

128488

VOL. I

D.A.'s ASSISTANT™

version 1.0

**a microcomputer-based
prosecutor's management
support system**

Volume one

Executive Summary

Functional Specifications

128488

**U.S. Department of Justice
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this ~~copyrighted~~ material has been granted by

Public Domain/OJP/BJA

U.S. Department of Justice

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the ~~copyright~~ owner.

D.A.'s ASSISTANT™

Executive Summary

version 1.0

**a microcomputer-based
prosecutor's management
support system**



rev. 05/26/88

Copyright © 1988 by SEARCH Group, Inc., the National Consortium for Justice Information and Statistics, 925 Secret River Drive, Suite H, Sacramento, California 95831, (916) 392-2550.

* * *

D.A.'s ASSISTANT is a trademark of SEARCH Group, Inc. IBM, AT and XT are trademarks of International Business Machines, Inc. DataFlex is a trademark of Data Access Corporation. 3Com and 3+ are trademarks of 3Com Corporation. Novell, Netware and Advanced Netware are trademarks of Novell, Inc. Wordstar 2000 is a trademark of Micropro International Corporation.

* * *

To supply agencies with program updates and provide assistance to agencies using the D.A.'s ASSISTANT, all disks have been serialized, the product name trademarked and a copyright obtained for the product. SEARCH Group, Inc. requests that agencies not reproduce, distribute or copy this product except for in-house use.

* * *

D.A.'s ASSISTANT was prepared under Grant No. 86-SA-CX-K009 from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions expressed in this document are those of SEARCH Group, Inc. and do not necessarily represent the official position or policies of the U.S. Department of Justice.

DOCUMENT LIST

The *Executive Summary* is one of a series of six documents describing the D.A.'s ASSISTANT. The following is a list of all the documents and a short description of each one.

- *Executive Summary*: Provides a brief overview of the D.A.'s ASSISTANT, describing the basic objectives, features and functions of the system. The hardware, software and disk space required to run the program are also described.
- *Functional Specifications*: Describes the system as it will look to the operator. The specifications provide a walk-through of the system complete with screen layouts, report formats and a data element dictionary. The environment in which the system operates, including equipment and support software, is also described.
- *User's Manual*: Explains the procedures the operator must follow to enter and retrieve information. A step-by-step description of each function is provided. This manual also includes a list of all D.A.'s ASSISTANT messages, a brief explanation of each one and a list of data element definitions.
- *Administrator's Manual*: Describes how the system administrator will install, maintain and back up the system. These activities include monitoring password security, adding users, maintaining code tables and archiving cases.
- *Technical Specifications*: Provides a technical description of the system, including file layouts, program tree diagrams and program descriptions.
- *Test Plan*: Provides a plan to test the D.A.'s ASSISTANT if it is customized after installation. The plan contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

TABLE OF CONTENTS

1	Introduction	1
2	Features of the D.A.'s ASSISTANT	3
	Single or Multiuser	3
	Menu-driven	3
	On-line Help Tables	3
	Data Reliability through Edit-checking	4
	Security with Passwords	4
	Audit Trail of System Activity	4
	Unlimited Aliases	4
	System Customization	4
	Preprogrammed Management Reports	4
	Ad Hoc Reports	5
3	Functions of the D.A.'s ASSISTANT	6
	Open and Screen Cases	6
	Update Case Information	6
	Display Case Information	6
	Perform Name Searches	6
	Generate Documents and Reports	7
	Maintain the System	7
4	Hardware and Software Requirements	8
5	Disk Space Requirements	9
6	Conclusion	11

INTRODUCTION

Introduction

The purpose of this Executive Summary is to provide a brief overview of the D.A.'s ASSISTANT, an automated prosecutor's management support system developed by SEARCH Group, Inc., with funding from the Bureau of Justice Assistance, U.S. Department of Justice. This summary describes the basic objectives, features and functions of the D.A.'s ASSISTANT, demonstrating the program as a solution to the case management needs of small- and medium-sized district attorney offices. The hardware, software and disk space required to run the D.A.'s ASSISTANT are also described.

Prosecutors are faced with increasing demands for collecting, maintaining and documenting vital information on a growing number of cases and defendants whose status may change several times a day. This constantly changing information requires that prosecutorial personnel ensure that data about defendants, charges, victims, witnesses, court schedules and sentence/restitution conditions are maintained accurately and are easily retrievable.

Prosecutors not only must maintain accurate data as a case proceeds through the adjudication process, but also must generate documents and respond to local, state and federal statistical reporting requirements. Additionally, local or state legislation often requires prosecutors to collect new kinds of information to enable the operation of determinate sentencing, victim and witness assistance programs, and dispositional reporting.

The D.A.'s ASSISTANT is a tool for prosecutors to improve their internal case management and information management methods. It maintains information on cases, including defendants, charges, bonds/bail, sentences, court events, and related persons, such as victims, witnesses and attorneys. The system automates the data collection and maintenance of case management activities from the point of first report to the prosecutor through disposition and sentence expiration. Verification of certain data elements is used to ensure a high degree of accuracy before the data are stored to a central location. Once stored, this information is available to all authorized personnel for review or editing.

Information for documents, such as arrest warrants, charging instruments, subpoenas and victims' rights letters, can be generated as needed. Agency staff can then merge this information with document forms in a word processor to produce documents that include local statutory language, such as government and penal code sections.

Local, state, federal and internal reporting requirements can be satisfied in two ways with the D.A.'s ASSISTANT. A standard set of frequently used reports has been preprogrammed and is available upon demand. The reports include

lists of cases ordered by court event, by date, by speedy trial date requirements, and all pending cases by case type. An ad hoc reporting capability is also provided to allow an administrator to create an unlimited number of additional reports to respond to new reporting requests as they arise.

The D.A.'s ASSISTANT is designed to operate on IBM and compatible micro-computers, either stand-alone or on a variety of microcomputer networks. The program was developed under the DataFlex applications development database. It is designed for use by small- and medium-sized prosecutorial offices and operated by non-data processing staff.

Agencies wishing to implement the D.A.'s ASSISTANT must purchase the DataFlex applications development database to operate the program. System documentation includes this *Executive Summary*, *Functional and Technical Specifications*, a *User's Manual*, an *Administrator's Manual* and a *Test Plan*. Agencies receiving the D.A.'s ASSISTANT may customize the system themselves or may contract with SEARCH Group, Inc. or another consultant to tailor the existing package to their individual information needs and agency operations.

FEATURES OF THE D.A.'s ASSISTANT

Single or Multiuser

Menu-driven

On-line Help Tables

Data Reliability through Edit-checking

Security with Passwords

Audit Trail of System Activity

Unlimited Aliases

System Customization

Preprogrammed Management Reports

Ad Hoc Reports

Features of the D.A.'s ASSISTANT

Single or Multiuser

The D.A.'s ASSISTANT operates on a single or multiuser system. A single-user system involves only one microcomputer to collect and manage case information. A multiuser system has multiple microcomputers or workstations networked together, which allows sharing data that are stored in a central location. When operating on a multiuser system, the D.A.'s ASSISTANT allows more than one operator to access and perform the same functions simultaneously.

Networking gives the agency the option of linking its microcomputers into an integrated network or using them as stand-alone microcomputers. In this way, an operator on a network can share data with others or can download data from the central file server, disconnect from the network, and then manipulate that data without changing the data in the central file server. When a microcomputer on the network is used as a stand-alone computer, the operator can run other software, such as a spreadsheet or word processing package, without disturbing the activities of other users.

Menu-driven

An operator may select system functions from menus. By employing menus, the system informs the operator of all the functions that can be performed at any specific time; the operator does not have to memorize commands or guess at possibilities. Because knowledge of operating system commands or program names is not required, a menu-driven system allows even the most inexperienced operator to exploit all of the capabilities of the system.

On-line Help Tables

Many data elements in the D.A.'s ASSISTANT are coded. When the operator enters a code for case status, for example, the system checks the code entered against a master code table. If the code entered is not present in the table, the system displays an error message and the operator is directed to correct the error by entering a valid code before continuing.

To assist the operator in entering valid codes, on-line help tables have been created. When the operator presses the <HELP> key, the code table for the data element the operator is working with is displayed on the screen. On-line help tables give the operator immediate access to information required in data entry and updating.

Data Reliability through Edit-checking

Data is edit-checked before it is stored. Data edits include dates, numeric, and mandatory and coded information. Edit-checking eliminates most clerical errors and greatly improves the accuracy of the data.

Security with Passwords

Each operator has a password and an authorization table that lists which functions or modules the operator may access. When the operator logs on to the system, a password must be supplied. If the password is valid, the Main Menu is displayed. The operator may select from the menu only those functions for which that operator has been authorized to access.

Audit Trail of System Activity

Each time an operator logs on to the system or performs a transaction on the database, an entry is made to the audit trail. This log of transactions can be printed by the system administrator. Each log entry lists the operator's initials, the type of action taken, the date and time the transaction was executed, and the case number.

Unlimited Aliases

The operator can record an unlimited number of aliases for any person related to a case. Information on a person is stored only once in the database regardless of the number of aliases a person has, thus minimizing the amount of space required to store information about any one person. When a name search is performed, the system checks all names in the database, including alias names, to retrieve all possible matches.

System Customization

Many data elements in the D.A.'s ASSISTANT are coded. A prosecutorial office can customize the system by defining its own values for coded data elements. This allows each office to tailor the system to reflect its particular operating environment.

Preprogrammed Management Reports

Preprogrammed management reports are selected from a report menu. They include lists of all pending felonies, misdemeanors and infractions, all pending cases per attorney, and all cases set for specific court events and dates. Also included are reports listing cases by screening date or defendant, case disposition, case history and case aging reports.

Ad Hoc Reports

The report generator utility provided by the DataFlex applications development database offers the user the ability to create custom reports and queries. The operator can search on any field in a file, impose conditions or ranges on the data fields, and dictate the format for displaying or printing the report.

FUNCTIONS OF THE D.A.'s ASSISTANT

Open and Screen Cases

Update Case Information

Display Case Information

Perform Name Searches

Generate Documents and Reports

Maintain the System

Functions of the D.A.'s ASSISTANT

Open and Screen Cases

When a new criminal incident is reported to the prosecutor, a new case may be opened even if only partial information is available. This partial case information includes referral date, originating agency, incident number, location, case type, level and status. The operator can also record information on the primary defendant, including name, offense and arrest dates, custody status, attorney and charge. If information about the next court event is known, it can also be recorded.

Before additional case information is entered, the prosecutor screens the case and decides to prosecute or discharge. The system generates a report for each case discharged at this point in the judicial process. If a decision is made to prosecute the case, additional information about the case can be added to the partial information already recorded.

Update Case Information

When additional information becomes available on any aspect of a case to be prosecuted, it can be added to the existing case data. After retrieving the case data by the case number or case title, the operator can add, change or delete defendants, charges, sentences, persons related to the case, court events and actions taken in the case.

Display Case Information

The Display Case option allows quick access to case data without the capability of data editing. Display Case is accessed through the Display Case or Name Search options. When a case is selected for review, a summary of case-related data is displayed on the screen. Criminal case information is displayed, indicating case number, case type, case status, referral date, defendant name, prosecuting and defense attorneys, DOB, custody status, bond and agent, first charge, and plea offered or entered. The next court event and total number of defendants and persons related to the case are also shown in the summary. More detailed information about the case can be displayed if the desired information did not appear in the summary.

Perform Name Searches

Any individual present in the database can be found by using the Name Search option. A person's partial name, full name or Social Security number can be used to search the database. The Name Search displays information identifying the person, the person's aliases, the numbers of the cases the person is

associated with and the person's relationship to each case (e.g., victim, witness, defendant). Once the individual being sought is located, case-related data is retrievable by selecting a case from those associated with that person.

Generate Documents and Reports

Staff can generate reports on demand through the D.A.'s ASSISTANT by selecting a preprogrammed report from a menu or by creating an ad hoc report with the DataFlex Report Generator. Ad hoc report queries can be saved as a standard report for future use.

Information for documents issued from the prosecutor's office — such as complaints, warrants, subpoenas and victims' rights letters — can be generated and then merged with forms in a word processor, thus enabling the office to produce documents that include local statutory language.

Reports available in the D.A.'s ASSISTANT include a screening report, a list of cases scheduled for court, lists of the pending cases for each attorney, and case aging, case history, defendant and disposition reports.

Maintain the System

The D.A.'s ASSISTANT includes a Utilities option for maintaining, defining and reviewing operators, files, code tables and audit trails, and creating archives of closed and outdated cases. The utilities allow the system administrator to add users to and delete users from the system, change a user's password, and select the options to which a particular user will have authorized access. Access to the utilities is restricted by a password.

The utilities also allow the administrator to define the code tables for any coded data elements, such as case type, case status and sentence type. Each agency may create as many codes for each data element as desired. The code tables define the codes the operator can enter for a particular field.

Another utility option allows the audit trail to be reviewed, printed and purged. This allows the administrator to keep an activity log of the system and allows the office to reconstruct cases in the event of system failure.

The utilities allow the office to archive information on closed and out-of-date cases into files on a hard disk drive, floppy disks or tape. Archiving cases allows the office to remove most of the information for a case, freeing that space for information on new cases. Information from the case header is maintained on the system when the case is archived, so references to that case can still be made. The utilities also allow restoration of archived information to the system.

HARDWARE AND SOFTWARE REQUIREMENTS

Hardware and Software Requirements

The D.A.'s ASSISTANT is a microcomputer-based prosecutor's management support system that runs on IBM and compatible microcomputers. The D.A.'s ASSISTANT system was designed using version 2.2 of the DataFlex applications development database. The program was designed to run in 640KB of RAM on each microcomputer. If you have a single-user system, you must purchase a single-user version of DataFlex. If you have a multiuser system, you must obtain the multiuser version.

If you install D.A.'s ASSISTANT on a multiuser system, the individual microcomputers will be linked together by network software. Data Access Corporation reports DataFlex will operate on a variety of operating systems and networks. Prospective users should verify specific hardware and operating system functions with Data Access Corporation directly. SEARCH Group, Inc. has tested the D.A.'s ASSISTANT only on IBM and Compaq PC/ATs running Novell Advanced Netware 2.0 and 3Com 3+ version 1.1 system under IBM DOS 3.1 or greater.

The following is a list of operating systems and machines on which Data Access Corporation reports DataFlex will operate. SEARCH Group does not guarantee that any of its products will operate on any system other than those on which they were developed.

On single-user, 16-bit machines:

- IBM PC-DOS 2.x, 3.x
- MS-DOS 2.x, 3.x
- CP/M-86

On multiuser, 16-bit machines:

- IBM Token Ring
- IBM PC Network
- XENIX Ver 3. and 5.
- AT&T 6300+ w/UNIX System V
- L/FT Cubix w/UNIX System V
- Concurrent DOS
- Novell Netware
- Advanced Netware
- All DOS 3.1 compatible LANs
- TurboDos 86
- Corvus OC NOS
- Televideo Infoshare
- PC Net
- Northstar Dimension

- Alloy Computer RTNX
- Alloy Computer NTNX
- Software Link MultiLink
Ver 4.02 (Adv)
- Fox 10 Net
- Wang Lio Ver 2.05.20
- Tandy Vianet Ver 2.05.20

UNIX and VMS Systems:

- VAX/VMS Ver. 4.4 and up
- AT&T 3B Series
- NCR Tower 16
- NCR Tower 32
- Sperry 5000/50
- Stride 440
- Plexus Computer
- British Telecom Fulcrum
- Convergent Technologies
Mightyframe

DISK SPACE REQUIREMENTS

Disk Space Requirements

To assist agencies in determining the disk space required to run the D.A.'s ASSISTANT, the following estimates have been made for four sizes of case storage: 500, 1,000, 5,000 and 10,000 cases. Based upon these figures, an agency should be able to estimate the amount of disk storage the D.A.'s ASSISTANT will require for whatever period an agency wishes to maintain case histories in the system.

For example, if an agency has an annual caseload of 500 cases (see Figure 1) and it wants to retain four years of case histories on the system, the disk space required is:

$$(1st\ year)+(2nd\ year)+(3rd\ year)+(4th\ year)+(programs) = \text{minimum total} \\ 2.5\ MB + 2.5\ MB + 2.5\ MB + 2.5\ MB + 2.5\ MB = 12.5\ \text{megabytes}$$

<u>Static file sizes</u>	<u>Disk space</u>
DataFlex Program files	1.2 megabytes
D.A.'s ASSISTANT programs	1.3 megabytes
Total needed for programs	2.5 megabytes

<u>Number of stored cases</u>	<u>Disk space</u>
500	2.5 megabytes
1,000	4.5 megabytes
5,000	19.0 megabytes
10,000	37.0 megabytes

Figure 1: Disk Storage Estimates

These storage estimates (Figure 1) are for the D.A.'s ASSISTANT minimum requirements for data file storage only and *do not* include storage necessary for additional applications. Be sure to add to the total the required space for both DataFlex and the D.A.'s ASSISTANT program files in addition to the case storage estimates.

The storage estimates in Figure 1 are based upon the following assumptions about a "typical" case (Figure 2). They were compiled by the SEARCH Task Force on Prosecutor Technical Assistance and Training Needs using statistics of average caseloads and activities.

<u>Case data items</u>	<u>Averages</u>
Number of defendants per case	1.2
Number of charges per defendant	2.1
Number of sentences per defendant	2.0
Number of victims/witnesses per case	2.5
Number of events per case	3.5
Number of actions per case	3.0
<u>Code table items</u>	<u>Averages</u>
Number of Judges	8
Number of Attorneys	11
Number of Bond Agents	5
Number of Offense Codes	280

Figure 2: Case Information Averages

CONCLUSION

Conclusion

The D.A.'s ASSISTANT is a microcomputer-based prosecutor's management support system developed by SEARCH Group, Inc. with funding from the Bureau of Justice Assistance, U.S. Department of Justice. The D.A.'s ASSISTANT automates data collection and maintenance of case management activities in prosecutorial offices from the screening process through disposition and sentence expiration.

The D.A.'s ASSISTANT is a multifaceted system. The program can be used on a single or multiuser system. Data is verified as it is entered whenever possible to achieve a high degree of integrity and reliability in the data. The menus and on-line help tables enable even the most inexperienced operators to use the system with ease. Passwords allow operators to access only those functions for which they have authorization. An audit trail logs all activity on the system. Preprogrammed management reports are available in the system, and ad hoc reports can be generated using the DataFlex Report Generator.

The D.A.'s ASSISTANT performs all the functions required for effective case management. Cases can be opened, screened, then discharged or prosecuted. Information can be added to existing cases as it becomes available. The operator can also update and delete information. There is a Display Case option that allows the operator to review but not change case information. Information about a case can be retrieved by searching for case number, case title, or a person's name or Social Security number. Reports can be generated on demand. Information for documents, such as subpoenas and complaints, can be generated and then merged with forms in a word processor to produce documents that include local statutory language. Also included in the system is a Utilities option that allows the system administrator to maintain the program and its database.

The system is designed for small- and medium-sized prosecutorial offices. It can be used by regular (non-data processing) staff as a focal point of office recordkeeping. The described features and functions of the D.A.'s ASSISTANT demonstrate this system as a solution to the case management needs of district attorneys offices.

Functional
Specs.

D.A.'s ASSISTANT™

Functional Specifications

version 1.0

**a microcomputer-based
prosecutor's management
support system**



rev. 05/26/88

Copyright © 1988 by SEARCH Group, Inc., the National Consortium for Justice Information and Statistics, 925 Secret River Drive, Suite H, Sacramento, California 95831, (916) 392-2550.

* * *

D.A.'s ASSISTANT is a trademark of SEARCH Group, Inc. IBM, AT and XT are trademarks of International Business Machines, Inc. DataFlex is a trademark of Data Access Corporation. 3Com and 3+ are trademarks of 3Com Corporation. Novell, Netware and Advanced Netware are trademarks of Novell, Inc. Wordstar 2000 is a trademark of Micropro International Corporation.

* * *

To supply agencies with program updates and provide assistance to agencies using the D.A.'s ASSISTANT, all disks have been serialized, the product name trademarked and a copyright obtained for the product. SEARCH Group, Inc. requests that agencies not reproduce, distribute or copy this product except for in-house use.

* * *

D.A.'s ASSISTANT was prepared under Grant No. 86-SA-CX-K009 from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions expressed in this document are those of SEARCH Group, Inc. and do not necessarily represent the official position or policies of the U.S. Department of Justice.

DOCUMENT LIST

The *Functional Specifications* is one of a series of six documents describing the D.A.'s ASSISTANT. The following is a list of all the documents and a short description of each one.

- *Executive Summary*: Provides a brief overview of the D.A.'s ASSISTANT, describing the basic objectives, features and functions of the system. The hardware, software and disk space required to run the program are also described.
- *Functional Specifications*: Describes the system as it will look to the operator. The specifications provide a walk-through of the system complete with screen layouts, report formats and a data element dictionary. The environment in which the system operates, including equipment and support software, is also described.
- *User's Manual*: Explains the procedures the operator must follow to enter and retrieve information. A step-by-step description of each function is provided. This manual also includes a list of all D.A.'s ASSISTANT messages, a brief explanation of each one and a list of data element definitions.
- *Administrator's Manual*: Describes how the system administrator will install, maintain and back up the system. These activities include monitoring password security, adding users, maintaining code tables and archiving cases.
- *Technical Specifications*: Provides a technical description of the system, including file layouts, program tree diagrams and program descriptions.
- *Test Plan*: Provides a plan to test the D.A.'s ASSISTANT if it is customized after installation. The plan contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

TABLE OF CONTENTS

- 1 **Getting Started 1**
 - Introduction 1
 - Starting the D.A.'s ASSISTANT Program 2
 - Log-in Process 3
 - Main Menu Options 4

- 2 **Opening and Screening Cases 5**
 - Opening a New Case 5
 - Prosecute or Discharge? 5

- 3 **Updating Cases 6**
 - Retrieving the Case 6
 - Selecting a Case File 6
 - Updating the Case Header 7
 - Updating the Defendants in a Case 8
 - Updating Defendant Information 8
 - Generating Arrest Warrants and Charging Instruments 8
 - Updating Aliases 9
 - Is this Person Already in the Database? 10
 - Updating the Charges for a Case 11
 - Updating the Sentence for a Charge 12
 - Updating Persons Related to a Case 13
 - Updating Case Events 14
 - Updating Case Actions 15

- 4 **Displaying Case Information 16**
 - Summary Information 16
 - Detailed Information 17

- 5 **Performing Name Searches 18**
 - Reviewing Cases 18
 - Reviewing Aliases 19

- 6 **Creating Document Files 20**
 - Document Menu 20
 - Creating a Subpoena File 21
 - Subpoena Report 22
 - Creating a File for Victims' Rights Letters 23

- 7 **Printing Reports 24**
 - Report Menu 24
 - Screening Report 25
 - Court Calendar Report 26
 - Pending Cases Report 27
 - SID Report 28
 - Case Aging Report 29
 - Defendant Report 30
 - Related Person Report 31
 - Disposition Reports 32
 - Case Disposition Report 32
 - Charge Disposition Report 33
 - Case History Report 34

- 8 **Maintaining the System 36**
 - Log-in Process 36
 - Resetting the Password File 37
 - Unlocking Records 37
 - Printing and Purging the Audit Trail 37
 - Maintaining Tables and Look-up Files 37
 - Maintaining Users 38
 - Maintaining Persons and Aliases 38
 - Deleting Case Information 38
 - Archiving and Unarchiving Cases 38

- 9 **Operating Environment and Performance 39**

- 10 **Disk Space Requirements 40**

Appendix A: Data Element Dictionary

GETTING STARTED

Introduction

Starting the D.A.'s ASSISTANT Program

Log-in Process

Main Menu Options

Getting Started

Introduction

The purpose of the *Functional Specifications* is to describe the D.A.'s ASSISTANT, a prosecutor's management support system, as it will look to the user. The description included in this document includes screen and report definitions, the operating environment and necessary equipment, a description of the utilities available to the system administrator and a data element dictionary.

The D.A.'s ASSISTANT keeps track of all information necessary to the prosecutor for the life of a case. The system is intended to centralize storage of case information and provide current information on a case's progress. Informational and management reports can be provided using both the preprogrammed reports and the ad hoc reporting facility included in the system.

The D.A.'s ASSISTANT is designed to meet at least the minimum recordkeeping requirements of a prosecutor's office, and to be flexible and generic enough to satisfy most agencies. The D.A.'s ASSISTANT is written in DataFlex, an application development database, and runs on a wide variety of single-user, multiuser and networked computer systems. These systems are listed in the **Operating Environment and Performance** chapter of this manual.

The *Functional Specifications* present the basic features and functions of the system. For a step-by-step description of how the system works, please refer to the *User's Manual*.

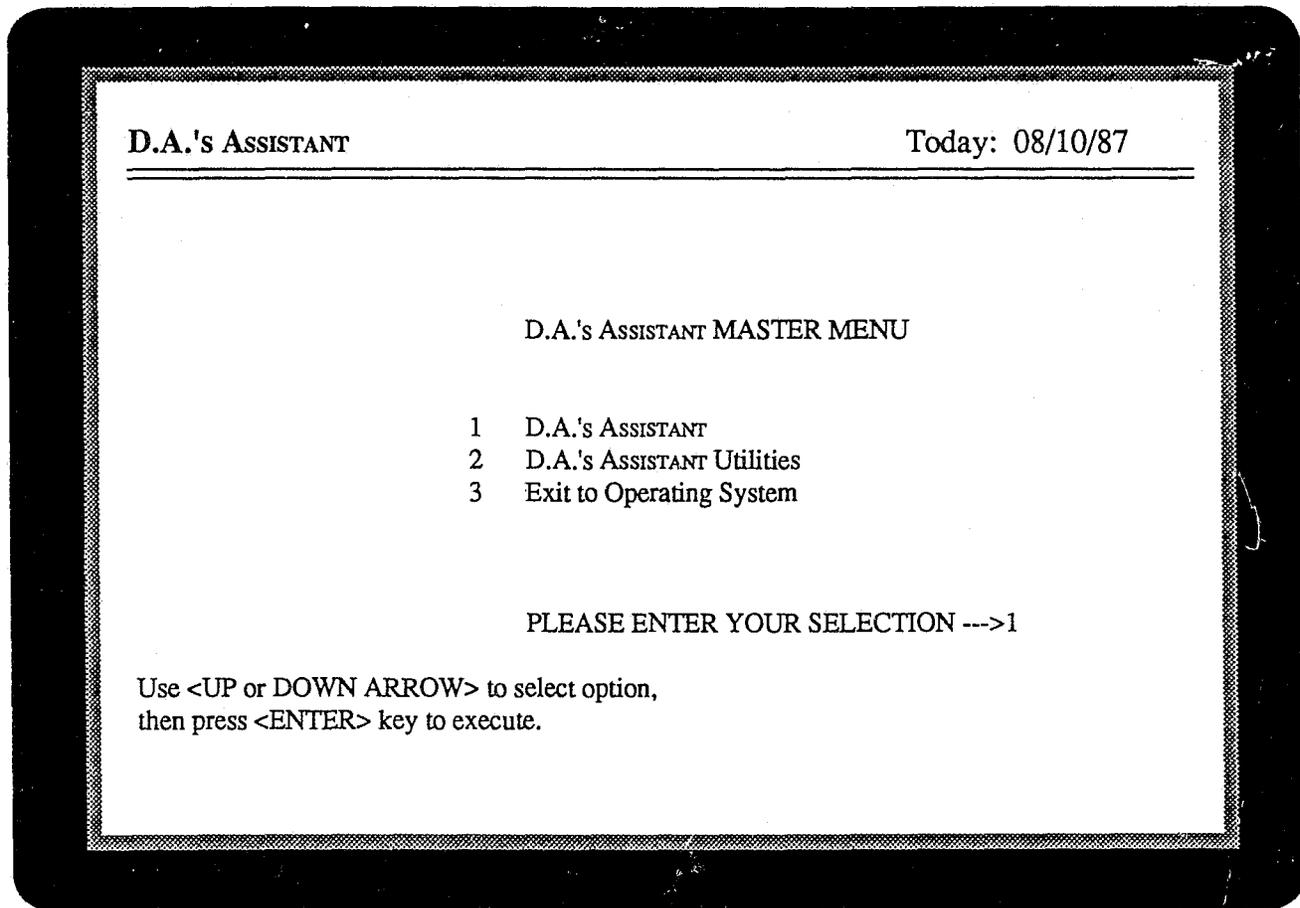


Figure 1: D.A.'s ASSISTANT Master Menu

Starting the D.A.'s ASSISTANT Program

The user starts the D.A.'s ASSISTANT by typing *flex* at the operating system prompt. The D.A.'s ASSISTANT Master Menu (Figure 1) will appear. The Master Menu allows access to the D.A.'s ASSISTANT and D.A.'s ASSISTANT Utilities and allows users to exit to the operating system. The

utilities should be used only by the system administrator and are discussed later in this document.

The Master Menu is in the same format as all menus in the D.A.'s ASSISTANT. A list of up to nine options will be displayed on these menus.

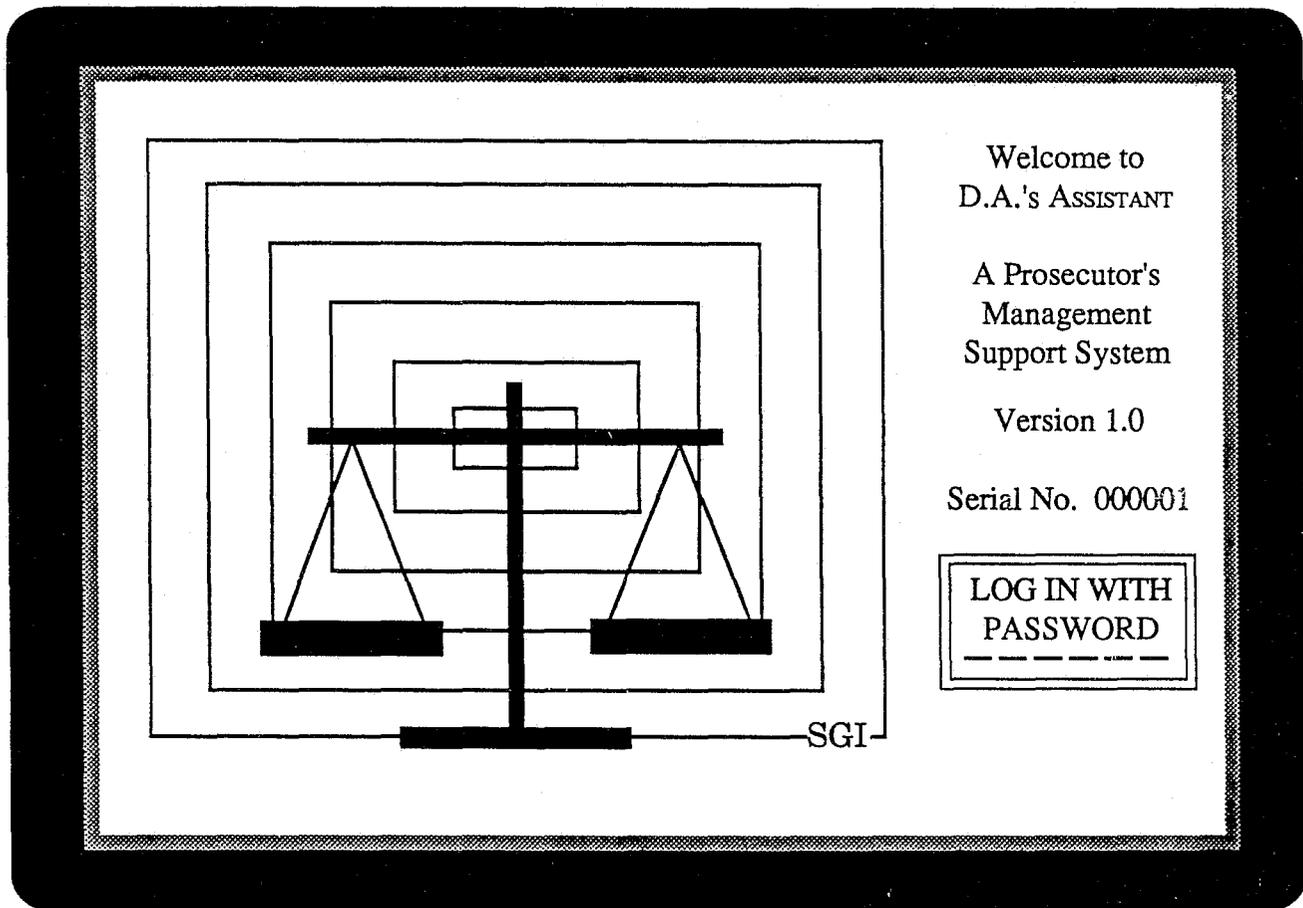


Figure 2: Log-in Screen

Log-in Process

After selecting the **D.A.'s ASSISTANT** option from the Master Menu, the Log-in Screen (Figure 2) will be displayed.

The operator must enter a password to use the **D.A.'s ASSISTANT**. As the password is entered, an asterisk (*) will appear in the log-in box for each letter. This is to prevent anyone else from learning the password and using it to gain access to the system.

If an invalid password is entered, the system

displays a message to that effect. The operator is returned to the Master Menu and can select the **D.A.'s ASSISTANT** option again or exit the system.

If the system indicates that the password entered is already in use, it means that another operator is logged in under that password.

An entry is written to the audit trail that logs every transaction performed in the **D.A.'s ASSISTANT**.

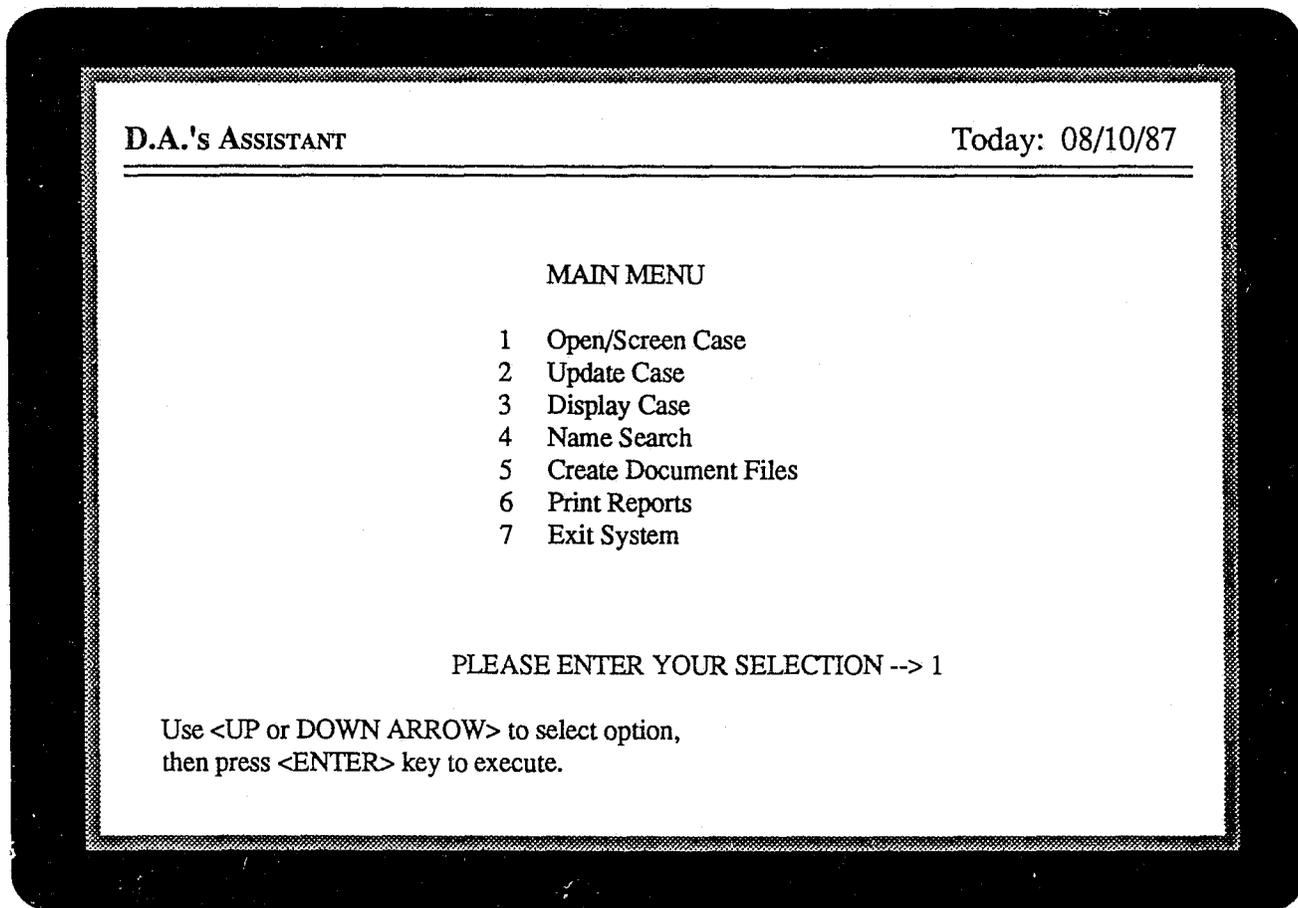


Figure 3: Main Menu

Main Menu Options

After a valid password is entered, the Main Menu (Figure 3) will appear. Selections are made on this menu in the same way as on the Master Menu.

The D.A.'s ASSISTANT Main Menu displays the main functions of the system. **Open/Screen Case** allows the operator to initiate new cases and then discharge or prosecute them. **Update Case** is used to add information as it becomes available to cases that are to be prosecuted. Arrest warrants and charging documents can also be generated from **Update Case**. **Display Case** is used for quick access to case data without the capability of data editing. The **Name Search** option allows the operator to locate any individual in the database

and display information on the cases associated with that person.

In addition to allowing the operator to edit, search for and display case information, the system produces a variety of documents and reports. Through **Create Document Files**, files can be generated containing subpoena and victims' rights letters information that can be merged with subpoena and letter forms in a word processor. **Print Reports** provides a menu of preformatted reports included in the system, such as a screening report, a list of cases scheduled for court, lists of the pending cases for each attorney, and case aging, case history, defendant and disposition reports.

OPENING AND SCREENING CASES

Opening a New Case

Prosecute or Discharge?

```

Open/Screen Case - New Case Screen                                Today: 10/28/87
-----
Case Number: <CR-87-786>
Case Title:   State of California vs. <SMITH           >

Referral Date: 10/02/87      Originating Agency: BPD BARLING POLICE DEPT
Incident Number: 878987634   Location/Jurisdiction: BAR BARLING CITY LIMITS

Case Type:     DRUG DRUG RELATED
Case Level:    F      FELONY
Case Status:   PCHA  PENDING CHARGES

Defendant Last Name: SMITH      First: JAMES      Middle: J
Date of Offense: 09/25/87      Date of Arrest: 09/29/87
Custody Status: JAIL  HELD COUNTY JAIL
Defense Attorney: DS  DANIEL J. SULLIVAN
Authorized Charge:
      F      0902  MURDER, 1ST DEGREE

Next Event: PRE  PRELIMINARY HEARING      Date: 10/30/87  Time: 10:00 AM

-----
F1-Help  F3-Prosecute Case  F6-Discharge Case  F9-Open Case  F10-Save
    
```

Figure 4: New Case Screen

Opening and Screening Cases

Opening a New Case

To add a new case to the database, the operator will select the **Open/Screen Case** option from the Main Menu. When the New Case Screen (Figure 4) is displayed, information that includes all aspects of the case, such as case status and type, primary defendant and charge, can be entered.

The New Case Screen contains coded and mandatory fields, as do many screens in the system.

Coded fields require the operator to enter certain codes, while mandatory fields require that information be entered before continuing to the next screen. For example, Case Status is a coded field on the New Case Screen. When the operator enters *PCHA* in the Case Status field, an expanded version of the code will appear next to the code, for example, *PENDING CHARGES*. The acceptable values for coded fields are defined by each

prosecutor's office. The system verifies that coded fields contain acceptable values as the operator is entering information and displays a message when an incorrect code has been entered.

The system also verifies that all mandatory fields have been entered before saving information. Mandatory fields, such as Case Number and Case Title on the New Case Screen, cannot be left blank. The operator must enter all mandatory fields before the system can save the new case information.

Prosecute or Discharge?

Before entering additional case information, the system allows the prosecutor to screen a case and prosecute or discharge it. The system generates a report for each discharged case. If a decision is made to prosecute the case, additional case information can be entered through the **Update Case** option.

UPDATING CASES

Retrieving the Case

Selecting a Case File

Updating the Case Header

Updating the Defendants in a Case

Updating Defendant Information

Generating Arrest Warrants and Charging Instruments

Updating Aliases

Is this Person Already in the Database?

Updating the Charges for a Case

Updating the Sentence for a Charge

Updating Persons Related to a Case

Updating Case Events

Updating Case Actions

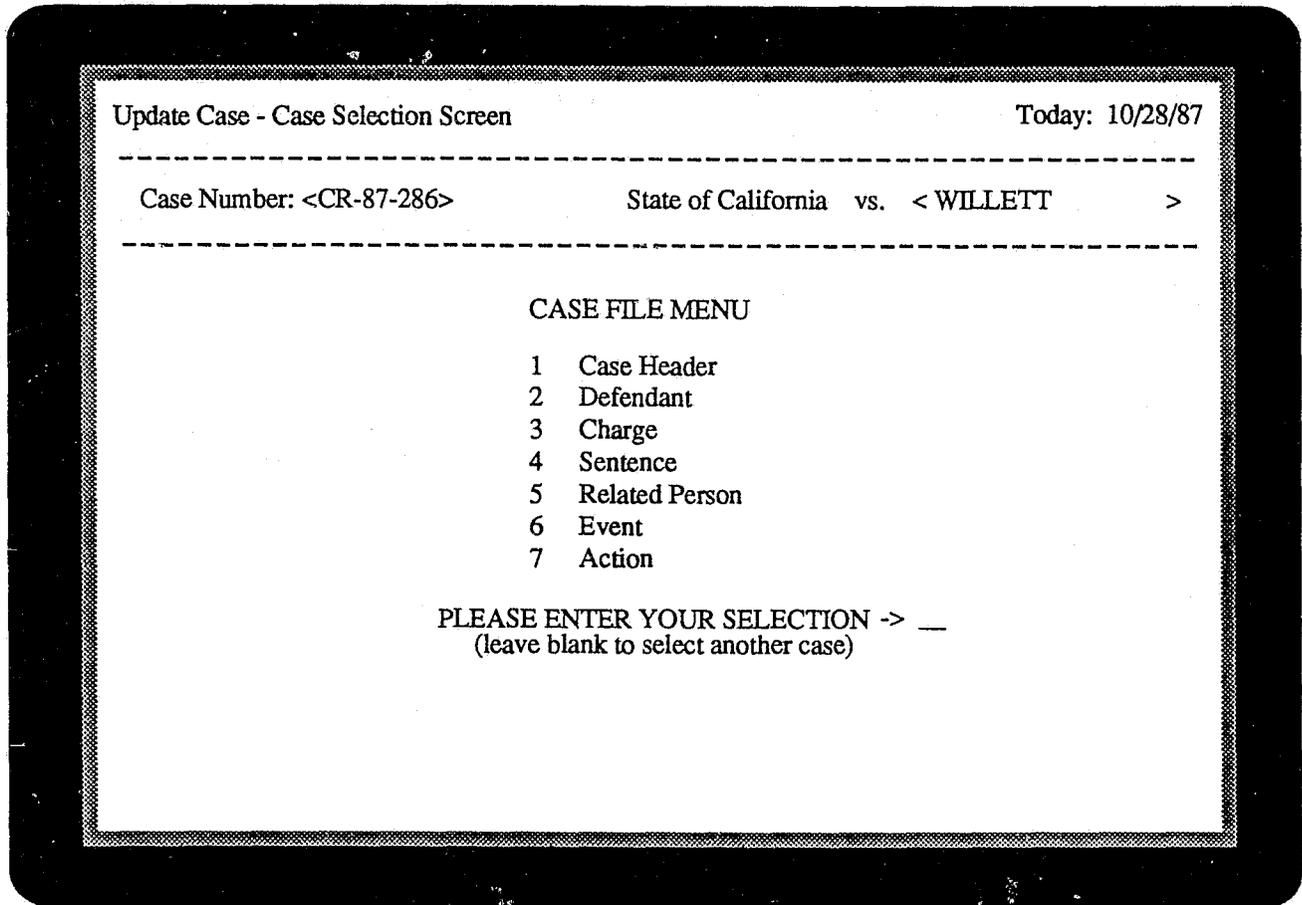


Figure 5: Case Selection Screen

Updating Cases

Retrieving the Case

The operator can update information about a case by selecting the **Update Case** option from the Main Menu. The Case Selection Screen (Figure 5) will appear. Updating cases involves retrieving a particular case from the database and selecting case files to be updated. To retrieve a case from the database, the operator will enter the case number or the case title and search on the Case Number or Case Title field. When the system finds the case, the case title is filled in if the operator searched on the case number, and vice versa. If no case is found that exactly matches the operator's search criteria, the case number and case title of the closest matching case are displayed. The operator can either

enter new search criteria or return to the Main Menu.

Selecting a Case File

After a case is retrieved, the operator can update the case information by selecting one of the case files from the Case File Menu. The case files are: Case Header, Defendant, Charge, Sentence, Related Person, Event and Action. The case files do not have to be selected in any particular order; the operator can update case information as it becomes available.

Update Case - Case Header Screen		Today: 10/28/87	

Case Number:	CR-87-286		
Case Title:	State of California vs. WILLETT		
Referral Date:	03/20/87	Originating Agency:	FG DEPT. OF FISH & GAME
Incident Number:	98747	Location/Jurisdiction:	SAC SACRAMENTO CITY
Case Type:	AST	ASSAULT AND BATTERY	
Case Level:	F	FELONY	
Case Status:	CLOS	CLOSED	
Case Disposition:	GV	GUILTY VERDICT	Date of Disposition: 06/19/87
Lower Court:	MUNI	MUNICIPAL COURT	Lower Court Number: F87356
Upper Court:	SUPR	SUPERIOR COURT	Upper Court Number: CR87-123F
Prosecutor:	BB	BOB BELAND	Other Number:
Case Consolidated With :	Case Severed From:		
Date Archived:			

F1-Help			F10-Save

Figure 6: Case Header Screen

Updating the Case Header

The Case Header Screen (Figure 6) contains information on the case as a whole, such as the case type, its status and the trial court jurisdiction where it is filed. Also included is the date the case was referred from the originating agency and the case disposition.

Information already entered on the New Case Screen will be displayed on the Case Header Screen, thus avoiding re-entry of data. To assist the operator in entering correct values in the coded

fields, on-line help tables are available. When the <HELP> function key is pressed, the code table for the data element the operator is working with is displayed on the screen.

Function keys allow the operator to perform certain functions, such as displaying a code table or saving information by pressing just one key. The functions keys available at any one time are listed at the bottom of a screen.

Case Number: CR-87-286	State of California vs. WILLETT	Today: 010/28/87
Update Case - Defendant Screen		
Defendant No: < 1> of 2	Charge Count: 3	Person ID Number: 12
Last Name: WILLETT	First: IRA	Middle: M
Address: 4516 VIRGINIA	Sex: M Race: W	DOB: 09/15/62
City: FORT SMITH	State: AR Zip: 72901	Height: 5 ft. 10 in.
Phone 1: (501) 555-4966	Phone 2: (501) 555-2310	Weight: 170 lbs.
Driver's License No: 92107761	State: AR	Hair Color: BRN
Agency/Employer:	SSN: 457355812	Eye Color: BRN
SID No: 56845239	FBI No: 53508987	
Dates Unavailable: to and to		
Date of Offense: 03/19/87	Date of Arrest: 03/19/87	
Custody Status: JAIL	HELD COUNTY JAIL	
Defense Attorney: JR	JOE RODRIGUES	
Bond Agent: AR	AL RICCI	Bail Amount: \$ 100000.00
Priors:		
First Charge: F 0801	ASSAULT AND BATTERY	
F2-Search F3-Alias F6-Delete F7-Warrant F8-Charging Instr F9-New Rec F10-Save		

Figure 7: Defendant Screen

Updating the Defendants in a Case

- Updating Defendant Information

The Defendant Screen (Figure 7) allows the operator to update defendant data for a particular case, one defendant per screen. Up to 999 defendants can be recorded for any one case.

When the operator is adding a new defendant to a case, the system fills in the Case Number and Case Title fields with the case number and case title that were entered on the New Case Screen. The Defendant No field is automatically updated by the system as defendants are added to the case. The system will also update the Charge Count field when charge information is added to the case through the Charge Screen (Figure 10). The Person ID Number is assigned by the system and is used internally to identify a person in the database. Every person in a case is assigned a unique Person ID Number.

Function keys can be used to page through the defendant records associated with one case when there are multiple defendants. The <DELETE> function key can be used to remove any of the records entered in the Update Case function.

- Generating Arrest Warrants and Charging Instruments

Arrest information can be generated for the defendant on the screen by pressing the <WARRANT> function key. The files generated containing warrant and charging instrument information can be merged later with preformatted forms in a word processor to allow a prosecutorial agency to include local statutory language in its documents.

