notice and Bond, Probable Cause, Officers, Witnesses, Supervisor, Exit, Help, and Copy Report. The main content area is titled 'Supervisor' and features a 'Comments' section. This section contains a 'Report Section' dropdown menu set to 'Administrative', a 'Comment' text area with the placeholder text 'to test the comment section', and an 'Add new Comment' button. Below the comments section are several sections for tracking the report's progress: 'Officer Reviewing' (with fields for Last Name, First Name, and ID Number), 'Routed To' (with fields for Last Name and First Name), 'Referred To' (with fields for Last Name and First Name), 'Assigned To' (with fields for Last Name and First Name), and 'Assigned By' (with fields for Last Name and First Name). A 'Transferred Date' field is located at the bottom of the page.

- To add another comment select the 'Add New Comment' Option again.

Printing a booking report

The screenshot shows a web browser window displaying a booking report form. At the top of the browser, a print bar is visible with a yellow arrow pointing to the print icon. Below the browser, the form is titled "ARREST / NOTICE TO APPEAR" and contains various fields for administrative, defendant, and charge information. A yellow arrow points to the "Print file (Ctrl+P)" button in the browser's print bar.

ADMINISTRATIVE	
OBTS NUMBER	
AGENCY ORI NUMBER	FL 036023G
CASE NUMBER	15MM020636
AGENCY REPORT NUMBER	
AGENCY ARREST NUMBER	
CHARGE TYPE	1. FELONY <input type="checkbox"/> 2. TRAFFIC FELONY <input type="checkbox"/> 3. MISD <input type="checkbox"/> 4. TRAFFIC MISD <input type="checkbox"/> 5. ORDINANCE <input type="checkbox"/> 6. OTHER <input checked="" type="checkbox"/>
WEAPON SEIZED / TYPE	1. Yes <input type="checkbox"/> 2. No <input checked="" type="checkbox"/>
DATE OF OFFENSE	5/12/2015
LOCATION OF ARREST (include Name of Business)	LOCATION OF OFFENSE (Business Name, Address)
DATE OF ARREST	5/12/2015
TIME OF ARREST	1046
BOOKING TIME	
JAIL BOOK DATE	
JAIL BOOK TIME	
FINGERPRINTED	<input type="checkbox"/> Identification Only <input type="checkbox"/> APS <input type="checkbox"/> BY:
JAIL NUMBER	COUNTY ID NUMBER
OTHER LOCAL NUMBER	FDLE NUMBER
DOC NUMBER	FBI NUMBER
NAME (Last, First, Middle) ALIAS	
Berger, Cindy L	
RACE	SEX
W	F
DATE OF BIRTH OR AGE	HEIGHT
9/1/1959	5'02"
WEIGHT	EYE COLOR
150	BRO
HAIR COLOR	COMPLEXION
BRO	MED
BUILD	MED
SCARS, MARKS, TATTOOS, UNIQUE PERSONAL FEATURES (Location, Type, Description)	
INDICATION OF: Alcohol Influence <input type="checkbox"/> Drug Influence <input type="checkbox"/>	RESIDENCE TYPE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
LOCAL ADDRESS (Street, Apt. Number)	PHONE
719 W El Dorado Pkwy Cape Coral, FL 33914	(239)549-0261
PERMANENT ADDRESS (Street, Apt. Number)	PHONE
719 W El Dorado Pkwy Cape Coral, FL 33914	(239)549-0261
BUSINESS ADDRESS (Name, Apt. Number)	PHONE
DRIVER'S LICENSE STATE / NUMBER	SOCIAL SECURITY NUMBER
FL B626112598210	020-52-8196
INS NUMBER	PLACE OF BIRTH
	Springfield, MA, US
CITIZENSHIP	Y
CO-DEFENDANT NAME (Last, First, Middle)	
England, Clayton James	
RACE	SEX
W	M
DATE OF BIRTH OR AGE	<input type="checkbox"/> 1. Arrested <input type="checkbox"/> 3. Felony <input type="checkbox"/> 4. Misdemeanor <input type="checkbox"/> 5. Juvenile
5/2/1990	<input type="checkbox"/> 2. At Large <input type="checkbox"/>
CO-DEFENDANT NAME (Last, First, Middle)	
RACE	SEX
DATE OF BIRTH OR AGE	<input type="checkbox"/> 1. Arrested <input type="checkbox"/> 3. Felony <input type="checkbox"/> 4. Misdemeanor <input type="checkbox"/> 5. Juvenile
	<input type="checkbox"/> 2. At Large <input type="checkbox"/>
CODE	ACTIVITY
N / N / A	S. Sell
P. Possess	R. Smuggle
	K. Dispose / Distribute
	M. Manufacture / Produce / Cultivate
	Z. Other
	TYPE
	N / N / A
	A. Amphetamine
	B. Barbiturate
	C. Cocaine
	E. Heroin
	H. Hallucinogen
	M. Marijuana
	O. Opioid / Oxy
	P. Paraphernalia / Equipment
	S. Synthetic
	U. Unknown
	Z. Other
CHARGE DESCRIPTION	COUNTS
MARIJUANA-POSSESS - NOT MORE THAN 20 GRAMS - 15MM020636	1
STATUTE VIOLATION NUMBER	BOND \$
893.13(6b)	1500.00

- I moved the print bar to the top of the page.
- Press the printer to print

Copy Report

- This feature was created to copy an existing booking report with the exception of the Defendant Tab (primarily used for Co-defendants)
- These feature can also be used to copy an existing booking when a change needs to be made.

Summary

- We have covered the basic elements and navigation of the UBS browser interface.
- Hardcopy versions of this training session will be available.