Case Number: CR-87-286	State of California vs. WILLETT	Today: 10/28/87
Update Case - Defendant Screen		
Defendant No: < 1> of 2	Charge Count: 3	Person ID Number: 12
Last Name: WILLETT	First: IRA	Middle: M
Address: 4516 VIRGINIA	State: AR	Zip: 72901
City: FORT SMITH	Sex: M	Race: W
Phone 1: (501) 555-4966	Phone 2: (501) 555-2310	DOB: 09/15/62
Driver's License No: 92107761	State: AR	Height: 5 ft. 10 in.
Agency/Employer:	SSN: 457355812	Weight: 170 lbs.
SSN: 457355812	SID No: 56845239	FBI No: 53508987
Hair Color: BRN	Eye Color: BRN	
Dates Unavailable: to and to		
Alias No: < 1> of 2		
Last Name: WILLETT	First: IRA	Middle: M
Driver's License No: 92107761	State: AR	DOB: 09/15/62
F1-Help	F3-Defendant	F4-Use Alias Name
F9-New Record	F10-Save	

Figure 8: Defendant/Alias Screen

• Updating Aliases

When a defendant record is displayed, the operator can update the aliases associated with that defendant by pressing the <ALIAS> function key.

After the <ALIAS> key is pressed, the system displays information on the defendant's first alias at the bottom of the screen (Figure 8). Notice that the defendant's first alias is the same as the name

entered on the Defendant Screen. In certain cases, the operator may find out that a defendant's true name is actually the defendant's third alias name. The operator can replace the defendant's name with another alias by displaying the correct alias and pressing <USE ALIAS NAME>.

The operator can update and page through all of a defendant's aliases.

PERSON MATCH REPORT

Run date: 03/04/88 Run Time: 10:05 Page: 1

PERSON ID NUMBER: 26

Case Number: 87-485732 Defendant No: < 2 > of 2
 Last Name: WINTERS First: EMIL Middle: GUNTHER

Address: 1299 B STREET Sex: M Race: W
 City: DAVIS State: CA Zip: 95619 DOB: 03/15/52
 Phone 1: (916) 555-1212 Phone 2: () - Height: 6 ft. 1 in.
 Driver's License No. N03953902 State: CA Weight: 190 lbs.
 Agency/Employer: UC DAVIS Hair Color: BLK
 SSN: 487501726 SID No: FBI No: Eye Color: BRN

PERSON ID NUMBER: 38

Alias No: < 1 > of 2
 Last Name: WINTERS First: ERNIE Middle: GUNTHER
 Driver's License No. N03953902 State: CA DOB: 03/15/52

Alias No: < 2 > of 2
 Last Name: WINTERS First: ERNIE Middle:
 Driver's License No: J45596278 State: CA DOB: 03/15/52

Address: 1510 P STREET Sex: M Race: W
 City: SACRAMENTO State: CA Zip: 95820 Height: 6 ft. 2 in.
 Phone 1: (916) 555-7700 Phone 2: () - Weight: 180 lbs.
 Agency/Employer: CAMPBELL SOUP Hair Color: BLK
 SSN: 487501726 SID No: FBI No: Eye Color: BRN

Case Number	Relationship to Case	Referral Date	Case Type
87-452739	DEFENDANT	08/17/87	HOMICIDE
87-291307	WITNESS	03/08/87	DRUG RELATED

Figure 9: Person Match Report

• Is this Person Already in the Database?

Because people use aliases, information about an individual may be stored in the database several times under various names and Person ID Numbers. A prosecutor's office wants to know about all of the cases a person is associated with, regardless of the name used.

On the Defendant and Related Person Screens (Figure 8 and Figure 12), the operator has the capability of searching the database to see if the defendant or related person already has a record in the database under a different Person ID Number. When the operator presses the <SEARCH> function key, the system searches the database for persons who may be the same individual as the defendant or related person shown on the screen.

The system performs the search and uses a point system to report only those individuals

whose personal information most likely matches the description of the defendant or related person. For example, a match on a person's name is worth one point, because many people can have the same name. However, a match on FBI number is worth three points, because there are no duplicate FBI numbers. Matches on name, sex/race and driver's license/state of issue are worth one search point each. Matches on date of birth, Social Security number and SID number are each worth two points. The Person Match Report lists only those persons who have three or more search points.

For each possible match, the Person Match Report (Figure 9) indicates the person's identification number, aliases, description, cases the person is related to and the relationship to each case. This report is sent to the printer automatically, and the total number of matches found is displayed on the screen.

```

Case Number: CR-87-286 State of California vs. WILLETT
Update Case - Charge Screen                                     Today: 10/02/87
-----
Defendant No: < 1> of 2           Name: WILLETT           IRA   M

Charge No:      < 1> of 3           Sentence Count: 2

Authorized Charge:
F      0801           ASSAULT AND BATTERY
Final Charge:
F      0801           ASSAULT AND BATTERY

Plea Offered:
Plea Entered:   NG      NOT GUILTY           Qualifier:      NO

Disposition:    GJ      GUILTY BY JURY       Reason:
Date of Disposition: 06/19/87           Disposition Event:  JT      JURY TRIAL

Evidence:       WITNESS STATEMENTS
Evidence Location: FILE           Evidence Number:

Screening Attorney: LWO           LEVY WINSTON OLIVER           Screening Date: 03/20/87
-----
F1-Help           F6-Delete           F9-New Record  F10-Save
    
```

Figure 10: Charge Screen

Updating the Charges for a Case

The Charge Screen (Figure 10) allows the operator to update charges for the defendants in a case. Up to 999 charges can be recorded for any one defendant.

After the Charge file has been selected from the Case File Menu, the system will display the first charge for the first defendant in the case. If the operator wants to update charges for another defendant in the same case, the operator must enter the correct defendant number in the Defendant No field and search on that defendant. To edit charge information for a defendant in a different case, the operator must return to the Case Selection

Screen and select another case.

If the operator wants to update a charge other than the first one, the operator must enter the correct charge number in the Charge No field and retrieve the charge record.

The Charge No field is automatically updated by the system as charges are recorded for a defendant. The system will also update the Sentence Count field when sentence information is added to the case through the Sentence Screen.

Function keys can be used to page through the charges for all defendants in a case.

```

Case Number: CR-87-286   State of California vs. WILLETT
Update Case - Sentence Screen                                     Today: 10/28/87
-----
Defendant No: < 1> of 2      Name: WILLETT           IRA   M

Charge No:   < 1> of 3      Qualifier: NO
Authorized Charge:
  F 0801     ASSAULT AND BATTERY
Final Charge:
  F 0801     ASSAULT AND BATTERY
Screening Attorney: LWO      LEVY WINSTON OLIVER   Screening Date: 03/20/87

Sentence No: < 1> of 2      Type of Sentence: JAIL COUNTY JAIL
Date Sentenced: 06/25/87    Expiration Date: 06/24/88

Sentenced To:      Years  Months  Days  Hours      Amount: $ 0.00
                   1      0      0      0

Notes: CONCURRENT                               Create Victim's Rights Letter? (Y/N) Y
-----
F1-Help           F6-Delete           F9-New Record  F10-Save
    
```

Figure 11: Sentence Screen

Updating the Sentence for a Charge

The Sentence Screen (Figure 11) allows the operator to update sentence information. Up to 99 sentences can be recorded for any one charge.

After the Sentence file has been selected from the Case File Menu, the system will display the first sentence for the first charge of the first defendant. If the operator wants to update sentences for another defendant in the same case, the operator must enter the correct defendant number in the Defendant No field and retrieve that defendant's

record. To enter sentence information on a charge other than the first charge, the operator must enter the desired charge number in the Charge No field and retrieve that record.

The Sentence No field is automatically updated by the system as sentences are recorded for a charge. Function keys can be used to page through the sentences on all charges for all defendants in a case.

```

Case Number: CR-87-286   State of California vs. WILLETT
Update Case - Related Person Screen                               Today: 10/28/87
-----
Related Person No: < 1> of 2           Person ID Number: 45

Last Name: HARRISON           First: MARC           Middle: A

Address: 346 FIRST ST #163
City: DAVIS                   State: CA   Zip: 95619           Sex: M   Race: W
Phone 1: (916) 555-9237   Phone 2: (916) 555-3464           DOB: 06/13/59
Driver's License No: N540632   State: AR           SSN: 354256746
Agency/Employer: STATE OF CALIFORNIA
Dates Unavailable: 12/22/87 to 12/28/87 and           to

Relationship to Case:  ARR  ARRESTING OFFICER
Defendant:
Victim:

Attorney:  NONE / UNKNOWN           Create Victim's Rights Letter? (Y/N) N
Create Subpoena For:  PH  PRELIMINARY HEARING   JT  JURY TRIAL
(list events)           NO EVENT SCHEDULED           NO EVENT SCHEDULED
Subpoena Item(s):

-----
F1-Help  F2-Search  F3-Alias  F6-Delete  F9-New Record  F10-Save
    
```

Figure 12: Related Person Screen

Updating Persons Related to a Case

The Related Person Screen (Figure 12) allows the operator to update information on persons related to a case, such as victims, witnesses and arresting officer. Up to 999 persons can be related to any one case.

The Related Person field contains the sequence number of a person related to a case, for example person number 1 of 3 persons total related to the case. Function keys can be used to page through all the persons related to a particular case.

As on the Defendant Screen, the operator can update aliases for the related person by pressing

the <ALIAS> function key. The operator can replace the name of the person displayed with one of his aliases by displaying the correct alias and pressing <USE ALIAS NAME>.

The operator can also search the database to see if information on the related person is already stored in the system under a different Person ID Number by pressing the <SEARCH> function key. See **Is this Person Already in the Database?** in **Updating the Defendants in a Case** for detailed information on the search function.

Case Number: CR-87-286	State of California	vs. WILLETT	Today: 10/28/87
Update Case - Event Screen			
Event Date: <03/22/87>	Time: 08:00 AM		
Event Type: A	ARRAIGNMENT		
Event Disposition: SET	NEXT EVENT DATE SET		
Judge: DR	DAVID ROGERS		
Prosecuting Attorney: DS	DONALD SAXON		
Defense Attorney: JR	JOE RODRIGUES		
Create Subpoena? (Y/N)	N	Create Victim's Rights Letter? (Y/N)	N
Notes:			

F1-Help	F6-Delete	F9-New Record	F10-Save

Figure 13: Event Screen

Updating Case Events

The Event Screen (Figure 13) allows the operator to update information on scheduled court events, such as a preliminary hearing or Grand Jury hearings, for a case.

The Create Subpoena and Create Victim's Rights Letter fields indicate to the system whether subpoenas or victims' rights letters will be generated later for this event. When the operator chooses to generate subpoenas or victims' rights letters from the Document Menu (see Figure 19), the system checks the Create Subpoena and Create

Victim's Rights Letter fields in each event record for a particular case. If these fields contain a Y, the subpoenas or letters will be generated. For various reasons, the system does not automatically generate these documents for every event. For example, subpoenas may be required for a preliminary hearing but not for an arraignment.

Multiple events can be recorded for a case, and function keys can be used to page through case events.

Case Number: CR-87-286	State of California vs. WILLETT	Today: 10/28/87
Update Case - Action Screen		

Date Filed: <03/21/87>		
Action Type: COMP COMPLAINT FILED		
Notes:		

F1-Help	F6-Delete	F9-New Record F10-Save

Figure 14: Action Screen

Updating Case Actions

The Action Screen (Figure 14) allows the operator to update information on actions, other than court events, taken by the prosecutor for a case. For example, actions include filing a complaint and generating an arrest warrant or a victim's rights letter.

When a document file for subpoenas or victims'

rights letters is created, the system updates the case actions file indicating the creation of the file as an action taken in the case.

Multiple actions can be recorded for a case, and function keys can be used to page through all case actions.

DISPLAYING CASE INFORMATION

Summary Information

Detailed Information

DISPLAYING CASE INFORMATION

Display Case - Case Summary Screen		Today: 10/28/87
Case Number: <CR-87-286>	State of California vs. <WILLETT >	
Referral Date: 03/20/87	Originating Agency: FG	DEPT. OF FISH & GAME
Case Type: AST ASSAULT AND BATTERY	Lower Court: MUNI MUNICIPAL	
Case Level: F FELONY	Upper Court: SUPR SUPERIOR COURT	
Case Status: CLOS CLOSED	Prosecutor: BB	BOB BELAND
First Defendant: WILLETT	IRA M	Sex: M Race: W
Date of Offense: 03/19/87	Date of Arrest: 03/19/87	DOB: 09/15/62
Custody Status: JAIL	HELD COUNTY JAIL	
Defense Attorney: JR	JOE RODRIGUES	
Bond Agent: AR	AL RICCI	Bail Amount: \$ 100000.00
First Charge: F 0801	ASSAULT AND BATTERY	
Plea Offered:		
Plea Entered: NG	NOT GUILTY	
Next Event: SEN	SENTENCE HEARING	Date: 12/17/87 Time: 3:30 PM
Defendant Count: 2	Related Person Count: 3	Date Archived:

F8-Select Case

Figure 15: Case Summary Screen

Displaying Case Information

Summary Information

The **Display Case** option on the Main Menu allows the operator to search for a case and view (but not change) case information. Case information can be updated only on the **Update Case** screens.

When a case is selected for review, a summary of case-related data is displayed on the Case Summary Screen (Figure 15). A case can be retrieved by searching on the case number or case title. If the system cannot match exactly the case number entered, the case whose number is closest to the number entered is displayed.

The operator can also search on the case title. Many times the case title is the last name of the

primary defendant. The operator can search by full or partial case title name, for example, *SMITHERS* or *SMI*. If the system cannot match exactly the name entered, the case whose title most closely matches the search criteria is retrieved.

If searching on specific case numbers and titles does not retrieve the desired case, function keys can be used to browse through the case numbers and titles to locate the correct case.

If the information to be reviewed does not appear on the Case Summary Screen, specific case files can be selected by pressing the <SELECT CASE> function key, which will display the Case File Menu.

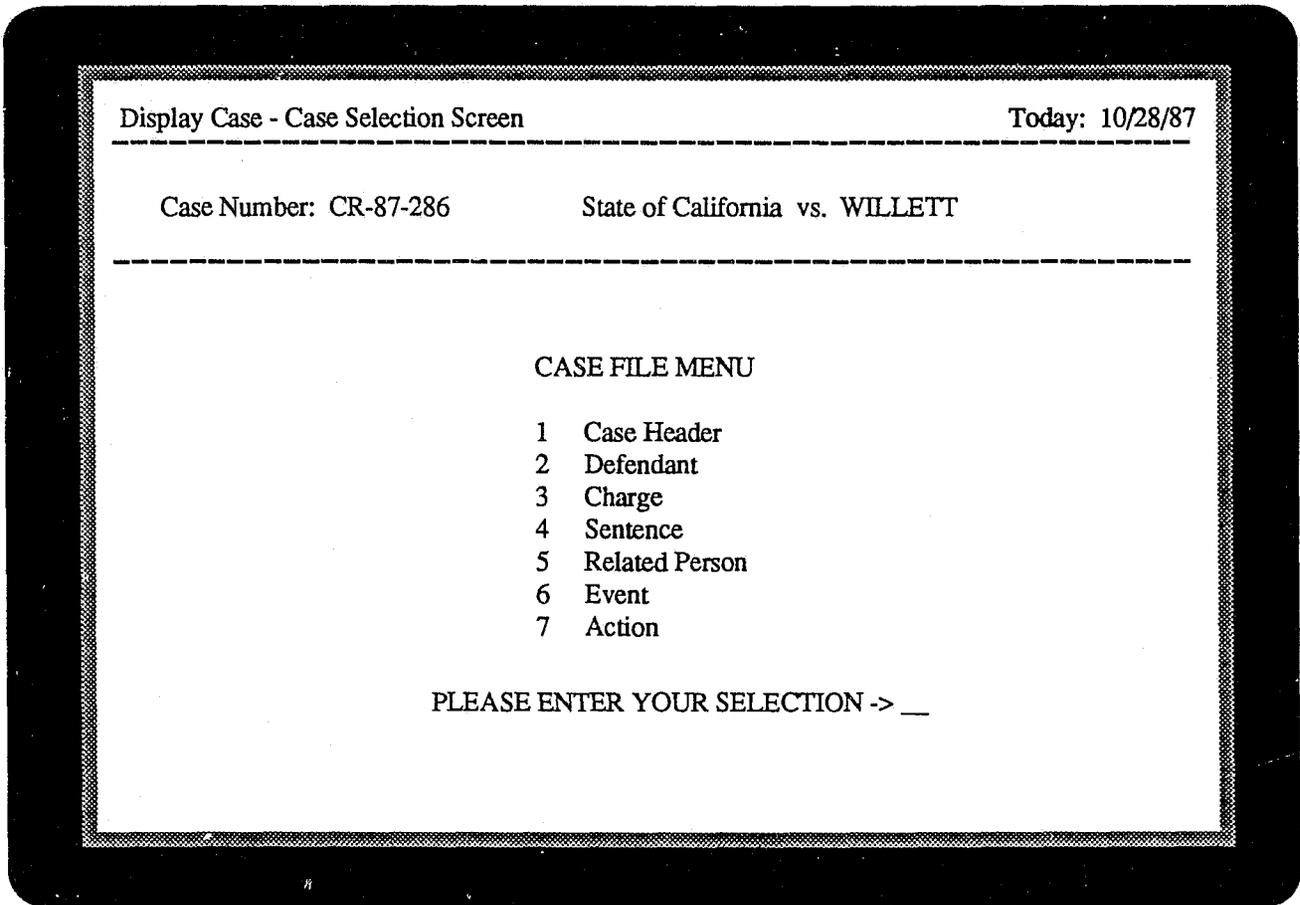


Figure 16: Display/Case Selection Screen

Detailed Information

The Display/Case Selection Screen (Figure 16) appears when the operator presses the <SELECT CASE> function key. Specific case files can be selected for review from the Case File Menu.

When a file is selected, for example, Case Header, the screen displayed appears as it does in the Update Case function except that the data can be reviewed, but not changed.

Alias information can be reviewed by selecting the Defendant or Related Person file and pressing the <ALIAS> function key.

If there are multiple defendants, charges, sentences, related persons, case events or case actions associated with a case, the operator can use function keys to page through them.

PERFORMING NAME SEARCHES

Reviewing Cases

Reviewing Aliases

PERFORMING NAME SEARCHES

Name Search - Person Screen	Person ID Number: 72	Today: 10/28/87	
Name: Last Name <HELTON	First JAMES	Middle >	
SSN: <440727622>			
Address: 209 GREEN LAKE		Sex: M Race: W	
City: POTEAU	State: OK Zip: 64654	DOB: 10/05/47	
Phone 1: (405) 555-2121	Phone 2: () -	Height: 5 ft. 11 in.	
Driver's License No: 0725631	State: OK	Weight: 190 lbs.	
Agency/Employer: STATE OF OKLAHOMA		Hair Color: BRN	
SID No: 567856	FBI No:	Eye Color: BRN	
Dates Unavailable: 11/03/87 to 11/10/87 and 12/13/87 to 12/27/87			
Case Number	Relationship to Case	Referral Date	Case Type
CR-87-286	EXPERT	03/20/87	ASSAULT AND BATTERY

F2-Search	F3-Alias List	F8-Select Case	F9-Clear Screen

Figure 17: Person Screen

Performing Name Searches

Reviewing Cases

The **Name Search** option on the Main Menu allows the operator to retrieve information about any individual in the database and review (but not change) that information on the Person Screen (Figure 17). This information includes the person's physical description, address, cases the person is associated with, the person's relationship to each case and a list of the person's aliases.

The operator can search the database by the person's full name, partial name or Social Security number. The system will retrieve information on the individual whose name or Social Security

number matches the search criteria as closely as possible.

The case numbers the person is associated with are displayed, as well as the person's relationship to each case, case referral date and case type. If the operator selects to review one of the cases listed, the **Display Case** function will be activated and the Case Summary Screen will be displayed. More detailed information about the case can be displayed by selecting a specific case file to review. See **Displaying Case Information** in this manual.

Name Search - Person Screen		Person ID Number: 72	Today: 10/28/87		
Name:	Last Name <HELTON	First JAMES	Middle >	SSN:	<440727622>
Address: 209 GREEN LAKE		City: POTEAU		Sex: M	Race: W
Phone 1: (405) 555-2121		State: OK	Zip: 64654	DOB: 10/05/47	Height: 5 ft. 11 in.
Phone 2: () -		Driver's License No: 0725631		Weight: 190 lbs.	Hair Color: BRN
Agency/Employer: STATE OF OKLAHOMA		State: OK		Eye Color: BRN	
SID No: 567856		FBI No:			
Dates Unavailable: 11/03/87 to 11/10/87 and 12/13/87 to 12/27/87					
Last Name	First	Middle	DOB	Driver's Lic	State
HELTON	JAMES		10/05/47	0725631	OK

Press any key to continue.					

Figure 18: Person/Alias Screen

Reviewing Aliases

The **Name Search** option also allows the operator to view the aliases of the person named on the Person Screen. When the <ALIAS LIST> function key is pressed, a list of the person's alias names is displayed on the bottom of the screen (Figure 18). The system displays up to six aliases on one screen, along with DOB, driver's license

number and state of issue. If there are more than six aliases, any key can be pressed to retrieve a second page of aliases.

Aliases can be reviewed in **Name Search** but can only be updated on the Defendant or Related Person Screen in the **Update Case** function.

CREATING DOCUMENT FILES

Document Menu

Creating a Subpoena File

Subpoena Report

Creating a File for Victims' Rights Letters

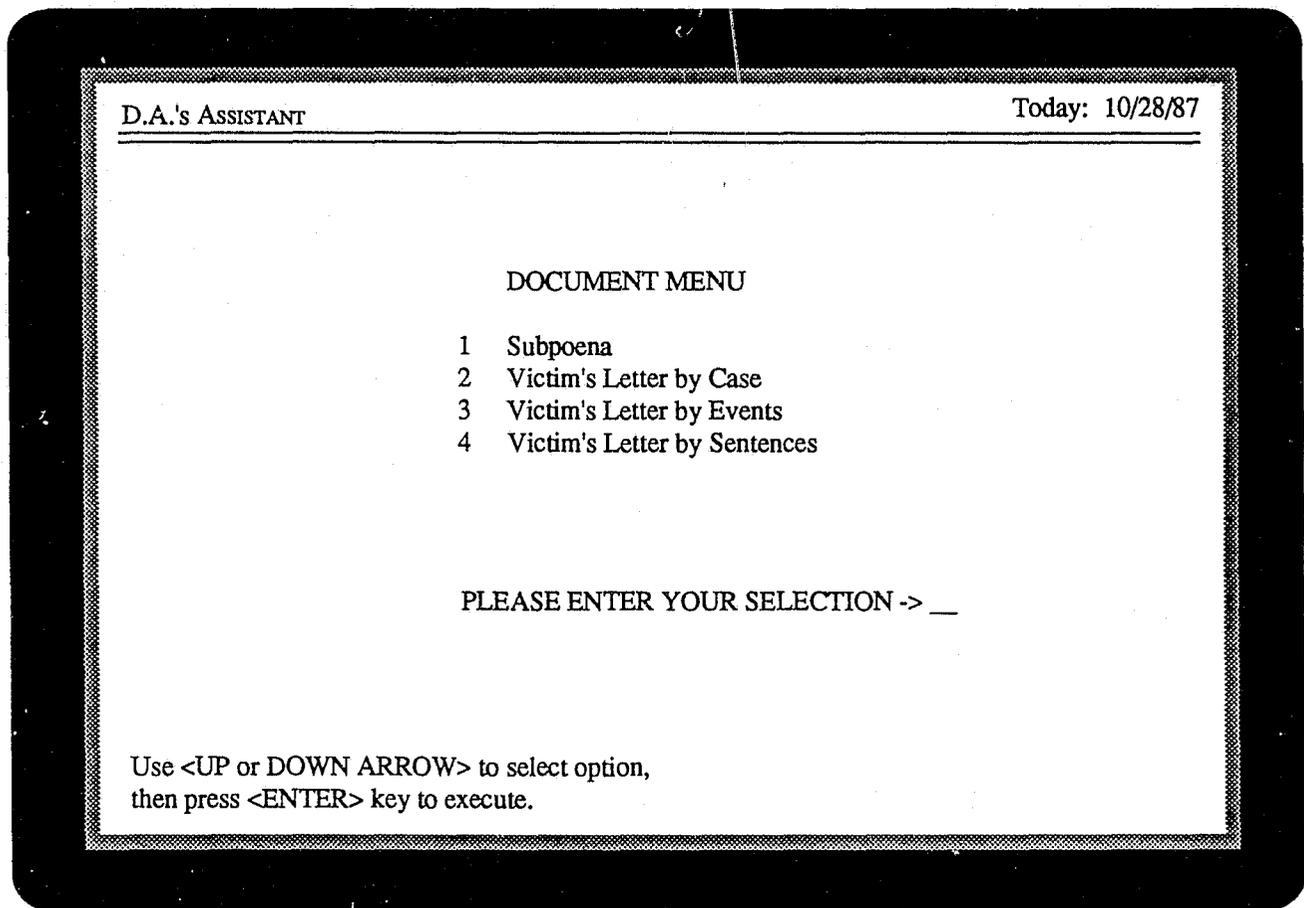


Figure 19: Document Menu

Creating Document Files

Document Menu

The **Create Document Files** option on the Main Menu allows the operator to generate files of information for subpoenas or victims' rights letters by selecting an option from the Document Menu (Figure 19). A prosecutor's office can merge these

files with subpoena or letter forms in a word processor to produce customized subpoenas and victims' rights letters that include local statutory language.

Create Document File - Subpoena	Today: 10/28/87

Create subpoena file for event dates: _____ thru _____	
-- and --	
Create subpoena file for case number: _____	
(leave blank for all cases)	
Send subpoena report to (S)creen or (P)rinter? __	

F3-Create Subpoena	F9-Clear Screen

Figure 20: Subpoena Selection Screen

Creating a Subpoena File

When the **Subpoena** option is selected from the Document Menu, the Subpoena Selection Screen (Figure 20) is displayed. The operator is prompted to enter a case number and event date range for which to create a subpoena file. To create a subpoena file for a specific case, the operator will enter that case number when prompted. If the case number is left blank, a subpoena file including all cases in the date range is created.

The subpoena file is created when the operator presses the <CREATE SUBPOENA> function key. After the file is created, the system-generated name will be displayed so the operator can retrieve it later.

A subpoena report (Figure 21) is produced at the same time the subpoena file is generated. The operator may choose to display the Subpoena Report on the screen or send it to the printer.

SUBPOENA REPORT for 10/01/87 thru 10/06/87			
Run Date: 09/15/87 Run Time: 10:03			Page: 1
Event Date: 10/01/87			
Case No	Time	Event	Judge
CR-87-217	10:00 AM	JURY TRIAL	MICHAEL VIRGA
Subpoena For:	ADAMS,MICHAEL,J HOULIAHAN,SEAN,MICHAEL		WITNESS VICTIM
CR-87-238	02:30 PM	JURY TRIAL	MARVIN HARRIS
Subpoena For:	MENDOZA,SUSAN,TERI SMITH,BARNEY,L WEIR,JACK,P		VICTIM INVESTIGATOR WITNESS
CR-87-287	10:00 AM	JURY TRIAL	MICHAEL VIRGA
Subpoena For:	FONG,CHRISTOPHER,L		ARRESTING OFFICER

Figure 21: Subpoena Report

Subpoena Report

When subpoena files are generated, a Subpoena Report (Figure 21) is produced. This report is in event date and case number order.

For every case, it shows the case number, event

time, a description of the event, judge and all persons associated with the case for whom subpoena files have been generated.

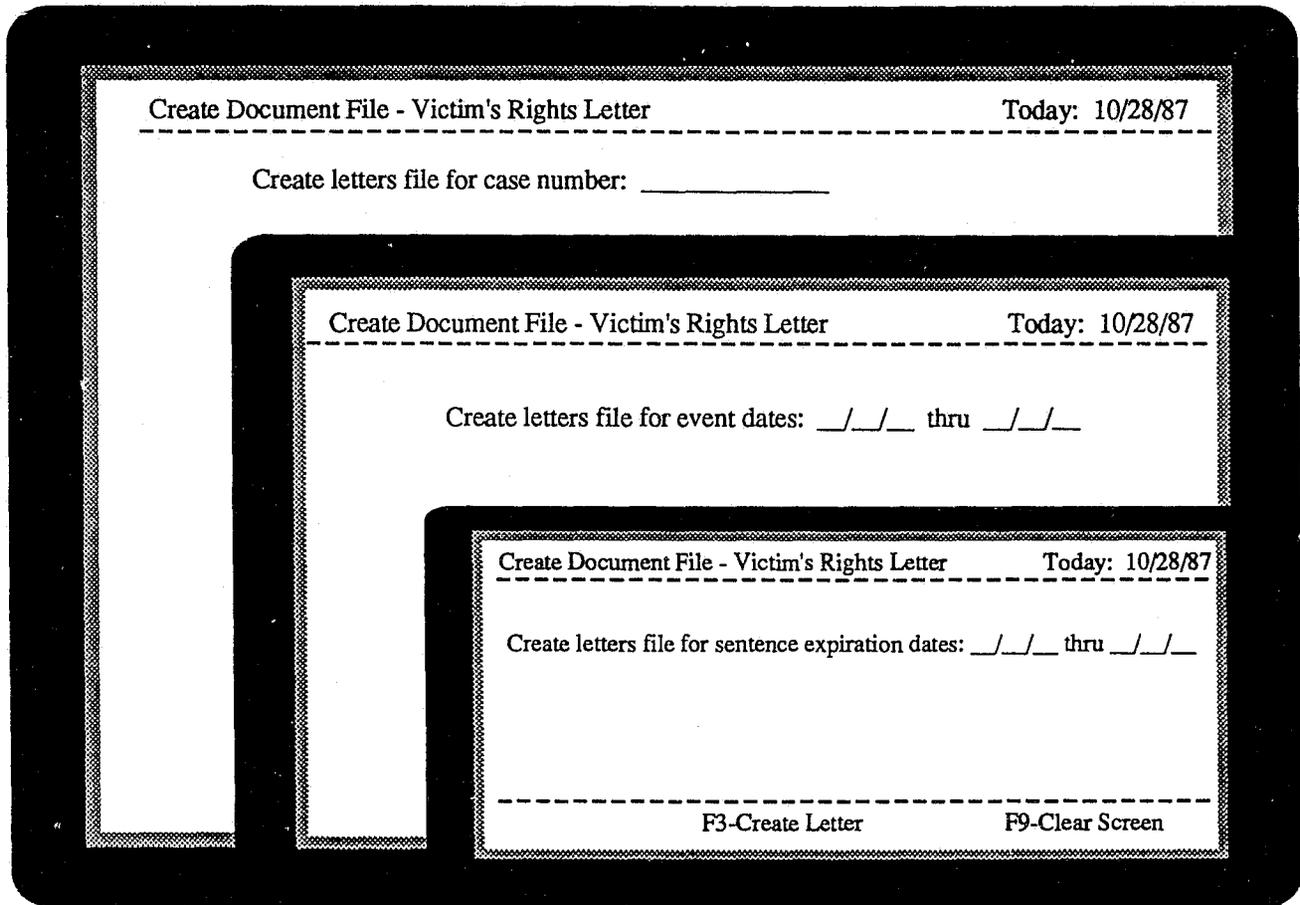


Figure 22: Victims' Rights Selection Screens

Creating a File for Victims' Rights Letters

A file of information for victims' rights letters can be created for a particular case, for an event date range or for a sentence date range. Depending upon the operator's selection of option 2, 3 or 4 from the Document Menu, one of the three screens windowed on this page (Figure 22) is dis-

played. The operator will enter a case number, event date range or sentence date range and press the <CREATE LETTER> function key.

After the file is created, the system-generated name will be displayed so the operator can retrieve the file later.

PRINTING REPORTS

Report Menu

Screening Report

Court Calendar Report

Pending Cases Report

SID Report

Case Aging Report

Defendant Report

Related Person Report

Disposition Reports

Case Disposition Report

Charge Disposition Report

Case History Report

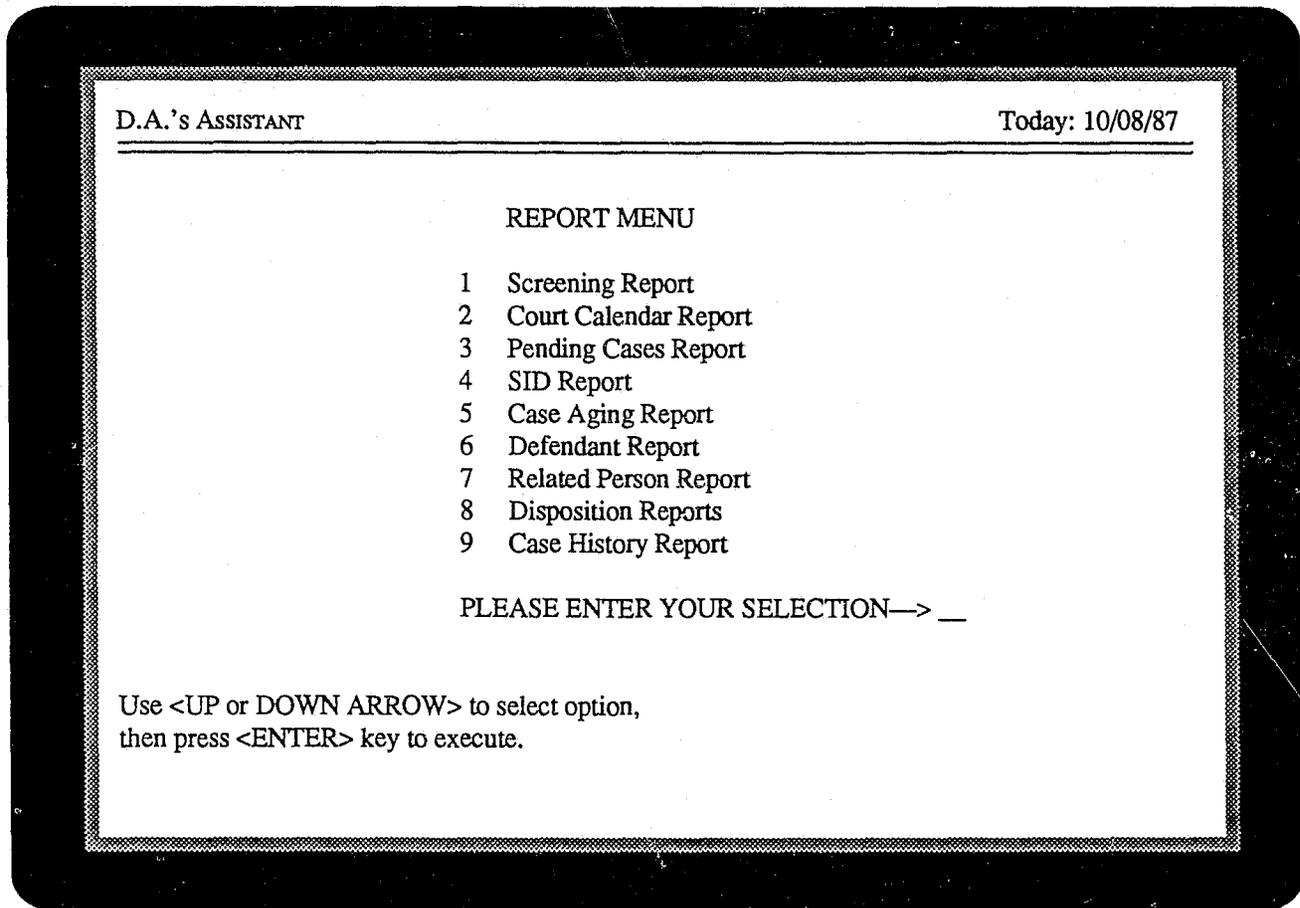


Figure 23: Report Menu

Printing Reports

Report Menu

Nine prosecutorial management reports have been preprogrammed in the D.A.'s ASSISTANT and can be generated at any time by choosing the **Print Reports** option from the Main Menu and select-

ing an option from the Report Menu (Figure 23). The operator can choose to display a report on the screen or send it to the printer.

SCREENING REPORT for 03/01/88 thru 03/08/88				
Run Date: 03/09/88 Run Time: 09:50				
Page: 5				
Screening Date: 03/03/88				
Case No	Case Title	Referral Date	Originating Agency	Incident No
CR-88-233	SMITH	03/01/88	SACRAMENTO CITY PD	000001256
Defendant: SMITH, JAY, CAULDWELL Charges/Screening Attorney 1: F 1102 SEXUAL ASSAULT 1ST DEGREE DANIEL J. SULLIVAN 2: F 0803 ASSAULT 1ST DEGREE DANIEL J. SULLIVAN				
Defendant: CONRAD, ROBERT, Charges/Screening Attorney 1: F 0801 ASSAULT AND BATTERY DANIEL J. SULLIVAN				
CR-88-225	GATES	03/02/88	STATE POLICE	000001234
Defendant: GATES, JULIE, KATHLEEN Charges/Screening Attorney 1: F 2501 THEFT OF VALUE GREATER THAN OR EQUAL TO \$100 NONE / UNKNOWN *** Screening Date: 03/09/88 ***				
Defendant: FONG, TRENTON, AL Charges/Screening Attorney 1: M 2507 CRIMINAL TRESPASS DANIEL J. SULLIVAN 2: M 9002 RECKLESS DRIVING DANIEL J. SULLIVAN				

Figure 24: Screening Report

Screening Report

The Screening Report (Figure 24) is generated in screening date order and lists all of the cases screened during the date range specified by the operator. For each case screened, the report shows case number, case title, referral date, originating

agency, incident number, defendants, all charges for each defendant and screening attorney.

The screening date is noted to the right of the attorney name if it is not the same as the screening date on the top left of the report.

COURT CALENDAR for 10/01/87 thru 10/06/87				
Run Date: 09/30/87 Run Time: 10:05				
Page: 1				
Prosecutor: BOB BELAND				
Event Date	Time	Event	Court	Room
October 01, 1987	9:00 AM	PRELIMINARY HEARING	MUNICIPAL COURT	1
Case No: CR-87-276		Defense Attorney: SAXON Judge: DON LANGSTON		
Defendant/Charges: HOWARD,JOHNNY,L				
1:	F	3505	POSS W/INTENT TO DELIVER AMPHET OR METHAMPHETAMINE	
2:	F	3511	POSSESSION WITH INTENT TO DELIVER MARIJUANA	
Defendant/Charges: HOWARD,SHARON,ANN				
1:	F	3505	POSSESSION WITH INTENT TO DELIVER MARIJUANA	
2:	F	3511	POSS W/INTENT TO DELIVER AMPHET OR METHAMPHETAMINE	
October 03, 1987	11:00 AM	ARRAIGNMENT	SUPERIOR COURT	
Case No: CR-87-279		Defense Attorney: JAMES Judge: MICHAEL VIRGA		
Defendant/Charges: ADAMS,DENNIS,TOMMY				
1:	F	1101	RAPE	
October 03, 1987	2:00 PM	STATUS HEARING	SUPERIOR COURT	
Case No: CR-87-458		Defense Attorney: MITCHELL Judge: DAVID ROGERS		
Defendant/Charges: JOHNSON,HOWARD				
1:	F	4107	THEFT OF PROPERTY VALUE EXCEEDS \$200	
2:	M	2302	HINDERING APPREHENSION	

Figure 25: Court Calendar Report

Court Calendar Report

The Court Calendar Report (Figure 25) is generated in prosecutor and event date order and lists all court events for each prosecutor during the date range specified by the operator. The report can be generated for a specific prosecutor or for all prosecutors. In either case, for each prosecutor the report shows the following information on each

court event: event date and time, a description of the event, court, room, case number, defense attorney, judge, defendants and charges for each defendant.

The operator can choose to display the Court Calendar Report on the screen or send it to the printer.

PENDING CASES REPORT for 10/01/87 thru 10/06/87		
Run Date: 10/06/87 Run Time: 10:05		
Page: 1		
Case No	First Defendant	First Charge
CR-87-354	BROWN Next Event: 10/09/87	SETTING FOREST FIRE 9:00 AM PRELIMINARY HEARING
CR-87-489	JOHNSON Next Event: 10/11/87	AGGRAVATED ROBBERY 11:30 AM PRELIMINARY HEARING
CR-87-674	BROWN Next Event: 11/03/87	AGGRAVATED ASSAULT 2:00 PM ARRAIGNMENT
CR-87-678	HOULAHAN Next Event: 10/25/87	CARRYING PROHIBITED WEAPON 3:00 PM PLEA DOCKET

Figure 26: Pending Cases Report

Pending Cases Report

The Pending Cases Report (Figure 26) is generated in case number order and lists the next event for cases without disposition in the referral date range specified by the operator. For every case, the report shows the case number, first defendant,

first charge, the event date and time, and a description of the event.

The Pending Cases Report can be displayed on the screen or sent to the printer.

SID REPORT					
Run Date: 10/06/87 Run Time: 10:05				Page: 1	
Originating Agency: MANSFIELD POLICE DEPARTMENT					
Incident No	Defendant	DOB	S	R	Case No
123456789	ADAMS, MICHELE, ANN	03/25/59	F	W	CR-87-114
137654321	HARRISON, JAMES, TERRY	12/23/54	M	B	CR-87-394
152766999	HOWARD, JOHNNY, L	06/12/62	M	W	CR-87-276

Figure 27: SID Report

SID Report

When the SID Report (Figure 27) is selected, the system displays all defendants who have SID numbers. The SID Report is generated in originating agency and incident number order. For every SID, the report shows the incident number, defen-

dant name, date of birth, sex, race and case number.

The operator can choose to display the report on the screen or send it to the printer.

CASE AGING REPORT prior to 09/01/87				
Run Date: 10/06/87 Run Time: 10:05				
Page: 1				
Case No	Case Title	Referral Date	Case Type	Case Level
CR-87-286	HOWARD Prosecutor: BELAND Charging Instrument Date: 08/06/87 Next Event: 10/08/87 9:00 AM SENTENCING HEARING	08/04/87	DRUG RELATED	FELONY
CR-87-291	BROWN Prosecutor: MITCHELL Charging Instrument Date: 07/29/87 Next Event: : M	07/23/87	ROBBERY	MISDEMEANOR
CR-87-394	HARRISON Prosecutor: JAMES Charging Instrument Date: 08/15/87 Next Event: 10/15/87 : M	08/12/87	HOMICIDE	FELONY
CR-87-681	ADAMS Prosecutor: BELAND Charging Instrument Date: 07/02/87 Next Event: : M	07/01/87	SEX RELATED	FELONY

Figure 28: Case Aging Report

Case Aging Report

The Case Aging Report (Figure 28) is generated in case number order. It lists the cases in which the charging instrument filing date is prior to the action date specified by the operator. For every case, the report shows the case number, case

title, referral date, case type, case level, prosecutor, charging instrument date, the date and time of the next event and a description of the event.

The Case Aging Report can be displayed on the screen or sent to the printer.

DEFENDANT REPORT				
Run Date: 03/09/88			Run Time: 09:52	
WILLETT, IRA, M 4516 VIRGINIA FORT SMITH, AR 72901			SID No: 56845239 DOB: 09/15/62 Sex: M Race: W	
Case No	Referral Date	Originating Agency	Incident No	Case Disposition
CR-87-286	03/20/87	DEPT. OF FISH & GAME	98747	GUILTY VERDICT
Next Event: 03/09/88 03:30 PM SENTENCE HEARING				
Prosecutor: BOB BELAND				
Judge: SHEILA BARNES				
Charges				
1: F 0801 ASSAULT AND BATTERY				
Disposition: GUILTY BY JURY Date of Disposition: 06/19/87				
2: F 3001 POSSESSION OF NARCOTICS				
Disposition: DISPOSITION PENDING Date of Disposition:				
3: M 1103 SEXUAL ASSAULT 2ND DEGREE				
Disposition: DISPOSITION PENDING Date of Disposition:				

Figure 29: Defendant Report

Defendant Report

The Defendant Report (Figure 29) is generated in alphabetical order by defendant name and gives information on defendants in a name range specified by the operator. For every defendant, the report shows name, address, SID number, DOB, sex, race, and summary information on cases the

defendant is associated with. The case information includes the case number, referral date, originating agency, incident number, case disposition, information on the next case event and charges.

The Defendant Report can be displayed on the screen or sent to the printer.

RELATED PERSON REPORT for 10/01/87 thru 10/06/87				
Run Date: 09/30/87 Run Time: 10:05				
Page: 1				
Case No	Referral Date	Originating Agency	Incident No	Case Disposition
CR-87-564	09/15/87	SACRAMENTO POLICE DEPT	000000345	PLED GUILTY
Event Scheduled: 10/02/87 09:00 AM SENTENCE HEARING				
VICTIM		WEIR,JACK,P 2933 LANCASTER WAY ELK GROVE, CA 95822		
WITNESS		ADAMS,FRED,L 9465 14TH AVENUE #34 FRESNO, CA 95469		
INVESTIGATOR		SMITH,BARNEY,L 485 ALA MOANA AVE WAIKIKI, HI, 96813		
CR-87-645	09/20/87	SAN FRANCISCO SHERIFF'S OFC	000355831	CASE DISMISSED
Event Scheduled: 10/06/87 08:00 AM PRETRIAL HEARING				
VICTIM		EVANS,DWIGHT,T 9458 14TH AVENUE SAN FRANCISCO, CA 94544		
CR-87-941	09/27/87	SAN FRANCISCO SHERIFF'S OFC	000355589	CASE IS OPEN
Event Scheduled: 10/03/87 10:00 AM JURY TRIAL				
WITNESS		MENDOZA,SUSAN,TERI 4943 EMBARCADERO STREET SAN FRANCISCO, CA 94543		
WITNESS		MENDOZA,GARY,LEE 4943 EMBARCADERO STREET SAN FRANCISCO, CA 94543		

Figure 30: Related Person Report

Related Person Report

The Related Person Report (Figure 30) is generated in case number order and lists all persons related to the case if a case event is to occur in the event date range specified by the operator. For every case, the case number, referral date, originating agency, incident number and disposition

are shown. For every related person, the report shows the relationship to the case and the person's name and address.

The operator can choose to display the Related Person Report on the screen or send it to the printer.

CASE DISPOSITION REPORT for 10/01/87 thru 10/06/87					
Run Date: 10/08/87 Run Time: 10:05					Page: 1
Case No	Referral Date	Originating Agency	Incident No	Case Disposition	Date
CR-87-287	10/02/87	FOLSOM POLICE DEPT	000890034	GUILTY VERDICT	10/06/87
Defendant/ Final Charges: HOWARD,JOHNNY,L					
1: F 1101 RAPE					
2: F 3001 POSSESSION OF NARCOTICS					
Defendant/Final Charges: HOWARD,SHARON,ANN					
1: F 3505 POSS W/INTENT TO DELIVER AMPHET OR METHAMPHETAMINE					
2: F 3511 POSSESSION WITH INTENT TO DELIVER MARIJUANA					
CR-87-298	10/03/87	SACRAMENTO CO SHERIFFS	395965847	OPEN	10/04/87
Defendant/Final Charges: BROWN,THOMAS,LEE					
1: F 4055 AGGRAVATED ASSAULT					
CR-87-378	10/05/87	SACRAMENTO CO SHERIFFS	495540048	DISMISSED	10/06/87
Defendant/Final Charges: ADAMS,DENNIS,TOMMY					
1: F 1101 RAPE					

Figure 31: Case Disposition Report

Disposition Reports

After selecting the Disposition Reports option from the Report Menu, the operator can choose one of three reports from a disposition report submenu: Case Disposition Report, Case Disposition Report by Originating Agency and Charge Disposition Report.

- **Case Disposition Report**

The Case Disposition Report (Figure 31) is generated in case number order and shows summary information on cases with a disposition date

in the disposition date range specified by the operator. For every case, the case number, referral date, originating agency, incident number, case disposition, disposition date, defendants and all charges for each defendant are shown.

The Case Disposition Report by Originating Agency displays the same information as the report just described except that it is in originating agency and case number order.

The operator can choose to display the Case Disposition Report on the screen or send it to the printer.

CHARGE DISPOSITION REPORT for 10/01/87 thru 10/06/87			
Run Date: 10/08/87 Run Time: 10:05			
Page: 1			
Final Charge: F 0801		ASSAULT AND BATTERY	
Case No	Defendant	Charge Disposition	Date
CR-87-286	HOWARD,JOHNNY,L	JURY - GUILTY	10/02/87
CR-87-286	HOWARD,SHARON,ANN	JURY - GUILTY	10/02/87
CR-87-454	BROWN,THOMAS,LEE	DISMISSED	10/02/87
			Total Count: 3

Figure 32: Charge Disposition Report

• Charge Disposition Report

The Charge Disposition Report (Figure 32) is generated in final charge number order and shows the cases with a charge disposition date in the disposition date range specified by the operator. For every final charge, the case number, defendant,

charge disposition and total number of defendants are shown.

The Charge Disposition Report can be displayed on the screen or sent to the printer.

CASE HISTORY REPORT

Run Date: 03/09/88 Run Time: 09:56

Page: 1

Case No.: CR-87-286

State of California vs. WILLETT

Referral Date: 03/20/87 Originating Agency: DEPT. OF FISH & GAME
 Incident No: 98747 Location/Jurisdiction: SACRAMENTO CITY

Case Type: ASSAULT AND BATTERY Consolidated With:
 Case Level: FELONY Case Severed From:
 Case Status: CLOSED Date Archived:
 Case Disposition: GUILTY VERDICT Date of Disposition: 06/19/87

Lower Court: MUNICIPAL COURT Lower Court No: F87356
 Upper Court: SUPERIOR COURT Upper Court No: CR87-123F
 Prosecutor: BOB BELAND Other No:

Defendant: WILLETT, IRA, M Sex: M Race: W
 1 of 2 4516 VIRGINIA DOB: 09/15/62
 FORT SMITH, AR 72901 SID No.: 56845239

Final Charge: F 0801 ASSAULT AND BATTERY
 1 of 3 Disposition: GUILTY BY JURY

 Sentence: COUNTY JAIL Amount: \$0.00
 1 of 2 Date of Sentence: 06/20/87 Expiration: 06/24/88

 Sentence: PROBATION Amount: \$0.00
 2 of 2 Date of Sentence: 06/24/88 Expiration: 06/24/89

Final Charge: F 3001 POSSESSION OF NARCOTICS
 2 of 3 Disposition: DISPOSITION PENDING

 Sentence: STATE PRISON Amount: \$0.00
 1 of 3 Date of Sentence: 03/05/88 Expiration:

 Sentence: COUNTY JAIL Amount: \$0.00
 2 of 3 Date of Sentence: 03/01/88 Expiration:

 Sentence: PROBATION Amount: \$0.00
 3 of 3 Date of Sentence: 01/01/88 Expiration:

Final Charge: M 1103 SEXUAL ASSAULT 2ND DEGREE
 3 of 3 Disposition: DISPOSITION PENDING

 Sentence: SPECIAL Amount: \$0.00
 1 of 1 Date of Sentence: 03/02/88 Expiration:

Defendant: BROWN, JOHNNY, TERRY Sex: M Race: B
 2 of 2 901 FLORIN ROAD DOB: 09/20/54
 SACRAMENTO, CA 95831 SID No.:

Final Charge: F 0722 OBSTRUCTION OF JUSTICE
 1 of 2 Disposition: DISMISSED

Figure 33a: Case History Report (Page 1)

CASE HISTORY REPORT
Run Date: 03/09/88 Run Time: 09:56 Page: 2

Case No.: CR-87-286 State of California vs. WILLETT

Final Charge: F 3001 POSSESSION OF NARCOTICS
 2 of 2 Disposition: DISMISSED

Related Person: HARRISON, MARC, A Sex: M Race: W
 1 of 2 346 FIRST ST #163 DOB: 06/13/59
DAVIS, CA 95619 SSN: 354256746

Relationship to Case: ARRESTING OFFICER
 Defendant:
 Victim:

Related Person: GATES, JULIE, KATHLEEN Sex: F Race: W
 2 of 2 135 LANCASTER WAY DOB: 03/25/59
SACRAMENTO, CA 958221014 SSN: 585335799

Relationship to Case: VICTIM
 Defendant: COHABITANT
 Victim:

Events	Date	Time	Event
	03/22/87	8:00 AM	ARRAIGNMENT
	04/03/87	10:30 AM	PRELIMINARY HEARING
	05/23/87	10:00 AM	JURY TRIAL
	06/10/87	3:30 PM	SENTENCE HEARING

Actions	Date Filed	Action
	03/21/87	COMPLAINT FILED
	04/03/87	DEMAND FOR JURY
	04/10/87	CASE SET/NOTICE SENT
	03/23/87	SUBPOENA
	05/10/87	SUBPOENA

Case Totals Defendants: 2
Charges: 5
Sentences: 6
Related Persons: 2
Events: 4
Actions: 5

Figure 33b: Case History Report (Page 2)

Case History Report

The Case History Report (Figure 33) is generated in case number order and displays detailed information about cases in a case number range specified by the operator. Information from every case file is displayed to show the history of the case, including case header, defendant, charge,

sentence, disposition, related person, event and action information. The report also lists the total number of defendants, charges, sentences, related persons, events and actions for each case.

This report is only sent to the printer and is not displayed on the screen.

MAINTAINING THE SYSTEM

Log-in Process

Resetting the Password File

Unlocking Records

Printing and Purging the Audit Trail

Maintaining Tables and Look-up Files

Maintaining Users

Maintaining Persons and Aliases

Deleting Case Information

Archiving and Unarchiving Cases

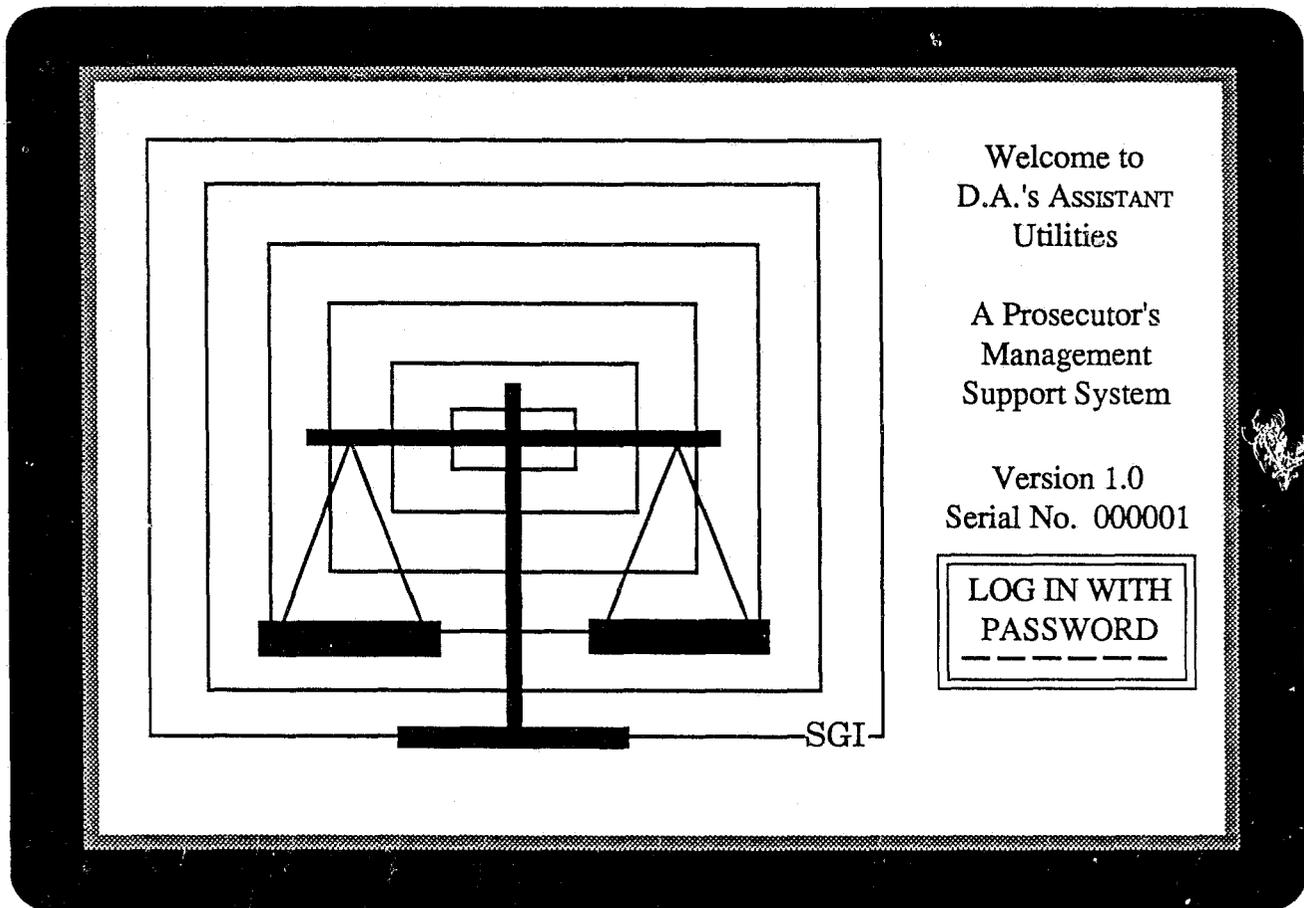


Figure 34: Utilities Log-in Screen

Maintaining the System

Log-in Process

The D.A.'s ASSISTANT Utilities is a separate option on the Master Menu of the system. The Utilities have a separate log-in screen (Figure 34) and their own menu (Figure 35). Only the system administrator should have access to the utilities.

The administrator enters a password on the Log-in Screen. The system verifies that the administrator has permission to use the Utilities. If an incorrect password is entered, the user will be returned to the Master Menu.

The D.A.'s ASSISTANT Utilities allow the administrator to disconnect users, unlock records, print and purge the audit trail, maintain code tables and look-up files, maintain users, delete case information, delete and combine personal information records, and archive and unarchive cases.

No other users should be on the system while the utilities are being run, and most utilities will not operate if anyone other than the administrator is using the system.

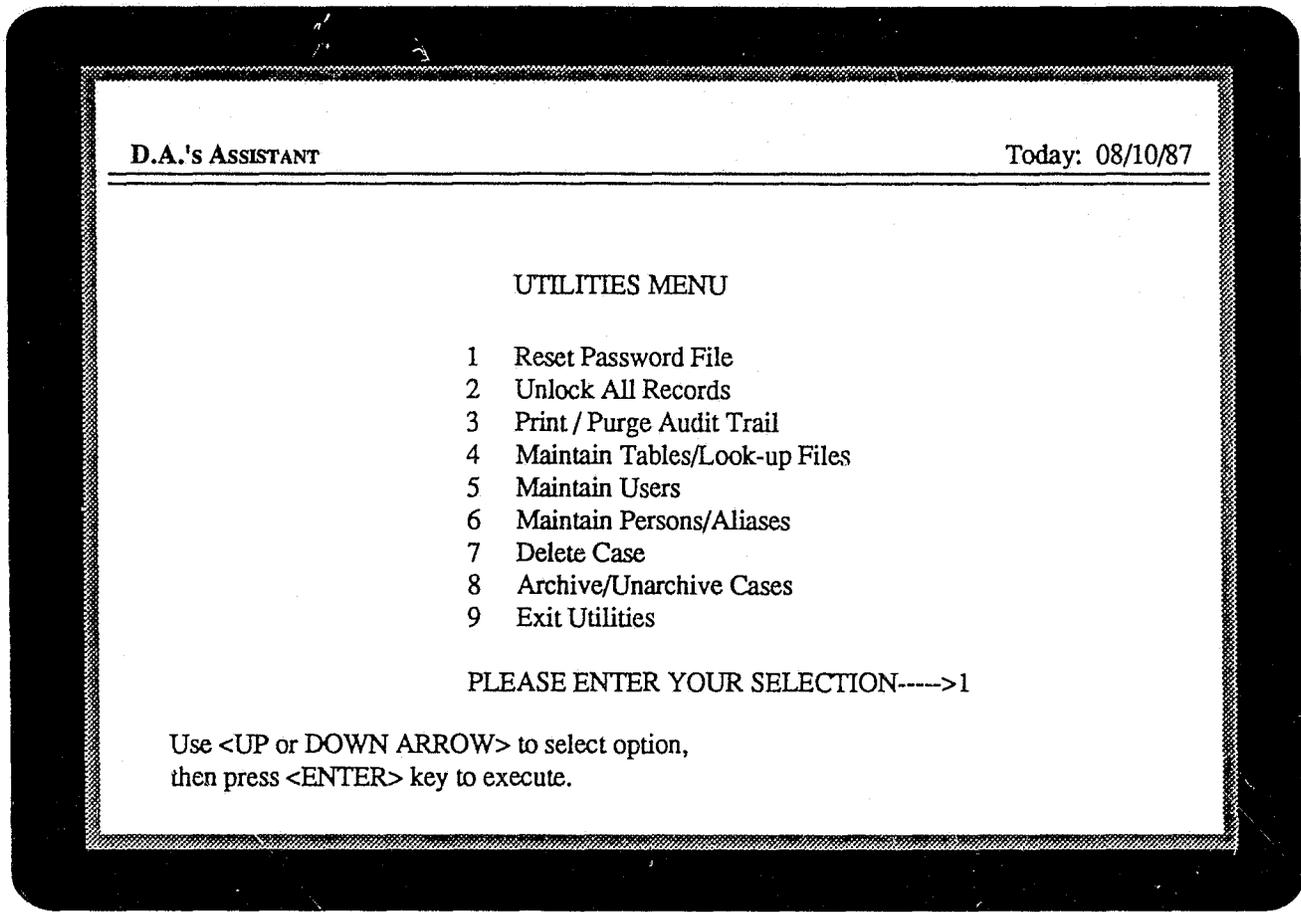


Figure 35: Utilities Menu

Resetting the Password File

The purpose of this utility is to reset the Logged In field in the user password tables. This utility is used in the event of a network server failure or when a workstation fails before an operator can log off. The **Reset Password File** option clears and resets the Logged In field in the password file for all D.A.'s ASSISTANT users.

Unlocking Records

Record locks are used to prevent two operators from modifying the same information simultaneously. In the event of a network server failure or when a workstation fails before an operator can log off, some records may remain "locked" even though no operator is accessing them. The **Unlock All Records** option clears the locks that were set before a system failure.

Printing and Purging the Audit Trail

The audit trail is a log of all activity on the D.A.'s ASSISTANT. For each activity, the log contains the action performed, the operator's initials, the date, time and the case number. The **Print/Purge Audit Trail** option allows the administrator to display the audit trail on the screen or send it to the printer. The administrator also has the capability to purge the audit trail of all entries.

Maintaining Tables and Look-up Files

This utility allows the administrator to add, modify or delete data from the code translation tables, and from the offense, bond agent, attorney and judge files. The administrator can also print the tables and look-up files from the **Maintain Tables/Look-up Files** option.

Maintaining Users

The **Maintain Users** option allows the system administrator to add and delete users and print a list of all users. It also permits the administrator to change a user's password or give permission to access the D.A.'s ASSISTANT functions.

Maintaining Persons and Aliases

The **Maintain Persons/Aliases** option allows the administrator to delete and combine person records when it is discovered that information on one individual is stored in the database several times under various names and Person ID Numbers.

This utility also allows the operator to add and delete aliases.

Deleting Case Information

Through the **Delete Case** option, the system administrator can delete an entire case.

Archiving and Unarchiving Cases

Archiving old cases frees space on the hard disk or server for current cases and files. The **Archive/Unarchive Cases** option allows the administrator to off-load old cases from the D.A.'s ASSISTANT database and store them elsewhere, for example, on tape or hard or floppy disk. Cases can also be unarchived or restored to the D.A.'s ASSISTANT database.

OPERATING ENVIRONMENT AND PERFORMANCE

Operating Environment and Performance

The D.A.'s ASSISTANT is a prosecutor's management support system that runs on a wide variety of single-user, multiuser and networked computers. In choosing your computer system, make sure the hardware and operating system can provide the performance your agency will need to use the system. Most manufacturers will inform you of the number of users the multiuser or networked system can support before noticeable performance degradation occurs.

The D.A.'s ASSISTANT was written in the applications development database DataFlex version 2.2, produced by Data Access Corporation on a Novell ArcNet network under the Advanced Netware version 1.01 operating system. The program was designed to run in 640 K of RAM on each microcomputer. In addition to data security offered by the D.A.'s ASSISTANT, Novell's Advanced Netware, as well as most multiuser and networked operating systems, provides security for files on the system.

Data Access Corporation maintains that DataFlex version 2.2 will operate in the following configurations. However, SEARCH does not guarantee that any of its products will operate on any system other than those on which they were developed.

On single-user, 16-bit machines:

- IBM PC-DOS 2.x, 3.x
- MS-DOS 2.x, 3.x
- CP/M-86

On multiuser, 16-bit machines:

- IBM Token Ring
- IBM PC Network
- XENIX Ver 3. and 5.
- AT&T 6300+ w/UNIX System V
- L/FT Cubix w/UNIX System V
- Concurrent DOS
- Novell Netware
- Advanced Netware
- All DOS 3.1 compatible LANs
- TurboDos 86
- Corvus OC NOS
- Televideo Infoshare
- PC Net
- Northstar Dimension

- Alloy Computer RTNX
- Alloy Computer NTNX
- Software Link MultiLink
Ver 4.02 (Adv)
- Fox 10 Net
- Wang Lio Ver 2.05.20
- Tandy Vianet Ver 2.05.20

UNIX and VMS Systems:

- VAX/VMS Ver. 4.4 and up
- AT&T 3B Series
- NCR Tower 16
- NCR Tower 32
- Sperry 5000/50
- Stride 440
- Plexus Computer
- British Telecom Fulcrum
- Convergent Technologies
Mightyframe

DISK SPACE REQUIREMENTS

Disk Space Requirements

To assist agencies in determining the disk space required to run the D.A.'s ASSISTANT, the following estimates have been made for four sizes of case storage: 500, 1,000, 5,000 and 10,000 cases. Based upon these figures, an agency should be able to estimate the amount of disk storage the D.A.'s ASSISTANT will require for whatever period an agency wishes to maintain case histories in the system.

For example, if an agency has an annual caseload of 500 cases (see Figure 36) and it wants to retain four years of case histories on the system, the disk space required is:

$$(1st\ year)+(2nd\ year)+(3rd\ year)+(4th\ year)+(programs) = \text{minimum total}$$

$$2.5\ MB + 2.5\ MB + 2.5\ MB + 2.5\ MB + 2.5\ MB = 12.5\ \text{megabytes}$$

<u>Static file sizes</u>	<u>Disk space</u>
DataFlex Program files	1.2 megabytes
D.A.'s ASSISTANT programs	1.3 megabytes
Total needed for programs	2.5 megabytes
<u>Number of stored cases</u>	<u>Disk space</u>
500	2.5 megabytes
1,000	4.5 megabytes
5,000	19.0 megabytes
10,000	37.0 megabytes

Figure 36: Disk Storage Estimates

These storage estimates (Figure 36) are for the D.A.'s ASSISTANT minimum requirements for data file storage only and *do not* include storage necessary for additional applications. Be sure to add to the total the required space for both DataFlex and the D.A.'s ASSISTANT program files in addition to the case storage estimates.

DISK SPACE REQUIREMENTS

The storage estimates in Figure 36 are based upon the following assumptions about a "typical" case (Figure 37). They were compiled by the SEARCH Task Force on Prosecutor Technical Assistance and Training Needs using statistics of average caseloads and activities.

<u>Case data items</u>	<u>Averages</u>
Number of defendants per case	1.2
Number of charges per defendant	2.1
Number of sentences per defendant	2.0
Number of victims/witnesses per case	2.5
Number of events per case	3.5
Number of actions per case	3.0
<u>Code table items</u>	<u>Averages</u>
Number of Judges	8
Number of Attorneys	11
Number of Bond Agents	5
Number of Offense Codes	280

Figure 37: Case Information Averages

**Appendix A
Data Element
Dictionary**

Data Element Dictionary

The following Data Element Dictionary lists the data elements on the data entry/update screens and gives a brief description of each element. The data elements are listed alphabetically in two formats: by screen and collectively. Each data element is also described in a one- or two-line definition.

For each data element, its type, width and number of decimal places, and whether it is coded, mandatory or system-generated, is indicated.

Type: A, N or D

A - character; includes A-Z, 0-9, special characters such as %, \$

N - numeric; includes 0-9

D - date; mm/dd/yy format

Width: total number of characters

Decimal places: number of digits after the decimal point

Coded: Y(es) or N(o); data element cannot be left blank

Mandatory: Y(es) or N(o); data element cannot be left blank

In the alphabetical listing of elements for all screens collectively, the names of the screens are abbreviated as follows:

Action: action

Case Header: caseh

Charge: charge

Defendant: defend

Event: event

New case: newc

Related person: relper

Sentence: sent

DATA ELEMENT DICTIONARY

	Type	Width	Decimal places	Coded	Mandatory
<i>Action Screen</i>					
Action Type.....	A	4		Y	Y
Date Filed.....	D	3			Y
Notes.....	A	50			

Case Header Screen

Case Cons. With.....	A	9			
Case Dispo.....	A	4		Y	
Case Level.....	A	4		Y	
Case Number.....	A	9			Y
Case Sev. From.....	A	9			
Case Status.....	A	4		Y	
Case Title.....	A	15			Y
Case Type.....	A	4		Y	
Date Archived.....	D	3			
Date of Dispo.....	D	3			
Incident Number.....	A	9			Y
Location.....	A	4		Y	
Lower Court.....	A	4		Y	
Lower Court No.....	A	9			
Originating Agency.....	A	4		Y	Y
Other Number.....	A	9			
Prosecutor.....	A	4		Y	
Referral Date.....	D	3			Y
Upper Court.....	A	4		Y	
Upper Court No.....	A	9			

Charge Screen

Auth. Charge.....	A	15		Y	Y
Charge No.....	N	3			
Date of Dispo.....	D	3			
Defendant Name.....	A	35			
Defendant No.....	N	3			
Dispo Event.....	A	4		Y	
Disposition.....	A	4		Y	
Ev. Location.....	A	13			
Evidence.....	A	45			
Evidence No.....	A	10			
Final Charge.....	A	15		Y	
Plea Entered.....	A	4		Y	
Plea Offered.....	A	45			
Qualifier.....	A	10			
Reason.....	A	4		Y	
Screening Atty.....	A	4		Y	Y
Screening Date.....	D	3			Y
Sentence Count.....	N	3			

Defendant Screen

Address.....	A	25			
Agency/Employer.....	A	25			
Alias No.....	N	3			

DATA ELEMENT DICTIONARY

	Type	Width	Decimal places	Coded	Mandatory
<i>Defendant Screen (cont.)</i>					
Bail Amount.....	N.....	10.....	2.....		
Bond Agent.....	A.....	4.....		Y.....	
Charge Count.....	N.....	3.....			
City.....	A.....	15.....			
Custody Status.....	A.....	4.....		Y.....	
Date of Arrest.....	D.....	3.....			
Date of Offense.....	D.....	3.....			
Date1 Unavail. Fr.....	D.....	3.....			
Date1 Unavail. To.....	D.....	3.....			
Date2 Unavail. Fr.....	D.....	3.....			
Date2 Unavail. To.....	D.....	3.....			
Defendant No.....	N.....	3.....			
Defense Atty.....	A.....	4.....		Y.....	
DOB.....	D.....	3.....			
DOB (alias).....	D.....	3.....			
Dr. Lic. No.....	A.....	10.....			
Dr. Lic. No. (alias).....	A.....	10.....			
Eye Color.....	A.....	4.....		Y.....	
F. Name (alias).....	A.....	10.....			Y.....
FBI No.....	A.....	10.....			
First Charge.....	A.....	15.....		Y.....	
First Name.....	A.....	10.....			Y.....
Hair Color.....	A.....	4.....		Y.....	
Height.....	N.....	3.....			
L. Name (alias).....	A.....	15.....			Y.....
Last Name.....	A.....	15.....			Y.....
M. Name (alias).....	A.....	10.....			
Middle Name.....	A.....	10.....			
Person ID No.....	N.....	10.....			
Phone1.....	A.....	10.....			
Phone2.....	A.....	10.....			
Priors.....	A.....	40.....			
Race.....	A.....	1.....		Y.....	
Sex.....	A.....	1.....		Y.....	
SID No.....	A.....	9.....			
SSN.....	A.....	9.....			
State.....	A.....	2.....		Y.....	
State Issue.....	A.....	2.....		Y.....	
State issue (alias).....	A.....	2.....		Y.....	
Weight.....	N.....	3.....			
Zip.....	A.....	9.....			

Event Screen

Create Subpoena.....	A.....	1.....			
Create V.R.L.....	A.....	1.....			
Defense Atty.....	A.....	4.....		Y.....	
Event Date.....	D.....	3.....			Y.....
Event Dispo.....	A.....	4.....		Y.....	
Event Time.....	A.....	5.....			Y.....
Event Type.....	A.....	4.....		Y.....	Y.....

DATA ELEMENT DICTIONARY

	Type	Width	Decimal places	Coded	Mandatory
<i>Event Screen (cont.)</i>					
Judge	A	4		Y	
Notes	A	29			
Prosecut. Atty.....	A	4		Y	

New Case Screen

Auth. Charge	A	15		Y	Y
Case Level	A	4		Y	
Case Number	A	9			Y
Case Status	A	4		Y	
Case Title	A	15			Y
Case Type	A	4		Y	
Custody Status.....	A	4		Y	
Date (event).....	D	3			
Date of Arrest.....	D	3			
Date of Offense.....	D	3			
Defense Atty.....	A	4		Y	
First Name	A	10			Y
Incident Number.....	A	9			Y
Last Name.....	A	15			Y
Location	A	4		Y	
Middle Name	A	10			
Next Event.....	A	4		Y	
Originating Agency.....	A	4		Y	Y
Referral Date.....	D	3			Y
Time (event).....	A	5			

Related Person Screen

Address.....	A	25			
Agency/Employer	A	25			
Alias No.	N	3			
Attorney	A	4		Y	
City	A	15			
Create Subpoena1	A	4		Y	
Create Subpoena2	A	4		Y	
Create Subpoena3	A	4		Y	
Create Subpoena4	A	4		Y	
Create V.R.L.	A	1			
Date1 Unavail. Fr	D	3			
Date1 Unavail. To.....	D	3			
Date2 Unavail. Fr	D	3			
Date2 Unavail. To.....	D	3			
DOB	D	3			
DOB (alias).....	D	3			
Dr. Lic. No.....	A	10			
Dr. Lic. No. (alias).....	A	10			
F. Name (alias).....	A	10			Y
First Name.....	A	10			Y
L. Name (alias).....	A	15			Y
Last Name.....	A	15			Y
M. Name (alias).....	A	10			

DATA ELEMENT DICTIONARY

	Type	Width	Decimal places	Coded	Mandatory
<i>Related Person Screen (cont.)</i>					
Middle Name.....	A.....	10.....			
Person ID No.....	N.....	10.....			
Phone1.....	A.....	10.....			
Phone2.....	A.....	10.....			
Race.....	A.....	1.....		Y	
Rel. Per. No.....	N.....	3.....			
Relation to Case.....	A.....	4.....		Y	
Relation to Def.....	A.....	4.....		Y	
Relation to Vict.....	A.....	4.....		Y	
Sex.....	A.....	1.....		Y	
SSN.....	A.....	9.....			
State.....	A.....	2.....		Y	
State Issue.....	A.....	2.....		Y	
State Issue (alias).....	A.....	2.....		Y	
Subpoena Items.....	A.....	55.....			
Zip.....	A.....	9.....			

Sentence Screen

Amount.....	N.....	10.....	2.....		
Auth. Charge.....	A.....	15.....		Y	
Charge No.....	N.....	3.....			
Create V.R.L.....	A.....	1.....			
Date Sentenced.....	D.....	3.....			Y
Defendant Name.....	A.....	35.....			
Defendant No.....	N.....	3.....			
Expiration Date.....	D.....	3.....			
Final Charge.....	A.....	15.....		Y	
Notes.....	A.....	30.....			
Qualifier.....	A.....	10.....			
Screening Atty.....	A.....	4.....		Y	
Screening Date.....	D.....	3.....			
Sentence Days.....	N.....	4.....			
Sentence Hours.....	N.....	4.....			
Sentence Months.....	N.....	4.....			
Sentence No.....	N.....	2.....			
Sentence Years.....	N.....	4.....			
Type of Sentence.....	A.....	4.....		Y	Y

DATA ELEMENT DICTIONARY

All Screens	Screen	Type	Width	Dec. places	Coded	Mandatory
Action Type	action	A	4		Y	Y
Address	defend	A	25			
Address	relper	A	25			
Agency/Employer	defend	A	25			
Agency/Employer	relper	A	25			
Alias No.	defend	N	3			
Alias No.	relper	N	3			
Amount	sent	N	10	2		
Attorney	relper	A	4		Y	
Auth. Charge	charge	A	15		Y	Y
Auth. Charge	newc	A	15		Y	Y
Auth. Charge	sent	A	15		Y	
Bail Amount	defend	N	10	2		
Bond Agent	defend	A	4		Y	
Case Cons. With	caseh	A	9			
Case Dispo	caseh	A	4		Y	
Case Level	caseh	A	4		Y	
Case Level	newc	A	4		Y	
Case Number	caseh	A	9			Y
Case Number	newc	A	9			Y
Case Sev. From	caseh	A	9			
Case Status	caseh	A	4		Y	
Case Status	newc	A	4		Y	
Case Title	caseh	A	15			Y
Case Title	newc	A	15			Y
Case Type	caseh	A	4		Y	
Case Type	newc	A	4		Y	
Charge Count	defend	N	3			
Charge No.	charge	N	3			
Charge No.	sent	N	3			
City	defend	A	15			
City	relper	A	15			
Create Subpoena	event	A	1			
Create Subpoena1	relper	A	4		Y	
Create Subpoena2	relper	A	4		Y	
Create Subpoena3	relper	A	4		Y	
Create Subpoena4	relper	A	4		Y	
Create V.R.L.	event	A	1			
Create V.R.L.	relper	A	1			
Create V.R.L.	sent	A	1			
Custody Status	defend	A	4		Y	
Custody Status	newc	A	4		Y	
Date Archived	caseh	D	3			
Date Filed	action	D	3		Y	
Date (event)	newc	D	3			
Date of Arrest	defend	D	3			
Date of Arrest	newc	D	3			
Date of Dispo	caseh	D	3			

DATA ELEMENT DICTIONARY

All Screens	Screen	Type	Width	Dec. places	Coded	Mandatory
Date of Dispo	charge	D	3			
Date of Offense	defend	D	3			
Date of Offense	newc	D	3			
Date Sentenced	sent	D	3			
Date1 Unavail. Fr	defend	D	3			
Date1 Unavail. Fr	relper	D	3			
Date1 Unavail. To	defend	D	3			
Date1 Unavail. To	relper	D	3			
Date2 Unavail. Fr	defend	D	3			
Date2 Unavail. Fr	relper	D	3			
Date2 Unavail. To	defend	D	3			
Date2 Unavail. To	relper	D	3			
Defendant Name	charge	A	35			
Defendant Name	sent	A	35			
Defendant No.	charge	N	3			
Defendant No.	defend	N	3			
Defendant No.	sent	N	3			
Defense Atty.	defend	A	4		Y	
Defense Atty.	event	A	4		Y	
Defense Atty.	newc	A	4		Y	
Dispo Event	charge	A	4		Y	
Disposition	charge	A	4		Y	
DOB	defend	D	3			
DOB	relper	D	3			
DOB (alias)	defend	D	3			
DOB (alias)	relper	D	3			
Dr. Lic. No.	defend	A	10			
Dr. Lic. No.	relper	A	10			
Dr. Lic. No. (alias)	defend	A	10			
Dr. Lic. No. (alias)	relper	A	10			
Ev. Location	charge	A	13			
Event Date	event	D	3			Y
Event Dispo	event	A	4		Y	
Event Time	event	A	5			Y
Event Type	event	A	4		Y	Y
Evidence	charge	A	45			
Evidence No.	charge	A	10			
Expiration Date	sent	D	3			
Eye Color	defend	A	4		Y	
F. Name (alias)	defend	A	10			Y
F. Name (alias)	relper	A	10			Y
FBI No.	defend	A	10			
Final Charge	charge	A	15		Y	
Final Charge	sent	A	15		Y	
First Charge	defend	A	15		Y	
First Name	defend	A	10			Y
First Name	newc	A	10			Y
First Name	relper	A	10			Y

DATA ELEMENT DICTIONARY

All Screens	Screen	Type	Width	Dec. places	Coded	Mandatory
Hair Color.....	defend.....	A.....	4.....		Y.....	
Height.....	defend.....	N.....	3.....			
Incident Number.....	caseh.....	A.....	9.....			Y
Incident Number.....	newc.....	A.....	9.....			Y
Judge.....	event.....	A.....	4.....		Y.....	
L. Name (alias).....	defend.....	A.....	15.....			Y
L. Name (alias).....	relper.....	A.....	15.....			Y
Last Name.....	defend.....	A.....	15.....			Y
Last Name.....	newc.....	A.....	15.....			Y
Last Name.....	relper.....	A.....	15.....			Y
Location.....	caseh.....	A.....	4.....		Y.....	
Location.....	newc.....	A.....	4.....		Y.....	
Lower Court.....	caseh.....	A.....	4.....		Y.....	
Lower Court No.....	caseh.....	A.....	9.....			
M. Name (alias).....	defend.....	A.....	10.....			
M. Name (alias).....	relper.....	A.....	10.....			
Middle Name.....	defend.....	A.....	10.....			
Middle Name.....	newc.....	A.....	10.....			
Middle Name.....	relper.....	A.....	10.....			
Next Event.....	newc.....	A.....	4.....		Y.....	
Notes.....	action.....	A.....	50.....			
Notes.....	event.....	A.....	29.....			
Notes.....	sent.....	A.....	30.....			
Orig. Agency.....	caseh.....	A.....	4.....		Y.....	Y
Orig. Agency.....	newc.....	A.....	4.....		Y.....	Y
Other Number.....	caseh.....	A.....	9.....			
Person ID No.....	defend.....	N.....	10.....			
Person ID No.....	relper.....	N.....	10.....			
Phone 1.....	defend.....	A.....	10.....			
Phone 1.....	relper.....	A.....	10.....			
Phone 2.....	defend.....	A.....	10.....			
Phone 2.....	relper.....	A.....	10.....			
Plea Entered.....	charge.....	A.....	4.....		Y.....	
Plea Offered.....	charge.....	A.....	45.....			
Priors.....	defend.....	A.....	40.....			
Prosecut. Atty.....	event.....	A.....	4.....		Y.....	
Prosecutor.....	caseh.....	A.....	4.....		Y.....	
Qualifier.....	charge.....	A.....	10.....			
Qualifier.....	sent.....	A.....	10.....			
Race.....	defend.....	A.....	1.....		Y.....	
Race.....	relper.....	A.....	1.....		Y.....	
Reason.....	charge.....	A.....	4.....		Y.....	

DATA ELEMENT DICTIONARY

All Screens	Screen	Type	Width	Dec. places	Coded	Mandatory
Referral Date.....	caseh.....	D.....	3.....			Y
Referral Date.....	newc.....	D.....	3.....			Y
Rel. Per. No.....	relper.....	N.....	3.....			
Relation. to Case.....	relper.....	A.....	4.....		Y	
Relation. to Def.....	relper.....	A.....	4.....		Y	
Relation. to Vict.....	relper.....	A.....	4.....		Y	
Screening Atty.....	charge.....	A.....	4.....		Y	Y
Screening Atty.....	sent.....	A.....	4.....		Y	
Screening Date.....	charge.....	D.....	3.....			Y
Screening Date.....	sent.....	D.....	3.....			
Sentence Count.....	sent.....	N.....	3.....			
Sentence Days.....	sent.....	N.....	4.....			
Sentence Hours.....	sent.....	N.....	4.....			
Sentence Months.....	sent.....	N.....	4.....			
Sentence No.....	sent.....	N.....	2.....			
Sentence Years.....	sent.....	N.....	4.....			
Sex.....	defend.....	A.....	1.....		Y	
Sex.....	relper.....	A.....	1.....		Y	
SID No.....	defend.....	A.....	9.....			
SSN.....	defend.....	A.....	9.....			
SSN.....	relper.....	A.....	9.....			
St. Issue (alias).....	defend.....	A.....	2.....		Y	
St. Issue (alias).....	relper.....	A.....	2.....		Y	
State.....	defend.....	A.....	2.....		Y	
State.....	relper.....	A.....	2.....		Y	
State Issue.....	defend.....	A.....	2.....		Y	
State Issue.....	relper.....	A.....	2.....		Y	
Subpoena Items.....	relper.....	A.....	55.....			
Time (event).....	newc.....	A.....	5.....			
Type of Sentence.....	sent.....	A.....	4.....		Y	Y
Upper Court.....	caseh.....	A.....	4.....		Y	
Upper Court No.....	caseh.....	A.....	9.....			
Weight.....	defend.....	N.....	3.....			
Zip.....	defend.....	A.....	9.....			
Zip.....	relper.....	A.....	9.....			

DATA ELEMENT DICTIONARY

- Action Type** — A description of an action, which is any activity, excluding events. For example, actions are filing a complaint and generating an arrest warrant or a victim's rights letter.
- Address** — The street address of a person's domicile.
- Agency/Employer** — The person's employing agency.
- Alias No.** — The number of alias names belonging to the person.
- Amount** — The dollar value assigned for this sentence.
- Attorney** — The person's attorney.
- Auth. Charge** — The initial charge named in the charging instrument.
- Bail Amount** — The amount of cash bail or surety bond.
- Bond Agent** — The surety bond agency that posted bond for the defendant.
- Case Cons. With** — The number of the case with which the current case will be consolidated.
- Case Dispo** — The final disposition of the case, for example, dismissed or pled guilty.
- Case Level** — A general identifier for the severity of the crime, for example, felony, misdemeanor, traffic or infraction.
- Case Number** — The unique number assigned by the prosecutor to a case, based upon the agency's own numbering system.
- Case Sev. From** — The number of the case from which this case was severed.
- Case Status** — Identifies the stage the case is in from point of referral to final disposition, for example, open, pending charges or pending sentencing.
- Case Title** — By convention, the plaintiff and the last name of the first defendant in the case.
- Case Type** — A general case grouping, for example, burglary, robbery or drug-related.
- Charge Count** — The number of charges filed against this defendant in this case.
- Charge No.** — The system-assigned sequence number of the specific charge in relation to all charges against this defendant in this case.
- City** — The city of a person's domicile.
- Create Subpoena** — A y=yes, n=no indicating if subpoenas are to be produced for that event.
- Create Subpoena For** — Court events for which this person is to be subpoenaed.
- Create V.R.L.** — A y=yes, n=no indicating if a victim's rights letter is to be generated.
- Custody Status** — The place or condition of the defendant's person.
- Date Archived** — The date the case was archived.

DATA ELEMENT DICTIONARY

Date Filed — The date the action was filed with the court clerk or that an action was taken and logged in the case file.

Date (event) — The date the next event will take place.

Date of Arrest — The date the defendant was arrested.

Date of Dispo — The date the final disposition of the charge or case was entered on the judicial record.

Date of Offense — The date the crime or incident occurred.

Date Sentenced — The date of the imposition of sentence.

Dates Unavailable ___ to ___ and ___ to ___ — A set of dates indicating when this person is unavailable to appear for a court event.

Defendant Name — The last, first and middle name of the defendant.

Defendant No. — The system-assigned sequence number of this defendant in relation to all defendants in this case.

Defense Atty. — The defendant's attorney.

Dispo Event — The court event at which the disposition was given.

Disposition — The final status of this charge.

DOB — The person's date of birth.

Dr. Lic. No. — The person's driver's license number.

Ev. Location — The place where the evidence is being kept.

Event Date — The date for which an event is scheduled or its actual date.

Event Dispo — A description of what happened at the event, for example, sentence hearing set.

Event Time — The time of day for which an event is scheduled or its actual time held.

Event Type — A description of any activity requiring judicial or grand jury action, for example, an arraignment or preliminary hearing.

Evidence — A free-form description of the evidence for the case.

Evidence No. — A number uniquely identifying a piece of evidence.

Expiration Date — The date this specific sentence expires.

Eye Color — The standard FBI/NCIC codes for eye color.

FBI No. — A unique identifier assigned by the FBI.

Final Charge — The charge for which a disposition was entered.

First Charge — The first charge filed against the defendant.

DATA ELEMENT DICTIONARY

First Name — The person's first name.

Hair Color — The standard FBI/NCIC codes for hair color.

Height — The person's physical height in feet and inches.

Incident Number — The unique number assigned by the referring agency to identify the activities causing the referral.

Judge — The judge assigned for the event.

Last Name — The person's last name.

Location — The geographic location of the incident.

Lower Court — The level of limited jurisdiction court to which this case will proceed.

Lower Court No. — The unique number assigned to the case by a court of limited jurisdiction.

Middle Name — The middle name of this person.

Next Event — The next event scheduled for this case.

Notes — A free-form comment field.

Orig. Agency — The law enforcement agency that referred the case for prosecution.

Other Number — Any other number the operator wants to associate with the case, for example, an appellate court number.

Person ID No. — A unique personal identification number assigned by the system to this person.

Phone #1 & #2 — The telephone numbers for this person.

Plea Entered — The plea entered by the defendant on this charge in this case.

Plea Offered — The original, or subsequent, pleas offered by the prosecuting attorney to the defendant.

Priors — Any prior convictions.

Prosecut. Atty. — The attorney who will represent the prosecutor's office at this event.

Prosecutor — The prosecutor who will oversee this case.

Qualifier — A characteristic of the case for which an enhancement of the potential sentence may be applied.

Race — The standard FBI/NCIC codes for race.

Reason — A justification for this type of disposition.

Referral Date — The date the incident report was received by the prosecuting agency.

Rel. Per. No. — The system-assigned sequence number of this person in relation to other persons related to this case other than the defendant.

DATA ELEMENT DICTIONARY

Relation To — This person's relationship to the case, defendant or victim.

Screening Atty. — The attorney who determines the charges.

Screening Date — The date the assigned attorney determined what charges were to be filed.

Sentence Count — The number of sentences applied to this charge.

Sentence No. — The system-assigned sequence number for sentences related to this charge.

Sentence Years/Months/Days/Hours — The amount of time given for the sentence.

Sex — The standard FBI/NCIC codes for sex.

SID No. — The unique identifying number assigned by the state to this person and related ten-print form.

SSN — The Social Security number of this person.

State — The state of a person's domicile.

State Issue — The state that issued this person's driver's license.

Subpoena Items — A free-form field for what items should be subpoenaed.

Time (event) — The time of the next scheduled event.

Type of Sentence — The type of sentence imposed, for example, a fine, county jail or probation.

Upper Court — The level of general trial jurisdiction court to which this case will proceed.

Upper Court No. — The unique number assigned to the case by a court of general trial jurisdiction.

Weight — The person's physical weight in pounds.

Zip — The zip code of a person's domicile.

VOL. 2

D.A.'s ASSISTANTTM

version 1.0

**a microcomputer-based
prosecutor's management
support system**

Volume two

User's Manual

D.A.'s ASSISTANT™

User's Manual

version 1.0

**a microcomputer-based
prosecutor's management
support system**



rev. 05/26/88

Copyright © 1988 by SEARCH Group, Inc., the National Consortium for Justice Information and Statistics, 925 Secret River Drive, Suite H, Sacramento, California 95831, (916) 392-2550.

* * *

D.A.'s ASSISTANT is a trademark of SEARCH Group, Inc. IBM, AT and XT are trademarks of International Business Machines, Inc. DataFlex is a trademark of Data Access Corporation. 3Com and 3+ are trademarks of 3Com Corporation. Novell, Netware and Advanced Netware are trademarks of Novell, Inc. Wordstar 2000 is a trademark of Micropro International Corporation.

* * *

To supply agencies with program updates and provide assistance to agencies using the D.A.'s ASSISTANT, all disks have been serialized, the product name trademarked and a copyright obtained for the product. SEARCH Group, Inc. requests that agencies not reproduce, distribute or copy this product except for in-house use.

* * *

D.A.'s ASSISTANT was prepared under Grant No. 86-SA-CX-K009 from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions expressed in this document are those of SEARCH Group, Inc. and do not necessarily represent the official position or policies of the U.S. Department of Justice.

DOCUMENT LIST

The *User's Manual* is one of a series of six documents describing the D.A.'s ASSISTANT. The following is a list of all the documents and a short description of each one.

- *Executive Summary:* Provides a brief overview of the D.A.'s ASSISTANT, describing the basic objectives, features and functions of the system. The hardware, software and disk space required to run the program are also described.
- *Functional Specifications:* Describes the system as it will look to the operator. The specifications provide a walk-through of the system complete with screen layouts, report formats and a data element dictionary. The environment in which the system operates, including equipment and support software, is also described.
- *User's Manual:* Explains the procedures the operator must follow to enter and retrieve information. A step-by-step description of each function is provided. This manual also includes a list of all D.A.'s ASSISTANT messages, a brief explanation of each one and a list of data element definitions.
- *Administrator's Manual:* Describes how the system administrator will install, maintain and back up the system. These activities include monitoring password security, adding users, maintaining code tables and archiving cases.
- *Technical Specifications:* Provides a technical description of the system, including file layouts, program tree diagrams and program descriptions.
- *Test Plan:* Provides a plan to test the D.A.'s ASSISTANT if it is customized after installation. The plan contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

Guide to the *User's Manual*

This *User's Manual* is designed for all people who will use the D.A.'s ASSISTANT for case management in a prosecutor's office.

If you are a:

- Prosecuting Attorney
- Deputy Prosecuting Attorney
- Office Manager/System Administrator
- Secretary

Read especially:

Chapters 1 & 7
Chapters 1, 2, 4, 5
Chapters 1-3, 7
Chapters 1-6

TABLE OF CONTENTS

- 1 **Getting Started 1**
 - Introduction 1
 - How to Add, Change, Delete and Find Information 2
 - Adding Information 2
 - Changing Information 2
 - Deleting Information 2
 - Finding Information 2
 - Function Keys 3
 - Starting DataFlex and the D.A.'s ASSISTANT Program 4
 - Log-in Procedure 5
 - Main Menu Options 6

- 2 **Opening and Screening Cases 7**
 - Opening a New Case 7
 - Prosecute or Discharge? 8

- 3 **Updating Cases 9**
 - Retrieving the Case 9
 - Selecting a Case File 9
 - Updating the Case Header 11
 - Updating the Defendants in a Case 12
 - Updating Defendant Information 12
 - Generating Arrest Warrants and Charging Instruments 13
 - Updating Aliases 14
 - Is this Person Already in the Database? 16
 - Updating the Charges for a Case 18
 - Updating the Sentence for a Charge 20
 - Updating Persons Related to a Case 21
 - Updating Case Events 23
 - Updating Case Actions 24

- 4 **Displaying Case Information 25**
 - Summary Information 25
 - Detailed Information 26

- 5 **Performing Name Searches 27**
 - Reviewing Cases 27
 - Reviewing Aliases 29

- 6 **Creating Document Files** 30
 - Document Menu 30
 - Creating a Subpoena File 31
 - Subpoena Report 32
 - Creating a File for Victims' Rights Letters 33

- 7 **Printing Reports** 34
 - Report Menu 34
 - Screening Report 35
 - Court Calendar Report 36
 - Pending Cases Report 37
 - SID Report 38
 - Case Aging Report 39
 - Defendant Report 40
 - Related Person Report 41
 - Disposition Reports 42
 - Case Disposition Report 42
 - Charge Disposition Report 43
 - Case History Report 44-45

Appendix A: D.A.'s ASSISTANT Messages

Appendix B: Data Element Dictionary

GETTING STARTED

Introduction

How to Add, Change, Delete and Find Information

Adding Information

Changing Information

Deleting Information

Finding Information

Function Keys

Starting DataFlex and the D.A.'s ASSISTANT Program

Log-in Procedure

Main Menu Options

Getting Started

Introduction

The purpose of this *User's Manual* is to explain the procedures you must follow to enter and retrieve information from the D.A.'s ASSISTANT, an automated management support system for prosecutors. This manual presents a step-by-step description of each function; for example, logging in to the system, opening, screening and updating cases, and generating reports. The manual explains the function keys (such as <ESCAPE>, <FIND>, and <F10>) that you can use to move within the screens and the database. Also included is an alphabetical list of the D.A.'s ASSISTANT messages, a brief description of each one and a data element dictionary.

The D.A.'s ASSISTANT automates the data collection and maintenance of case management and recordkeeping activities from the point of first report to the prosecutor through disposition and sentence expiration. The system maintains case information, including defendants, charges, bonds/bail, sentences, court events, and related persons such as victims, witnesses and attorneys. Reporting requirements can be satisfied in two ways. A standardized set of frequently used reports have been preprogrammed and are available on demand. Also, an ad hoc reporting capability is provided that allows you to respond to new reporting requests as they arise.

This prosecutor's management support system was designed to be utilized by small- and medium-sized prosecutorial offices and operated by average (non-data processing) office staff. The D.A.'s ASSISTANT was developed under the DataFlex application development database and was designed to be operated on IBM and compatible microcomputers, either stand-alone or on a micro-computer network.

How to Add, Change, Delete and Find Information

- **Adding Information**

Before entering a new record, press the <NEW RECORD> key if there is data on the screen. (On the New Case Screen, press the <OPEN CASE> key). Enter new information by typing the information in the appropriate field and press the <ENTER> key as you complete each field. The <ENTER> key moves the cursor forward across the screen. To move the cursor backward, press the <UP ARROW> key. If you want to cancel the new entry, press the <ESCAPE> key. Save the record by pressing the <SAVE> key after completing the information on a particular screen. To enter another record, press the <NEW RECORD> key. The system will prepare the screen for another entry. *Warning:* If you have multiple entries to make at one time, make sure to press the <NEW RECORD> key after saving each entry or the new information will be written over the record you just saved.

- **Changing Information**

Use the <ENTER> key to move from field to field on a particular screen and position the cursor on the field you want to change. The <UP ARROW> key will move the cursor back to a previous field. Type the new information over the old and use the <SPACE> bar to erase any remaining characters. To cancel your changes, press the <ESCAPE> key. Save your changes by pressing the <SAVE> key after completing all modifications to a particular screen.

- **Deleting Information**

Press the <DELETE> key to delete the record displayed on the screen from the database. Unlike the add or change operations, a deletion is executed immediately. Pressing the <ESCAPE> key does not cancel a deletion.

- **Finding Information**

Find information in the database by performing a find, or search, operation on a single field. You can only perform the find operation on a field contained in brackets <>. Position the cursor on the search field and enter your search criteria. For example, you could search on case number by entering the case number you want to find in the Case Number field *Case Number:* <CR-87-286> and pressing the <FIND> key, which is the tab key on the keyboard. If the system finds a record that matches your search criteria, that record is displayed. If the system could not match your search criteria exactly, the record that most closely matches the criteria is displayed.

The <PAGE UP> and <PAGE DOWN> keys can also be used to find, or page through, multiple records in a file that are associated with the same case, for example, defendants, charges, sentences, related persons, events and actions.

The <PAGE UP> and <PAGE DOWN> keys are only effective when the cursor is positioned on a field contained in brackets < >.

- **Function Keys**

Function keys allow you to perform certain operations by pressing just one key. Many of these keys, such as <ESCAPE>, <PAGE UP> and <ENTER>, are standard keys on computer keyboards.

The D.A.'s ASSISTANT uses these standard function keys as well as others defined especially for this program, for example, <NEW RECORD>, <SAVE> and <HELP>. The special function keys available at any one time are listed at the bottom of a screen, for example, *F1-Help*. This function key is referred to as the <HELP> key in this manual. To use the <HELP> function key, you will press the key labelled *F1* on your keyboard.

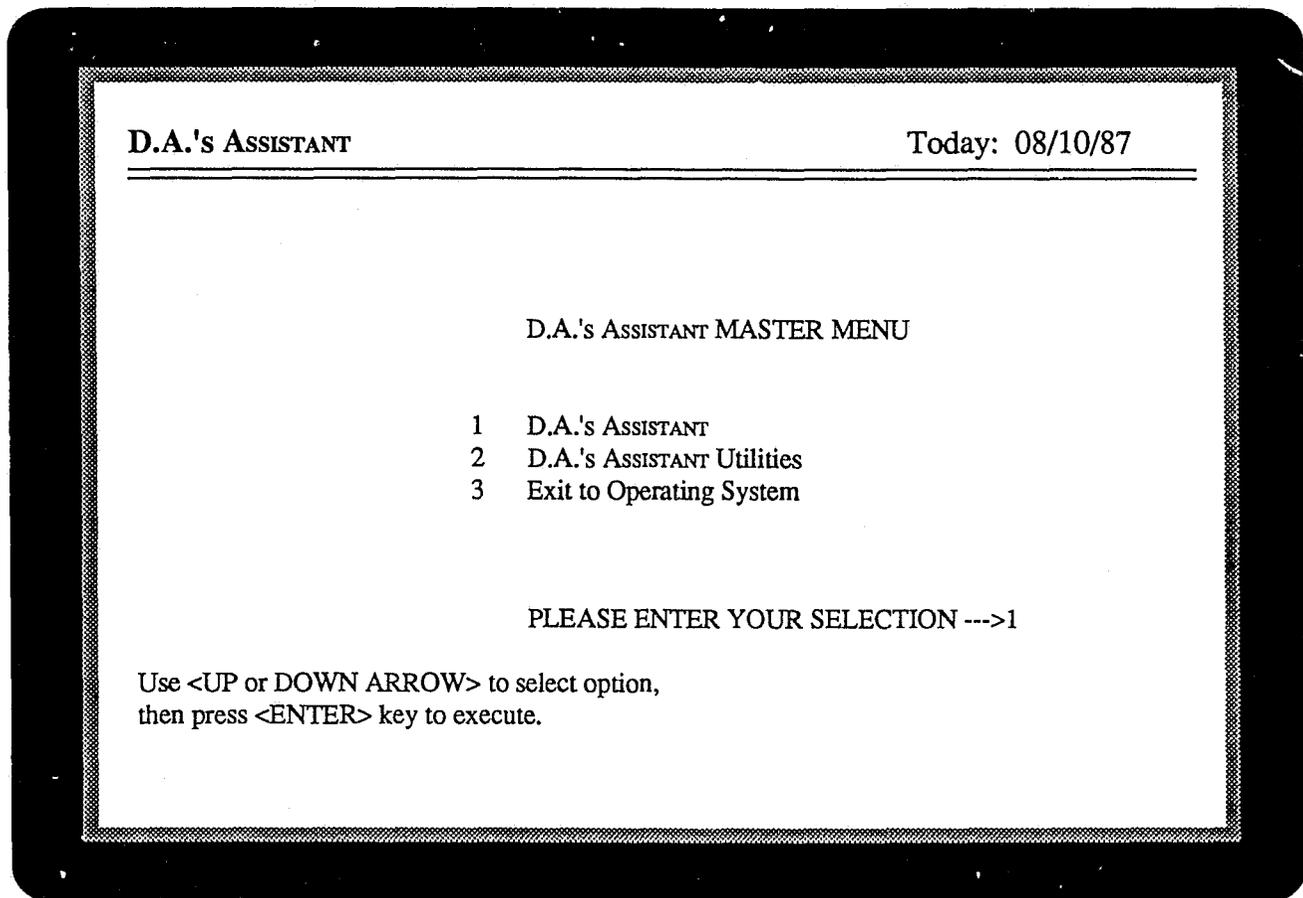


Figure 1: D.A.'s ASSISTANT Master Menu

Starting DataFlex and the D.A.'s ASSISTANT Program

Type "flex" at the operating system prompt to start DataFlex.

Enter *flex* at the operating system prompt to start DataFlex and display the D.A.'s ASSISTANT Master Menu (Figure 1). This menu gives you the option of accessing the D.A.'s ASSISTANT program or Utilities or exiting to the operating system.

The utilities are used only by the system administrator and will not be discussed in this manual.

Select option 1, D.A.'s ASSISTANT, from the D.A.'s ASSISTANT Master Menu.

Select option 1 from the D.A.'s ASSISTANT Master Menu to enter the D.A.'s ASSISTANT program. The system should display the Log-in Screen (Figure 2) and prompt you for your password.

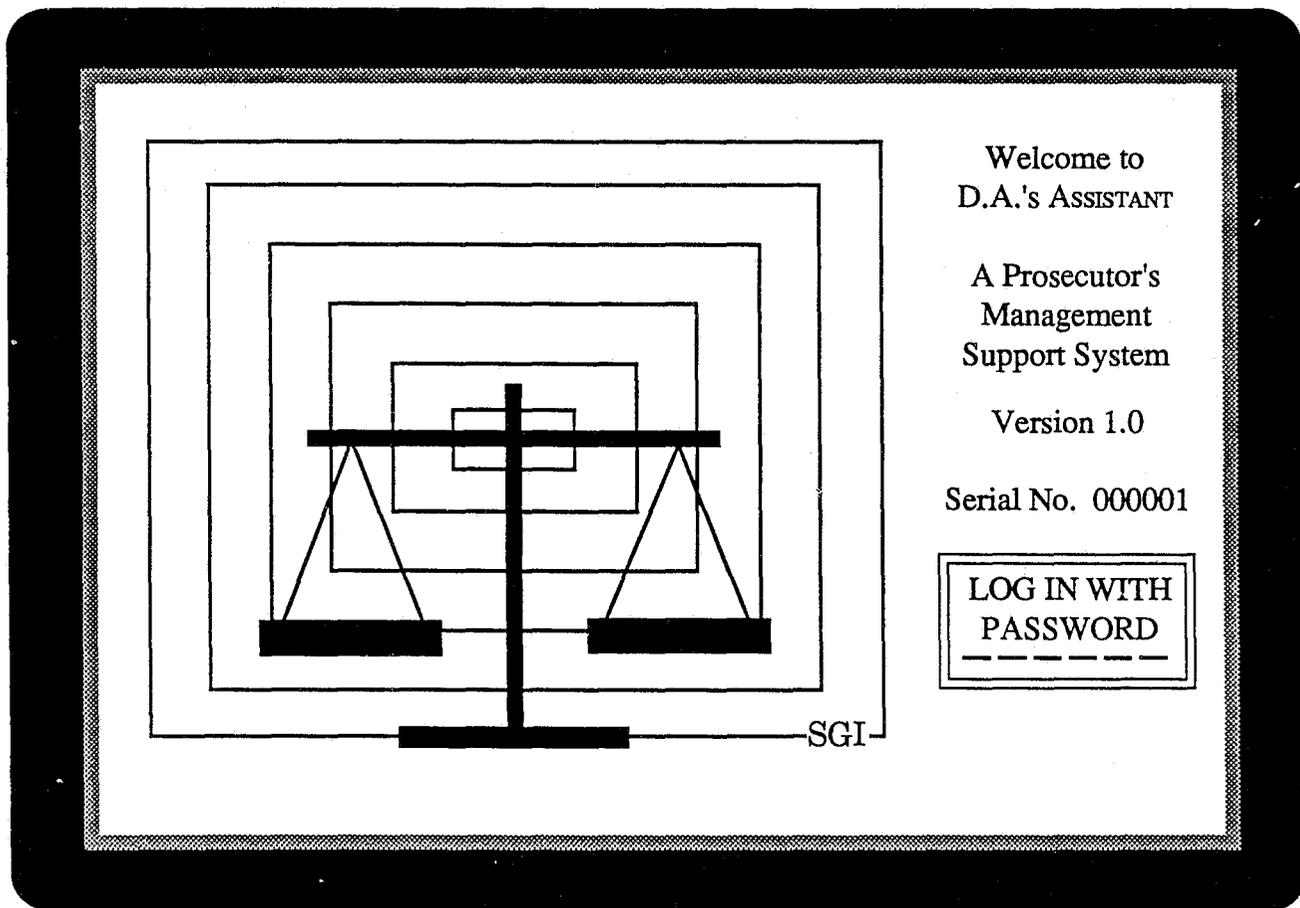


Figure 2: Log-in Screen

Log-in Procedure

Enter your password.

To access the D.A.'s ASSISTANT, you must log in by entering your password. An asterisk (*) will appear in the log-in box for every character you type. This is to prevent anyone else from learning your password and using it to gain access to the system.

If you do not enter a valid password, the system will display the message *Not an authorized password. Press any key to continue.* Press any key to return to the D.A.'s ASSISTANT Master Menu. Select the D.A.'s ASSISTANT option and enter your

password again.

If the message *This password already in use* is displayed, contact your system administrator. Only you should be logged in under your password.

An entry is made to the audit trail that logs every successful log-in. Every transaction you perform on the database generates an audit trail entry that includes the date and time of the transaction, your initials, what you were doing and the number of the case you were working on.

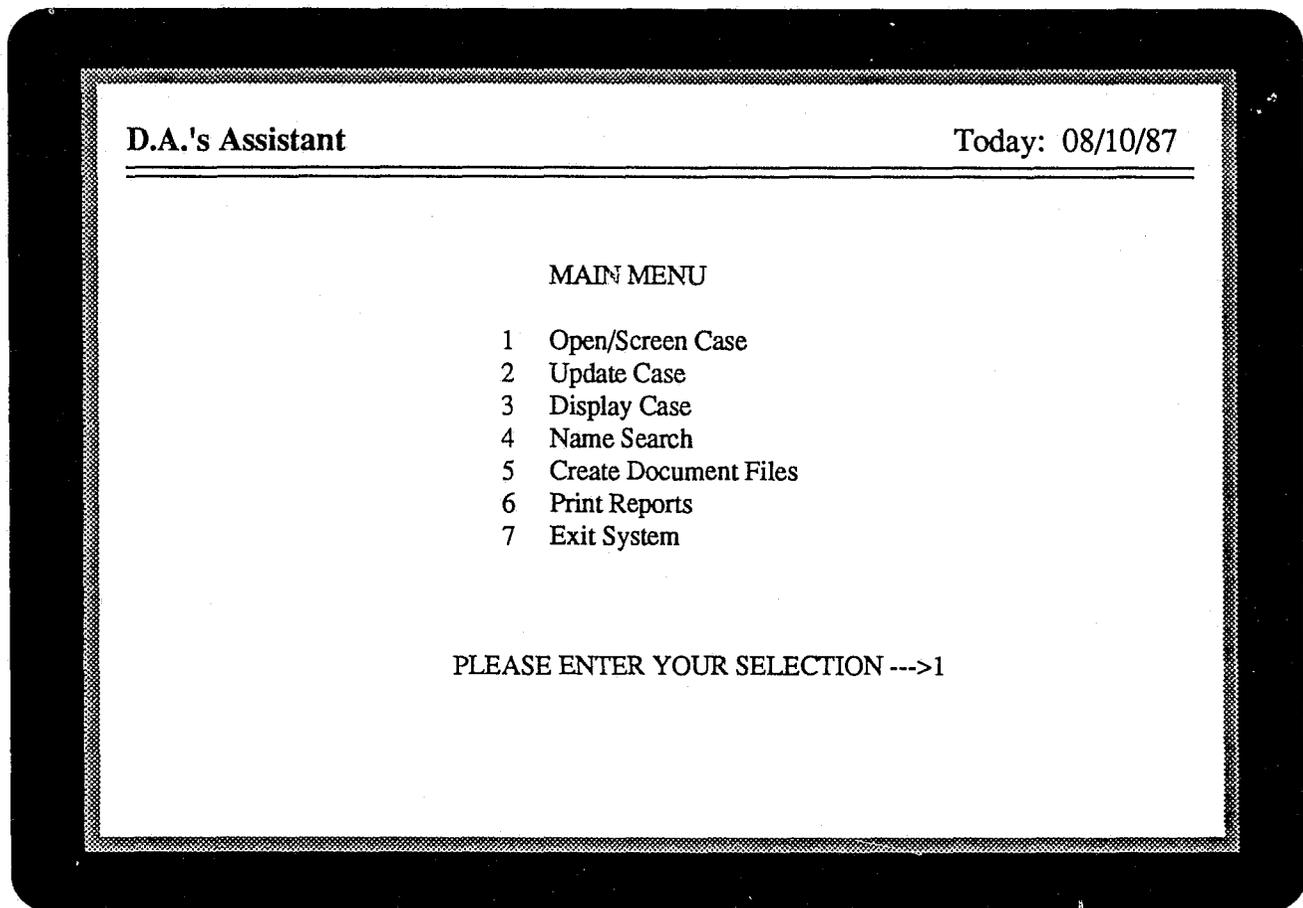


Figure 3: Main Menu Screen

Main Menu Options

Select a function from the Main Menu by entering its number at the prompt.

If the password you entered is valid, the Main Menu (Figure 3) is displayed. You can select any of the functions on the menu provided you are authorized to do so. The system maintains an authorization table for each operator that lists which modules an operator can access. Your authorization table is set up by the system administrator and is automatically checked whenever you select a function from the Main Menu.

The following is a brief description of each menu option:

1 **Open/Screen Case** - open, prosecute and discharge cases;

2 **Update Case** - update information in cases to be prosecuted;

3 **Display Case** - search for a case by its number or title and view (but not change) case information;

4 **Name Search** - search for a person and view (but not change) cases that individual is associated with;

5 **Create Document Files** - create files of document information to be merged with document forms in a word processor;

6 **Print Reports** - select a report from a menu of nine preformatted reports;

7 **Exit System** - return to the D.A.'s ASSISTANT Master Menu.

To select an option from the Main Menu, enter its number at the prompt at the bottom of the menu and press <ENTER>.

OPENING AND SCREENING CASES

Opening a New Case

Prosecute or Discharge?

```

Open/Screen Case - New Case Screen                                Today: 10/28/87
-----
Case Number: <CR-87-786>
Case Title:   State of California vs. <SMITH           >

Referral Date: 10/02/87      Originating Agency: BPD BARLING POLICE DEPT
Incident Number: 878987634   Location/Jurisdiction: BAR BARLING CITY LIMITS

Case Type:     DRUG DRUG RELATED
Case Level:    F      FELONY
Case Status:   PCHA  PENDING CHARGES

Defendant Last Name: SMITH      First: JAMES      Middle: J
Date of Offense: 09/25/87      Date of Arrest: 09/29/87
Custody Status: JAIL  HELD COUNTY JAIL
Defense Attorney: DS   DANIEL J. SULLIVAN
Authorized Charge:
                F      0902  MURDER, 1ST DEGREE

Next Event: PRE  PRELIMINARY HEARING   Date: 10/30/87  Time: 10:00 AM
-----
F1-Help  F3-Prosecute Case  F6-Discharge Case  F9-Open Case  F10-Save
    
```

Figure 4: New Case Screen

Opening and Screening Cases

Opening a New Case

Select option 1, *Open/Screen Case*, from the Main Menu.

Select option 1 from the Main Menu to open and screen cases (Figure 4). To open a new case, enter the case information and press <ENTER> to move from field to field. You can also use the <UP> and <DOWN ARROW> keys to move around the screen.

Dates should be entered in the format mm/dd/yy, for example, 09/30/87. Coded fields are Originating Agency, Location, Case Type, Case Level, Case Status, Custody Status, Defense Attorney, Authorized Charge and Next Event. Acceptable values for coded fields have been defined by your agency. When you enter a code, for example, *PCHA* in the Case Status field, an expanded ver-

sion of the code will appear, for example, *PENDING CHARGES*.

There are mandatory fields on some screens. On the New Case Screen, the fields Case Number, Case Title, Referral Date, Originating Agency, Incident Number, Defendant Last and First Names, and Authorized Charge are mandatory and cannot be left blank. Some fields, such as Originating Agency, are both coded *and* mandatory. This means that you *must* enter a value in the field, and the value must be a code in the Originating Agency code table.

If you enter an invalid date or code, the system will display a message describing the error and reposition the cursor to the incorrect field. Press the <HELP> function key to display the code table of a particular data element when the cursor is

positioned on that field.

Press <ESCAPE> to cancel the opening of a new case. If you press the <ESCAPE> key before saving a record in the D.A.'s ASSISTANT, the information you typed on the screen will not be stored in the database.

Save the new case information by pressing <SAVE>.

When the new case information is complete, press the <SAVE> function key to save the record. If you have left a mandatory field blank, the system will display a message indicating which field is missing. Press <ENTER> and make your entry after repositioning the cursor to the blank field. Press <SAVE>.

If you notice a mistake in the new case information after saving the record, make your corrections on the screen and press <SAVE> again.

To open additional new cases, press the <OPEN CASE> function key. The system will prepare the screen for you to enter another case.

Pressing the <ESCAPE> key will return you to the Main Menu.

Prosecute or Discharge?

Mark the case for prosecution by pressing <PROSECUTE CASE> or discharge the case by pressing <DISCHARGE CASE>.

Before entering additional information on a case, you must mark a case as one to be prosecuted or discharged. Do this by pressing the <PROSECUTE CASE> or <DISCHARGE CASE> function key. The system will verify your request to prosecute or discharge the case by prompting you to enter *Y* to proceed or *N* to ignore the request.

If the case is marked for prosecution, you can enter additional case information in **Update Case**. If you have discharged the case, the system automatically prints a report listing information about the discharged case before deleting information about the case from the system.

UPDATING CASES

Retrieving the Case

Selecting a Case File

Updating the Case Header

Updating the Defendants in a Case

Updating Defendant Information

Generating Arrest Warrants and Charging Instruments

Updating Aliases

Is this Person Already in the Database?

Updating the Charges for a Case

Updating the Sentence for a Charge

Updating Persons Related to a Case

Updating Case Events

Updating Case Actions

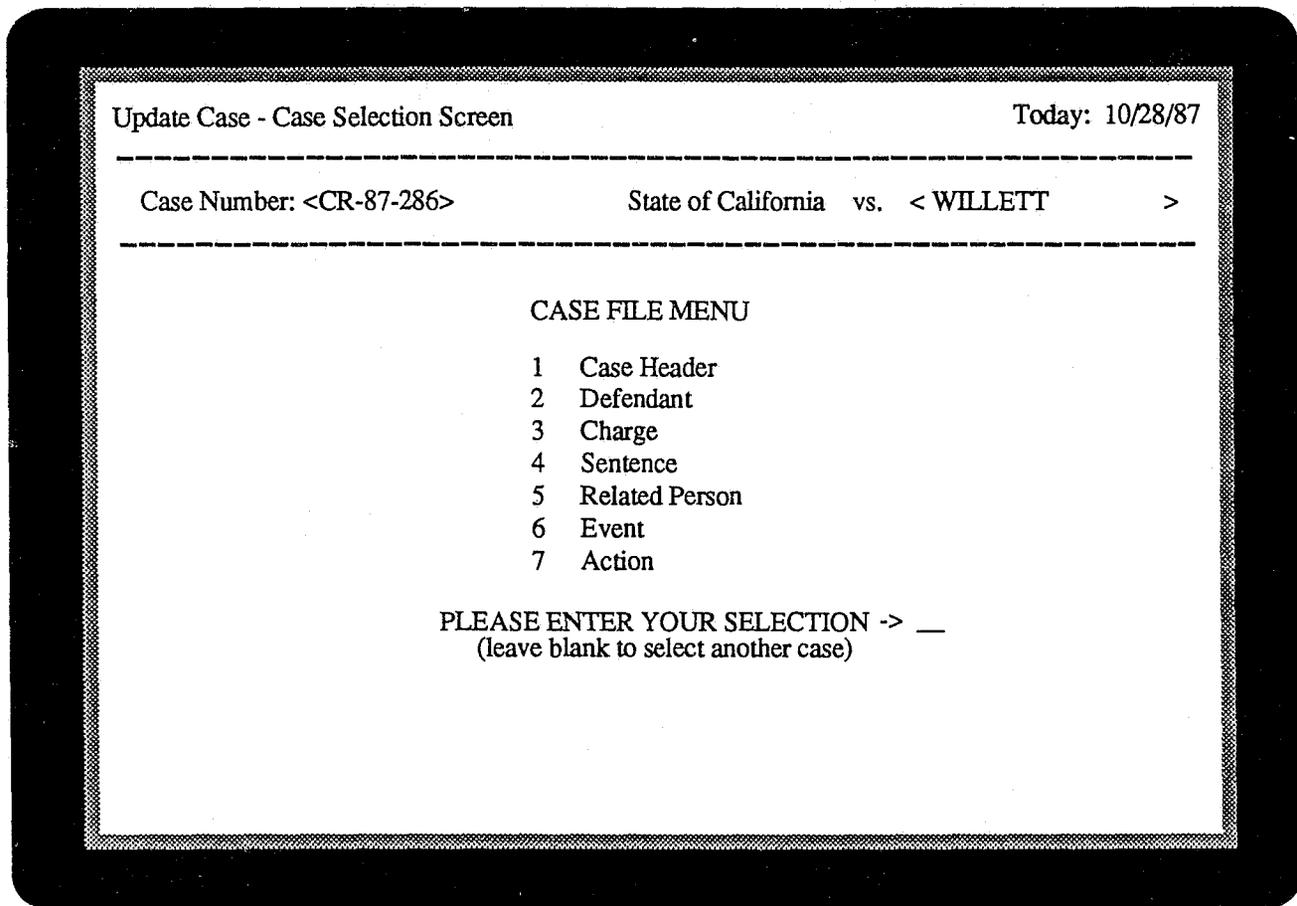


Figure 5: Case Selection Screen

Updating Cases

Select option 2, Update Case, from the Main Menu.

Select option 2 from the Main Menu to update case information entered in **Open/Screen Case** for cases that are prosecuted. The Case Selection Screen (Figure 5) will appear.

Retrieving the Case

Retrieve the case by searching on Case Number or Case Title.

Retrieve the case by performing a find, or search, operation on the case number or case title. In Figure 5, the Case Number field is in brackets <>, and Case Title is the field in brackets following *State of California vs.* Enter the case number or case title of the case you want and press the <FIND> (Tab) function key. Use the <UP AR-

ROW> key to move back to the case number if the cursor is on the case title.

When the system finds the case, the case title is filled in if you searched on the case number, and vice versa. If no case is found that exactly matches your search criteria, the case number and case title of the closest matching case in the file are displayed. You can enter new criteria or return to the Main Menu by pressing <ESCAPE>.

Selecting a Case File

Select a case file from the menu by entering its number at the prompt.

After you have retrieved a case, select a file from the Case File Menu to update information for that case. First, position the cursor to the prompt at the bottom of the screen by pressing <ENTER>; press twice if the cursor is on the Case Number

field, once if the cursor is on Case Title. Enter the number corresponding to the file to be updated. For example, enter 1 for Case Header, 2 for Defendant, etc. and press <ENTER>. Case files may be selected in any order, thus enabling you to update case information as it becomes available.

After updating the files for a particular case, you may want to select another case. Save your changes and press <ESCAPE> to return to the Case File Menu. The cursor will be on the case file selection prompt. To reposition the cursor to the Case Number or Case Title fields, press <ENTER>.

Update Case - Case Header Screen		Today: 10/28/87	
Case Number:	CR-87-286		
Case Title:	State of California vs. WILLETT		
Referral Date:	03/20/87	Originating Agency:	FG DEPT. OF FISH & GAME
Incident Number:	98747	Location/Jurisdiction:	SAC SACRAMENTO CITY
Case Type:	AST	ASSAULT AND BATTERY	
Case Level:	F	FELONY	
Case Status:	CLOS	CLOSED	
Case Disposition:	GV	GUILTY VERDICT	Date of Disposition: 06/19/87
Lower Court:	MUNI	MUNICIPAL COURT	Lower Court Number: F87356
Upper Court:	SUPR	SUPERIOR COURT	Upper Court Number: CR87-123F
Prosecutor:	BB	BOB BELAND	Other Number:
Case Consolidated With :	Case Severed From:		
Date Archived:			
F1-Help		F10-Save	

Figure 6: Case Header Screen

Updating the Case Header

Select option 1, Case Header, from the Case File Menu.

Select option 1 from the Case File Menu to update information on the case as a whole, including case type, status, referral date, disposition and originating agency (Figure 6).

The information you entered on the New Case Screen is displayed on the Case Header Screen, so you don't have to re-enter that data. The fields Originating Agency, Location, Case Type, Case Level, Case Status, Case Disposition, Lower Court, Upper Court and Prosecutor are coded. Use the <HELP> function key to display a code table if you are unsure about the valid codes for a particular field. Position the cursor on, for example, Case Type and press <HELP>. The system will display the first page of the code table for Case Type. Press <PAGE DOWN> to display the next page or press <ENTER> to clear the table from the screen.

The mandatory fields on the Case Header Screen include Case Number, Case Title, Referral Date, Originating Agency and Incident Number. These fields cannot be left blank.

Cancel the entry of the case header by pressing the <ESCAPE> key.

Save the case header information by pressing <SAVE>.

When you have completed updating the case header information, press the <SAVE> key to store the information in the database. If you notice a mistake after saving the record, make your corrections on the screen and press <SAVE> again.

Unlike the other case files, there can be only one case header record per case. After saving the case header, press <ESCAPE> to return to the Case File Menu.

```

Case Number: CR-87-286      State of California vs. WILLETT
Update Case - Defendant Screen                                Today: 010/28/87
-----
Defendant No: < 1> of 2      Charge Count: 3      Person ID Number: 12

Last Name: WILLETT          First: IRA          Middle: M

Address: 4516 VIRGINIA
City: FORT SMITH            State: AR Zip: 72901      Sex: M Race: W
Phone 1: (501) 555-4966     Phone 2: (501) 555-2310  DOB: 09/15/62
Driver's License No: 92107761 State: AR          Height: 5 ft. 10 in.
Agency/Employer:                               Weight: 170 lbs.
SSN: 457355812 SID No: 56845239 FBI No: 53508987 Hair Color: BRN
Dates Unavailable:         to          and          to      Eye Color: BRN

Date of Offense: 03/19/87 Date of Arrest: 03/19/87
Custody Status: JAIL HELD COUNTY JAIL
Defense Attorney: JR JOE RODRIGUES
Bond Agent: AR AL RICCI          Bail Amount: $ 100000.00
Priors:

First Charge: F 0801          ASSAULT AND BATTERY
-----
F2-Search F3-Alias F6-Delete F7-Warrant F8-Charging Instr F9-New Rec F10-Save
    
```

Figure 7: Defendant Screen

Updating the Defendants in a Case

- Updating Defendant Information

Select option 2, Defendant, from the Case File Menu.

Select option 2 from the Case File Menu to update information on the defendants associated with a case. Information for one defendant can be entered per Defendant Screen (Figure 7), and up to 999 defendants can be recorded for any one case.

Information you have entered on previous screens, including case number, defendant name and first charge, should already be filled in when the screen for the first defendant is displayed. The Defendant No field is automatically updated by the system as defendants are added to the case. The system will also update the Charge Count as charge information is added to the case through the Charge Screen. The Person ID Number is automatically assigned by the system and is used internally to identify a person in the database.

Update the defendant information for the first defendant. The coded fields on the Defendant Screen are Sex, Race, State, Hair Color, Eye Color, Custody Status, Defense Attorney, Bond Agent and First Charge. Last Name and First Name are the only mandatory fields.

Save the defendant information by pressing <SAVE>. To enter another defendant, press <NEWRECORD> to ready the screen for another entry.

Press <SAVE> to save the defendant record. If you want to enter additional defendants for the same case, clear the screen by pressing the <NEWRECORD> key after saving the record on the screen. Enter the information on the next defendant, save the record and clear the screen if there are more defendants to enter.

Use the <PAGE UP> and <PAGE DOWN> keys to page through the defendant records associated with one case when there are multiple defendants. You can only use the <PAGE UP> and <PAGE DOWN> keys when the cursor is on a field contained in brackets < >. The Defendant No field is the only field contained in brackets on the Defendant Screen.

Use the <DELETE> key to remove a defendant from the case. Press <ESCAPE> to return to the Case File Menu.

- **Generating Arrest Warrants and Charging Instruments**

Press <WARRANT> to generate information for an arrest warrant.

When you press the <WARRANT> key, the system will verify your request by prompting you to indicate *Y* to generate warrant information for this defendant or *N* to cancel your request. If you answer *Y*, the system will generate a file of warrant information that can be merged later with preformatted warrant forms in a word processor to produce an arrest warrant.

The system will display the name of the warrant information file at the bottom of the screen, for example, *LDRW1210.005*. The first three characters are the operator's initials. The fourth character indicates the type of document file it is: warrant,

charging instrument, subpoena or victim's rights letter. The next four characters are the month and day the warrant information file is created, December 10 in this case. The last three characters represent the total number of document files of a particular type the operator has generated in a day. In this example, operator LDR has generated his fifth warrant file on December 10. This file will be written to the document directory. See your system administrator for more information on creating arrest warrants and charging instruments.

Press <CHARGING INSTRUMENT> to generate information for a charging instrument.

When you press the <CHARGING INSTRUMENT> key, the system will verify your request by prompting you to indicate *Y* to generate charging instrument information for this defendant or *N* to cancel your request. If you have pressed *Y*, the system will generate a file of charging instrument information that can be merged later with preformatted charging instrument forms in a word processor to produce a charging instrument document. The name of this file of information will be displayed at the bottom of the screen. The conventions for naming and storing the file are the same as those described for arrest warrants. The document type will be *I* to indicate the document file contains charging instrument information instead of *W* for arrest warrant data.

```

Case Number: CR-87-286      State of California vs. WILLETT
Update Case - Defendant Screen                                Today: 10/28/87
-----
Defendant No: < 1> of 2      Charge Count: 3      Person ID Number: 12

Last Name: WILLETT          First: IRA      Middle: M

Address: 4516 VIRGINIA
City: FORT SMITH            State: AR Zip: 72901      Sex: M Race: W
Phone 1: (501) 555-4966     Phone 2: (501) 555-2310  DOB: 09/15/62
Driver's License No: 92107761 State: AR      Height: 5 ft. 10 in.
Agency/Employer:          Weight: 170 lbs.
SSN: 457355812            SID No: 56845239      FBI No: 53508987      Hair Color: BRN
Dates Unavailable:         to          and          to          Eye Color: BRN
-----

Alias No: < 1> of 2

Last Name: WILLETT          First: IRA      Middle: M

Driver's License No: 92107761 State: AR      DOB: 09/15/62
-----
F1-Help      F3-Defendant      F4-Use Alias Name      F9-New Record      F10-Save
    
```

Figure 8: Defendant/Alias Screen

• Updating Aliases

Press <ALIAS> to update aliases for a defendant.

When a defendant record is displayed, as in Figure 7, you can update the aliases for that defendant by pressing the <ALIAS> function key. The system will display alias information at the bottom of the screen, as shown in Figure 8.

The defendant's first alias is displayed and is the same as the name entered on the Defendant Screen when the defendant record is first created. The first alias record is created automatically by the system. The last and first names of all persons in the system are stored in the Alias file, not in the Defendant or Related Person file. When a name search is performed, the system searches the Alias file.

If the first alias is not the one you want to update, enter the correct alias number in the Alias No field and press <FIND>. The information on that alias

should be displayed. Use the <PAGE UP> and <PAGE DOWN> keys to page through a defendant's aliases when the cursor is on the Alias No field.

Save the alias by pressing <SAVE>. To enter a new alias, press <NEW RECORD> to ready the screen for another entry.

Press <SAVE> to save the alias record. To enter additional aliases for the same defendant, clear the screen by pressing the <NEW RECORD> key. Enter the information for the next alias, save the record and clear the screen if there are more aliases to enter.

You do not have to enter anything in the Alias No field; the system automatically fills it in for you when the record is saved. Last and First Name are mandatory when entering an alias.

Pressing <ESCAPE> will return you to the Case File Menu.

Replace the defendant's name with an alias by pressing <USE ALIAS NAME>.

In certain cases, you may want to change a defendant's name using one of the aliases. For example, you may find out that a defendant's true name is actually the defendant's third alias name.

To replace the defendant's name with an alias, locate the alias you want by paging through the aliases. When the correct alias is displayed, press <USE ALIAS NAME>. The defendant's name will now be the same as the alias you selected.

PERSON MATCH REPORT			
Run date: 03/04/88	Run Time: 10:05	Page: 1	
PERSON ID NUMBER:	26		
Case Number: 87-485732	Defendant No: < 2 > of 2		
Last Name: WINTERS	First: EMIL	Middle: GUNTHER	
Address: 1299 B STREET		Sex: M	Race: W
City: DAVIS	State: CA Zip: 95619	DOB: 03/15/52	
Phone 1: (916) 555-1212	Phone 2: () -	Height: 6 ft. 1 in.	
Driver's License No. N03953902	State: CA	Weight: 190 lbs.	
Agency/Employer: UC DAVIS		Hair Color: BLK	
SSN: 487501726	SID No:	FBI No:	Eye Color: BRN

PERSON ID NUMBER:	38		
Alias No: < 1 > of 2			
Last Name: WINTERS	First: ERNIE	Middle: GUNTHER	
Driver's License No. N03953902	State: CA	DOB: 03/15/52	
Alias No: < 2 > of 2			
Last Name: WINTERS	First: ERNIE	Middle:	
Driver's License No: J45596278	State: CA	DOB: 03/15/52	
Address: 1510 P STREET		Sex: M	Race: W
City: SACRAMENTO	State: CA Zip: 95820	Height: 6 ft. 2 in.	
Phone 1: (916) 555-7700	Phone 2: () -	Weight: 180 lbs.	
Agency/Employer: CAMPBELL SOUP		Hair Color: BLK	
SSN: 487501726	SID No:	FBI No:	Eye Color: BRN
Case Number	Relationship to Case	Referral Date	Case Type
87-452739	DEFENDANT	08/17/87	HOMICIDE
87-291307	WITNESS	03/08/87	DRUG RELATED

Figure 9: Person Match Report

• Is this Person Already in the Database?

Press <SEARCH> to find persons who may be the same individual as the defendant displayed on the screen.

Because people use aliases, information about an individual may be stored in the database several times under various names and Person ID Numbers. To manage cases effectively you want to know about *all* of the cases a person is associated with, regardless of the name used.

On the Defendant and Related Person Screens, you have the capability of searching the database to see if the defendant or related person already has a record in the database under a different Person ID Number. When you press the <SEARCH> func-

tion key (see Figure 7 and Figure 12), the system searches the database for persons who may be the same individual as the one whose information is displayed on the current Defendant or Related Person Screen.

The system performs the search and uses a point system to report only those individuals whose personal information most likely matches the description of the defendant or related person. For example, a match on a person's name is worth one point, because many people can have the same name. However, a match on FBI number is worth three points, because there are no duplicate FBI numbers. Matches on name, sex, race, driver's license, and state of issue are worth one search

point each. Matches on date of birth, Social Security number and SID number are each worth two points. A match on FBI number is the only case that merits three search points. The Person Match Report lists only those persons who have three or more search points.

For each possible match, the Person Match Report (Figure 9) indicates the person's identification number, aliases, description, cases the person is related to, and the relationship to each case. This report is sent to the printer, and the total number of matches found is displayed. The system will indicate when the search is complete and prompt you to press any key to return to the screen where the search originated, for example, the Defendant Screen.

```

Case Number: CR-87-286 State of California vs. WILLETT
Update Case - Charge Screen                                Today: 10/02/87
-----
Defendant No: < 1> of 2      Name: WILLETT      IRA      M

Charge No:    < 1> of 3      Sentence Count: 2

Authorized Charge:
F    0801      ASSAULT AND BATTERY
Final Charge:
F    0801      ASSAULT AND BATTERY

Plea Offered:
Plea Entered:  NG    NOT GUILTY      Qualifier:      NO

Disposition:  GJ    GUILTY BY JURY      Reason:
Date of Disposition: 06/19/87      Disposition Event:  JT    JURY TRIAL

Evidence:      WITNESS STATEMENTS
Evidence Location: FILE      Evidence Number:

Screening Attorney: LWO      LEVY WINSTON OLIVER      Screening Date: 03/20/87
-----
F1-Help      F6-Delete      F9-New Record  F10-Save
    
```

Figure 10: Charge Screen

Updating the Charges for a Case

Select option 3, Charge, from the Case File Menu.

Select option 3 from the Case File Menu to update information on the charges associated with a defendant. Up to 999 charges can be recorded for any one defendant.

When the Charge Screen is displayed (Figure 10), information on the first charge for the first defendant in the case will be filled in. If this is not the defendant for whom you want to update charges, enter the defendant number of the defendant you want in the Defendant No field and press the <FIND> key. That defendant's name should then be displayed in the Name field. If you want to update a charge other than the first one, enter the correct charge number in the Charge No field and press <FIND>.

Update the charge, making sure to enter valid codes in the following fields: Authorized Charge, Final Charge, Plea Entered, Disposition, Reason

for Disposition, Disposition Event and Screening Attorney. The fields Authorized Charge, Screening Date and Screening Attorney are mandatory and cannot be left blank.

The Charge No field will be updated automatically by the system as charges are added to the case. The system will also update the Sentence Count as sentence information is added to the case through the Sentence Screen. Because the system updates the Charge No and Sentence Count, you do not have to enter anything in these fields.

Press <ESCAPE> to cancel the entry of a charge. Use the <DELETE> key to delete a charge record.

Use the <PAGE UP> and <PAGE DOWN> keys to page through the charges for all defendants in a case. For example, if the third of three charges for the first of two defendants is displayed, pressing the <PAGE DOWN> key will display the first charge for the second defendant. Use these keys

only when the cursor is on a field contained in brackets < >. The Defendant No and Charge No fields are the only fields contained in brackets on the Charge Screen.

Save the charge record by pressing <SAVE>. To enter another charge, press <NEW RECORD> to ready the screen for another entry.

Press <SAVE> to save the charge record. If you want to enter another charge for the same defendant, clear the screen by pressing the <NEW RECORD> key after saving the information on the screen. Enter the charge and save it. If you want to enter a charge for a *different* defendant, enter the defendant's number in the Defendant No field and press <FIND>. Position the cursor to the Charge No field, press <NEW RECORD> and enter the next charge.

Pressing <ESCAPE> will return you to the Case Selection Screen.

Case Number: CR-87-286		State of California		vs. WILLETT		Today: 10/28/87	
Update Case - Sentence Screen							
Defendant No:	< 1> of	2	Name:	WILLETT	IRA	M	
Charge No:	< 1> of	3	Qualifier:	NO			
Authorized Charge:							
F 0801		ASSAULT AND BATTERY					
Final Charge:							
F 0801		ASSAULT AND BATTERY					
Screening Attorney:	LWO	LEVY WINSTON OLIVER	Screening Date:	03/20/87			
Sentence No:	< 1> of	2	Type of Sentence:	JAIL	COUNTY JAIL		
Date Sentenced:	06/25/87		Expiration Date:	06/24/88			
Sentenced To:	Years	Months	Days	Hours	Amount:	\$	0.00
	1	0	0	0			
Notes:	CONCURRENT			Create Victim's Rights Letter? (Y/N)	Y		
F1-Help		F6-Delete			F9-New Record F10-Save		

Figure 11: Sentence Screen

Updating the Sentence for a Charge

Select option 4, Sentence, from the Case File Menu.

Select option 4 from the Case File Menu to update information on the sentences for all charges in a case. You can record up to 99 sentences for any one charge.

When you select the Sentence File, the system will display the first sentence for the first charge of the first defendant in the case (Figure 11). If you want to update information for a different sentence, charge or defendant other than the one displayed, enter the correct Sentence No, Charge No or Defendant No in its respective field. Press <FIND> to retrieve the information you want.

Update the sentence information. Type of Sentence is the only coded field on the Sentence Screen. The mandatory fields are Type of Sentence and Date Sentenced. The Sentence No field will be updated automatically by the system.

The <PAGE UP> and <PAGE DOWN> keys function as they do on the Defendant and Charge Screens, allowing you to page through the sentences on all charges for all defendants. Cancel the entry of a sentence by pressing <ESCAPE>. Delete a sentence record by pressing <DELETE>.

Save the sentence information by pressing <SAVE>. To enter another sentence, press <NEWRECORD> to ready the screen for another entry.

Press <SAVE> to save the sentence information. If you want to enter another sentence for the same defendant and charge, clear the screen by pressing <NEW RECORD> and enter the next sentence. If you want to enter a sentence for a different defendant or charge, find the correct defendant and charge as described previously, press <NEW RECORD>, and enter the sentence.

Pressing <ESCAPE> will return you to the Case File Menu.

Case Number: CR-87-286		State of California vs. WILLETT	
Update Case - Related Person Screen			Today: 10/28/87
Related Person No: < 1> of 2		Person ID Number: 45	
Last Name: HARRISON	First: MARC	Middle: A	
Address: 346 FIRST ST #163		Sex: M	Race: W
City: DAVIS	State: CA	DOB: 06/13/59	Zip: 95619
Phone 1: (916) 555-9237		Phone 2: (916) 555-3464	
Driver's License No: N540632		State: AR	
Agency/Employer: STATE OF CALIFORNIA			
Dates Unavailable: 12/22/87 to 12/28/87 and to			
Relationship to Case: ARR ARRESTING OFFICER			
Defendant:			
Victim:			
Attorney: NONE / UNKNOWN		Create Victim's Rights Letter? (Y/N) N	
Create Subpoena For: PH PRELIMINARY HEARING		JT JURY TRIAL	
(list events) NO EVENT SCHEDULED		NO EVENT SCHEDULED	
Subpoena Item(s):			

F1-Help	F2-Search	F3-Alias	F6-Delete
		F9-New Record	F10-Save

Figure 12: Related Person Screen

Updating Persons Related to a Case

Select option 5, *Related Person*, from the *Case File Menu*.

Select option 5 from the Case File Menu to update information on persons related to a case, such as victims, witnesses and co-defendants (Figure 12). Up to 999 persons can be related to any one case.

The system assigns a Person ID Number and updates the Related Person No automatically when you save a related person record. The fields Sex, Race, State, Relationship to Case, Defendant and Victim, Create Subpoena For, and Attorney are coded. Last Name and First Name are the only mandatory fields on the Related Person Screen.

When this screen is displayed, you can enter information for a new related person record or retrieve and update a related person record in the database. To retrieve an existing record, enter the number of the related person you want in the Related Person No field and press <FIND>.

You can page through the persons related to a case by using the <PAGE UP> and <PAGE DOWN> keys when the cursor is on the Related Person No field. Press <ESCAPE> to cancel the entry of a related person record. Use the <DELETE> key to delete a related person from the database.

Save the related person information by pressing <SAVE>. To enter another related person record, press <NEW RECORD> to ready the screen for another entry.

Press <SAVE> to save the related person record. If you want to enter additional related person records, clear the screen before entering information on the next related person by pressing the <NEW RECORD> key. Enter the next related person record, save the record, and press <NEW RECORD> again if you have more related persons to enter.

Pressing <ESCAPE> will return you to the Case File Menu.

Update aliases and perform searches.

As on the Defendant Screen, you can update aliases for the related person by pressing the <ALIAS> function key. You can also search the database to see if information on the related person displayed on the screen is already stored in the system under a different Person ID Number by pressing the <SEARCH> function key. See • **Updating Aliases** and • **Is this Person Already in the Database?** in the section on **Updating the Defendants in a Case** for more information on these functions.

Replace the related person's name with an alias.

You can replace the name of the person displayed with one of his aliases by displaying the alias you want and pressing <USE ALIAS NAME>. The related person's name will now be the same as the alias you selected.

Case Number: CR-87-286	State of California	vs. WILLETT	Today: 10/28/87
Update Case - Event Screen			
Event Date: <03/22/87>	Time: 08:00 AM		
Event Type: A	ARRAIGNMENT		
Event Disposition: SET	NEXT EVENT DATE SET		
Judge: DR	DAVID ROGERS		
Prosecuting Attorney: DS	DONALD SAXON		
Defense Attorney: JR	JOE RODRIGUES		
Create Subpoena? (Y/N) N	Create Victim's Rights Letter? (Y/N) N		
Notes:			
F1-Help	F6-Delete	F9-New Record	F10-Save

Figure 13: Event Screen

Updating Case Events

Select option 6, Event, from the Case File Menu.

Select option 6 from the Case File Menu to update information on scheduled court and judicial events for a case (Figure 13). An unlimited number of events can be entered for a case.

Enter the information for an event, making sure to enter valid codes in the fields Event Type, Event Disposition, Judge, Prosecuting Attorney and Defense Attorney. The fields Event Date, Event Time and Event Type are mandatory and cannot be left blank. To retrieve an existing event from the database, enter the date of the event in the Event Date field and press <FIND>.

When you choose to generate subpoenas or victims' rights letters from the Document Menu (see Figure 19), the system will check the Create Subpoena and Create Victim's Rights Letter fields in each event record for a particular case. Information for subpoenas and victims' rights letters will be generated for this event only if you so indicate by entering Y in the fields Create Subpoena and

Create Victim's Rights Letter. The system does not automatically generate information for these documents for every event because, for example, subpoenas may be required for a preliminary hearing but not for an arraignment.

Press <ESCAPE> to cancel the entry of an event record. Use the <PAGE UP> and <PAGE DOWN> keys while the cursor is on the Event Date field to page through all case events. Press <DELETE> to delete an event.

Save the event record by pressing <SAVE>. To enter another event, press <NEW RECORD> to ready the screen for another entry.

Press <SAVE> to save the event record. If you want to enter additional case events, clear the screen before entering information on the next event by pressing <NEW RECORD>. Enter the next event, save the record, and press <NEW RECORD> if there are more events to enter.

Pressing <ESCAPE> will return you to the Case File Menu.

Case Number: CR-87-286	State of California vs. WILLETT	Today: 10/28/87
Update Case - Action Screen		
Date Filed: <03/21/87>		
Action Type: COMP COMPLAINT FILED		
Notes:		
F1-Help	F6-Delete	F9-New Record F10-Save

Figure 14: Action Screen

Updating Case Actions

Select option 7, Action, from the Case File Menu.

Select option 7 from the Case File Menu to update information on actions taken by the prosecutor for a case (Figure 14). Such actions can include generating a charging instrument, arrest warrant or victim's rights letter. An unlimited number of case actions can be recorded for a case.

Action Type is the only coded field on this screen. The mandatory fields are Date Filed and Action Type. To retrieve an existing action from the file, enter the date the action was filed in the Date Filed field and press <FIND>.

Press <ESCAPE> to cancel the entry of an action record. Use the <PAGE UP> and <PAGE DOWN> keys while the cursor is in the Date Filed

field to page through all actions in a case. Press <DELETE> to delete an action.

Save the actions record by pressing <SAVE>. To enter another action, press <NEW RECORD> to ready the screen for another entry.

Press <SAVE> to save the action record. If you want to enter additional case actions, clear the screen by pressing <NEW RECORD> before entering information on the next action. Enter the next action, save the record, and press <NEW RECORD> if there are more actions to enter.

Pressing <ESCAPE> will return you to the Case File Menu.

DISPLAYING CASE INFORMATION

Summary Information

Detailed Information

DISPLAYING CASE INFORMATION

Display Case - Case Summary Screen		Today: 10/28/87
Case Number: <CR-87-286>	State of California vs. <WILLETT >	
Referral Date: 03/20/87	Originating Agency: FG	DEPT. OF FISH & GAME
Case Type: AST ASSAULT AND BATTERY	Lower Court: MUNI MUNICIPAL	
Case Level: F FELONY	Upper Court: SUPR SUPERIOR COURT	
Case Status: CLOS CLOSED	Prosecutor: BB	BOB BELAND
First Defendant: WILLETT IRA M	Sex: M Race: W	
Date of Offense: 03/19/87	Date of Arrest: 03/19/87	DOB: 09/15/62
Custody Status: JAIL HELD COUNTY JAIL		
Defense Attorney: JR JOE RODRIGUES		
Bond Agent: AR AL RICCI	Bail Amount: \$	100000.00
First Charge: F 0801	ASSAULT AND BATTERY	
Plea Offered:		
Plea Entered: NG	NOT GUILTY	
Next Event: SEN	SENTENCE HEARING	Date: 12/17/87 Time: 3:30 PM
Defendant Count: 2	Related Person Count: 3	Date Archived:

F8-Select Case		

Figure 15: Case Summary Screen

Displaying Case Information

Summary Information

Select option 3, Display Case, from the Main Menu.

Select option 3 from the Main Menu to search for a case by its number or title and view (but not change) information on the case (Figure 15). If you want to update the case information, you must do so through the **Update Case** option on the Main Menu.

Retrieve case information by searching on case number or case title.

To search by case number, enter the case number in the Case Number field and press the <FIND> key. Summary information about the case will be displayed. If the system cannot match

the exact case number you entered, the case whose number is closest to the search criteria is displayed.

To search by case title, enter the case title in the Case Title field and press <FIND>. Many times, the case title is the last name of the primary defendant. You can search by full or partial last name, for example, *SMITHERS* or *SMI*. If the system cannot match the exact name you entered, the case whose case title most closely matches your search criteria is retrieved.

If the case number or case title searches do not locate the case you want, you can use the <PAGE UP> and <PAGE DOWN> keys while the cursor is on the Case Number or Case Title fields to browse through the case numbers and titles.

Pressing <ESCAPE> while the Case Summary Screen is displayed will return you to the Main Menu.

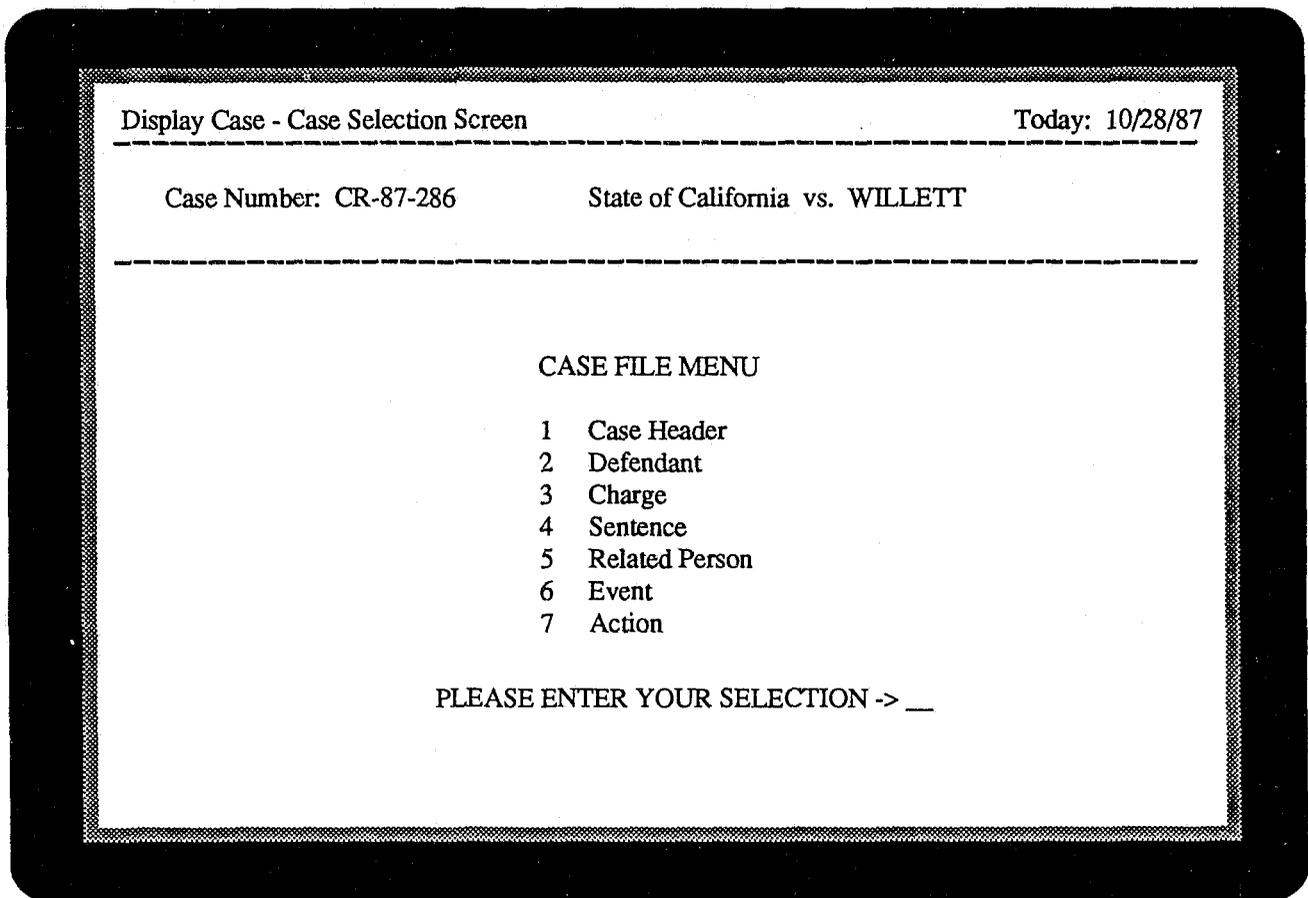


Figure 16: Display/Case Selection Screen

Detailed Information

Press <SELECT CASE> to display the Case File Menu.

The Case Summary Screen (Figure 15) presents a brief overview of the case. This overview is intended to answer approximately 75 percent of all inquiries a prosecutor's office receives from the public. If you need to retrieve more detailed information, press the <SELECT CASE> function key. The system will display the Case File Menu (Figure 16), from which you may select any of the case files to review.

If there are multiple defendants, charges, sentences, related persons, case events or case actions associated with a case, you can page through them by using the <PAGE UP> and <PAGE DOWN>

keys on the Defendant No, Charge No, Sentence No, Related Person No, Event Date and Date Filed fields, respectively, after choosing the appropriate file from the Case File Menu.

Alias information can be reviewed by selecting the Defendant or Related Person file and pressing the <ALIAS> function key. The alias information displayed includes name, driver's license number, state of issue and DOB. The system displays one alias per screen. Use the <PAGE DOWN> key to display additional aliases.

Pressing <ESCAPE> while you are viewing a case file record will return you to the Case File Menu. If you press <ESCAPE> while the Case File Menu is displayed, you will return to the Case Summary Screen.

PERFORMING NAME SEARCHES

Reviewing Cases

Reviewing Aliases

Name Search - Person Screen		Person ID Number: 72	Today: 10/28/87
Name:	Last Name <HELTON	First JAMES	Middle > SSN: <440727622>
Address: 209 GREEN LAKE		Sex: M Race: W	
City: POTEAU	State: OK	Zip: 64654	DOB: 10/05/47
Phone 1: (405) 555-2121	Phone 2: () -	Height: 5 ft. 11 in.	
Driver's License No: 0725631	State: OK	Weight: 190 lbs.	
Agency/Employer: STATE OF OKLAHOMA	Hair Color: BRN		Eye Color: BRN
SID No: 567856	FBI No:	Dates Unavailable: 11/03/87 to 11/10/87 and 12/13/87 to 12/27/87	
Case Number	Relationship to Case	Referral Date	Case Type
CR-87-286	EXPERT	03/20/87	ASSAULT AND BATTERY
F2-Search		F3-Alias List	F8-Select Case
			F9-Clear Screen

Figure 17: Person Screen

Performing Name Searches

Reviewing Cases

Select option 4, Name Search, from the Main Menu.

Select option 4 from the Main Menu to view (but not change) case information by searching on the name of a person associated with the case. If you want to update the case information, you must use the **Update Case** option on the Main Menu.

Perform the name search.

When you select **Name Search** from the Main Menu, the Person Screen (Figure 17) will be displayed. You can search the database by the person's full name, partial name or Social Security number. Enter the search criteria and press the <FIND> function key to perform the search. The system will retrieve information on the individual whose name or Social Security number most closely matches the

search criteria.

If the system does not retrieve the person you are seeking, press the <CLEAR SCREEN> key, enter new search criteria and perform another search.

Press <ESCAPE> to return to the Main Menu.

Review case information.

The system will display the numbers of the cases the person is associated with, as well as the person's relationship to each case, the referral date and case type. To review one of the cases listed, press the <SELECT CASE> function key. Use the <UP> and <DOWN ARROW> keys to highlight the case you want to review and press <ENTER>. The Case Sum-

mary Screen in the **Display Case** option will be displayed. You can display more detailed information about the case by selecting a specific case file to review. See **Displaying Case Information** in this manual.

Search for persons who may be the same individual as the person retrieved by the name search.

As on the Defendant and Related Person Screens in **Update Case**, you can search the database to see if information on the person retrieved by the name search is already stored in the system under a different Person ID Number. Do this by pressing the <SEARCH> function key. See • **Is this Person Already in the Database?** in the section on **Updating the Defendants in a Case** for more information on this function.

```

Name Search - Person Screen      Person ID Number: 72      Today: 10/28/87
-----
Name:  Last Name      First      Middle      >      SSN: <440727622>
       <HELTON      JAMES
Address: 209 GREEN LAKE      Sex: M Race: W
City: POTEAU      State: OK Zip: 64654      DOB: 10/05/47
Phone 1: (405) 555-2121      Phone 2: ( ) -      Height: 5 ft. 11 in.
Driver's License No: 0725631      State: OK      Weight: 190 lbs.
Agency/Employer: STATE OF OKLAHOMA      Hair Color: BRN
SID No: 567856      FBI No:      Eye Color: BRN
Dates Unavailable: 11/03/87 to 11/10/87 and 12/13/87 to 12/27/87

Last Name      First      Middle      DOB      Driver's Lic      State
HELTON      JAMES      10/05/47      0725631      OK
-----
Press any key to continue.
    
```

Figure 18: Person/Alias Screen

Reviewing Aliases

Review alias list.

Press the <ALIAS LIST> function key (see Figure 17) to view the aliases of the person named on the Person Screen. The system will display six aliases per screen (Figure 18). Press any key to display another screen of aliases or press <ES-

CAPE> to redisplay the cases the person is associated with.

Name Search only allows you to view aliases. Update them on the Defendant and Related Person Screens in the **Update Case** option.

CREATING DOCUMENT FILES

Document Menu

Creating a Subpoena File

Subpoena Report

Creating a File for Victims' Rights Letters

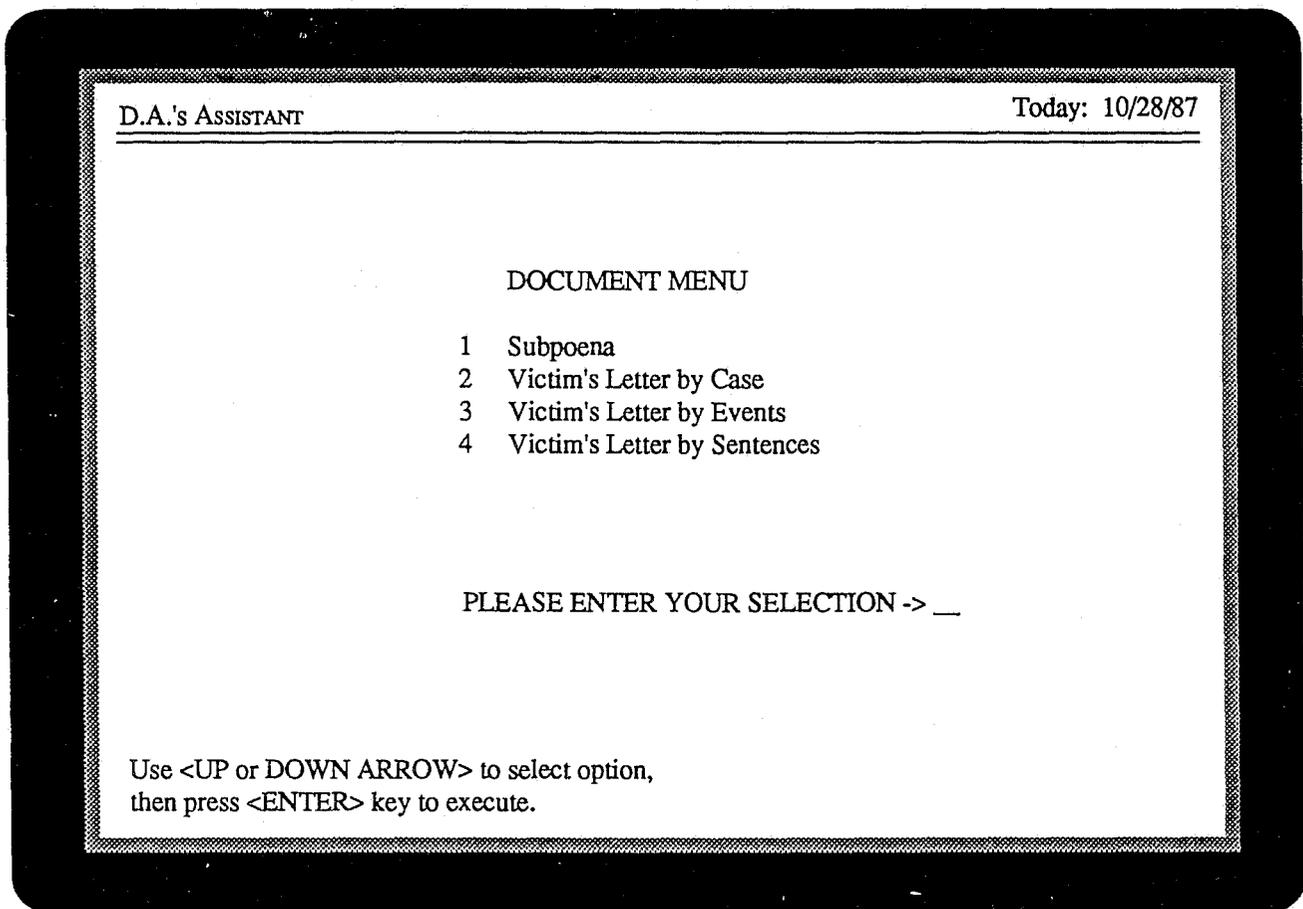


Figure 19: Document Menu

Creating Document Files

Document Menu

Select option 5, Document Menu, from the Main Menu.

Select option 5 from the Main Menu to access the Document Menu (Figure 19) and generate files of information for subpoenas or victims' rights

letters. These files can be merged later with preformatted subpoena or letter forms in a word processor, thus enabling your office to produce documents including local statutory language.

Press <ESCAPE> to return to the Main Menu.

Create Document File - Subpoena	Today: 10/28/87

Create subpoena file for event dates: _____ thru _____	
-- and --	
Create subpoena file for case number: _____	
(leave blank for all cases)	
Send subpoena report to (S)creen or (P)rinter? __	

F3-Create Subpoena	F9-Clear Screen

Figure 20: Subpoena Selection Screen

Creating a Subpoena File

Select option 1, Subpoena, from the Document Menu.

Select option 1 from the Document Menu to generate a file of subpoena information (Figure 20).

Enter the event dates, case number and destination of the Subpoena Report and press <CREATE SUBPOENA>.

Enter an event date range and a case number for which to generate a subpoena file. If you want to generate a subpoena file only for a specific case, enter the case number. A subpoena file will be generated for all cases in the date range you specify if you leave the case number blank.

A Subpoena Report is produced at the same time subpoenas are generated. Enter *S* to display the Subpoena Report on the screen or *P* to send it

to the printer.

Press the <CREATE SUBPOENA> function key to generate the subpoena file. The system will display the name of the file at the bottom of the screen, for example, *LDRS1210.005*. The first three characters are the operator's initials. The fourth character indicates the type of document file it is: subpoena, victim's rights letter, warrant or charging instrument. The next four characters are the month and day the subpoena information file is created, December 10 in this case. The last three characters represent the total number of document files of a particular type the operator has generated in a day. In this example, operator LDR has generated his fifth subpoena file on December 10. This file will be written to the document directory. See your system administrator for more information on creating subpoenas and victims' rights letters.

Press <ESCAPE> to return to the Document Menu.

SUBPOENA REPORT for 10/01/87 thru 10/06/87			
Run Date: 09/15/87 Run Time: 10:03			
Page: 1			
Event Date: 10/01/87			
Case No	Time	Event	Judge
CR-87-217	10:00 AM	JURY TRIAL	MICHAEL VIRGA
Subpoena For:		ADAMS,MICHAEL,J HOULIAHAN,SEAN,MICHAEL	WITNESS VICTIM
CR-87-238	02:30 PM	JURY TRIAL	MARVIN HARRIS
Subpoena For:		MENDOZA,SUSAN,TERI SMITH,BARNEY,L WEIR,JACK,P	VICTIM INVESTIGATOR WITNESS
CR-87-287	10:00 AM	JURY TRIAL	MICHAEL VIRGA
Subpoena For:		FONG,CHRISTOPHER,L	ARRESTING OFFICER

Figure 21: Subpoena Report

Subpoena Report

When subpoena files are generated, a Subpoena Report is produced (Figure 21). This report is in event date and case number order. For every case, it shows the case number, event time, a description

of the event, judge and all persons associated with the case for whom subpoena files have been generated.

Figure 22 shows three overlapping screenshots of the "Create Document File - Victim's Rights Letter" screen. Each screen displays the title "Create Document File - Victim's Rights Letter" and the date "Today: 10/28/87". The top screen prompts the user to "Create letters file for case number: _____". The middle screen prompts the user to "Create letters file for event dates: __/__/__ thru __/__/__". The bottom screen prompts the user to "Create letters file for sentence expiration dates: __/__/__ thru __/__/__" and includes a dashed line with the instructions "F3-Create Letter" and "F9-Clear Screen" below it.

Figure 22: Victim's Rights Selection Screens

Creating a File for Victims' Rights Letters

Select option 2, 3 or 4 from the Document Menu.

Select options 2, 3 or 4 from the Document Menu to generate a file of information for victims' rights letters (Figure 22). Option 2 allows you to generate the file for a specific case number. Option 3 creates a file for an event date range, and option 4 for a sentence expiration date range.

Enter a case number, event date range or sentence date range and press <CREATE LETTER>.

Depending upon the option you selected from

the Document Menu, enter your criteria for creating a file for victims' rights letters and press <CREATE LETTER>. The system will display the name of the file at the bottom of the screen.

The conventions for naming and storing the file are the same as those described for subpoena files. See **Creating a Subpoena File**. The document type will be indicated by *C*, *E* or *X* for victims' rights letters generated by case number, event date range and sentence expiration date range, respectively.

Press <ESCAPE> to return to the Document Menu.

PRINTING REPORTS

Report Menu

Screening Report

Court Calendar Report

Pending Cases Report

SID Report

Case Aging Report

Defendant Report

Related Person Report

Disposition Reports

Case Disposition Report
Charge Disposition Report

Case History Report

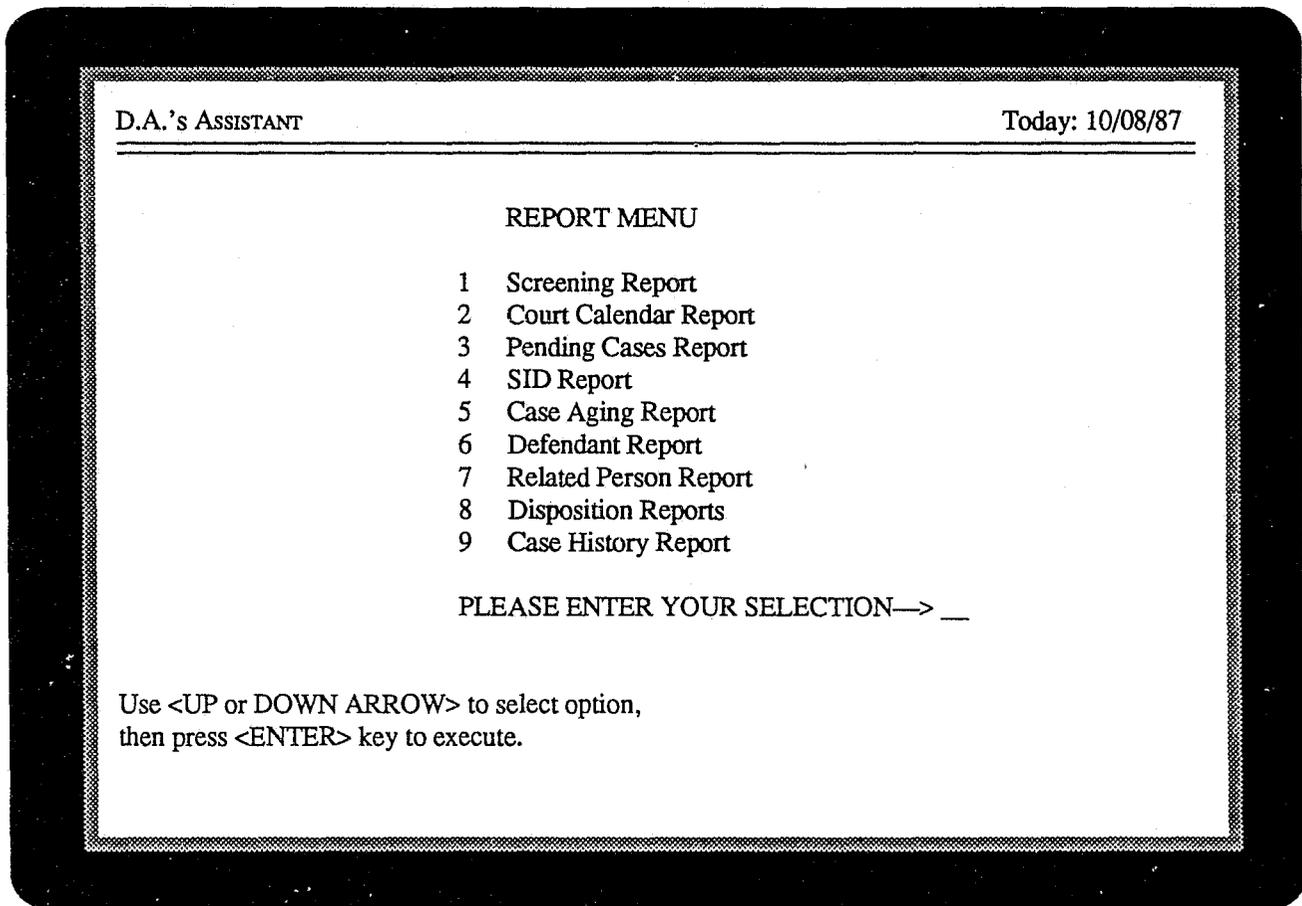


Figure 23: Report Menu

Printing Reports

Report Menu

Select option 6, Print Reports, from the Main Menu.

When you select option 6 from the Main Menu, the Report Menu is displayed (Figure 23). Nine

prosecutorial management reports have been pre-programmed in the D.A.'s ASSISTANT and can be generated at any time. The operator can choose to display a report on the screen or send it to the printer.

SCREENING REPORT for 03/01/88 thru 03/08/88				
Run Date: 03/09/88 Run Time: 09:50				
Page: 5				
Screening Date: 03/03/88				
Case No	Case Title	Referral Date	Originating Agency	Incident No
CR-88-233	SMITH	03/01/88	SACRAMENTO CITY PD	000001256
Defendant: SMITH, JAY, CAULDWELL				
Charges/Screening Attorney				
1: F 1102 SEXUAL ASSAULT 1ST DEGREE				
DANIEL J. SULLIVAN				
2: F 0803 ASSAULT 1ST DEGREE				
DANIEL J. SULLIVAN				
Defendant: CONRAD, ROBERT,				
Charges/Screening Attorney				
1: F 0801 ASSAULT AND BATTERY				
DANIEL J. SULLIVAN				
CR-88-225	GATES	03/02/88	STATE POLICE	000001234
Defendant: GATES, JULIE, KATHLEEN				
Charges/Screening Attorney				
1: F 2501 THEFT OF VALUE GREATER THAN OR EQUAL TO \$100				
NONE / UNKNOWN *** Screening Date: 03/09/88 ***				
Defendant: FONG, TRENTON, AL				
Charges/Screening Attorney				
1: M 2507 CRIMINAL TRESPASS				
DANIEL J. SULLIVAN				
2: M 9002 RECKLESS DRIVING				
DANIEL J. SULLIVAN				

Figure 24: Screening Report

Screening Report

Select option 1, Screening Report, from the Report Menu.

When you select the Screening Report (Figure 24), the system will prompt you for a screening date range. Enter the dates in the format mm/dd/yy, for example, 01/01/87. After entering a date range, you will be prompted to enter S to display the report on the screen or P to send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The Screening Report is generated in screening date order and lists all of the cases screened during the date range you specified. For each case screened, the report shows the case number, case title, originating agency, incident number, defendants, all charges for each defendant and screening attorney.

The screening date is noted to the right of the attorney name if it is not the same as the screening date on the top left of the report.

COURT CALENDAR for 10/01/87 thru 10/06/87				
Run Date: 09/30/87 Run Time: 10:05				Page: 1
Prosecutor: BOB BELAND				
Event Date	Time	Event	Court	Room
October 01, 1987	9:00 AM	PRELIMINARY HEARING	MUNICIPAL COURT	1
Case No: CR-87-276		Defense Attorney: SAXON Judge: DON LANGSTON		
Defendant/Charges: HOWARD,JOHNNY,L				
1:	F	3505	POSS W/INTENT TO DELIVER AMPHET OR METHAMPHETAMINE	
2:	F	3511	POSSESSION WITH INTENT TO DELIVER MARIJUANA	
Defendant/Charges: HOWARD,SHARON,ANN				
1:	F	3505	POSSESSION WITH INTENT TO DELIVER MARIJUANA	
2:	F	3511	POSS W/INTENT TO DELIVER AMPHET OR METHAMPHETAMINE	
October 03, 1987	11:00 AM	ARRAIGNMENT	SUPERIOR COURT	
Case No: CR-87-279		Defense Attorney: JAMES Judge: MICHAEL VIRGA		
Defendant/Charges: ADAMS,DENNIS,TOMMY				
1:	F	1101	RAPE	
October 03, 1987	2:00 PM	STATUS HEARING	SUPERIOR COURT	
Case No: CR-87-458		Defense Attorney: MITCHELL Judge: DAVID ROGERS		
Defendant/Charges: JOHNSON,HOWARD				
1:	F	4107	THEFT OF PROPERTY VALUE EXCEEDS \$200	
2:	M	2302	HINDERING APPREHENSION	

Figure 25: Court Calendar Report

Court Calendar Report

Select option 2, Court Calendar Report, from the Report Menu.

When you select the Court Calendar Report (Figure 25), the system will prompt you for an event date range. Enter a prosecutor's code at the *Prosecutor* prompt to generate the Court Calendar Report for a specific prosecutor or press <ENTER> to generate a calendar for all prosecutors. Enter *S* to display the report on the screen or *P* to

send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The Court Calendar Report is generated in prosecutor and event date order and lists all court events for each prosecutor during the date range you specified. For each prosecutor, the report shows the following information on each court event: event date and time, a description of the event, court, room, case number, defense attorney, judge, defendants and charges for each defendant.

PENDING CASES REPORT for 10/01/87 thru 10/06/87		
Run Date: 10/06/87 Run Time: 10:05		
Page: 1		
Case No	First Defendant	First Charge
CR-87-354	BROWN Next Event: 10/09/87	SETTING FOREST FIRE 9:00 AM PRELIMINARY HEARING
CR-87-489	JOHNSON Next Event: 10/11/87	AGGRAVATED ROBBERY 11:30 AM PRELIMINARY HEARING
CR-87-674	BROWN Next Event: 11/03/87	AGGRAVATED ASSAULT 2:00 PM ARRAIGNMENT
CR-87-678	HOULAHAN Next Event: 10/25/87	CARRYING PROHIBITED WEAPON 3:00 PM PLEA DOCKET

Figure 26: Pending Cases Report

Pending Cases Report

Select option 3, Pending Cases Report, from the Report Menu.

When you select the Pending Cases Report (Figure 26), the system will prompt you for a referral date range. Enter the dates in the format mm/dd/yy, for example 01/01/87. After entering a date range, type S to display the report on the

screen or P to send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The Pending Cases Report is generated in case number order and lists the next event for cases without disposition in the specified referral date range. For every case, the report shows the case number, first defendant, first charge, the event date and time and a description of the event.

SID REPORT					
Run Date: 10/06/87 Run Time: 10:05				Page: 1	
Originating Agency:		MANSFIELD POLICE DEPARTMENT			
Incident No	Defendant	DOB	S	R	Case No
123456789	ADAMS, MICHELE, ANN	03/25/59	F	W	CR-87-114
137654321	HARRISON, JAMES, TERRY	12/23/54	M	B	CR-87-394
152766999	HOWARD, JOHNNY, L	06/12/62	M	W	CR-87-276

Figure 27: SID Report

SID Report

Select option 4, SID Report, from the Report Menu.

When you select the SID Report (Figure 27), the system will indicate the total number of defendants that have SID numbers. You will be prompted to enter *S* to display the report on the

screen or *P* to send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The SID Report is generated in originating agency and incident number order. For every defendant with an SID number, the report shows the incident number, defendant name, date of birth, sex, race and case number.

CASE AGING REPORT prior to 09/01/87				
Run Date: 10/06/87 Run Time: 10:05				
Page: 1				
Case No	Case Title	Referral Date	Case Type	Case Level
CR-87-286	HOWARD Prosecutor: BELAND Charging Instrument Date: 08/06/87 Next Event: 10/08/87 9:00 AM SENTENCING HEARING	08/04/87	DRUG RELATED	FELONY
CR-87-291	BROWN Prosecutor: MITCHELL Charging Instrument Date: 07/29/87 Next Event: : M	07/23/87	ROBBERY	MISDEMEANOR
CR-87-394	HARRISON Prosecutor: JAMES Charging Instrument Date: 08/15/87 Next Event: 10/15/87 : M	08/12/87	HOMICIDE	FELONY
CR-87-681	ADAMS Prosecutor: BELAND Charging Instrument Date: 07/02/87 Next Event: : M	07/01/87	SEX RELATED	FELONY

Figure 28: Case Aging Report

Case Aging Report

Select option 5, Case Aging Report, from the Report Menu.

When you select the Case Aging Report (Figure 28), the system will prompt you for an action date. This report lists all cases with a charging instrument filing date prior to the specified action date.

After entering an action date, type *S* to display the report on the screen or *P* to send the report to

the printer. Press <ESCAPE> to return to the Report Menu.

The Case Aging Report is generated in case number order. For every case, the report shows the case number, case title, referral date, case type, case level, prosecutor, charging instrument date, the date and time of the next event and a description of the event.

DEFENDANT REPORT				
Run Date: 03/09/88			Run Time: 09:52	
Page: 47				
WILLETT, IRA, M 4516 VIRGINIA FORT SMITH, AR 72901			SID No: 56845239 DOB: 09/15/62 Sex: M Race: W	
Case No	Referral Date	Originating Agency	Incident No	Case Disposition
CR-87-286	03/20/87	DEPT. OF FISH & GAME	98747	GUILTY VERDICT
Next Event: 03/09/88		03:30 PM	SENTENCE HEARING	
Prosecutor: BOB BELAND				
Judge: SHEILA BARNES				
Charges				
1: F	0801	ASSAULT AND BATTERY		
Disposition: GUILTY BY JURY		Date of Disposition: 06/19/87		
2: F	3001	POSSESSION OF NARCOTICS		
Disposition: DISPOSITION PENDING		Date of Disposition:		
3: M	1103	SEXUAL ASSAULT 2ND DEGREE		
Disposition: DISPOSITION PENDING		Date of Disposition:		

Figure 29: Defendant Report

Defendant Report

Select option 6, Defendant Report, from the Report Menu.

When you select the Defendant Report (Figure 29), the system will prompt you for a range of defendants to include in the report. For example, to report on defendants Smith through Thomas, enter SMITH, A as the beginning of the range and THOMAS, Z as the end of the range. After entering a name range, type S to display the report on the screen or P to send the report to the printer. Press

<ESCAPE> to return to the Report Menu.

The Defendant Report is generated in alphabetical order by defendant name and gives information on defendants in the name range you specified. For every defendant, the report shows name, address, SID number, DOB, sex, race and summary information on cases the defendant is associated with. The case information includes the case number, originating agency, incident number, case disposition, information on the next case event and charges.

RELATED PERSON REPORT for 10/01/87 thru 10/06/87				
Run Date: 09/30/87 Run Time: 10:05				Page: 1
Case No	Referral Date	Originating Agency	Incident No	Case Disposition
CR-87-564	09/15/87	SACRAMENTO POLICE DEPT	000000345	PLED GUILTY
Event Scheduled: 10/02/87 09:00 AM SENTENCE HEARING				
VICTIM		WEIR,JACK,P 2933 LANCASTER WAY ELK GROVE, CA 95822		
WITNESS		ADAMS,FRED,L 9465 14TH AVENUE #34 FRESNO, CA 95469		
INVESTIGATOR		SMITH,BARNEY,L 485 ALA MOANA AVE WAIKIKI, HI, 96813		
CR-87-645	09/20/87	SAN FRANCISCO SHERIFF'S OFC	000355831	CASE DISMISSED
Event Scheduled: 10/06/87 08:00 AM PRETRIAL HEARING				
VICTIM		EVANS,DWIGHT,T 9458 14TH AVENUE SAN FRANCISCO, CA 94544		
CR-87-941	09/27/87	SAN FRANCISCO SHERIFF'S OFC	000355589	CASE IS OPEN
Event Scheduled: 10/03/87 10:00 AM JURY TRIAL				
WITNESS		MENDOZA,SUSAN,TERI 4943 EMBARCADERO STREET SAN FRANCISCO, CA 94543		
WITNESS		MENDOZA,GARY,LEE 4943 EMBARCADERO STREET SAN FRANCISCO, CA 94543		

Figure 30: Related Person Report

Related Person Report

Select option 7, Related Person Report, from the Report Menu.

When you select the Related Person Report (Figure 30), the system will prompt you for an event date range. After entering a date range, type *S* to display the report on the screen or *P* to send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The Related Person Report is generated in case number order and lists all persons related to the case if a case event is to occur in the specified event date range. For every case, the case number, referral date, originating agency, incident number and disposition are shown. For every related person, the report shows the relationship to the case and the person's name and address.

CASE DISPOSITION REPORT for 10/01/87 thru 10/06/87					
Run Date: 10/08/87 Run Time: 10:05					Page: 1
Case No	Referral Date	Originating Agency	Incident No	Case Disposition	Date
CR-87-287	10/02/87	FOLSOM POLICE DEPT	000890034	GUILTY VERDICT	10/06/87
Defendant/ Final Charges: HOWARD,JOHNNY,L					
1: F 1101 RAPE					
2: F 3001 POSSESSION OF NARCOTICS					
Defendant/Final Charges: HOWARD,SHARON,ANN					
1: F 3505 POSS W/INTENT TO DELIVER AMPHET OR METHAMPHETAMINE					
2: F 3511 POSSESSION WITH INTENT TO DELIVER MARIJUANA					
CR-87-298	10/03/87	SACRAMENTO CO SHERIFFS	395965847	OPEN	10/04/87
Defendant/Final Charges: BROWN,THOMAS,LEE					
1: F 4055 AGGRAVATED ASSAULT					
CR-87-378	10/05/87	SACRAMENTO CO SHERIFFS	495540048	DISMISSED	10/06/87
Defendant/Final Charges: ADAMS,DENNIS,TOMMY					
1: F 1101 RAPE					

Figure 31: Case Disposition Report

Disposition Reports

- Case Disposition Report

Select option 8, Disposition Reports, from the Report Menu, and select option 1, Case Disposition Report, when prompted.

When you select the Case Disposition Report (Figure 31), the system will prompt you for a disposition date range. After entering a date range, type *S* to display the report on the screen or *P* to send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The Case Disposition Report is generated in case number order and shows summary information on cases with a disposition date in the speci-

fied disposition date range. For every case, the case number, referral date, originating agency, incident number, disposition, disposition date, defendants and all charges for each defendant are shown.

There is also a Case Disposition Report by Originating Agency that displays the same information as the report just described except that it is in originating agency and case number order. To select it, choose option 8 from the Report Menu and option 2 from the Disposition Report Submenu.

CHARGE DISPOSITION REPORT for 10/01/87 thru 10/06/87			
Run Date: 10/08/87 Run Time: 10:05			Page: 1
Final Charge: F 0801		ASSAULT AND BATTERY	
Case No	Defendant	Charge Disposition	Date
CR-87-286	HOWARD,JOHNNY,L	JURY - GUILTY	10/02/87
CR-87-286	HOWARD,SHARON,ANN	JURY - GUILTY	10/02/87
CR-87-454	BROWN,THOMAS,LEE	DISMISSED	10/02/87
Total Count:			3

Figure 32: Charge Disposition Report

• Charge Disposition Report

Select option 8, Disposition Reports, from the Report Menu, and select option 3, Charge Disposition Report, when prompted.

When you select the Charge Disposition Report (Figure 32), the system will prompt you for a disposition date range. After entering a date range, type *S* to display the report on the screen or *P* to

send the report to the printer. Press <ESCAPE> to return to the Report Menu.

The Charge Disposition Report is generated in final charge number order and shows the cases with a charge disposition date in the specified date range. For every charge, the case number, defendant, charge disposition and total number of defendants are shown.

CASE HISTORY REPORT
 Run Date: 03/09/88 Run Time: 09:56 Page: 1

Case No.: CR-87-286 State of California vs. WILLETT

Referral Date: 03/20/87 Originating Agency: DEPT. OF FISH & GAME
 Incident No: 98747 Location/Jurisdiction: SACRAMENTO CITY

Case Type: ASSAULT AND BATTERY Consolidated With:
 Case Level: FELONY Case Severed From:
 Case Status: CLOSED Date Archived:
 Case Disposition: GUILTY VERDICT Date of Disposition: 06/19/87

Lower Court: MUNICIPAL COURT Lower Court No: F87356
 Upper Court: SUPERIOR COURT Upper Court No: CR87-123F
 Prosecutor: BOB BELAND Other No:

Defendant: WILLETT, IRA, M Sex: M Race: W
 1 of 2 4516 VIRGINIA
FORT SMITH, AR 72901 DOB: 09/15/62
 SID No.: 56845239

Final Charge: F 0801 ASSAULT AND BATTERY
 1 of 3 Disposition: GUILTY BY JURY

Sentence: COUNTY JAIL Amount: \$0.00
 1 of 2 Date of Sentence: 06/20/87 Expiration: 06/24/88

Sentence: PROBATION Amount: \$0.00
 2 of 2 Date of Sentence: 06/24/88 Expiration: 06/24/89

Final Charge: F 3001 POSSESSION OF NARCOTICS
 2 of 3 Disposition: DISPOSITION PENDING

Sentence: STATE PRISON Amount: \$0.00
 1 of 3 Date of Sentence: 03/05/88 Expiration:

Sentence: COUNTY JAIL Amount: \$0.00
 2 of 3 Date of Sentence: 03/01/88 Expiration:

Sentence: PROBATION Amount: \$0.00
 3 of 3 Date of Sentence: 01/01/88 Expiration:

Final Charge: M 1103 SEXUAL ASSAULT 2ND DEGREE
 3 of 3 Disposition: DISPOSITION PENDING

Sentence: SPECIAL Amount: \$0.00
 1 of 1 Date of Sentence: 03/02/88 Expiration:

Defendant: BROWN, JOHNNY, TERRY Sex: M Race: B
 2 of 2 901 FLORIN ROAD
SACRAMENTO, CA 95831 DOB: 09/20/54
 SID No.:

Final Charge: F 0722 OBSTRUCTION OF JUSTICE
 1 of 2 Disposition: DISMISSED

Figure 33a: Case History Report (Page 1)

CASE HISTORY REPORT
 Run Date: 03/09/88 Run Time: 09:56 Page: 2

Case No.: CR-87-286 State of California vs. WILLETT

Final Charge: F 3001 POSSESSION OF NARCOTICS
 2 of 2 Disposition: DISMISSED

Related Person: HARRISON, MARC, A Sex.....: M Race....: W
 1 of 2 346 FIRST ST #163 DOB: 06/13/59
DAVIS, CA 95619 SSN: 354256746

Relationship to Case: ARRESTING OFFICER
 Defendant:
 Victim:

Related Person: GATES, JULIE, KATHLEEN Sex.....: F Race....: W
 2 of 2 135 LANCASTER WAY DOB: 03/25/59
SACRAMENTO, CA 958221014 SSN: 585335799

Relationship to Case: VICTIM
 Defendant: COHABITANT
 Victim:

Events:

Date	Time	Event
03/22/87	8:00 AM	ARRAIGNMENT
04/03/87	10:30 AM	PRELIMINARY HEARING
05/23/87	10:00 AM	JURY TRIAL
06/10/87	3:30 PM	SENTENCE HEARING

Actions:

Date Filed	Action
03/21/87	COMPLAINT FILED
04/03/87	DEMAND FOR JURY
04/10/87	CASE SET/NOTICE SENT
03/23/87	SUBPOENA
05/10/87	SUBPOENA

Case Totals

Defendants	2
Charges	5
Sentences	6
Related Persons	2
Events	4
Actions	5

Figure 33b: Case History Report (Page 2)

Case History Report

Select option 9, Case History Report, from the Report Menu.

When you select the Case History Report (Figure 33), the system will prompt you for a range of case numbers. This report is only sent to the printer and is not displayed on the screen. Press <ES-CAPE> to return to the Report Menu.

The Case History Report is generated in case number order and displays detailed information about cases in the case number range you specified. Information from every case file is displayed to show the history of the case, including case header, defendant, charge, sentence, disposition, related person, event and action information. The report also lists the total number of defendants, charges, sentences, related persons, events and actions for each case.

Appendix A
D.A.'s ASSISTANT
Messages

D.A.'s ASSISTANT Messages

The following are messages that will be displayed by the D.A.'s ASSISTANT. These messages appear near the bottom of the screen. Messages that appear at the bottom of the screen in entirely uppercase letters are messages from DataFlex. If you have questions about messages in uppercase, consult your DataFlex manual. If a message appears in lowercase, it has been produced by the D.A.'s ASSISTANT and its explanation appears here.

Access to this module denied. Press any key to continue.

You have tried to gain access to a menu option for which you do not have permission. The system administrator assigns this permission.

Access to utilities denied. Press any key to continue.

You have tried to gain access to the Utilities for which you do not have permission. Only the system administrator has access to the Utilities.

Action type is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Another case already exists with this case number. Press any key to continue.

The case number entered must not be the same number given to another case already stored in the system. Press any key to enter another case number.

Archive cases that fit specified criteria? (Y/N)

You have chosen to archive selected cases. To archive the cases, enter *Y* for yes. To cancel the archive, enter *N* for no.

Archived directory not found. Press any key to continue.

The directory that was specified to store the archived files cannot be found. You must create the archive directory before any cases may be archived. Contact your system administrator.

Authorized charge is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Cancel report? (Y/N)

You have pressed the <ESCAPE> key while printing a report. To cancel the report, enter *Y* for yes. To continue printing the report, enter *N* for no.

MESSAGES

Cannot combine same person records. Press any key to continue.

You have selected the same person records to combine. Press any key to choose a different person record.

Cannot delete this alias due to a case reference. Press any key to continue.

An alias record cannot be deleted while a case still references the alias name. You must change the name in the case to another alias before you can delete this alias name.

Cannot delete this person due to a case reference. Press any key to continue.

A person record cannot be deleted while a case still references the person. You must delete all cases that reference this person before you can delete the person record.

Case has been deleted. Press any key to continue.

The case you selected to delete has been completely removed from the system and can no longer be accessed.

Case not found. Press any key to continue.

The case number given cannot be found in the system. It may have been mistyped, so try typing it again.

Case number is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

<#> cases have been archived to file <name>. Press any key to continue.

The archive you requested has been successfully completed and the file created was given the name specified in the message. This file is in the D.A.'s ASSISTANT archive directory. If you're not sure where this directory is located, contact your system administrator.

<#> cases have been restored from file <name>. Press any key to continue.

The archived file you requested has been successfully restored. Press any key to return to the Unarchive Cases Screen.

Case title is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Combine these two person records? (Y/N)

You have pressed the function key to combine two person records by deleting one person and keeping another. To combine these two person records, enter *Y* for yes. To cancel the function, enter *N* for no.

Create a charging instrument for this defendant? (Y/N)

You have pressed the function key to create a charging instrument document file. To create a charging instrument document file for this defendant, enter *Y* for yes. To cancel the function, enter *N* for no.

Create an arrest warrant file for this defendant? (Y/N)

You have pressed the function key to create an arrest warrant document file. To create an arrest warrant document file for this defendant, enter *Y* for yes. To cancel the function, enter *N* for no.

Create subpoena? (Y/N)

You have pressed the function key to create a subpoena document file. To create a subpoena document file, enter *Y* for yes. To cancel the function, enter *N* for no.

Create victim's rights letter? (Y/N)

You have pressed the function key to create a victim's rights document file. To create a victim's rights document file, enter *Y* for yes. To cancel the function, enter *N* for no.

Date field is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Date sentenced is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Defendant's first name is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Defendant's last name is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Delete this case? (Y/N)

You have pressed the function key to delete a case. To delete the case, enter *Y* for yes. To cancel the delete, enter *N* for no.

Delete this record? (Y/N)

You have pressed the function key to delete a record. To delete the record, enter *Y* for yes. To cancel the delete, enter *N* for no.

MESSAGES

Delete this person and all aliases? (Y/N)

You have pressed the function key to delete a person record. To delete the person record and all associated alias records, enter *Y* for yes. To cancel the delete, enter *N* for no.

Discharge this case and delete record? (Y/N)

You have pressed the function key to discharge a case and delete its related records. To discharge the case, enter *Y* for yes. To cancel the function, enter *N* for no.

Disposition date must be prior to or on today's date. Press any key to continue.

The disposition date given must be prior to or on today's date. You cannot archive a case that does not have a disposition.

Document directory not found. Press any key to continue.

The directory that was specified for the document files cannot be found. You must create a document directory before any documents can be written to it. Contact your system administrator.

Document file <name> has been created. Press any key to continue.

The document file you requested has been successfully created and given the name specified in the message. You may find this file in the document directory. If you're not sure where the document directory is located, contact your system administrator.

End of audit trail. Press any key to continue.

The audit trail has been printed. Press any key to display the Print/Purge Audit Trail Screen.

End of report. Press any key to continue.

The report you requested has been printed. Press any key to return to the Report Selection Screen.

Ending case comes before starting case. Press any key to continue.

Invalid case range given. The starting case number must be before the ending case number, for example, 88000025 comes before 88000555. For a range of only one case, enter the same case number in both fields. Press any key to return to the case fields and re-enter a valid case range.

Ending date is prior to beginning date. Press any key to continue.

Invalid date range given. The beginning date must be prior to the ending date. For a range of only one day, enter the same date in both fields. Press any key to return to the date fields and re-enter a valid date range.

MESSAGES

Ending name comes before starting name. Press any key to continue.

Invalid name range given. The starting name must be before the ending name, for example, Allen comes before Parsons. For a range of only one name, enter the same name in both fields. Press any key to return to the name fields and re-enter a valid name range.

Event date is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Event time is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Event type is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

File not found. Press any key to continue.

The name of the archived file cannot be found. Try typing the file name again or check the archive directory.

First name is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Incident number is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Last name is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Next event is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

No charges exist for this case. Press any key to return to Case File Menu.

You have requested to display the sentences on a case where no charges exist. There are no sentence records to display if there are no charges entered for the case.

MESSAGES

No data found for specified conditions. Press any key to continue.

The document has not been created. No data exists for the criteria selected. Press any key to return to the Document Selection Screen.

No defendants exist for this case. Press any key to return to Case File Menu.

You have requested to display the charges on a case where no defendants exist. There are no charge records to display if there are no defendants entered on the case.

Not a valid code for case level field. Press any key to continue.

The code entered in the case level field cannot be found in the table. If misspelled, try typing it again or choose a code that exists in the table. Press <HELP> to display the code table.

Not a valid code for this field. Press any key to continue.

The code entered in this field cannot be found in the appropriate code table. If misspelled, try typing it again or choose a code that exists in the table. Press <HELP> to display the code table.

Not an authorized password. Press any key to continue.

The password you entered is not a password on the system. The most common cause of this error is mistyping your password. Try entering your password again. If message continues to occur, contact your system administrator.

Originating agency is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Other users on the system. Cannot run this utility. Press any key.

This utility cannot be run while other users are on the system. Make sure everyone is off the system and try running the utility again.

Password is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Person has been deleted. Press any key to continue.

The person you selected to delete has been completely removed from the system and can no longer be accessed.

Person records have been combined. Press any key to continue.

The two person records you selected have been successfully combined. The person record you selected to delete has been completely removed from the system and its aliases have been attached to the person record that was kept.

Please wait... Creating archive data file.

The system is busy creating the archive data file. Don't do anything until you see the message "Archived file <name> has been created. Press any key to continue."

Please wait... Creating arrest warrant document file.

The system is busy creating an arrest warrant document file. Don't do anything until you see the message "Document file <name> has been created. Press any key to continue."

Please wait... Creating charging instrument document file.

The system is busy creating a charging instrument document file. Don't do anything until you see the message "Document file <name> has been created. Press any key to continue."

Please wait... Creating subpoena document file.

The system is busy creating a subpoena document file. Don't do anything until you see the message "Document file <name> has been created. Press any key to continue."

Please wait... Creating victim's rights document file.

The system is busy creating a victim's rights document file. Don't do anything until you see the message "Document file <name> has been created. Press any key to continue."

Press <ENTER> key to select case or <ESC> key to return to name.

You have pressed the function key to select a case in the Name Search module. Position the cursor on the case number you wish to display and press the <ENTER> key to select it. You will then be taken into the Display module. To return the cursor to the name field at the top of the screen, press the <ESCAPE> key.

Prosecute this case and create case records? (Y/N)

You have pressed the function key to prosecute a case. To prosecute the case, enter *Y* for yes. To cancel the function, enter *N* for no.

Referral date is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

MESSAGES

Restore cases? (Y/N)

You have pressed the function key to unarchive cases. To restore cases, enter *Y* for yes. To cancel unarchive, enter *N* for no.

Screening attorney is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Screening date is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Search complete. Press any key to return to previous screen.

The person search routine has completed and the Person Match Report has been sent to the printer. Press any key to return to the previous screen.

Searching for possible matches... Number of matches so far: <#>

This system is busy searching for other persons who might be the person displayed on the previous screen. The <#> of matches in the message line is incremented each time a possible match is found. Don't do anything until you see the message "Search complete. Press any key to return to previous screen."

Sequence limit for this kind of document reached. Press any key to continue.

You cannot create more than 99 document files of the same type on the same day. You will have to wait until the next day to create any more document files of that type.

There are still charge records for this defendant.

You tried to delete a defendant record that still has charge information attached to it. You must delete all charges for that defendant before you may delete the defendant.

There are still sentence records for this charge.

You tried to delete a charge record that still has sentence information attached to it. You must delete all sentences for that charge before you may delete the charge.

This case is archived. It cannot be edited. Press any key to continue.

You cannot edit a case that has been archived. If you need to edit the case, contact your system administrator to unarchive it.

This case is locked. It cannot be updated at this time.

The case you wish to edit is being edited by another user. You must wait until the other user is finished before you may access the case.

MESSAGES

This password already in use. Press any key to continue.

Someone else is already logged on the system with this password or the last person using this password was not logged off properly. Contact your system administrator to correct the problem.

This person's record is locked. It cannot be updated at this time.

The person record you wish to edit is being edited by another user. You must wait until the other user is finished before you may access that person.

Type of sentence is missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

User initials are missing. Press any key to continue.

This data element is a mandatory field and must not be left blank. Press any key to return the cursor to the field.

Appendix B
Data Element Dictionary

DATA ELEMENT DICTIONARY

Action Type — A description of an action, which is any activity, excluding events. For example, actions are filing a complaint and generating an arrest warrant or a victim's rights letter.

Address — The street address of a person's domicile.

Agency/Employer — The person's employing agency.

Alias No. — The number of alias names belonging to the person.

Amount — The dollar value assigned for this sentence.

Attorney — The person's attorney.

Auth. Charge — The initial charge named in the charging instrument.

Bail Amount — The amount of cash bail or surety bond.

Bond Agent — The surety bond agency that posted bond for the defendant.

Case Cons. With — The number of the case with which the current case will be consolidated.

Case Dispo — The final disposition of the case, for example, dismissed or pled guilty.

Case Level — A general identifier for the severity of the crime, for example, felony, misdemeanor, traffic or infraction.

Case Number — The unique number assigned by the prosecutor to a case, based upon the agency's own numbering system.

Case Sev. From — The number of the case from which this case was severed.

Case Status — Identifies the stage the case is in from point of referral to final disposition, for example, open, pending charges or pending sentencing.

Case Title — By convention, the plaintiff and the last name of the first defendant in the case.

Case Type — A general case grouping, for example, burglary, robbery or drug-related.

Charge Count — The number of charges filed against this defendant in this case.

Charge No. — The system-assigned sequence number of the specific charge in relation to all charges against this defendant in this case.

City — The city of a person's domicile.

Create Subpoena — A y=yes, n=no indicating if subpoenas are to be produced for that event.

Create Subpoena For — Court events for which this person is to be subpoenaed.

Create V.R.L. — A y=yes, n=no indicating if a victim's rights letter is to be generated.

Custody Status — The place or condition of the defendant's person.

Date Archived — The date the case was archived.

DATA ELEMENT DICTIONARY

Date Filed — The date the action was filed with the court clerk or that an action was taken and logged in the case file.

Date (event) — The date the next event will take place.

Date of Arrest — The date the defendant was arrested.

Date of Dispo — The date the final disposition of the charge or case was entered on the judicial record.

Date of Offense — The date the crime or incident occurred.

Date Sentenced — The date of the imposition of sentence.

Dates Unavailable ___ to ___ and ___ to ___ — A set of dates indicating when this person is unavailable to appear for a court event.

Defendant Name — The last, first and middle name of the defendant.

Defendant No. — The system-assigned sequence number of this defendant in relation to all defendants in this case.

Defense Atty. — The defendant's attorney.

Dispo Event — The court event at which the disposition was given.

Disposition — The final status of this charge.

DOB — The person's date of birth.

Dr. Lic. No. — The person's driver's license number.

Ev. Location — The place where the evidence is being kept.

Event Date — The date for which an event is scheduled or its actual date.

Event Dispo — A description of what happened at the event, for example, sentence hearing set.

Event Time — The time of day for which an event is scheduled or its actual time held.

Event Type — A description of any activity requiring judicial or grand jury action, for example, an arraignment or preliminary hearing.

Evidence — A free-form description of the evidence for the case.

Evidence No. — A number uniquely identifying a piece of evidence.

Expiration Date — The date this specific sentence expires.

Eye Color — The standard FBI/NCIC codes for eye color.

FBI No. — A unique identifier assigned by the FBI.

Final Charge — The charge for which a disposition was entered.

First Charge — The first charge filed against the defendant.

DATA ELEMENT DICTIONARY

First Name — The person's first name.

Hair Color — The standard FBI/NCIC codes for hair color.

Height — The person's physical height in feet and inches.

Incident Number — The unique number assigned by the referring agency to identify the activities causing the referral.

Judge — The judge assigned for the event.

Last Name — The person's last name.

Location — The geographic location of the incident.

Lower Court — The level of limited jurisdiction court to which this case will proceed.

Lower Court No. — The unique number assigned to the case by a court of limited jurisdiction.

Middle Name — The middle name of this person.

Next Event — The next event scheduled for this case.

Notes — A free-form comment field.

Orig. Agency — The law enforcement agency that referred the case for prosecution.

Other Number — Any other number the operator wants to associate with the case, for example, an appellate court number.

Person ID No. — A unique personal identification number assigned by the system to this person.

Phone #1 & #2 — The telephone numbers for this person.

Plea Entered — The plea entered by the defendant on this charge in this case.

Plea Offered — The original, or subsequent, pleas offered by the prosecuting attorney to the defendant.

Priors — Any prior convictions.

Prosecut. Atty. — The attorney who will represent the prosecutor's office at this event.

Prosecutor — The prosecutor who will oversee this case.

Qualifier — A characteristic of the case for which an enhancement of the potential sentence may be applied.

Race — The standard FBI/NCIC codes for race.

Reason — A justification for this type of disposition.

Referral Date — The date the incident report was received by the prosecuting agency.

Rel. Per. No. — The system-assigned sequence number of this person in relation to other persons related to this case other than the defendant.

DATA ELEMENT DICTIONARY

Relation To — This person's relationship to the case, defendant or victim.

Screening Atty. — The attorney who determines the charges.

Screening Date — The date the assigned attorney determined what charges were to be filed.

Sentence Count — The number of sentences applied to this charge.

Sentence No. — The system-assigned sequence number for sentences related to this charge.

Sentence Years/Months/Days/Hours — The amount of time given for the sentence.

Sex — The standard FBI/NCIC codes for sex.

SID No. — The unique identifying number assigned by the state to this person and related ten-print form.

SSN — The Social Security number of this person.

State — The state of a person's domicile.

State Issue — The state that issued this person's driver's license.

Subpoena Items — A free-form field for what items should be subpoenaed.

Time (event) — The time of the next scheduled event.

Type of Sentence — The type of sentence imposed, for example, a fine, county jail or probation.

Upper Court — The level of general trial jurisdiction court to which this case will proceed.

Upper Court No. — The unique number assigned to the case by a court of general trial jurisdiction.

Weight — The person's physical weight in pounds.

Zip — The zip code of a person's domicile.

VOL. 3

D.A.'s ASSISTANTTM

version 1.0

**a microcomputer-based
prosecutor's management
support system**

Volume three

Administrator's Manual

Technical Specifications

Test Plan

D.A.'s ASSISTANT™

Administrator's Manual

version 1.0

**a microcomputer-based
prosecutor's management
support system**



rev. 05/26/88

Copyright © 1988 by SEARCH Group, Inc., the National Consortium for Justice Information and Statistics, 925 Secret River Drive, Suite H, Sacramento, California 95831, (916) 392-2550.

* * *

D.A.'s ASSISTANT is a trademark of SEARCH Group, Inc. IBM, AT and XT are trademarks of International Business Machines, Inc. DataFlex is a trademark of Data Access Corporation. 3Com and 3+ are trademarks of 3Com Corporation. Novell, Netware and Advanced Netware are trademarks of Novell, Inc. Wordstar 2000 is a trademark of Micropro International Corporation.

* * *

To supply agencies with program updates and provide assistance to agencies using the D.A.'s ASSISTANT, all disks have been serialized, the product name trademarked and a copyright obtained for the product. SEARCH Group, Inc. requests that agencies not reproduce, distribute or copy this product except for in-house use.

* * *

D.A.'s ASSISTANT was prepared under Grant No. 86-SA-CX-K009 from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions expressed in this document are those of SEARCH Group, Inc. and do not necessarily represent the official position or policies of the U.S. Department of Justice.

DOCUMENT LIST

The *Administrator's Manual* is one of a series of six documents describing the D.A.'s ASSISTANT. The following is a list of all the documents and a short description of each one.

- *Executive Summary:* Provides a brief overview of the D.A.'s ASSISTANT, describing the basic objectives, features and functions of the system. The hardware, software and disk space required to run the program are also described.
- *Functional Specifications:* Describes the system as it will look to the operator. The specifications provide a walk-through of the system complete with screen layouts, report formats and a data element dictionary. The environment in which the system operates, including equipment and support software, is also described.
- *User's Manual:* Explains the procedures the operator must follow to enter and retrieve information. A step-by-step description of each function is provided. This manual also includes a list of all D.A.'s ASSISTANT messages, a brief explanation of each one and a list of data element definitions.
- *Administrator's Manual:* Describes how the system administrator will install, maintain and back up the system. These activities include monitoring password security, adding users, maintaining code tables and archiving cases.
- *Technical Specifications:* Provides a technical description of the system, including file layouts, program tree diagrams and program descriptions.
- *Test Plan:* Provides a plan to test the D.A.'s ASSISTANT if it is customized after installation. The plan contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

TABLE OF CONTENTS

- 1 **Getting Started 1**
 - Introduction 1
 - Hardware and Software Requirements 1
 - Estimating Disk Space 2
 - Installation Procedures 4
 - Installing DataFlex 4
 - Installing the D.A.'s ASSISTANT 4
 - Defining Site Information 5
 - Completing the Table and Look-up File Worksheets 6
 - Starting DataFlex and the Utilities Program 7
 - Log-in Process 8

- 2 **Maintaining the System with Utilities 9**
 - Resetting the Password File 10
 - Removing Record Locks 10
 - Printing and Purging the Audit Trail 11
 - Maintaining the Tables and Look-up Files 12
 - How to Add Information 12
 - How to Modify Information 13
 - How to Find Information 13
 - How to Delete Information 13
 - How to Print the Tables and Files 13
 - Updating the Code Translation Tables 14
 - Updating the Look-up Files 16
 - Offense File 16
 - Bond Agent File 18
 - Attorney File 19
 - Judge File 20
 - Maintaining User Accounts 21
 - Maintaining Person Information 23
 - Maintaining Persons and their Aliases 24
 - Combining Person Information 26
 - Deleting Case Information 27
 - Archiving and Unarchiving Cases 28
 - Archiving Cases 29
 - Unarchiving Cases 30

- 3 **Creating Document Files 31**
 - Document File Names 31
 - Information Included in a Document File 32
 - Sample Format of an Arrest Warrant Document File 34
 - Creating a Word Processing Form 34
 - Finalized Document 34

- 4 **Backing Up the System 37**

Appendix A: Code Table Worksheets

Appendix B: Look-Up File Worksheets

Appendix C: Audit Trail Messages

Appendix D: Operating Environments

GETTING STARTED

Introduction

Hardware and Software Requirements

Estimating Disk Space

Installation Procedures

Installing DataFlex

Installing the D.A.'s ASSISTANT

Defining Site Information

Completing the Table and Look-up File Worksheets

Starting DataFlex and the Utilities Program

Log-in Process

Getting Started

Introduction

The purpose of this *Administrator's Manual* is to describe how to install and maintain the D.A.'s ASSISTANT, a microcomputer-based prosecutor's management support system. This manual also addresses system backups, and hardware, software and disk space requirements.

The system administrator is responsible for installing the D.A.'s ASSISTANT, maintaining the system, troubleshooting user problems and performing system backups. To perform these functions, the system administrator should have a working knowledge of the DataFlex application development database and of the operating system. If the D.A.'s ASSISTANT is to be installed on a network or multiuser system, the system administrator also must be familiar with the network or multiuser system.

If the system administrator is not familiar with both DataFlex and the operating system, he must get instruction as soon as possible. This knowledge is necessary to insure the smooth installation and operation of the D.A.'s Assistant. Further, it is recommended that at least one alternate system administrator be trained to assist in maintaining the system during those periods in which the primary system administrator is not available.

Hardware and Software Requirements

The D.A.'s ASSISTANT is a microcomputer-based prosecutor's management support system that runs on IBM and compatible microcomputers. The D.A.'s ASSISTANT program was written using version 2.2 of the DataFlex application development database. The program was written on an IBM AT personal computer with 640 KB of RAM under IBM PC DOS version 3.1 on version 2.0 of the Novell Advanced Netware local area network.

The program requires 640 KB of RAM on each microcomputer. If you have a single-user system, you must purchase a single-user version of DataFlex. If you have a multiuser system, you must obtain the multiuser version. If you install the program on a multiuser system, the individual microcomputers must be linked together by network software.

Data Access Corporation reports DataFlex will operate on a wide variety of hardware and operating systems, which are listed in Appendix D. SEARCH reviewed the list and recommends that prospective users verify specific hardware and operating system functions with Data Access Corporation directly.

Estimating Disk Space

To assist agencies in determining the disk space required to run the D.A.'s ASSISTANT, the following estimates have been made for four sizes of case storage: 500, 1,000, 5,000 and 10,000 cases. Based upon these figures, an agency should be able to estimate the amount of disk storage the D.A.'s ASSISTANT will require for whatever period an agency wishes to maintain case histories in the system.

For example, if an agency has an annual caseload of 500 cases (see Figure 1) and it wants to retain four years of case histories on the system, the disk space required is:

$$(1\text{st year})+(2\text{nd year})+(3\text{rd year})+(4\text{th year})+(\text{programs}) = \text{minimum total}$$

$$2.5 \text{ MB} + 2.5 \text{ MB} + 2.5 \text{ MB} + 2.5 \text{ MB} + 2.5 \text{ MB} = 12.5 \text{ megabytes}$$

<u>Static file sizes</u>	<u>Disk space</u>
DataFlex Program files	1.2 megabytes
D.A.'s ASSISTANT programs	1.3 megabytes
Total needed for programs	2.5 megabytes
<u>Number of stored cases</u>	<u>Disk space</u>
500	2.5 megabytes
1,000	4.5 megabytes
5,000	19.0 megabytes
10,000	37.0 megabytes

Figure 1: Disk Storage Estimates

These storage estimates (Figure 1) are for the D.A.'s ASSISTANT minimum requirements for data file storage only and *do not* include storage necessary for additional applications. Be sure to add to the total the required space for both DataFlex and the D.A.'s ASSISTANT program files in addition to the case storage estimates.

The storage estimates in Figure 1 are based upon the following assumptions about a "typical" case (Figure 2). They were compiled by the SEARCH Task Force on Prosecutor Technical Assistance and Training Needs using statistics of average caseloads and activities.

<u>Case data items</u>	<u>Averages</u>
Number of defendants per case	1.2
Number of charges per defendant	2.1
Number of sentences per defendant	2.0
Number of victims/witnesses per case	2.5
Number of events per case	3.5
Number of actions per case	3.0
<u>Code table items</u>	<u>Averages</u>
Number of Judges	8
Number of Attorneys	11
Number of Bond Agents	5
Number of Offense Codes	280

Figure 2: Case Information Averages

Installation Procedures

- Installing DataFlex

Operation of the D.A.'s ASSISTANT requires, at a minimum, the runtime utilities of DataFlex version 2.2. If you intend to develop your own programs and applications in DataFlex, the development package must be purchased. The version of DataFlex purchased also depends on whether the D.A.'s ASSISTANT will operate as a single- or multiuser system. The single-user edition must be purchased if the proposed system is a single-user system and the multiuser edition is required if it will be a multiuser system.

Consult the installation instructions and manuals that are included with the runtime or development version to install your specific version of DataFlex.

- Installing the D.A.'s ASSISTANT

After installing DataFlex, verify that certain set-up tasks have been completed before installing the D.A.'s ASSISTANT programs. For example, have all volumes, directories and subdirectories been defined? If you have a multiuser system implemented on a network of microcomputers, have the directories been logically linked and have the paths to the directories been defined? Have the access permissions to the files and directories been established? If you have problems or questions performing these tasks, consult your network administrator.

The D.A.'s ASSISTANT source code programs and object code files are contained on four 360 K diskettes: two for object code and two for source code. It is very important to make a backup copy of these disks *before* installing the system.

If a directory for the D.A.'s ASSISTANT programs has not been created, create it now. Note that DataFlex and any applications produced with DataFlex, such as D.A.'s ASSISTANT, could be stored in the same directory. However, we suggest that DataFlex and its application programs be stored in separate directories for the following reasons. DataFlex should have an access permission of *read only*, but the application programs and data files require access permissions of both *read* and *write*. Also, it is more time-consuming to back up a directory containing DataFlex and its applications and creates unnecessary work. DataFlex does not change unless a new release comes out; however, data files change daily and should be backed up regularly.

When the appropriate directories have been created and the current directory is the directory where the D.A.'s ASSISTANT programs and data will be stored, you are ready to copy the diskettes onto your system. You may copy on both the source and object code diskettes, but only the object code is required to run the program. The object code is on System Disks 1 and 2. Copy on the source diskettes only if you plan to modify the source programs. Insert a diskette into drive A. Type copy a:*. * at the DOS operating system prompt. When the system indicates the copy is complete, repeat the same operation for the other diskettes you want to install.

Site Installation File		Today: 03/27/88
Title of the plaintiff in criminal cases:	State of California	
Directory where each document file will be placed:	M:	
Directory where each archived file will be placed:	N:	
Maximum number of charges allowed on warrants and charging instruments:	8	
ESC-Exit	F9-Clear Screen	F10-Save

Figure 3: Site Installation Screen

• Defining Site Information

The information on the Site Installation Screen (Figure 3) must be entered before running the D.A.'s ASSISTANT. To display this screen, type *flex install* at the operating system prompt.

The Case Title field on the screens and reports will contain what is entered on the Site Installation Screen as the title of the plaintiff in criminal cases. The directories you define for document and archived files designate where document files (for arrest warrants, subpoenas, etc.) and archive files will be stored.

Note that the example in Figure 3 reflects the way in which these directories are named in a

Novell network. Other networks require a different syntax. If you have problems, verify this syntax with your network administrator.

The last field of information will contain the maximum number of charges that the system will write to arrest warrant and charging instrument files. Defining the maximum number of charges indicates the maximum amount of space allowed in the document files for charges. This space is not variable. If you have defined the maximum number of charges to be eight, the space for eight charges is allotted whether there are two or ten charges.

- **Completing the Table and Look-up File Worksheets**

Before running the D.A.'s ASSISTANT program, the code translation table worksheets in Appendix A and the look-up file worksheets in Appendix B must be completed. During data entry, specific data elements are verified against the values in the code tables or look-up files. For example, when the operator enters a code for case status, such as CLOS, the program checks the case status code table to verify the code is in the table. If it is in the table, the code description, for example, *CLOSED*, is retrieved from the table and is displayed on the screen to the right of the code. If the code is not in the table, the system displays an error message.

Each code table worksheet specifies the maximum length of the code and its description. With the exception of the case/charge level table, codes can be a maximum of four characters and the descriptions can be up to 20 characters long. Codes for case/charge level are one character in length. You may enter as many codes in any code table as your agency requires. The worksheets can be photocopied as needed.

Some code table worksheets already have some codes and descriptions entered. These codes are predefined by the system and the program cannot function without them. Do *not* delete the predefined codes.

There are four look-up files: offense, attorney, bond agent and judge. Information is verified against these files in the same way it is verified against the code tables. However, they are not called code tables because they contain more information than a list of codes and their respective translation descriptions. For example, the judge file contains a judge code, the judge's name, court, courtroom, address and city.

The look-up file worksheets specify the maximum length of each data element. An unlimited number of offense, attorney, bond agent and judge records may be entered.

After completing the code table and look-up file worksheets, you are ready to start the Utilities program and enter the information on the worksheets into the system. See the section called **Maintaining the Tables and Look-up Files** in Chapter 2, **Maintaining the System with Utilities**.

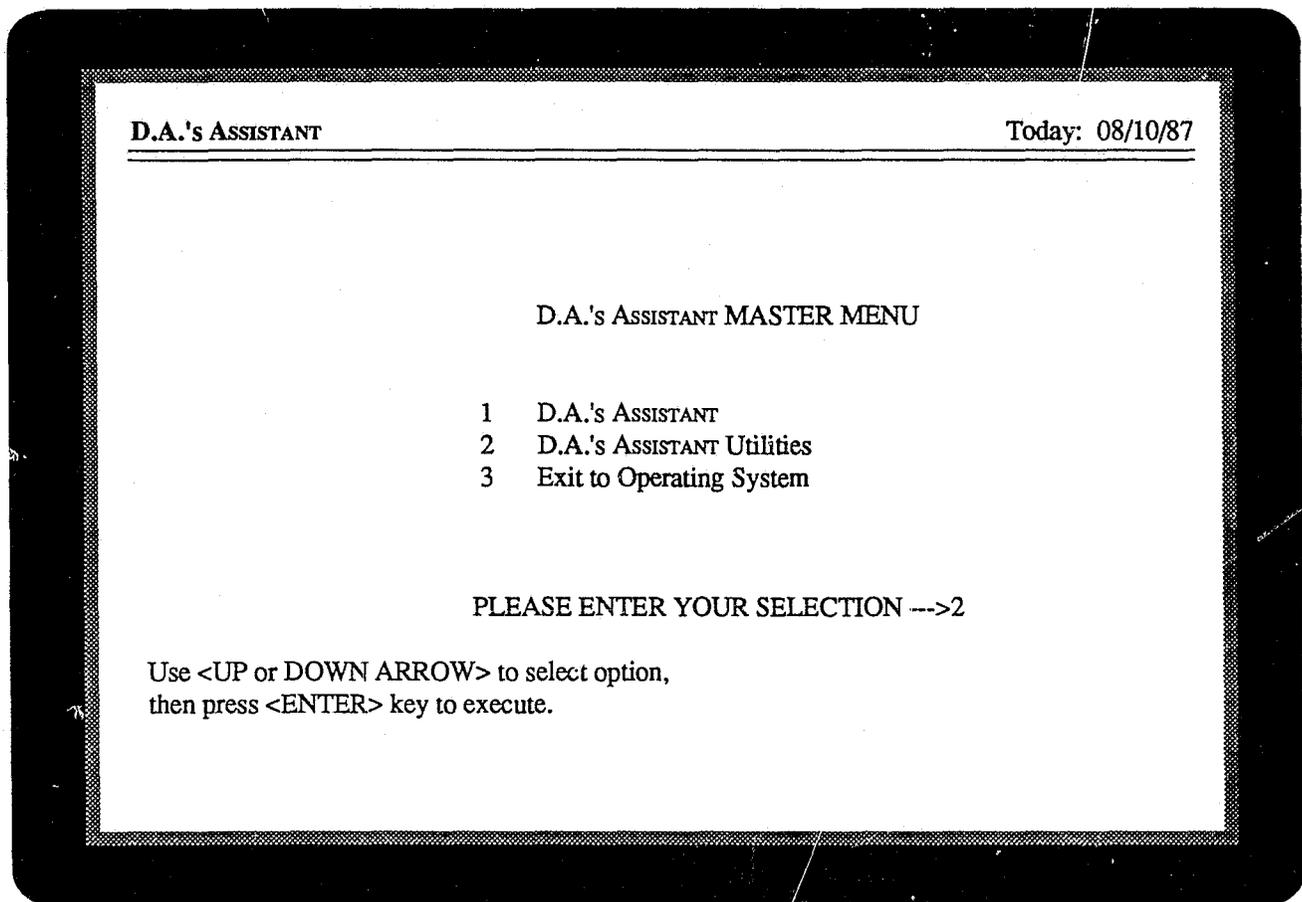


Figure 4: D.A.'s ASSISTANT Master Menu

Starting DataFlex and the Utilities Program

Enter *flex* at the operating system prompt to start DataFlex and display the D.A.'s ASSISTANT Master Menu (Figure 4). Select option 2, **D.A.'s ASSISTANT Utilities**, from the Master Menu to start the Utilities program. The system should display the Utilities Log-in Screen (Figure 5) and prompt the operator for a password.

The utilities maintain the coded field tables, list of users and audit trail; clear locks on records and

users; and allow cases to be deleted or archived. Some utilities are intended for normal system maintenance, for example, adding a new user or modifying a code table, while others are designed for extraordinary circumstances, such as deleting a case or unlocking records. The system administrator should be the *only* user with access to the Utilities.

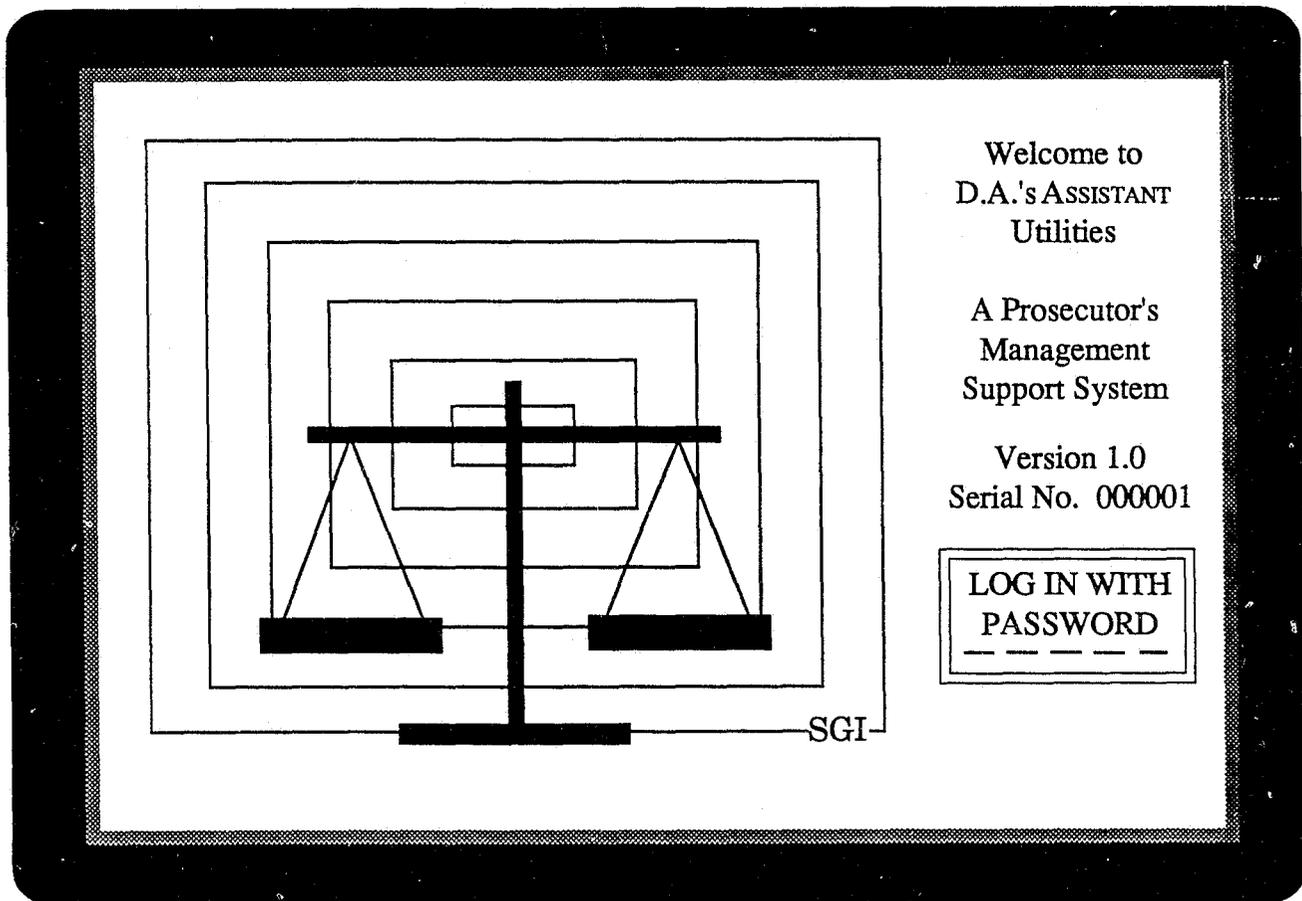


Figure 5: Utilities Log-in Screen

Log-in Process

After selecting the **D.A.'s ASSISTANT Utilities** from the Master Menu, the system Utilities Log-in Screen will be displayed (Figure 5). Enter your password when prompted. If your user account has permission to execute the Utilities, the Utilities Menu Screen (Figure 6) will be displayed.

As you enter your password, an asterisk (*) will appear in the log-in box for every character typed. This is to prevent anyone else from learning your password and using it to gain access to the Utilities. You should safeguard your password, as the system identifies each user by an assigned password. The system administrator assigns passwords to users and gives them permission to access specific functions.

The system is supplied with one password,

system, which permits access by the system administrator. This password allows access to all functions, including Utilities. It is recommended that *system* be used the first time the Utilities are accessed and then be changed to a password not easily guessed by other users, for example, something other than the initials of your first, middle and last names.

Passwords are associated with user initials for audit purposes. In the case of the *system* password, the associated account is *SYS*. When the audit trail is printed, each operation executed while using the password *system* will be reported in the audit trail as user initials *SYS*. User initials are used to prevent revealing passwords in the audit trail reports.

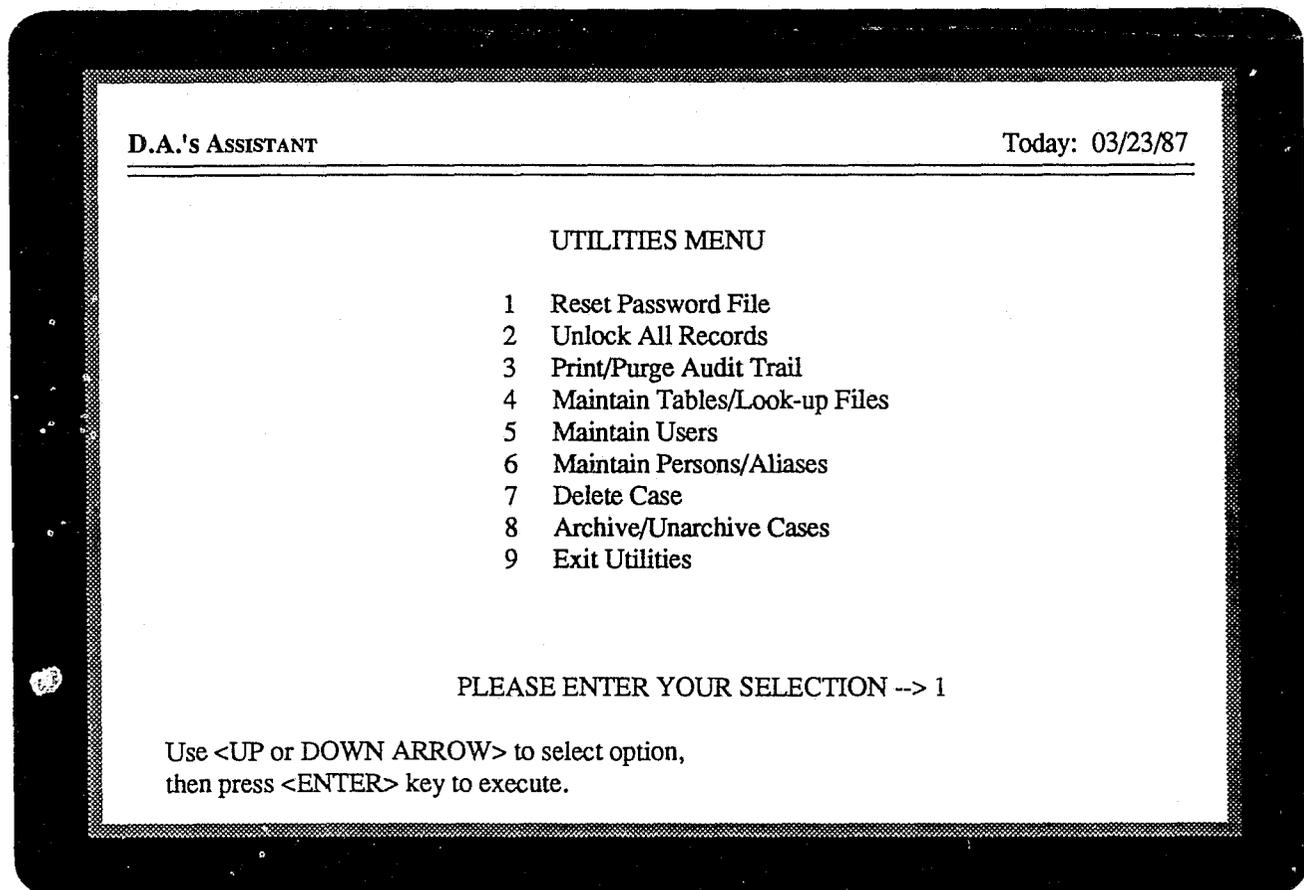


Figure 6: Utilities Menu

Maintaining the System with Utilities

When a valid password has been entered, the Utilities Menu (Figure 6) is displayed. All the system maintenance functions in D.A.'s ASSISTANT are performed by the system administrator from this menu. All options in the Utilities are accessed by entering the number of the menu option and pressing the <ENTER> key. Option 9, **Exit Utilities**, will return the administrator to the Master Menu. Pressing the <ESCAPE> key at any point while executing one of the utilities will return the administrator to the Utilities Menu.

The following is a brief description of each menu option:

1 **Reset Password File** - resets the Logged In field in each user's account;

2 **Unlock All Records** - removes record locks throughout the database;

3 **Print/Purge Audit Trail** - prints and purges the audit trail;

4 **Maintain Tables/Look-up Files** - adds, modifies, finds and deletes information in the code translation tables and look-up files;

5 **Maintain Users** - adds, modifies and deletes user accounts in the passwordfile;

6 **Maintain Persons/Aliases** - combines and deletes persons, and adds and deletes aliases;

7 **Delete Case** - deletes an entire case;

8 **Archive/Unarchive Cases** - archives and unarchives cases;

9 **Exit Utilities** - returns to the Master Menu.

All active users must log out of the D.A.'s ASSISTANT before any of these utilities can be run.

MAINTAINING THE SYSTEM WITH UTILITIES

Resetting the Password File

Removing Record Locks

Printing and Purging the Audit Trail

Maintaining the Tables and Look-up Files

How to Add Information

How to Modify Information

How to Find Information

How to Delete Information

How to Print the Tables and Files

Updating the Code Translation Tables

Updating the Look-up Files

Offense File

Bond Agent File

Attorney File

Judge File

Maintaining User Accounts

Maintaining Person Information

Maintaining Persons and their Aliases

Combining Person Information

Deleting Case Information

Archiving and Unarchiving Cases

Archiving Cases

Unarchiving Cases

Resetting the Password File

Option 1, **Reset Password File**, is used in the event of a network server failure or when a user's workstation fails prior to logging out of the D.A.'s ASSISTANT. This utility clears and resets the Logged In field to *N* in each user's account.

Upon execution of this utility, the system will clear the Utilities Menu Screen and display a message stating that the password file has been reset.

Please note that this utility *does not* disconnect or log off network users from network hardware. The sole purpose of this utility is to reset the password file in the D.A.'s ASSISTANT application program.

Removing Record Locks

Option 2, **Unlock All Records**, is also used in the event of a network server failure or when a user's workstation fails prior to disconnecting from the D.A.'s ASSISTANT. Record locks are used to prevent two users from modifying the same information simultaneously. This utility allows the system administrator to clear all the file locks on all case files and records which a user may have set prior to the system failure.

When this utility is run, the system will clear the Utilities Menu Screen and display a message stating that all records have been unlocked.

Please note that this utility *does not* affect or modify network files or applications. It only resets internal record and file lock tables in the D.A.'s ASSISTANT application program.

AUDIT TRAIL				Run Date: 03/24/88	Run Time: 10:30
Page: 1					
Date	Time	Operator	Activity	Key Number	
03/24/88	07:54	MAH	purged audit trail		
03/24/88	07:54	MAH	operator logged out of Utilities		
03/24/88	08:09	CAG	operator logged in to Utilities		
03/24/88	08:09	CAG	maintained persons/aliases		
03/24/88	08:12	CAG	maintained persons/aliases		
03/24/88	08:14	CAG	deleted an alias record	26	
03/24/88	08:26	MAH	operator logged in to D.A.'s ASSISTANT		
03/24/88	08:26	MAH	entered Update Case module		
03/24/88	08:26	MAH	created arrest warrant	CR-0201	
03/24/88	08:26	MAH	created charging instrument	CR-0201	
03/24/88	08:27	MAH	entered Name Search module		
03/24/88	08:27	MAH	searched for possible matching persons		
03/24/88	08:27	MAH	displayed alias list	2	
03/24/88	08:27	MAH	selected a case to display	CR-0003	
03/24/88	08:27	MAH	operator logged out of D.A.'s ASSISTANT		
03/24/88	08:27	MAH	operator logged in to D.A.'s ASSISTANT		
03/24/88	08:27	MAH	operator logged in to Utilities		
03/24/88	08:28	MAH	printed/displayed audit trail		

PLEASE PRESS ANY KEY TO CONTINUE

Figure 7: Audit Trail

Printing and Purging the Audit Trail

Option 3, **Print/Purge Audit Trail**, allows the administrator to print and purge the audit trail, which is a log of all system activity (Figure 7). When this utility is selected, the system will prompt you to answer *S* to display the audit trail on the screen or *P* to send it to the printer.

After the audit trail has been displayed or printed, enter *Y* at the prompt to purge the audit trail or enter *N* to retain all audit trail log entries. It is recommended that the printed audit trail be reviewed for completeness and legibility before it is purged.

When a purge is performed, the only entry

remaining in the audit trail indicates that there was a purge, the operator who executed the purge operation and the date and time it was done.

For each activity on the D.A.'s ASSISTANT, the audit trail indicates the date and time of the activity, the operator who performed the activity, a description of the activity and the key number when appropriate. Because the file containing the audit trail grows rapidly and can become very large, it is highly recommended that the audit trail be printed and purged prior to a system backup (at least once a week).

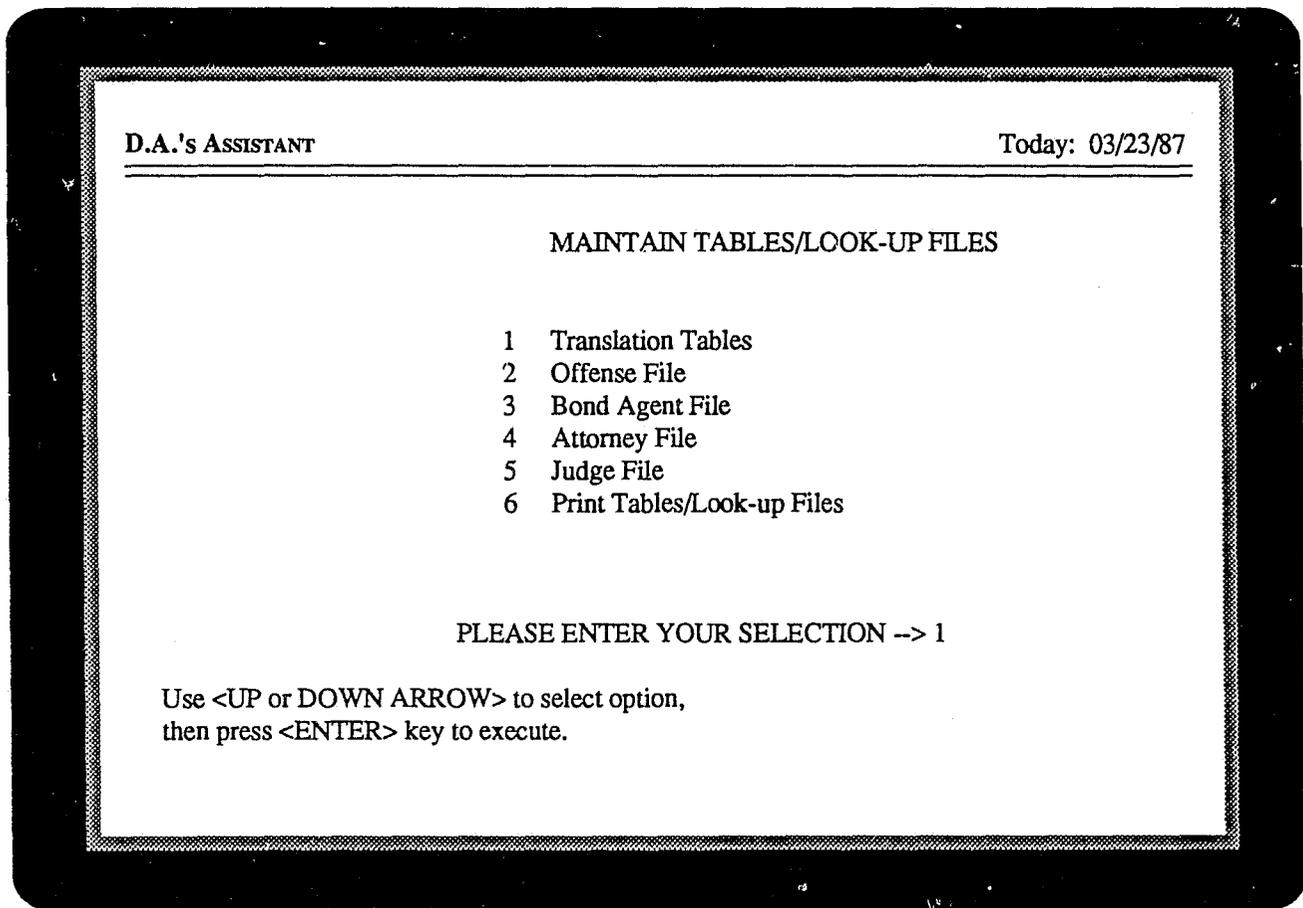


Figure 8: Maintain Tables/Look-up Files Menu

Maintaining the Tables and Look-up Files

Option 4, **Maintain Tables/Look-up Files**, allows the system administrator to add, modify, find and delete data from both the code translation tables, such as the event type and hair color tables, and from the look-up files, including the offense, bond agent, attorney and judge file. After selecting option 4 from the Utilities Menu, the Maintain Tables/Look-up Files Menu (Figure 8) will be displayed.

Menu options one through five function in the same basic manner. After selecting an option, a list of items is displayed which the system administrator can add to, modify, find or delete. If the list is longer than the program can display on one screen, the administrator can use the <PAGE UP> and <PAGE DOWN> keys to page through the list.

• How to Add Information

After you have selected a code table or a record in one of the look-up files, the system will prompt you to either enter a code (which allows you to modify information) or press <ENTER> (which allows you to add a record). Leave the prompt space blank and press <ENTER>. The screen will clear and allow you to enter the new code or look-up file information.

Enter new information by typing the information in the appropriate field and pressing the <ENTER> key as you complete each field. The <ENTER> key moves the cursor forward across the screen. To move the cursor backward, press the <UP ARROW> key. To cancel the new entry, press <ESCAPE>. Pressing the <ESCAPE> key

returns you to the previous screen.

Save the record by pressing the <SAVE> key after completing the information on a particular screen. To enter another record, press the <NEW RECORD> key. The system will prepare the screen for another entry. **Warning:** If you have multiple entries to make at one time, make sure to press the <NEW RECORD> key after saving each entry or the new information will be written over the record you just saved.

• How to Modify Information

To modify an existing table or file entry, enter the code of the record to be modified at the prompt. The record you have selected will be displayed. If you have not recalled the correct record, use the <PAGE UP> and <PAGE DOWN> keys while the cursor is on the code field to page through the table or file.

Use the <ENTER> key to move from field to field on a screen to position the cursor on the field you want to change. The <UP ARROW> key will move the cursor back to a previous field. Type the new information over the old and use the <SPACE> bar to erase any remaining characters. To cancel your changes, press the <ESCAPE> key. Pressing the <ESCAPE> key returns you to the previous screen.

Save your changes by pressing the <SAVE> key after completing all modifications to a particular screen. If the code was accidentally modified to match an existing code, an error message will be displayed and the new record will not be saved.

• How to Find Information

Find information by performing a find, or search, operation on a single field. You can only perform the find operation on a field contained in brackets <>. In the code tables and look-up files, only the code fields are in brackets.

Position the cursor on the code field, enter the code you are looking for and press the (Tab) <FIND> key. If the system finds the record, it is displayed. If the system could not match the search criteria exactly, the record that most closely matches the criteria is displayed.

The <PAGE UP> and <PAGE DOWN> keys can be used to page through the table or file while the cursor is on the code field. Press the <ESCAPE> key to return to the previous screen.

• How to Delete Information

Press the <DELETE> key to delete the record displayed on the screen from the database. Unlike the add and modify operations, a deletion is executed immediately. Pressing the <ESCAPE> key returns you to the previous screen but does not cancel a deletion in progress.

• How to Print the Tables and Files

Select option 6, Print Tables/Look-up Files, from the Maintain Tables/Look-up Files Menu to print a complete listing of the code translation tables and the look-up files. Note: if a code table or look-up file contains no entries, the table or file will not appear on the printout.

-----Table Number-----	Name of Translation Table-----
1	Action Type
2	Case Disposition
3	Case Status
4	Case Type
5	Case/Charge Level
6	Charge Disposition
7	Charge Disposition Reason
8	Court
9	Custody/Bond Status
10	Event Disposition
11	Event Type
12	Eye Color
13	Hair Color
14	Law Enforcement Agency
15	Location/Jurisdiction
16	Race/Ethnic Type
17	Relation to Case
18	Relation to Victim/Defendant
19	Sentence Type
20	Sex
21	State Code

Enter table number: 6

Figure 9: Code Translation Tables

Updating the Code Translation Tables

Select option 1 from the Maintain Tables/Look-up Files Menu to display the list of code translation tables (Figure 9). During data entry, specific data elements are verified against the values in these tables. For example, when the operator enters the code CA in the state field, the program checks the state code table to verify that CA is in the table. If it is in the table, the code translation, CALIFORNIA, is retrieved from the table and is displayed on the screen to the right of the code. If a code is not found in a table, the system displays an error message.

An agency must complete the code table work-

sheets in Appendix A and enter the translation tables into the system before running the D.A.'s ASSISTANT. Some items in the code tables are predefined and the system cannot function without them. Do *not* delete the predefined codes.

With the exception of the case/charge level table, codes can be a maximum of four characters and the translation descriptions can be up to 20 characters in length. Codes for case/charge level are one character long. The code tables can hold an unlimited number of entries per table.

Select a table to review or change by entering the table number at the prompt.

Translation Table:	Charge Code	Disposition Description
		DISPOSITION PENDING
	BND	BOUND OVER-NO CHARGE
	DISC	NO CHARGES FILED
	DISM	DISMISSED
	GJ	GUILTY BY JURY
	MT	MISTRIAL
	NG	NOT GUILTY
	NGCT	NOT GUILTY BY COURT
	NGI	NOT GUILTY BY INSANE
	NGJ	NOT GUILTY BY JURY
	PG	PLEADED GUILTY
		>>END OF FILE<<

Enter code: _____ or press <ENTER> key for new record.

Figure 10: Charge Disposition Table

After you select a code translation table by entering the table number, it is displayed. As an example, the charge disposition table is shown here (Figure 10). If the table contains more codes than the program can display on the screen, use the <PAGE UP> and <PAGE DOWN> keys to page through the table.

Notice that the code for the first description in the table, *DISPOSITION PENDING*, is blank. The Charge Disposition data element is non-mandatory and coded. The operator may enter data into the field or leave it blank. However, since it is a coded field, the system verifies the content of the field during data entry against the code table. The blank code in the table allows the operator to

leave the charge disposition field blank. When it is left blank, the description *DISPOSITION PENDING* is displayed to the right of the blank code.

There are also coded data elements that are mandatory, that is, they cannot be left blank in data entry. The code tables for mandatory fields do not contain blank codes because the operator cannot leave the field blank. The sentence type table is an example of a code table that does not have a blank code.

See the previous section, **Maintaining the Tables and Look-up Files**, for instructions on adding, modifying, finding, deleting and printing the code translation tables.

Offense File		
---Level---	Offense Code---	Description-----
F	0801	ASSAULT AND BATTERY
F	0802	ASSAULT WITH A DEADLY WEAPON
F	0803	ASSAULT 1ST DEGREE
M	0804	ASSAULT 2ND DEGREE
F	0901	MURDER, 1ST DEGREE
F	0902	MURDER, 2ND DEGREE
F	0903	MANSLAUGHTER
F	1101	RAPE
F	1102	SEXUAL ASSAULT 1ST DEGREE
M	1103	SEXUAL ASSAULT 2ND DEGREE
F	2501	THEFT OF VALUE GREATER THAN OR EQUAL TO \$100
M	2502	THEFT OF VALUE LESS THAN \$100
F	2503	OVERDRAFT GREATER THAN OR EQUAL TO \$100
M	2504	OVERDRAFT LESS THAN \$100
F	2505	BURGLARY
F	2506	BREAKING AND ENTERING
M	2507	CRIMINAL TRESPASS
F	3001	POSSESSION OF NARCOTICS
F	3002	SALE OF NARCOTICS
F	3003	DELIVERY OF NARCOTICS

Enter code: _____ or press <ENTER> key for new record.

Figure 11: Offense List

Updating the Look-up Files

The look-up files contain information on offense types, bond agents, attorneys and judges, for example, offense codes, maximum bonding levels for bond agents, law firm names and judges' names. The look-up files are not classified as code tables because they contain more information than a list of codes and their respective translation descriptions.

During data entry, specific data elements, such as offense code, are verified against the values in the look-up files. Your agency must complete the look-up file worksheets in Appendix B and enter records into the offense, bond agent, attorney and judge files before running the D.A.'s ASSISTANT.

- **Offense File**

Select option 2 from the Maintain Tables/Look-up Files Menu to display the list of offense codes (Figure 11). Depending upon how many offenses your agency has defined, the program may not be able to display them all on one screen. Use the <PAGE UP> and <PAGE DOWN> keys to page through the file.

To review or change the offense record associated with one of the offense codes listed, enter the offense code, for example, 0902, at the prompt.

Offense File

Offense Code: <0902 >

Charge Level: F FELONY

Description: MURDER. 2ND DEGREE

F6-Delete F9-New Record F10-Save

Figure 12: Offense Record

After entering an offense code, the offense record corresponding to that code is displayed (Figure 12). An offense record contains an offense code, charge level and description. During data entry, when you enter a charge level code, it is verified against the codes in the case/charge level table. If the charge level code is found in the table,

the code translation is displayed to the right of the code. If the code you entered is not found in the table, the system displays an error message.

See **Maintaining the Tables and Look-up Files** in this chapter for instructions on adding, modifying, finding, deleting and printing the offense file records.

Bond Agent File

Agent Code: <JD >

Bond Agent: JAMES DEAN Surety Co: FIRST WESTERN MUTUAL

Address: 4954 WEST 14TH STREET

City: SACRAMENTO State: CA Zip: 94833

Phone #1: (916) 555-3464 Phone #2: (916) 555-3453

Maximum Bonding Level \$ 10000.00

F6-Delete F9-New Record F10-Save

Figure 13: Bond Agent Record

• Bond Agent File

Select option 3 from the Maintain Tables/Look-up Files Menu to display the list of bond agent codes. If the program is unable to display all the bond agent codes on one screen, use the <PAGE UP> and <PAGE DOWN> keys to page through the list.

To display the bond agent record associated with one of the codes listed, enter the bond agent code, for example, *JD*, at the prompt. The bond

agent record corresponding to that code is displayed (Figure 13). The bond agent record includes the bond agent's code, name, address, phone numbers, surety company and maximum bonding level.

For information on adding, modifying, finding, deleting and printing the bond agent file records, see **Maintaining the Tables and Look-up Files** in this chapter.

Attorney File

Attorney Code: <DS > Bar Number: 12345678901

Attorney: DANIEL J. SULLIVAN

Firm Name: SULLIVAN AND PARTNERS

Address: 1233 SOUTH LAND PARK DR.
 City: SACRAMENTO State: CA Zip: 955494045

Phone #1: (916) 555-4564 Phone #2: (916) 555-3445

F6-Delete F9-New Record F10-Save

Figure 14: Attorney Record

• Attorney File

Select option 4 from the Maintain Tables/Look-up Files Menu to display the list of attorney codes. If the program is unable to display all the attorney codes on one screen, use the <PAGE UP> and <PAGE DOWN> keys to page through the list.

To display the attorney record associated with one of the codes listed, enter the attorney code, for example, *DS*, at the prompt. The attorney record

corresponding to that code is displayed (Figure 14). The attorney record includes the attorney's code, bar number, name, firm name, address and phone numbers.

See **Maintaining the Tables and Look-up Files** in this chapter for information on adding, modifying, finding, deleting and printing the attorney file records.

Judge File

Judge Code: <MV >

Judge Name: MICHAEL J. VIRGA

Court: MUNI MUNICIPAL COURT Courtroom: 1

Address: 1634 9TH STREET City: SACRAMENTO

F6-Delete F9-New Record F10-Save

Figure 15: Judge Record

• Judge File

Select option 5 from the Maintain Tables/Look-up Files Menu to display the list of judge codes. If the program is unable to display all the judge codes on one screen, use the <PAGE UP> and <PAGE DOWN> keys to page through the list.

To display the judge record associated with one of the codes listed, enter the judge code, for example, *MV*, at the prompt. The judge record

corresponding to that code is displayed (Figure 15). The judge record includes the judge's code, name, court, courtroom and address.

See **Maintaining the Tables and Look-up Files** in this chapter for information on adding, modifying, finding, deleting and printing the judge file records.

```

Maintain Users -----
User Initials: <JKG>           User Password: xir51
Is User Logged In? (Y/N) Y

ACCESS PERMISSION:  Open/Screen Case? (Y/N) Y
                   Update Case?      (Y/N) Y
                   Display Case?     (Y/N) Y
                   Name Search?      (Y/N) Y
                   Create Documents? (Y/N) Y
                   Print Reports?    (Y/N) Y
                   Utilities?        (Y/N) Y

DOCUMENT SEQUENCE NUMBERS: Arrest Warrants      1027.002
                           Charging Instruments 1010.002
                           Subpoenas           1011.008
                           Victim's Rights Letters
                           for Cases             1011.002
                           for Events          1025.002
                           for Sentence expirations 0.000

-----
F3-Print User List           F6-Delete           F9-New Record       F10-Save
    
```

Figure 16: User Account

Maintaining User Accounts

Option 5 on the Utilities Menu, **Maintain Users**, allows the system administrator to add, modify, delete and print user accounts (Figure 16) in the password file. The procedures for adding, modifying, finding and deleting records from the password file are the same as those for maintaining the tables and look-up files.

A record in the password file identifies the user by initials and password, indicates whether the user is logged on the system, indicates the system functions the operator has permission to access, and keeps track of sequence numbers of the document files created by the operator.

The User Initials field is three characters long and may contain numbers or uppercase letters. User Password may be up to twelve characters long and is case-sensitive, that is, the system will not recognize *XIR51* as a valid password if the password field contains *xir51*. The Logged In field is set by the system and contains a *Y* if a user

is logged on the system and *N* if the user is not logged on. However, it may contain a *Y* even if a user is not logged on if the network server or user workstation fails while the operator is logged on the system. In the entire network goes down, the system administrator should run the **Reset Password File** option to reset the Logged In field and run the **Unlock All Records** option to clear all file and record locks. If only a couple workstations go down, the administrator can reset the Logged In field for those users in the **Maintain Users** option. Record locks only need to be cleared if those users were using the **Open/Screen Case** or **Update Case** option in the D.A.'s ASSISTANT program.

The Access Permission fields default to *N* when a new user account is created. The system administrator gives permission to access the main functions of the system by entering a *Y* in the appropriate fields. Only the system administrator should have permission to access the Utilities.

The Document Sequence Number fields keep track of how many document files of a particular type an operator has generated in a day. In Figure 16, this operator has generated two arrest warrant files on October 27. This sequence number is the last seven characters of the arrest warrant file name, which would be *JKGW1027.002*. The first three characters are the operator's initials and the fourth character indicates the type of document file.

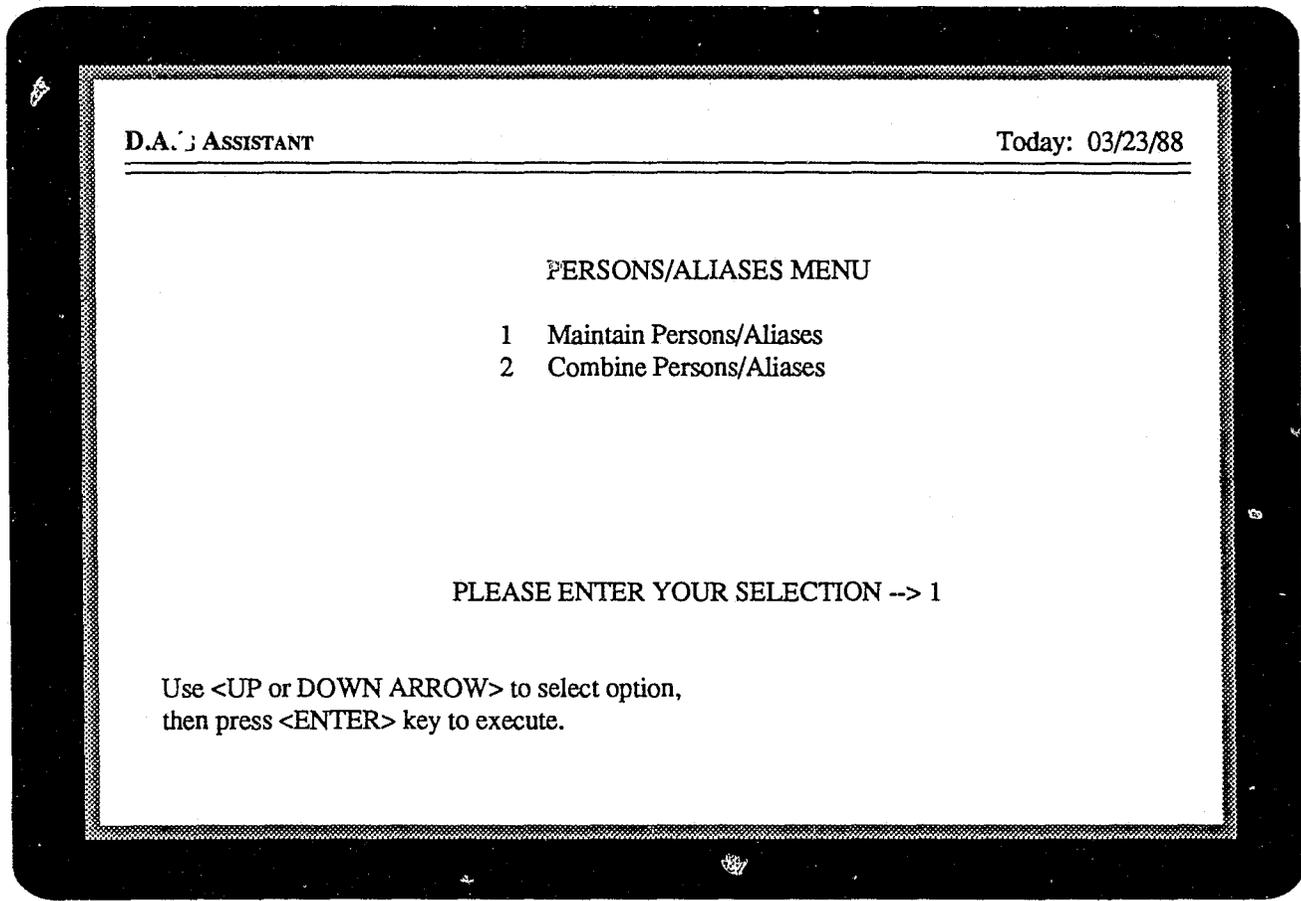


Figure 17: Persons/Aliases Menu

Maintaining Person Information

Option 6 on the Utilities Menu, **Maintain Persons/Aliases**, allows the administrator to update person information, add, change and delete aliases, delete a person from the database and

combine the records of two persons.

When you select option 6 from the Utilities Menu, the Persons/Aliases Menu (Figure 17) is displayed.

```

Maintain Persons/Aliases
-----
Person ID Number: <      12>

Address: 4516 VIRGINIA                               Sex: M Race: W
City: FORT SMITH      State: AR Zip: 72901           Height: 5 ft. 10 in.
Phone 1: (501) 555-4966 Phone 2: (501) 555-2310     Weight: 170 lbs.
Agency/Employer:                                       Hair Color: BRN
SSN: 457355812 SID No: 56845239   FBI No: 53508987   Eye Color: BRN
Dates Unavailable:      to          and          to

Last Name      First      Middle      DOB      Driver's Lic      State
WILLETT       IRA        M           09/15/62   92107761         AR
WILLIAMS      EUGENE     P           09/29/61   N4395986         CA
-----
F1-Help      F3-Maintain Alias      F6-Delete Person      F9-Clear Screen      F10-Save
    
```

Figure 18: Maintain Person Screen

• **Maintaining Persons and their Aliases**

Select option 1, **Maintain Persons/Aliases**, on the Persons/Aliases Menu to update person information, delete the person from the database or maintain the person's aliases (Figure 18). The add, change, find and delete operations function in the same way as described in the **Maintaining the Tables and Look-up Files** section.

Locate the person you want by entering the Person ID Number in that field and pressing the <FIND> key, which is the Tab key on the keyboard. If you do not know the Person ID Number, position the cursor on the Person ID Number field and use the <PAGE UP> and <PAGE DOWN> keys to browse through the file.

A basic description of the person is displayed on the top part of the screen to assist you in identifying the person. The person's alias information is listed on the bottom of the screen.

You can update existing person information but you cannot add a new person to the database through this utility. New persons are added to the database in the **Update Case** option in the D.A.'s ASSISTANT program. You can delete a person only if that person is not associated with a case. When you press the <DELETE> key, the program searches the defendant and related person files by Person ID Number for the person you want to delete. If the person is found in either of these files, the system will not delete the person. If no defendants or related persons are found with the Person ID Number you entered, the person record and all aliases are deleted from the database.

To maintain a person's aliases, locate the person you want and press the <MAINTAIN ALIAS> key.

```

Maintain Persons/Aliases
-----
Person ID Number: <      12>

Address: 4516 VIRGINIA                               Sex: M Race: W
City: FORT SMITH                                     State: AR Zip: 72901
Phone 1: (501) 555-4966 Phone 2: (501) 555-2310      Height: 5 ft. 10 in.
Agency/Employer:                                    Weight: 170 lbs.
SSN: 457355812 SID No: 56845239 FBI No: 53508987    Hair Color: BRN
Dates Unavailable:      to                and                to    Eye Color: BRN

Last Name      First      Middle      DOB          Driver's Lic      State
WILLETT       IRA        M           09/15/62      92107761         AR
-----

Alias No: < 1> of 2

Last Name: WILLETT      First: IRA      Middle: M

Driver's License No: 92107761      State: AR      DOB: 09/15/62
-----

F1-Help      F3-Maintain Person      F6-Delete Alias      F9-New Record      F10-Save
    
```

Figure 19: Maintain Alias Screen

When you press the <MAINTAIN ALIAS> key, the Maintain Alias Screen (Figure 19) is displayed. Locate the alias you want by searching on the Alias No field or paging through the file.

Information on the alias is displayed on the bottom part of the screen and includes the alias sequence number, the person's last, first and

middle names, driver's license number, state of issue and date of birth. You can update any of the alias fields, add a new alias or delete an existing alias. Last Name and First Name are mandatory fields and cannot be left blank.

Press the <MAINTAIN PERSON> key to return to the Maintain Person Screen.

Combine Person/Alias		Delete Person: _____		Keep Person: _____	

Person ID Number: < 12 >					
Address: 4516 VIRGINIA			Sex: M Race: W		
City: FORT SMITH State: AR Zip: 72901			Height: 5 ft. 10 in.		
Phone 1: (501) 555 4966 Phone 2: (501) 555 2310			Weight: 170 lbs.		
Agency/Employer:			Hair Color: BRN		
SSN: 457355812 SID No: 56845239 FBI No: 53508987			Eye Color: BRN		

Last Name	First	Middle	DOB	Driver's Lic	State
WILLETT	IRA	M	09/15/62	92107761	AR
WILLIAMS	EUGENE	P	09/29/61	N4395986	CA

F3-Combine Selected Persons		F6-Delete Person		F7-Keep Person	
				F9-Clear Screen	

Figure 20: Combine Persons Screen

• Combining Person Information

Select option 2, **Combine Persons/Aliases**, on the Persons/Aliases Menu to combine the records of two persons. The Combine Persons Screen will be displayed (Figure 20). The administrator may combine records when it is discovered that information on one individual is stored in the database several times under various names and Person ID Numbers. Combining records deletes a person record and links all of the deleted person's aliases with the person who is kept in the database.

Locate the person you want to delete by searching on the Person ID Number or paging through the file. When you press the <DELETE PERSON> key, the person's ID Number is displayed in the Delete Person field. You have indicated to the system the person to be deleted. Next, after

locating the person you want to keep, press the <KEEP PERSON> key. That person's ID Number is displayed in the Keep Person field.

To combine the records of these two persons, press the <COMBINE SELECTED PERSONS> key. One person is deleted and the aliases of the deleted person become aliases of the person who is kept.

Note: after the records have been combined, it is important to check for duplicate aliases by reviewing and updating them as described in the previous section, **Maintaining Persons and their Aliases**. Duplicate aliases will result in duplicate information on some reports, such as the Defendant Report.

Delete Case		Today: 03/23/88
Case Number: <CR-87-286>	State of California vs. <WILLETT >	
Referral Date: 03/20/87	Originating Agency: FG	DEPT. OF FISH & GAME
Case Type: AST ASSAULT AND BATTERY	Lower Court: MUNI MUNICIPAL COURT	
Case Level: F FELONY	Upper Court: SUPR SUPERIOR COURT	
Case Status: CLOS CLOSED	Prosecutor: BB	BOB BELAND
First Defendant: WILLETT	IRA M	Sex: M Race: W
Date of Offense: 03/19/87	Date of Arrest: 03/19/87	DOB: 09/15/62
Custody Status: JAIL	HELD COUNTY JAIL	
Defense Attorney: JR	JOE RODRIGUES	
Bond Agent: AR	AL RICCI	Bail Amount: \$ 100000.00
First Charge: F 0801	ASSAULT AND BATTERY	
Plea Offered:		
Plea Entered: NG	NOT GUILTY	
Next Event: SEN	SENTENCE HEARING	Date: 12/17/87 Time: 3:30 PM
Defendant Count: 2	Related Person Count: 3	Date Archived:
F6-Delete Case		F9-Clear Screen

Figure 21: Delete Case Screen

Deleting Case Information

Option 7 on the Utilities Menu, **Delete Case**, allows the administrator to delete a case from the database. When you select option 7 from the Utilities Menu, the Delete Case Screen (Figure 21) is displayed.

Locate the case you want to delete by searching on the case number or by paging through the file. The system displays summary information about

the case to assist you in verifying this is the case you want to delete. To delete the case, press the <DELETE CASE> key. All sentence, charge, defendant, related person, event and action records are deleted. The case header record is also deleted, but person and alias records are not deleted because they may still be associated with other cases.

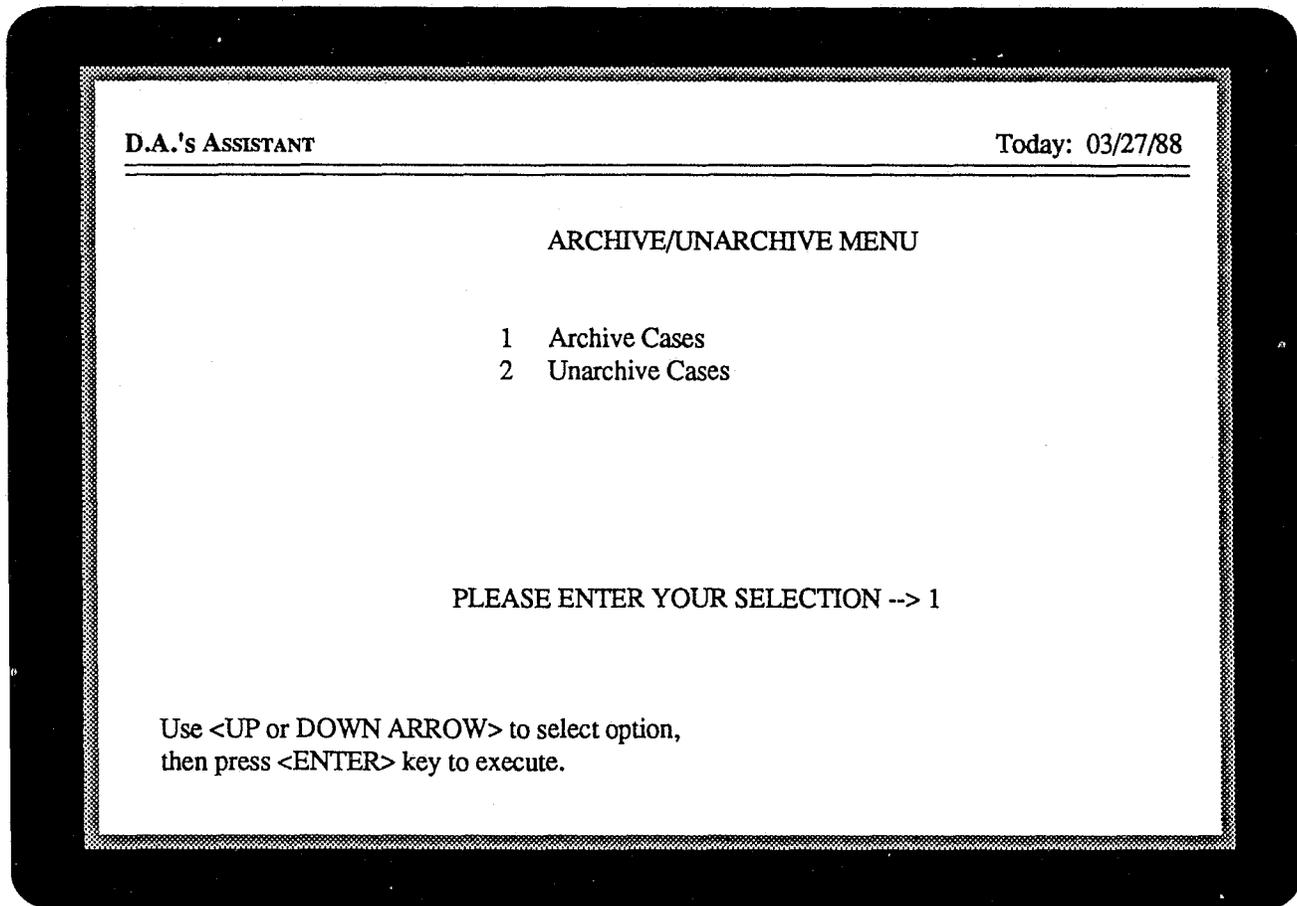


Figure 22: Archive/Unarchive Menu

Archiving and Unarchiving Cases

Option 8 on the Utilities Menu, **Archive/Unarchive Cases**, allows the administrator to store out-of-date cases in the archive directory, which is defined when the system is installed (see • **Defining**

Site Information in Installation Procedures).

When you select option 8 from the Utilities Menu, the Archive/Unarchive Menu (Figure 22) is displayed.

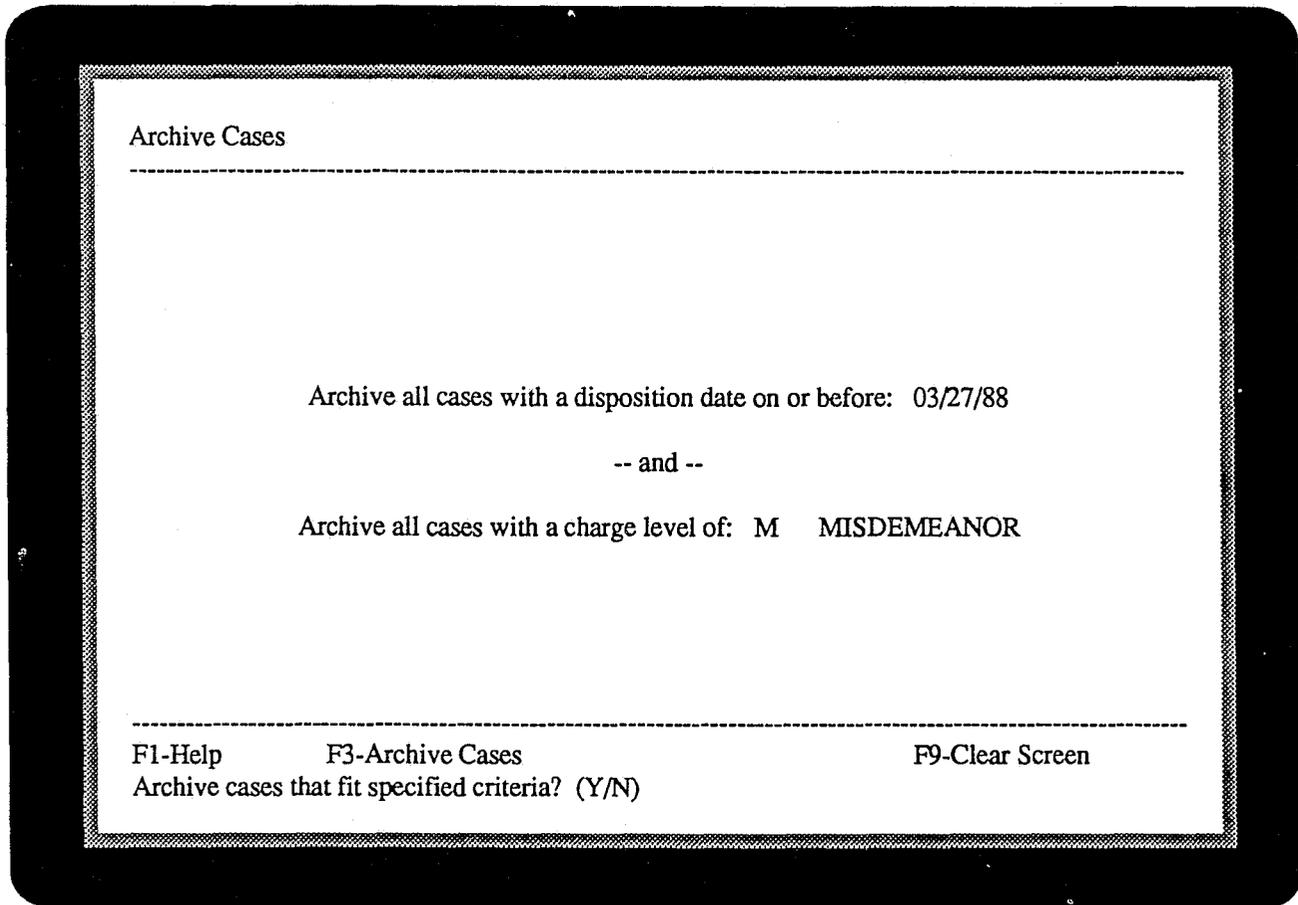


Figure 23: Archive Cases Screen

• Archiving Cases

Select option 1, **Archive Cases**, on the Archive/Unarchive Menu to archive out-of-date cases. When you select option 1 from the Archive/Unarchive Menu, the Archive Cases Screen is displayed (Figure 23).

The disposition date indicates the cut-off date for the archive process. A case must have a disposition date on or before the date you enter to be archived. Enter the charge level of the cases you want to archive. For example, in Figure 23, only those cases with a charge level of misdemeanor and a disposition date on or before March 27, 1988 will be archived. To archive cases within the same disposition date range but with a different charge level, you have to perform the archive process again.

When you press the <ARCHIVE CASES> key, the Archived Cases Report, which lists the cases to be archived, is printed. The defendant, charge, sentence, related person, event and action records for each case are archived to the archive directory and deleted from the directory in which they currently reside. The case header record, however, is not deleted.

The system displays the name of the file containing the archived records. In this example, it would be *M032788.ARC*. The first character is the charge level and the next six characters are the disposition date. The characters following the period are always *ARC* and indicate the file contains archived records.

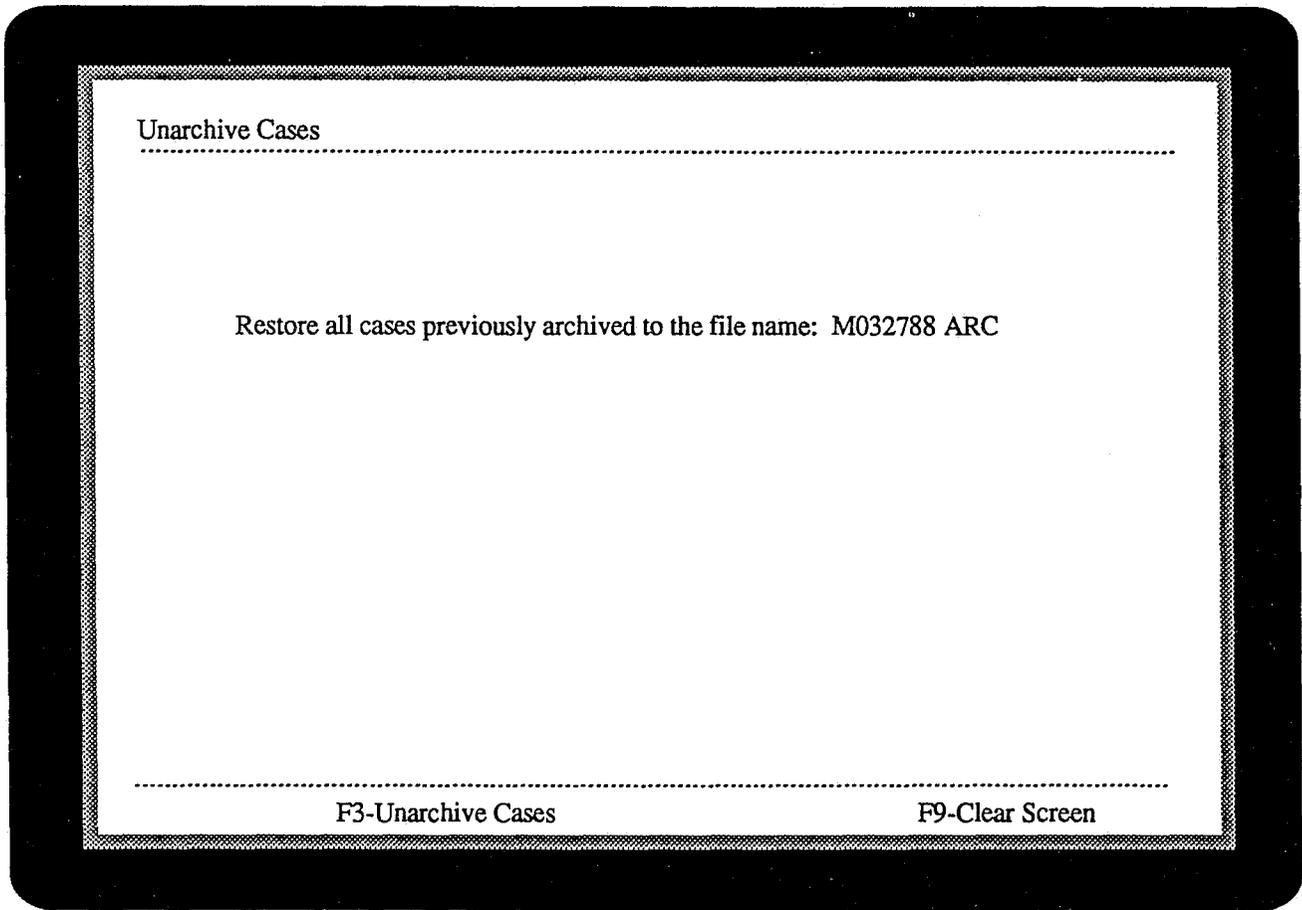


Figure 24: Unarchive Cases Screen

- **Unarchiving Cases**

Select option 2, **Unarchive Cases**, on the Archive/Unarchive Menu to restore archived cases to the system from the archive directory. When you select option 2 from the Archive/Unarchive Menu, the Unarchive Cases Screen is displayed (Figure 24).

Enter the name of the archive file you want to

restore to the database and press the <UNARCHIVE CASES> key. All defendant, charge, sentence, related person, event and action records are restored. If the case header, person or alias records have been deleted since a case was originally archived, the system restores these records as well.

CREATING DOCUMENT FILES

Document File Names

Information Included in a Document File

Sample Format of an Arrest Warrant Document File

Creating a Word Processing Form

Finalized Document

Creating Document Files

The D.A.'s ASSISTANT creates files of information for six documents: arrest warrants; charging instruments; subpoenas; and victims' rights letters generated by case number, event date range and sentence expiration date range. These files must be merged with preformatted word processing forms to produce finished documents.

Document File Names

When the operator creates a document file, the system displays the name of the file at the bottom of the screen. Document file names, such as LDRW1210.005, all have the same format. The first three characters are the operator's initials. The fourth character indicates the type of document file it is: *W* for arrest warrant, *I* for charging instrument, *S* for subpoena, *C* for victims' rights letters generated by case number, *E* for letters generated by event date range and *X* for letters generated by sentence expiration date range. The fifth through eighth characters are the month and day the document is created, December 10 in this case. The three characters after the period represent the total number of document files of a particular type the operator has generated in a day. In the example LDRW1210.005, operator LDR has generated his fifth arrest warrant file on December 10.

Document files are written to the document directory, which is specified when the system is installed. See • **Defining Site Information in Installation Procedures** in Chapter One. The system administrator must specify the document directory at installation time and create the directory using MS-DOS or network commands *before* attempting to write a document file to it.

The maximum number of charges the system will write to arrest warrant and charging instrument files is also specified when site information is defined at installation time. Specifying the maximum number of charges indicates the maximum amount of space allowed in the document files for charges. This space is not variable. If you have defined the maximum number of charges to be eight, space for eight is allotted whether there are two or ten charges.

Information Included in a Document File

The data elements included in each of the six document files are as follows:

1. Arrest Warrant

Case Number
 Case Title
 Prosecutor
 First Name...
 Middle Name...
 Last Name... ... of the Defendant
 Address...
 City...
 State...
 Zip Code...
 Date of Offense (*xx day of xxxxxxxxxx of 19xx*)
 Bail Amount

For each charge up to the maximum number defined by the site:

Charge Code
 Charge Description

2. Charging Instrument

Case Number
 Case Title
 First Name...
 Middle Name...
 Last Name...
 DOB... ... of the Defendant
 Address...
 City...
 State...
 Zip Code...
 Date of Offense (*xx day of xxxxxxxxxx of 19xx*)

For each charge up to the maximum number defined by the site:

Charge Code
 Charge Description

3. Subpoena

Case Number
 Case Title
 First Name...
 Middle Name...
 Last Name... ... of the Related Person
 Address...
 City...
 State...
 Zip Code...

3. *Subpoena (cont.)*

Event Date (*xx day of xxxxxxxxxxx of 19xx*)
Event Time (*xx:xx*)
Event AMPM (*AM or PM*)

4. *Victim's Rights Letter by Case Number*

Case Number
Case Title
First Name...
Middle Name...
Last Name...
Addressof the Related Person
City...
State...
Zip Code...

5. *Victim's Rights Letter by Event Date*

Case Number
Case Title
First Name...
Middle Name...
Last Name...
Address... ... of the Related Person
City...
State...
Zip Code...
Event Date (*xx day of xxxxxxxxxxx of 19xx*)
Event Time (*xx:xx*)
Event AMPM (*AM or PM*)
Lower Court Description
Upper Court Description

6. *Victim's Rights Letter by Sentence Expiration Date*

Case Number
Case Title
First Name...
Middle Name...
Last Name...
Address... ... of the Related Person
City...
State...
Zip Code...
Sentence Expiration Date (*xx day of xxxxxxxxxxx of 19xx*)
First Name...
Middle Name... ... of the Defendant
Last Name...

```
"87-123456","GARRISON","DANIELJ. SULLIVAN","JANE","KATHLEEN",  
"GARRISON","555 MAIN ST","SACRAMENTO","CA","958312233","14 day of  
December 1987","10000.00","0908","BURGLARY","0233","ASSAULT WITH A  
DEADLY WEAPON" ,,,,,,
```

Figure 25: Arrest Warrant Document File

Sample Format of an Arrest Warrant Document File

The arrest warrant document file in Figure 25 contains arrest warrant information for Jane Kathleen Garrison and is written in a standard data format for word processors. Each data element is separated by a comma and enclosed in quotation marks, and each record is separated by a carriage return. While this document file contains warrant information for one defendant, it could contain information for several defendants.

Charge information is at the end of the file. Notice that space for five sets of charge codes and descriptions has been allocated. Garrison has been charged with two offenses: 0908 - burglary and 0233 - assault with a deadly weapon. Following those two charges are six commas representing three sets of charge codes and descriptions. Garrison's two charges and the additional three sets of commas allocates space for five charges on the arrest warrant.

Creating a Word Processing Form

After generating a document file, it must be merged with a word processing form. The form is a template, or format, of the completed document which contains standard language for the document and indicates where the data from the document file is to be placed. Figure 26 displays a Wordstar 2000 word processing form for an arrest warrant.

A form must be created in your word processor before completed documents can be produced. Consult your word processor manual to determine the correct format.

Finalized Document

Figure 27 displays the final arrest warrant document after the arrest warrant document file (Figure 25) has been merged with the word processing form (Figure 26). The data in the document file has been merged with the standard arrest warrant language to produce the final document. Notice the three blank lines following the two charges. Space for five charges has been allowed even though the defendant has been charged with only two offenses.

[SELECT DATA FILE TESTDATA.TST]
[REPEAT UNTIL END OF DATA]
[LOAD DATA number, title, prosecutor, first, middle, last, address, city, state, zip]
[LOAD DATA offense, bail, code1, desc1, code2, desc2, code3, desc3]
[LOAD DATA code4, desc4, code5, desc5]
[USE 22 day of December 1987 FOR today]
[FOOTER]

F
F
F

[FOOTER]
[MESSAGE Now printing document to &first& &middle& &last&]
[CENTER]=====

[CENTER]WARRANT OF ARREST

[CENTER]=====

[CENTER]State of California
[CENTER]vs.
[CENTER]&title&

[CENTER]Cause No &number&

Whereas, &prosecutor& has made Complaint in writing upon his oath, and said Complaint is filed in the District Court of Sacramento County, that &first& &middle& &last&, did, on or about the &offense& at and in the County of Sacramento County, State of California, unlawfully break the offense(s):

&code1& &desc1&
&code2& &desc2&
&code3& &desc3&
&code4& &desc4&
&code5& &desc5&

The defendant is to be admitted to bail in the sum of \$&bail&

You are therefore commanded to forthwith take the said &first& &middle& &last&, day or night, and bring him/her before me, at the office of said Court, to be dealt with according to law.

Given under my hand and seal this &today&.

Judge

&first& &middle& &last&
&address&
&city&, &state& &zip&

[PAGE]===== P
[NEXT COPY]

Figure 26: Arrest Warrant Word Processing Form

=====

WARRANT OF ARREST

=====

State of California
vs.
GARRISON

Cause No 87-123456

Whereas, DANIEL J. SULLIVAN has made Complaint in writing upon his oath, and said Complaint is filed in the District Court of Sacramento County, that JANE KATHLEEN GARRISON, did, on or about the 14 day of December 1987 at and in the County of Sacramento County, State of California, unlawfully break the offense(s):

0908	BURGLARY
0233	ASSAULT WITH A DEADLY WEAPON

The defendant is to be admitted to bail in the sum of \$10000.00

You are therefore commanded to forthwith take the said JANE KATHLEEN GARRISON, day or night, and bring him/her before me, at the office of said Court, to be dealt with according to law.

Given under my hand and seal this 22 day of December 1987.

Judge

JANE KATHLEEN GARRISON
555 MAIN ST
SACRAMENTO, CA 958312233

Figure 27: Completed Arrest Warrant

BACKING UP THE SYSTEM

Backing Up the System

The entire system should be backed up on a weekly basis, or more frequently if there is a lot of updating on a daily basis. All hardware fails occasionally, and having a current backup prevents spending numerous hours reconstructing cases and files.

The D.A.'s ASSISTANT should be backed up only when there are no users logged on the system. Before backing up the system, the audit trail should be printed and purged. We recommend that the listing of the audit trail be stored with the backup media.

You can perform a backup by using standard DOS utilities, such as the DOS *Backup* program, or through any accessory utility which may be included with the hardware, such as a tape drive backup program.

Appendix A
Code Table Worksheets

Code Table Name: Case/Charge Level

A general indicator of the severity of the crime.

<u>Code (1 character max.)</u>	<u>Description (20 characters max.)</u>
	UNKNOWN

Code Table Name: State Codes

The standard state abbreviations.

<u>Code (4 characters max.)</u>	<u>Description (20 characters max.)</u>
AL	ALABAMA
AK	ALASKA
AZ	ARIZONA
AR	ARKANSAS
CA	CALIFORNIA
CO	COLORADO
CT	CONNECTICUT
DE	DELAWARE
DC	DISTRICT OF COLUMBIA
FL	FLORIDA
GA	GEORGIA
GU	GUAM
HI	HAWAII
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IA	IOWA
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
ME	MAINE
MD	MARYLAND

Code Table Name: State Codes (cont.)

<u>Code (4 characters max.)</u>	<u>Description (20 characters max.)</u>
MA	MASSACHUSETTS
MI	MICHIGAN
MN	MINNESOTA
MS	MISSISSIPPI
MO	MISSOURI
MT	MONTANA
NB	NEBRASKA
NV	NEVADA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NY	NEW YORK
NC	NORTH CAROLINA
ND	NORTH DAKOTA
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PR	PUERTO RICO
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA

Appendix B
Look-up File Worksheets

OFFENSE FILE

Offense Code
(15 chars. max.)

Charge Level
(1 char. max.)

Offense Description
(48 chars. max.)

Offense Code
(15 chars. max.)

Charge Level
(1 char. max.)

Offense Description
(48 chars. max.)

Offense Code
(15 chars. max.)

Charge Level
(1 char. max.)

Offense Description
(48 chars. max.)

Offense Code
(15 chars. max.)

Charge Level
(1 char. max.)

Offense Description
(48 chars. max.)

Offense Code
(15 chars. max.)

Charge Level
(1 char. max.)

Offense Description
(48 chars. max.)

ATTORNEY FILE

Attorney Code
(4 chars. max.)

Bar Number
(11 chars. max.)

Name
(25 chars. max.)

Firm Name
(45 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

State
(2 chars. max.)

Zip Code
(9 chars. max.)

Telephone 1
(10 chars.)

Telephone 2
(10 chars.)

Attorney Code
(4 chars. max.)

Bar Number
(11 chars. max.)

Name
(25 chars. max.)

Firm Name
(45 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

State
(2 chars. max.)

Zip Code
(9 chars. max.)

Telephone 1
(10 chars.)

Telephone 2
(10 chars.)

BOND AGENT FILE

Agent Code
(4 chars. max.)

Name
(25 chars. max.)

Surety Company
(20 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

State
(2 chars. max.)

Zip Code
(9 chars. max.)

Telephone 1
(10 chars.)

Telephone 2
(10 chars.)

Maximum Bond Amount
(9,999,999,999.99 max)

Agent Code
(4 chars. max.)

Name
(25 chars. max.)

Surety Company
(20 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

State
(2 chars. max.)

Zip Code
(9 chars. max.)

Telephone 1
(10 chars.)

Telephone 2
(10 chars.)

Maximum Bond Amount
(9,999,999,999.99 max)

JUDGE FILE

Judge Code
(4 chars. max.)

Name
(35 chars. max.)

Court
(4 chars. max.)

Courtroom
(5 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

Judge Code
(4 chars. max.)

Name
(35 chars. max.)

Court
(4 chars. max.)

Courtroom
(5 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

Judge Code
(4 chars. max.)

Name
(35 chars. max.)

Court
(4 chars. max.)

Courtroom
(5 chars. max.)

Address
(25 chars. max.)

City
(15 chars. max.)

Appendix C
Audit Trail Messages

AUDIT TRAIL MESSAGES

Code	Description
235	added a new action record
236	added a new alias record
231	added a new charge record
230	added a new defendant record
234	added a new event record
237	added a new person record
233	added a new related person record
232	added a new sentence record
975	combined two person records and aliases
260	created arrest warrant
270	created charging instrument
520	created subpoena
530	created victim's rights letter
241	deleted a charge record
240	deleted a defendant record
243	deleted a related person record
242	deleted a sentence record
960	deleted all records associated with case
245	deleted an action record
246	deleted an alias record
244	deleted an event record
970	deleted a person record and aliases
150	discharged a new case
910	reset password file
326	displayed action record(s)
430	displayed alias list
327	displayed alias record(s)
320	displayed case header record
322	displayed charge record(s)
321	displayed defendant record(s)
325	displayed event record(s)
324	displayed related person record(s)
323	displayed sentence record(s)
510	entered Create Documents module
310	entered Display Case module
410	entered Name Search module
110	entered Open/Screen Case module
610	entered Print Reports module
210	entered Update Case module
943	maintained attorney file
942	maintained bond agent file
944	maintained judge file
941	maintained offense file
973	maintained persons/aliases
940	maintained translation tables

950..... maintained users
120..... opened a new case
100..... operator logged in to D.A.'s ASSISTANT
900..... operator logged in to Utilities
102..... operator logged out of D.A.'s ASSISTANT
902..... operator logged out of Utilities
980..... performed archive cases
985..... performed unarchive cases
945..... printed all tables and look-up files
955..... printed all users
930..... printed/displayed audit trail
625..... printed/displayed case aging report
628..... printed/displayed case disposition rep
630..... printed/displayed case history report
629..... printed/displayed charge disposition rep
622..... printed/displayed court calendar report
626..... printed/displayed defendant report
623..... printed/displayed pending cases report
627..... printed/displayed related person report
621..... printed/displayed screening report
624..... printed/displayed SID report
140..... prosecuted a new case
935..... purged audit trail
227..... saved a modified action record
225..... saved a modified alias record
220..... saved a modified case header record
222..... saved a modified charge record
221..... saved a modified defendant record
226..... saved a modified event record
130..... saved a modified new case record
228..... saved a modified person record
224..... saved a modified related person record
223..... saved a modified sentence record
250..... searched for possible matching persons
420..... selected a case to display
920..... unlocked all records

Appendix D
Operating Environments

The following is a list of operating systems and machines Data Access Corporation maintains DataFlex will operate on. SEARCH Group does not guarantee that any of its products will operate on any system other than that on which they were developed.

On single-user, 16-bit machines:

- IBM PC-DOS 2.x, 3.x
- MS-DOS 2.x, 3.x
- CP/M-86

On multiuser, 16-bit machines:

- IBM Token Ring
- IBM PC Network
- XENIX Ver 3. and 5.
- AT&T 6300+ w/UNIX System V
- L/FT Cubix w/UNIX System V
- Concurrent DOS
- Novell Netware
- Advanced Netware
- All DOS 3.1 compatible LANs
- TurboDos 86
- Corvus OC NOS
- Televideo Infoshare
- PC Net
- Northstar Dimension
- Alloy Computer RTNX
- Alloy Computer NTNX
- Software Link MultiLink
Ver 4.02 (Adv)
- Fox 10 Net
- Wang Lio Ver 2.05.20
- Tandy Vianet Ver 2.05.20

UNIX and VMS Systems:

- VAX/VMS Ver. 4.4 and up
- AT&T 3B Series
- NCR Tower 16
- NCR Tower 32
- Sperry 5000/50
- Stride 440
- Plexus Computer
- British Telecom Fulcrum
- Convergent Technologies Mightyframe

Technical
Specs.

D.A.'s ASSISTANT™

Technical Specifications

version 1.0

**a microcomputer-based
prosecutor's management
support system**



rev. 05/26/88

Copyright © 1988 by SEARCH Group, Inc., the National Consortium for Justice Information and Statistics, 925 Secret River Drive, Suite H, Sacramento, California 95831, (916) 392-2550.

* * *

D.A.'s ASSISTANT is a trademark of SEARCH Group, Inc. IBM, AT and XT are trademarks of International Business Machines, Inc. DataFlex is a trademark of Data Access Corporation. 3Com and 3+ are trademarks of 3Com Corporation. Novell, Netware and Advanced Netware are trademarks of Novell, Inc. Wordstar 2000 is a trademark of Micropro International Corporation.

* * *

To supply agencies with program updates and provide assistance to agencies using the D.A.'s ASSISTANT, all disks have been serialized, the product name trademarked and a copyright obtained for the product. SEARCH Group, Inc. requests that agencies not reproduce, distribute or copy this product except for in-house use.

* * *

D.A.'s ASSISTANT was prepared under Grant No. 86-SA-CX-K009 from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions expressed in this document are those of SEARCH Group, Inc. and do not necessarily represent the official position or policies of the U.S. Department of Justice.

DOCUMENT LIST

The *Technical Specifications* is one of a series of six documents describing the D.A.'s ASSISTANT. The following is a list of all the documents and a short description of each one.

- *Executive Summary:* Provides a brief overview of the D.A.'s ASSISTANT, describing the basic objectives, features and functions of the system. The hardware, software and disk space required to run the program are also described.
- *Functional Specifications:* Describes the system as it will look to the operator. The specifications provide a walk-through of the system complete with screen layouts, report formats and a data element dictionary. The environment in which the system operates, including equipment and support software, is also described.
- *User's Manual:* Explains the procedures the operator must follow to enter and retrieve information. A step-by-step description of each function is provided. This manual also includes a list of all D.A.'s ASSISTANT messages, a brief explanation of each one and a list of data element definitions.
- *Administrator's Manual:* Describes how the system administrator will install, maintain and back up the system. These activities include monitoring password security, adding users, maintaining code tables and archiving cases.
- *Technical Specifications:* Provides a technical description of the system, including file layouts, program tree diagrams and program descriptions.
- *Test Plan:* Provides a plan to test the D.A.'s ASSISTANT if it is customized after installation. The plan contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

TABLE OF CONTENTS

1	Introduction	1
2	File Layouts	2
	D.A.'s ASSISTANT File Relationship Diagram	2
	ACTION	3
	ACTIVITY	3
	ALIAS	4
	ATTORNEY	5
	AUDIT	5
	BONDAGENT	6
	CASEHEAD	7
	CASELOCK	8
	CHARGE	8
	DEFENDANT	9
	EVENT	10
	JUDGE	10
	NEWCASE	11
	OFFENSE	12
	PASSWORD	12
	PERSON	13
	RELATED	14
	SENTENCE	15
	SITE	15
	TABLES	16
3	Tree Diagrams	17
	D.A.'s ASSISTANT Tree Diagram	17
	D.A.'s ASSISTANT Utilities Tree Diagram	18
4	Program Descriptions	19
	ACTION	19
	ARCHIVE	19
	ATTORNEY	20
	BONDAGEN	20
	CASEHEAD	21
	CHARGE	21
	CLERLOCK	22
	COMBINE	22
	DEFENDAN	24
	DELCASE	25
	DISCONNT	26
	DISPACT	26
	DISPCASE	26

Program Descriptions (cont.)

DISPCHRG 27
DISPDEFT 27
DISPEVNT 28
DISPREL 28
DISPSUM 29
DISPSENT 29
DOC_SUB 30
DOC_VCTC 31
DOC_VCTE 32
DOC_VCTS 32
EVENT 33
JUDGE 34
MTCHSRCH 34
NAMEQRY 35
NEWCASE 36
OFFENSE 37
PASSWORD 37
PERSON 38
PR_AGING 39
PR_ATTY 40
PR_AUDIT 40
PR_BOND 41
PR_CALEN 41
PR_CHARG 42
PR_CODES 42
PR_DEFT 43
PR_DISPO 43
PR_HIST 44
PR_JUDGE 45
PR_OFF 45
PR_PEND 45
PR_RELAT 46
PR_SCRN 47
PR_SID 47
RELATED 48
SELDISP 49
SELFILE 49
SENTENCE 50
TABLEDIT 50
UNARCHIVE 51

INTRODUCTION

Introduction

The purpose of these *Technical Specifications* is to give a functional description of the D.A.'s ASSISTANT from the perspective of the programmer. This manual includes a file relationship diagram, file layouts, program calling sequences and program descriptions. Readers of this manual include system administrators who maintain the D.A.'s ASSISTANT and programmers who customize the system.

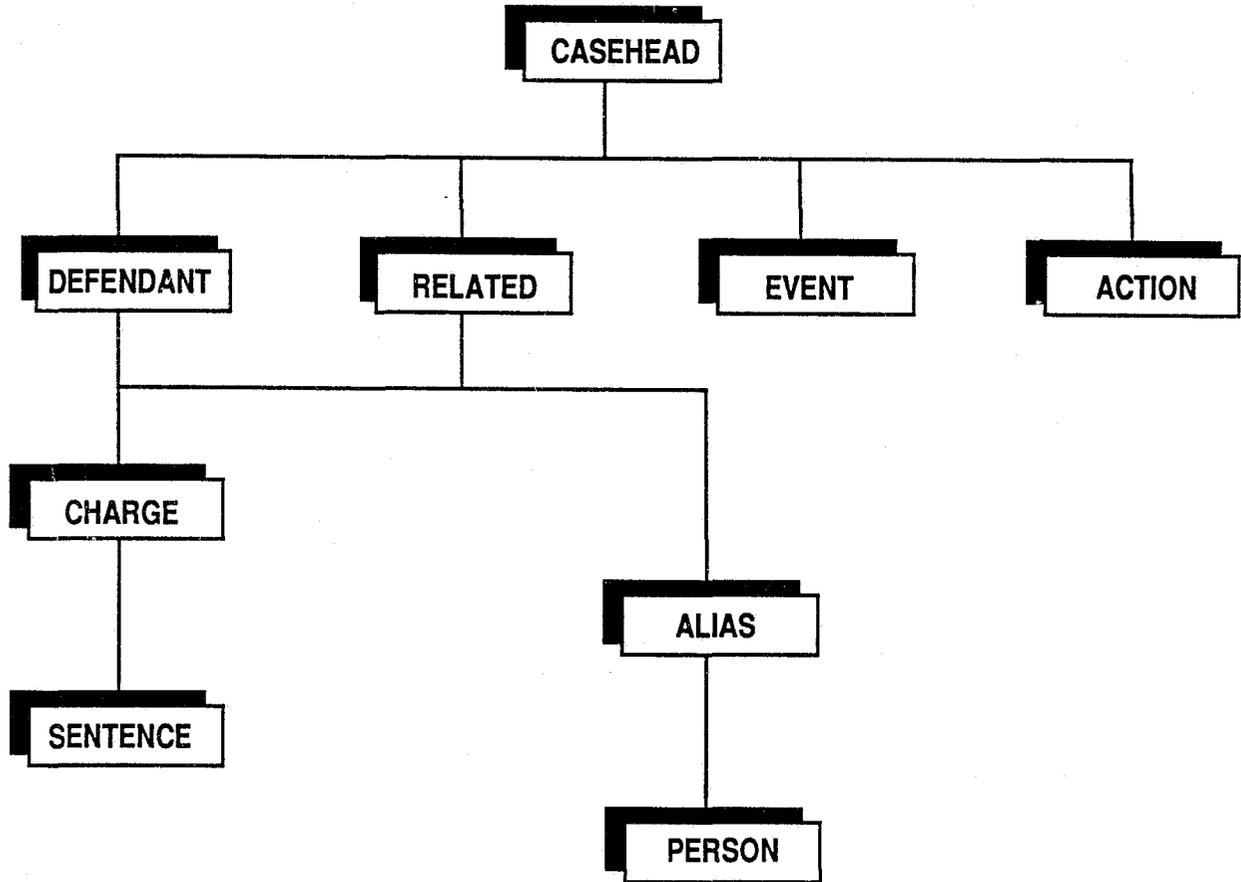
The file layouts include the name of the file definition, the DataFlex file number, record length, a description of the file contents, a list of the fields in the file definition and the keys for each index included for the file. Each field is defined by the field number, field name, type, offset into the record, width, decimal places for numeric fields, the number of the file or field to which it is related and the name of the associated table or file if the field is coded.

The program calling sequences are represented by tree diagrams. These diagrams show which programs are called by other programs.

The program descriptions include a general description of the programs and the files and macros opened by each program.

FILE LAYOUTS

D.A.'s ASSISTANT File Relationship Diagram



File Name: ACTION

DataFlex File Number: 107

Record Length: 64 bytes (used = 62)

Description: File contains information about actions filed in a case. Each case can have multiple action records. Action records are created, updated and deleted through the Update module and displayed through the Display module. The system will automatically generate an action record when a document file is created.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u>	
						<u>File/Field</u>	<u>Table/File</u>
1	ACTION_KEY	OVERLAP	1	8			
2	KEY_NUMBER	NUMERIC	1	5	0	100	1
3	DATE_FILED	DATE	6	3			
4	ACTION_CODE	ASCII	9	4			actionty
5	NOTES	ASCII	13	50			

Indexes: 1) ACTION_KEY
2) DATE_FILED + KEY_NUMBER

File Name: ACTIVITY

DataFlex File Number: 211

Record Length: 42 bytes (used = 42)

Description: File contains descriptions of the activity codes that are written to the audit trail throughout the system. The system writes the activity code to the AUDIT file but when the audit trail is displayed, the description, not the code, is shown.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u>	
						<u>File/Field</u>	<u>Table/File</u>
1	ACTIVITY_CODE	NUMERIC	1	2	0		
2	DESCRIPTION	ASCII	3	40			

Indexes: 1) ACTIVITY_CODE

File Name: ALIAS

DataFlex File Number: 110

Record Length: 64 bytes (used = 62)

Description: File contains all the names associated with a particular person. Alias records can be updated on the Defendant and Related Person screens through the Update module and displayed through the Display module. Alias records are added and deleted through the Maintain Person/Aliases module in the Utilities.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	ALIAS_KEY	OVERLAP	1	7			
2	PERSON_ID	NUMERIC	1	5	0	112 1	
3	ALIAS_SEQUENCE	NUMERIC	6	2	0		
4	NAME	OVERLAP	8	35			
5	LAST_NAME	ASCII	8	15			
6	FIRST_NAME	ASCII	23	10			
7	MIDDLE_NAME	ASCII	33	10			
8	SOUNDEX_NAME	ASCII	43	5			
9	FIRST_INITIAL	OVERLAP	23	1			
10	DOB	DATE	48	3			
11	DRIVERS_LIC	ASCII	51	10			
12	STATE_OF_ISSUE	ASCII	61	2			state
13	LIC_STATE	OVERLAP	51	12			

Indexes: 1) ALIAS_KEY
2) NAME
3) STATE_OF_ISSUE + DRIVERS_LIC

File Name: ATTORNEY

DataFlex File Number: 204

Record Length: 170 bytes (used = 156)

Description: File contains information about attorneys.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	ATTORNEY_CODE	ASCII	1	4			
2	BAR_NUMBER	ASCII	5	11			
3	NAME	ASCII	16	25			
4	FIRM_NAME	ASCII	41	45			
5	ADDRESS	ASCII	86	25			
6	CITY	ASCII	111	15			
7	STATE	ASCII	126	2			state
8	ZIP_CODE	ASCII	128	9			
9	PHONE1_AREA	ASCII	137	3			
10	PHONE1_PREFIX	ASCII	140	3			
11	PHONE1_SUFFIX	ASCII	143	4			
12	PHONE2_AREA	ASCII	147	3			
13	PHONE2_PREFIX	ASCII	150	3			
14	PHONE2_SUFFIX	ASCII	153	4			

Indexes: 1) ATTORNEY_CODE
2) NAME

File Name: AUDIT

DataFlex File Number: 210

Record Length: 36 bytes (used = 28)

Description: File contains the audit trail, which logs virtually all the activities performed on the system by the users.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	PASSWORD	ASCII	1	12		200 2	
2	DATE	DATE	13	3			
3	TIME_HOURS	NUMERIC	16	1	0		
4	TIME_MINUTES	NUMERIC	17	1	0		
5	CASE_NUMBER	ASCII	18	9			
6	ACTIVITY_CODE	NUMERIC	27	2	0	211 1	

Indexes: 1) DATE + TIME_HOURS + TIME_MINUTES

File Name: BONDAGENT

DataFlex File Number: 205

Record Length: 170 bytes (used = 126)

Description: File contains information about bond agents.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	AGENT_CODE	ASCII	1	4			
2	NAME	ASCII	5	25			
3	SURETY_COMPANY	ASCII	30	20			
4	ADDRESS	ASCII	50	25			
5	CITY	ASCII	75	15			
6	STATE	ASCII	90	2			state
7	ZIP_CODE	ASCII	92	9			
8	PHONE1_AREA	ASCII	101	3			
9	PHONE1_PREFIX	ASCII	104	3			
10	PHONE1_SUFFIX	ASCII	107	4			
11	PHONE2_AREA	ASCII	111	3			
12	PHONE2_PREFIX	ASCII	114	3			
13	PHONE2_SUFFIX	ASCII	117	4			
14	MAXIMUM_AMOUNT	NUMERIC	121	6	2		

Indexes: 1) AGENT_CODE
2) NAME

File Name: CASEHEAD

DataFlex File Number: 100

Record Length: 128 bytes (used = 128)

Description: File contains case header information. Only one case header record may exist per case. Case header records are created when a case is prosecuted through the Open/Screen module. Case header records may be updated through the Update module and displayed through the Display module, but may be deleted only by the system administrator in the Utilities.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	KEY_NUMBER	NUMERIC	1	5	0		
2	CASE_NUMBER	ASCII	6	9			
3	CASE_TITLE	ASCII	15	15			
4	REFERRAL_DATE	DATE	30	3			
5	ORIG_AGENCY	ASCII	33	4			agency
6	INCIDENT_NUMBER	ASCII	37	9			
7	LOCATION	ASCII	46	4			location
8	CASE_TYPE	ASCII	50	4			casetype
9	CASE_LEVEL	ASCII	54	4			chrg_lvl
10	CASE_STATUS	ASCII	58	4			casestat
11	CASE_DISPOSITN	ASCII	62	4			casedisp
12	DATE_DISPOSITN	DATE	66	3			
13	LOWER_COURT	ASCII	69	4			court
14	LOWER_NUMBER	ASCII	73	9			
15	UPPER_COURT	ASCII	82	4			court
16	UPPER_NUMBER	ASCII	86	9			
17	PROSECUTOR	ASCII	95	4			ATTORNEY
18	OTHER_NUMBER	ASCII	99	9			
19	CONSOLIDATED	ASCII	108	9			
20	SEVERED_FROM	ASCII	117	9			
21	DATE_ARCHIVED	DATE	126	3			

Indexes: 1) KEY_NUMBER
2) CASE_NUMBER
3) CASE_TITLE + CASE_NUMBER
4) ORIG_AGENCY + CASE_NUMBER

File Name: CASELOCK

DataFlex File Number: 220

Record Length: 10 bytes (used = 10)

Description: File contains the case numbers and Person ID Numbers being updated by operators. One record is stored for each case being updated and one record is stored for each person/alias record being updated.

Field	Field Name	Type	Offset	Width	Dec	Relates to File/Field	Table/File
1	KEY_NUMBER	NUMERIC	1	5	0		
2	PERSON_ID	NUMERIC	6	5	0		

Indexes: 1) KEY_NUMBER
2) PERSON_ID

File Name: CHARGE

DataFlex File Number: 103

Record Length: 256 bytes (used = 188)

Description: File contains information about charges on a defendant. Each defendant can have multiple charge records. Charge records are created, updated and deleted through the Update module and displayed through the Display module.

Field	Field Name	Type	Offset	Width	Dec	Relates to File/Field	Table/File
1	CHARGE_KEY	OVERLAP	1	9			
2	DEFENDANT_KEY	OVERLAP	1	7		102 1	
3	KEY_NUMBER	NUMERIC	1	5	0	100 1	
4	DEFT_SEQUENCE	NUMERIC	6	2	0		
5	CHARGE_SEQUENCE	NUMERIC	8	2	0		
6	AUTH_CHARGE	ASCII	10	15			OFFENSE
7	FINAL_CHARGE	ASCII	25	15			OFFENSE
8	PLEA_OFFERED	ASCII	40	45			
9	PLEA_ENTERED	ASCII	85	4			chargedp
10	QUALIFIER	ASCII	89	10			
11	DISPOSITION	ASCII	99	4			chargedp
12	DISPO_REASON	ASCII	103	4			disp_rs
13	DISPO_DATE	DATE	107	3			
14	DISPO_EVENT	ASCII	110	4			eventtyp
15	EVIDENCE	ASCII	114	45			
16	EVID_LOCATION	ASCII	159	13			
17	EVID_NUMBER	ASCII	172	10			
18	SCREEN_DATE	DATE	182	3			
19	SCREEN_ATTORNEY	ASCII	185	4			ATTORNEY

Indexes: 1) CHARGE_KEY
2) FINAL_CHARGE
3) SCREEN_DATE + KEY_NUMBER

File Name: DEFENDANT

DataFlex File Number: 102

Record Length: 85 bytes (used = 77)

Description: File contains information about defendants on a case. Each case can have multiple defendant records. The first defendant is created when a case is prosecuted in the Open/Screen module. Subsequent defendant records are created, updated and deleted through the Update module and displayed through the Display module.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u>	
						<u>File/Field</u>	<u>Table/File</u>
1	DEFENDANT_KEY	OVERLAP	1	7			
2	KEY_NUMBER	NUMERIC	1	5	0	100	1
3	DEFT_SEQUENCE	NUMERIC	6	2	0		
4	ALIAS_KEY	OVERLAP	8	7		110	1
5	PERSON_ID	NUMERIC	8	5	0	112	1
6	ALIAS_SEQUENCE	NUMERIC	13	2	0		
7	DATE_OFFENSE	DATE	15	3			
8	DATE_ARREST	DATE	18	3			
9	CUSTODY_STATUS	ASCII	21	4			custodys
10	ATTORNEY	ASCII	25	4			ATTORNEY
11	BOND_AGENT	ASCII	29	4			BONDAGENT
12	BOND_AMOUNT	NUMERIC	33	5	2		
13	PRIORS	ASCII	38	40			

Indexes: 1) DEFENDANT_KEY
2) ALIAS_KEY

File Name: **EVENT**

DataFlex File Number: 106

Record Length: 64 bytes (used = 64)

Description: File contains information about events scheduled in a case. Each case can have multiple event records. Event records are created, updated and deleted through the Update module and displayed through the Display module.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	KEY_NUMBER	NUMERIC	1	5	0	100 1	
2	EVENT_DATE	DATE	6	3			
3	EVENT_HOURS	ASCII	9	2			
4	EVENT_MINUTES	ASCII	11	2			
5	EVENT_AMPM	ASCII	13	1			
6	EVENT_TYPE	ASCII	14	4			eventtyp
7	DISPOSITION	ASCII	18	4			eventdsp
8	JUDGE	ASCII	22	4			JUDGE
9	PROSECUTING_ATT	ASCII	26	4			ATTORNEY
10	DEFENDING_ATT	ASCII	30	4			ATTORNEY
11	CREATE_SUBPOENA	ASCII	34	1			
12	CREATE_LETTER	ASCII	35	1			
13	NOTES	ASCII	36	29			

- Indexes:
- 1) KEY_NUMBER + EVENT_DATE + EVENT_AMPM + EVENT_HOURS + EVENT_MINUTES
 - 2) EVENT_DATE + EVENT_AMPM + EVENT_HOURS + EVENT_MINUTES + KEY_NUMBER
 - 3) PROSECUTING_ATT + EVENT_DATE + EVENT_AMPM + EVENT_HOURS + EVENT_MINUTES + KEY_NUMBER

File Name: **JUDGE**

DataFlex File Number: 203

Record Length: 102 bytes (used = 88)

Description: File contains information about judges.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	JUDGE_CODE	ASCII	1	4			
2	NAME	ASCII	5	35			
3	COURT	ASCII	40	4			court
4	COURT_ROOM	ASCII	44	5			
5	ADDRESS	ASCII	49	25			
6	CITY	ASCII	74	15			

- Indexes:
- 1) JUDGE_CODE
 - 2) NAME

File Name: NEWCASE

DataFlex File Number: 99

Record Length: 170 bytes (used = 137)

Description: File holds the case header, defendant, charge and event information temporarily until the case is either prosecuted or discharged. Only one newcase record may exist per case.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u> <u>Table/File</u>
1	KEY_NUMBER	NUMERIC	1	5	0	
2	CASE_NUMBER	ASCII	6	9		
3	CASE_TITLE	ASCII	15	15		
4	REFERRAL_DATE	DATE	30	3		
5	ORIG_AGENCY	ASCII	33	4		agency
6	INCIDENT_NUMBER	ASCII	37	9		
7	LOCATION	ASCII	46	4		location
8	CASE_TYPE	ASCII	50	4		casetype
9	CASE_LEVEL	ASCII	54	4		chrg_lvl
10	CASE_STATUS	ASCII	58	4		casestat
11	DEFENDANT_LAST	ASCII	62	15		
12	DEFENDANT_FIRST	ASCII	77	10		
13	DEFENDANT_MID	ASCII	87	10		
14	DATE_OFFENSE	DATE	97	3		
15	DATE_ARREST	DATE	100	3		
16	CUSTODY_STATUS	ASCII	103	4		custodys
17	ATTORNEY	ASCII	107	4		ATTORNEY
18	AUTH_CHARGE	ASCII	111	15		OFFENSE
19	NEXT_EVENT	ASCII	126	4		eventtyp
20	EVENT_DATE	DATE	130	3		
21	EVENT_HOURS	ASCII	133	2		
22	EVENT_MINUTES	ASCII	135	2		
23	EVENT_AMPM	ASCII	137	1		

Indexes: 1) KEY_NUMBER
2) CASE_NUMBER
3) CASE_TITLE + CASE_NUMBER

File Name: **OFFENSE**

DataFlex File Number: 202

Record Length: 64 bytes (used = 64)

Description: File contains all possible offenses/charges.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	OFFENSE_CODE	ASCII	1	15			
2	CHARGE_LEVEL	ASCII	16	1			chrg_lvl
3	DESCRIPTION	ASCII	17	48			

Indexes: 1) OFFENSE_CODE

File Name: **PASSWORD**

DataFlex File Number: 200

Record Length: 51 bytes (used = 49)

Description: File contains information about the operators. One record is stored per operator.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	USER_INITIALS	ASCII	1	3			
2	PASSWORD	ASCII	4	12			
3	LOGGED_IN	ASCII	16	1			
4	OPEN_CASE	ASCII	17	1			
5	UPDATE_CASE	ASCII	18	1			
6	DISPLAY_CASE	ASCII	19	1			
7	NAME_SEARCH	ASCII	20	1			
8	CREATE_DOCUMENT	ASCII	21	1			
9	PRINT_REPORTS	ASCII	22	1			
10	MODULE_7	ASCII	23	1			
11	MODULE_8	ASCII	24	1			
12	UTILITIES	ASCII	25	1			
13	ARREST_WARRANT	NUMERIC	26	4	4		
14	CHARGING_INSTRU	NUMERIC	30	4	4		
15	SUBPOENA	NUMERIC	34	4	4		
16	LETTER_CASE	NUMERIC	38	4	4		
17	LETTER_EVENT	NUMERIC	42	4	4		
18	LETTER_SENTENCE	NUMERIC	46	4	4		

Indexes: 1) USER_INITIALS
2) PASSWORD
3) LOGGED_IN

File Name: PERSON

DataFlex File Number: 112

Record Length: 170 bytes (used = 155)

Description: File contains information about persons stored in the database. Each person has only one person record but may have multiple alias records. Person records are added and updated through the Defendant and Related Person screens. Person records can be deleted through the Utilities.

Field	Field Name	Type	Offset	Width	Dec	Relates to File/Field Table/File
1	PERSON_ID	NUMERIC	1	5	0	
2	ADDRESS	ASCII	6	25		
3	CITY	ASCII	31	15		
4	STATE	ASCII	46	2		state
5	ZIP_CODE	ASCII	48	9		
6	PHONE1_AREA	ASCII	57	3		
7	PHONE1_PREFIX	ASCII	60	3		
8	PHONE1_SUFFIX	ASCII	63	4		
9	PHONE2_AREA	ASCII	67	3		
10	PHONE2_PREFIX	ASCII	70	3		
11	PHONE2_SUFFIX	ASCII	73	4		
12	AGENCY_EMPLOYER	ASCII	77	25		
13	SSN	ASCII	102	9		
14	SID_NUMBER	ASCII	111	9		
15	FBI_NUMBER	ASCII	120	10		
16	SEX_RACE	OVERLAP	130	2		
17	SEX	ASCII	130	1		sex
18	RACE	ASCII	131	1		race
19	HEIGHT_FEET	NUMERIC	132	1	0	
20	HEIGHT_INCHES	NUMERIC	133	1	0	
21	WEIGHT	NUMERIC	134	2	0	
22	HAIR_COLOR	ASCII	136	4		hair
23	EYE_COLOR	ASCII	140	4		eyes
24	DATE1_UNAVAIL	DATE	144	3		
25	DATE2_UNAVAIL	DATE	147	3		
26	DATE3_UNAVAIL	DATE	150	3		
27	DATE4_UNAVAIL	DATE	153	3		

Indexes: 1) PERSON_ID
2) SSN
3) SID_NUMBER
4) FBI_NUMBER

File Name: RELATED

DataFlex File Number: 105

Record Length: 102 bytes (used = 102)

Description: File contains information about related persons on a case. Each case can have multiple related person records. Related person records are created, updated and deleted through the Update module and displayed through the Display module.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u>	
						<u>File/Field</u>	<u>Table/File</u>
1	RELATED_KEY	OVERLAP	1	7			
2	KEY_NUMBER	NUMERIC	1	5	0	100	1
3	REL_SEQUENCE	NUMERIC	6	2	0		
4	ALIAS_KEY	OVERLAP	8	7		110	1
5	PERSON_ID	NUMERIC	8	5	0	112	1
6	ALIAS_SEQUENCE	NUMERIC	13	2	0		
7	RELATION_CASE	ASCII	15	4			relcase
8	RELATION_DEFT	ASCII	19	4			relvdef
9	RELATION_VICTIM	ASCII	23	4			relvdef
10	CREATE_LETTER	ASCII	27	1			
11	CREATE_SUBPOEN1	ASCII	28	4			eventtyp
12	CREATE_SUBPOEN2	ASCII	32	4			eventtyp
13	CREATE_SUBPOEN3	ASCII	36	4			eventtyp
14	CREATE_SUBPOEN4	ASCII	40	4			eventtyp
15	SUBPOENA_ITEMS	ASCII	44	55			
16	ATTORNEY	ASCII	99	4			ATTORNEY

Indexes: 1) RELATED_KEY
2) ALIAS_KEY

File Name: SENTENCE

DataFlex File Number: 104

Record Length: 64 bytes (used = 64)

Description: File contains information about sentences on a defendant's charges. Each charge can have multiple sentence records. Sentence records are created, updated and deleted through the Update module and displayed through the Display module.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	SENTENCE_KEY	OVERLAP	1	10			
2	CHARGE_KEY	OVERLAP	1	9		103 1	
3	KEY_NUMBER	NUMERIC	1	5	0	100 1	
4	DEFT_SEQUENCE	NUMERIC	6	2	0		
5	CHARGE_SEQUENCE	NUMERIC	8	2	0		
6	SENT_SEQUENCE	NUMERIC	10	1	0		
7	TYPE_SENTENCE	ASCII	11	4			senttype
8	DATE_SENTENCED	DATE	15	3			
9	EXPIRATION_DATE	DATE	18	3			
10	SENT_YEARS	NUMERIC	21	2	0		
11	SENT_MONTHS	NUMERIC	23	2	0		
12	SENT_DAYS	NUMERIC	25	2	0		
13	SENT_HOURS	NUMERIC	27	2	0		
14	AMOUNT	NUMERIC	29	5	2		
15	NOTES	ASCII	34	30			
16	CREATE_LETTER	ASCII	64	1			

Indexes: 1) SENTENCE_KEY
2) EXPIRATION_DATE

File Name: SITE

DataFlex File Number: 230

Record Length: 73 bytes (used = 72)

Description: File contains information needed when the system is first installed. Only one record is stored in this file.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	STATE_TITLE	ASCII	1	20			
2	DOC_DIRECTORY	ASCII	21	20			
3	ARC_DIRECTORY	ASCII	41	20			
4	MAX_CHARGES	NUMERIC	61	2	0		
5	KEY_NUMBER	NUMERIC	63	5	0		
6	PERSON_ID	NUMERIC	68	5	0		

Indexes: none

File Name: TABLES

DataFlex File Number: 201

Record Length: 32 bytes (used = 32)

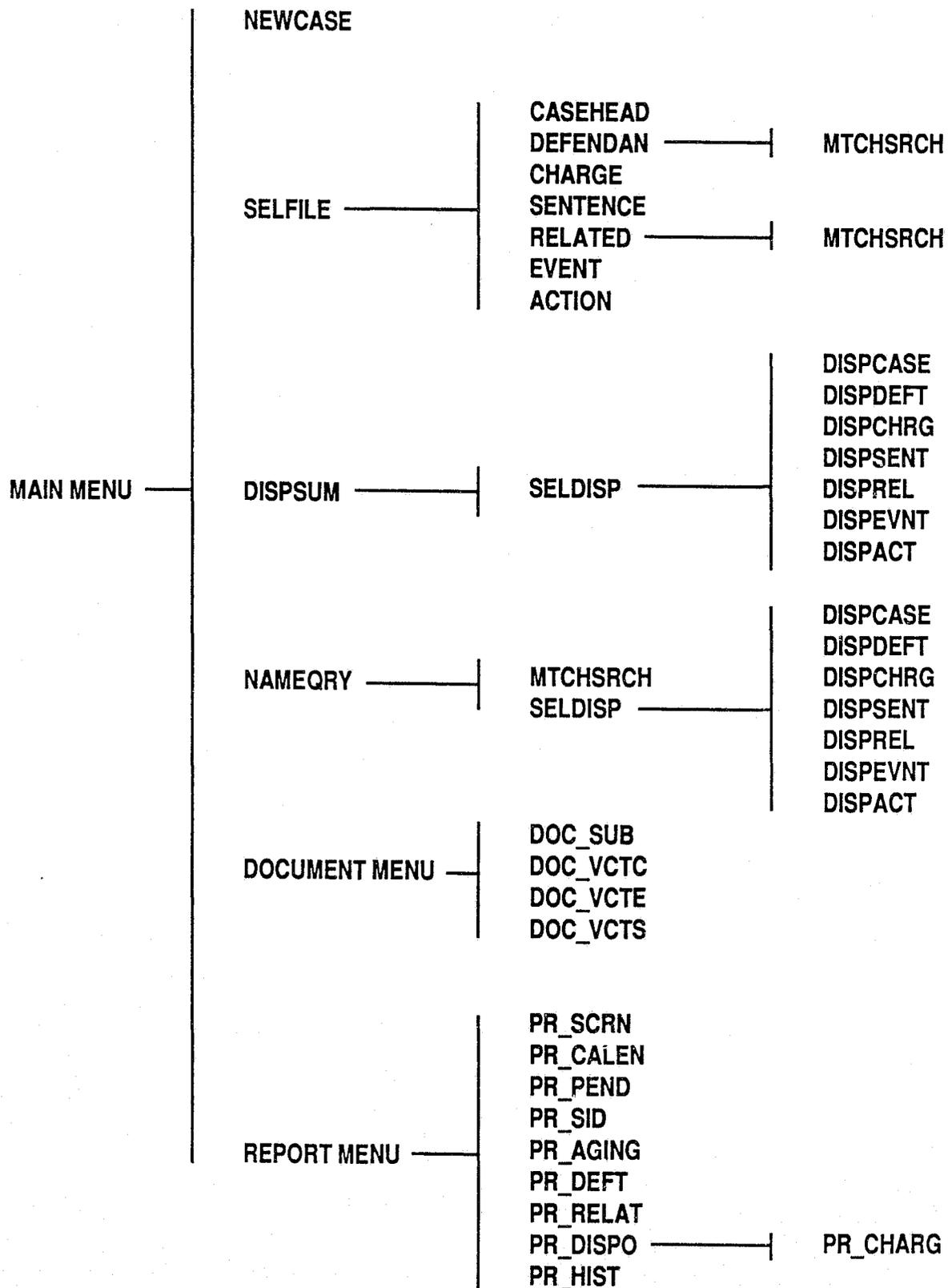
Description: File contains descriptions for the code tables.

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Offset</u>	<u>Width</u>	<u>Dec</u>	<u>Relates to</u> <u>File/Field</u>	<u>Table/File</u>
1	TABLE_NAME	ASCII	1	8			
2	CODE	ASCII	9	4			
3	DESCRIPTION	ASCII	13	20			

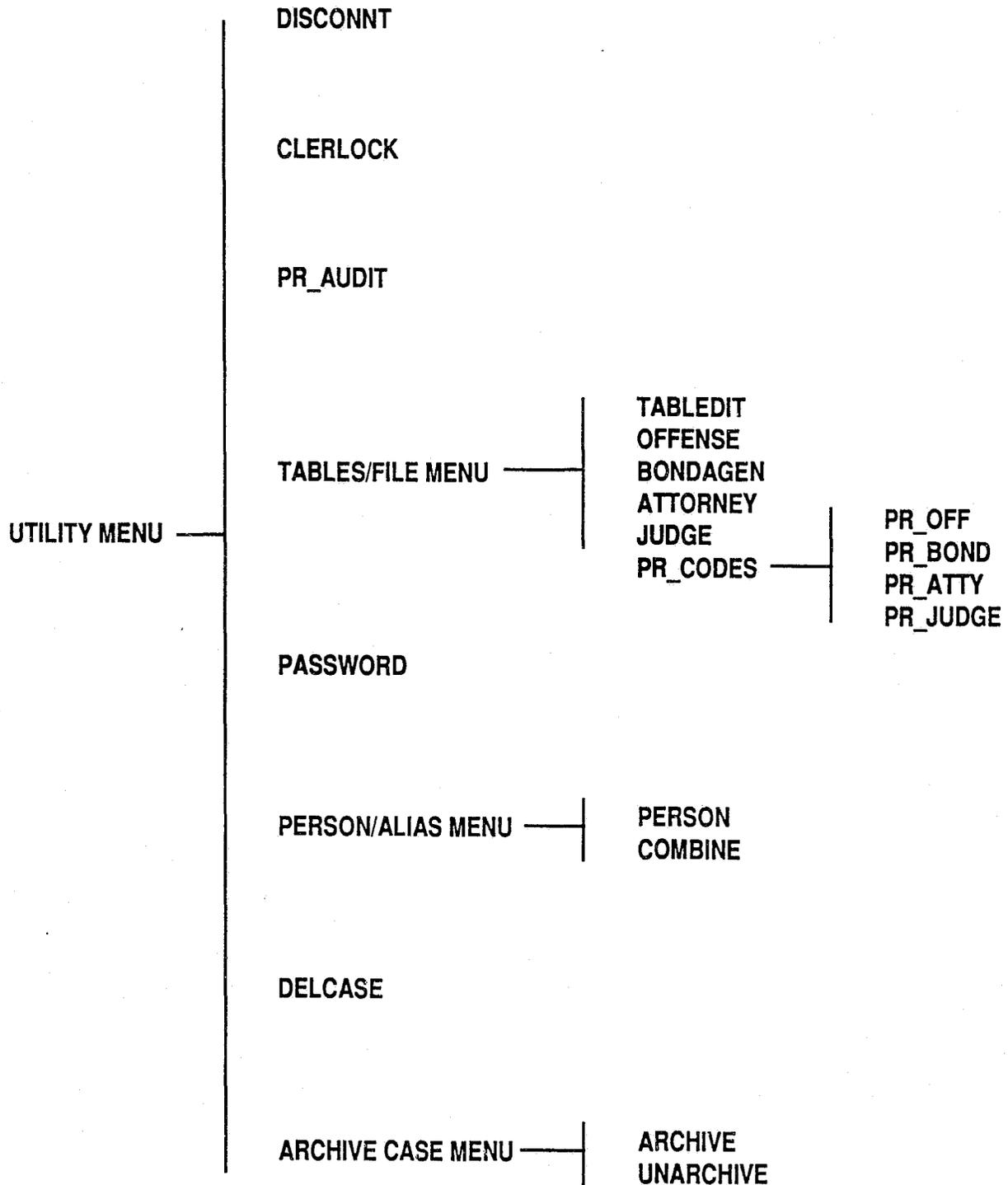
Indexes: 1) TABLE_NAME + CODE

TREE DIAGRAMS

D.A.'s ASSISTANT Tree Diagram



D.A.'s ASSISTANT Utilities Tree Diagram



PROGRAM DESCRIPTIONS

Program Name: **ACTION**

Program Description:

The program finds the first action record of the case selected by the operator and displays it on the Action Screen. The operator can update any field and save the record, find another action record to update or enter a new action.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Date Filed and Action Type. An action record can be deleted.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ACTION CASEHEAD SITE TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **ARCHIVE**

Program Description:

The program checks the PASSWORD file to verify that only the system administrator is logged on the system. A message is displayed if someone else is on the system and the program returns to the Archive/Unarchive Menu.

If no one else is logged on, the Archive Cases Screen is displayed and the operator specifies the disposition date and charge level to archive. The Archived Cases Report, which lists the cases to be archived, is printed and the cases are archived.

The CASEHEAD file is read in case number order and any case that matches the selection criteria is archived. The case header record is updated with today's date; the defendant, charge, sentence, related person, event and action records are archived and deleted. The case header record is not deleted.

When the archive session is finished, a message is displayed on the screen and the program re-displays the Archive Cases Screen. The administrator can choose to perform another archive or press the <ESCAPE> key to return to the Archive/Unarchive Menu.

Files Opened In Program:

ACTION	ALIAS	CASEHEAD	CHARGE
DEFENDANT	EVENT	PASSWORD	PERSON
RELATED	SENTENCE	TABLES	

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **ATTORNEY**

Program Description:

The program allows the system administrator to add, modify and delete attorney codes.

The list of attorney codes and names are displayed. The system administrator can update and save an attorney record, find another attorney to update, delete an attorney or enter a new attorney. Other information captured on each attorney includes: bar number, firm name, address and phone number.

If the system administrator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the administrator presses the <ESCAPE> key, the program returns to the Tables/Files Menu.

Files Opened In Program:

ATTORNEY	TABLES
----------	--------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **BONDAGEN**

Program Description:

The program allows the system administrator to add, modify and delete bond agent codes.

The list of bond agent codes and names are displayed. The system administrator can then update and save a bond agent record, find another bond agent to update, delete a bond agent or enter a new bond agent. Other information captured on each bond agent includes: surety company, address, phone number and maximum bonding level.

If the system administrator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the administrator presses the <ESCAPE> key, the program returns to the Tables/Files Menu.

Files Opened In Program:

BONDAGENT TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **CASEHEAD**

Program Description:

The program finds the case header record of the case selected by the operator and displays it on the Case Header Screen. The operator can update any fields and save the record.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Case Number, Case Title, Referral Date, Originating Agency and Incident Number. It also checks the case number for duplicate records and displays a message if a duplicate is found.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ATTORNEY CASEHEAD NEWCASE SITE
TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **CHARGE**

Program Description:

The program finds the first charge record for the first defendant of the case selected by the operator and displays it on the Charge Screen. The operator can update any fields and save the record, find another charge to update or enter a new charge.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Authorized Charge, Screening Attorney and Screening Date. A charge record can be deleted if no sentences exist for the charge. After deleting a record, the remaining charge records for that case are re-sequenced along with their related sentences.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ALIAS	ATTORNEY	CASEHEAD	CHARGE
DEFENDANT	OFFENSE	SENTENCE	SITE
TABLES			

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **CLERLOCK**

Program Description:

The program checks the PASSWORD file to verify that only the system administrator is logged on the system. A message is displayed if someone else is logged on the system and the program returns to the Utilities Menu.

If no one else is logged on, the CASELOCK file is purged. A message is displayed indicating all record locks have been cleared and the program returns to the Utilities Menu.

Files Opened In Program:

CASELOCK	PASSWORD
----------	----------

Macros Opened In Program:

PMSS	STD_VALS
------	----------



Program Name: **COMBINE**

Program Description:

The program checks the PASSWORD file to verify that only the system administrator is logged on the system. A message is displayed if someone else is on the system and the program returns to the Maintain Persons/Aliases Menu.

If no one else is logged on, the Combine Persons Screen is displayed. The administrator then selects the two person records to be combined and performs the combine process described below in which one person record is kept and one person record is deleted.

The administrator finds the records to keep and delete by searching on the Person ID Number. When the correct record is found and the <F6> key is pressed, its Person ID Number is displayed on the top of the screen in the Delete Person field. If the <F7> key is pressed, the record's Person ID Number is displayed in the Keep Person field.

When the administrator presses the <F3> key to combine the records in the Delete and Keep Person fields, the program displays an error message if either the Delete or Keep Person field is blank or if the records are the same.

If there are no errors in the Delete and Keep Person fields, the two records are combined. The person record in the Delete Person field is deleted. All alias records pointing to the deleted person record are updated with the Person ID Number of the kept record. The program calculates the last alias sequence number for the kept person record and updates the aliases of the deleted person with appropriate sequence numbers. For example, if the person kept has three aliases and the deleted person has two aliases, the aliases of the deleted person become aliases four and five of the kept person.

The program reads the DEFENDANT file using Person ID Number and any defendant records pointing to the deleted person are updated to point to the kept person. The process of changing records to point to the kept person instead of the deleted person is repeated for the RELATED file.

When the combine process is complete, a message is displayed on the screen. The administrator can combine more person records or press the <ESCAPE> key to return to the Maintain Persons/Aliases Menu.

Files Opened In Program:

ALIAS	DEFENDANT	PASSWORD	PERSON
RELATED			

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Program Name: **DEFENDAN**

Program Description:

The program finds the first defendant record of the case selected by the operator and displays it on the Defendant Screen. The operator can update any fields and save the record, find another defendant to update or enter a new defendant.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. A Person ID Number is generated by the system and the record is saved. Mandatory fields are Last Name and First Name. A defendant record can be deleted if no charges exist for the defendant; however, the associated ALIAS and PERSON records are not deleted because other cases may still be pointing to this person. After the record is deleted, the remaining defendant records for that case are re-sequenced along with their related charges and sentences.

If the operator presses the <F2> key, the program branches to the MTCHSRCH program to find other persons in the database who may be this same person. After the match routine has been performed, it branches back to the DEFENDAN program. If the operator presses the <F3> key, the Alias Screen is displayed on the bottom half of the Defendant Screen. The operator can update any alias fields and save the record, find another alias to update or enter a new alias. Before the alias record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields for the Alias Screen are Last Name and First Name. If the operator presses the <F4> key, the defendant record is updated to contain the last and first names in the displayed alias record (the defendant record will point to the alias record containing the desired name). When the operator presses the <F3> key again, the Alias Screen is removed.

If the operator presses the <F7> key to create an arrest warrant, the operator's request is verified before an arrest warrant text file is created. This text file is a dump of the defendant data which can be merged into an arrest warrant document using a word processor. The file is named by using the user initials, type of document (*W* for arrest warrant), month, day and the sequence number. The sequence number is stored in the operator's account in the PASSWORD file and is incremented by one each time an arrest warrant file is created by the operator on that day. The file name is displayed on the screen. For each arrest warrant issued, a record is written to the action file with an action code of *AW* and the defendant name is entered into the Notes field.

 W
user initials type month day sequence

If the operator presses the <F8> key to create a charging instrument, the operator's request is verified before a charging instrument text file is created. The process for generating this text file is the same as described for

producing an arrest warrant text file with the following exceptions: the document type is *I* and the action code is *CI*.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ALIAS	ATTORNEY	BONDAGENT	CASEHEAD
CASELOCK	CHARGE	DEFENDANT	OFFENSE
PERSON	RELATED	SITE	TABLES

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **DELCASE**

Program Description:

The program first checks the PASSWORD file to verify that only the system administrator is logged on the system. A message is displayed if someone else is on the system and the program returns to the Utilities Menu.

If no one else is logged on the system, the Delete Case Screen is displayed. The administrator can find a case to delete by searching on case number or case title.

If the operator finds a case and presses the <F6> key, the case is deleted. All sentence, charge, defendant, related person, event and action records are deleted. The case header record is also deleted, but person and alias records are not deleted because other cases may still point to these records.

When the case has been deleted, a message is displayed on the screen. The administrator can find another case to delete or press the <ESCAPE> key to return to the Utilities Menu.

Files Opened In Program:

ACTION	ALIAS	ATTORNEY	BONDAGENT
CASEHEAD	CHARGE	DEFENDANT	EVENT
OFFENSE	PASSWORD	PERSON	RELATED
SENTENCE	SITE	TABLES	

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Program Name: **DISCONNT**

Program Description:

The program reads through the PASSWORD file and stores an *N* in the Logged-in field for each record. A screen is displayed indicating the PASSWORD file has been reset and the program returns to the Utilities Menu.

Files Opened In Program:

PASSWORD

Macros Opened In Program:

PMSS STD_VALS

◆ ◆ ◆

Program Name: **DISPACT**

Program Description:

The program finds the first action record of the case selected by the operator and displays it on the Action Screen. The operator can find another action record to display but cannot update any fields on the screen.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ACTION CASEHEAD SITE TABLES

Macros Opened In Program:

CASE PMSS STD_VALS

◆ ◆ ◆

Program Name: **DISPCASE**

Program Description:

The program finds the case header record of the case selected by the operator and displays it on the Case Header Screen. The operator cannot update any fields on the screen.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ATTORNEY CASEHEAD SITE TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **DISPCHRG**

Program Description:

The program finds the first charge record for the first defendant of the case selected by the operator and displays it on the Charge Screen. The operator can find another charge to display but cannot update any fields on the screen.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ALIAS ATTORNEY CASEHEAD CHARGE
DEFENDANT OFFENSE SENTENCE SITE
TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **DISPDEFT**

Program Description:

The program finds the first defendant record of the case selected by the operator and displays it on the Defendant Screen. The operator can find another defendant to display but cannot update any fields on the screen.

If the operator presses the <F3> key, the Alias Screen is displayed on the bottom half of the Defendant Screen. The operator can find another alias to display but cannot update any fields on the screen. When the operator presses the <F3> key again, the Alias Screen is removed.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ALIAS CHARGE RELATED	ATTORNEY DEFENDANT SITE	BONDAGENT OFFENSE TABLES	CASEHEAD PERSON
----------------------------	-------------------------------	--------------------------------	--------------------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **DISPEVNT**

Program Description:

The program finds the first event record of the case selected by the operator and displays it on the Event Screen. The operator can find another event record to display but cannot update any fields on the screen.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ATTORNEY SITE	CASEHEAD TABLES	EVENT	JUDGE
------------------	--------------------	-------	-------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **DISPREL**

Program Description:

The program finds the first related person record of the case selected by the operator and displays it on the Related Person Screen. The operator can find another related person to display but cannot update any fields on the screen.

If the operator presses the <F3> key, the Alias Screen is displayed on the bottom half of the Related Person Screen. The operator can find another alias to display but cannot update any fields on the screen. When the operator presses the <F3> key again, the Alias Screen is removed.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ALIAS PERSON	ATTORNEY RELATED	CASEHEAD SITE	DEFENDANT TABLES
-----------------	---------------------	------------------	---------------------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **DISPSUM**

Program Description:

The Case Summary Screen is displayed. The operator finds a case to display by searching on case number or case title. The Case Summary Screen shows the most requested information on one screen. Data on the Case Summary Screen cannot be updated. If the operator needs more detailed information, he can press the <F8> key and select a file from the Case File Menu.

Files Opened In Program:

ALIAS CHARGE PERSON	ATTORNEY DEFENDANT RELATED	BONDAGENT OFFENSE SITE	CASEHEAD PASSWORD TABLES
---------------------------	----------------------------------	------------------------------	--------------------------------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **DISPSENT**

Program Description:

The program finds the first sentence record for the first charge on the first defendant of the case selected by the operator and displays it on the Sentence Screen. The operator can find another sentence to display but cannot update any fields on the screen.

When the operator presses the <ESCAPE> key, the program returns control to the SELDISP program.

Files Opened In Program:

ALIAS DEFENDANT TABLES	ATTORNEY OFFENSE	CASEHEAD SENTENCE	CHARGE SITE
------------------------------	---------------------	----------------------	----------------

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: DOC_SUB

Program Description:

This program prints a Subpoena Report and dumps subpoena data from the case files into a text file. This text file can be merged into a subpoena document using a word processor. The Selection Criteria Screen is displayed and the operator specifies the event dates and case number to report on and whether to send the Subpoena Report to the screen or printer.

If the operator presses the <F3> key, the operator's request is verified before the Subpoena Report is printed. The Subpoena Report lists the cases and related persons for whom a subpoena will be generated

Next, the subpoena text file is created. The file is named by using the user initials, type of document (*S* for subpoena), month, day and the sequence number. The sequence number is stored in the operator's account in the PASSWORD file and incremented by one each time a subpoena file is generated by the operator on that day.

The report may be cancelled by the operator at any time while it is running by pressing the <ESCAPE> key and the Selection Criteria Screen will be displayed. If the report has been cancelled, a subpoena text file will not have been created.

S
-- -- user initials type month day sequence

The program reads through the EVENT file in event date order. If an event occurs in the range specified by the operator and the Create Subpoena field is marked *yes*, a text record is created for all related persons in that case who are marked to be subpoenaed for that event. Fields dumped to a text record are separated by commas and records are separated by a carriage return.

For each subpoena issued, a record is written to the action file with an action code of *SUB*. The person name is entered into the Notes field.

Once the subpoena text file has been generated, the operator can create another subpoena text file or return to the Document Menu.

Files Opened In Program:

ACTION	ALIAS	ATTORNEY	CASEHEAD
DEFENDANT	EVENT	JUDGE	PASSWORD
PERSON	RELATED	SITE	TABLES

Program Name: DOC_VCTE

Program Description:

This program dumps victims' rights data from the case files into a text file. This text file can be merged into a victim's rights letter using a word processor. The Selection Criteria Screen is displayed and the operator specifies the range of event dates to report on.

If the operator presses the <F3> key, the operator's request is verified before the text file is created. The file is named by using the user initials, type of document (*E* for victim's rights letter for an event range), month, day and the sequence number. The sequence number is stored in the operator's account in the PASSWORD file and incremented by one each time a victim's rights file is generated by the operator on that day.

____ E ____
user initials type month day sequence

The program reads through the EVENT file in event date order. If an event occurs in the specified range and the Create Victim's Rights Letter field is marked *yes*, a text record is created for all related persons on that case who are to receive a victim's rights letter. Fields dumped to a text record are separated by commas and records are separated by a carriage return.

For each victim's rights letter issued, a record is written to the action file with an action code of *VL-E*. The person name is entered into the Notes field.

Once the victims' rights text file has been generated, the operator can then create another victims' rights text file or return to the Document Menu.

Files Opened In Program:

ACTION	ALIAS	CASEHEAD	JUDGE
PASSWORD	PERSON	RELATED	SITE
TABLES			

Macros Opened In Program:

CASE	PMSS	SPELDATE	STD_VALS
------	------	----------	----------



Program Name: DOC_VCTS

Program Description:

This program dumps victims' rights data from the case files into a text file. This text file can be merged into a victim's rights letter using a word processor. The Selection Criteria Screen is displayed and the operator specifies the range of event dates to report on.

If the operator presses the <F3> key, the operator's request is verified before the text file is created. The file is named by using the user initials, type of document (X for victim's rights letter for a sentence range), month, day and the sequence number. The sequence number is stored in the operator's account in the PASSWORD file and incremented by one each time a victim's rights file is generated by the operator on that day.

---- X -- -- ----
 user initials type month day sequence

The program reads through the SENTENCE file in sentence expiration order. If a sentence expires in the range specified and the Create Victim's Rights Letter field is marked *yes*, a text record is created for all related persons on that case who are to receive a victim's rights letter. Fields dumped to a text record are separated by commas and records are separated by a carriage return.

For each victim's rights letter issued, a record is written to the action file with an action code of VL-X. The person name is entered into the Notes field.

Once the victims' rights text file has been generated, the operator can then create another victims' rights text file or return to the Document Menu.

Files Opened In Program:

ACTION	ALIAS	CASEHEAD	CHARGE
DEFENDANT	PASSWORD	PERSON	RELATED
SITE			

Macros Opened In Program:

CASE	PMSS	SPELDATE	STD_VALS
------	------	----------	----------



Program Name: **EVENT**

Program Description:

The program finds the first event record of the case selected by the operator and displays it on the Event Screen. The operator can update any fields and save the record, find another event record to update or enter a new event.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Event Date, Time and Event Type. An event record can be deleted. If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ATTORNEY SITE	CASEHEAD TABLES	EVENT	JUDGE
------------------	--------------------	-------	-------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **JUDGE**

Program Description:

The program allows the system administrator to add, modify and delete judge codes.

The list of judge codes and names are displayed. The system administrator can update and save a judge record, find another judge to update, delete a judge or enter a new judge. Other information captured on each judge includes court, court room, address and city.

If the system administrator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the system administrator presses the <ESCAPE> key, the program returns to the Tables/Files Menu.

Files Opened In Program:

JUDGE	TABLES
-------	--------

Macros Opened In Program:

CASE	PMSS	STD_VAL
------	------	---------



Program Name: **MTCHSRCH**

Program Description:

This program performs the person match routine and prints a report if a possible match is found. It is called from the DEFENDAN, RELATED or NAMEQRY programs when the operator presses the <F2> key to perform a search.

A possible match is determined by totalling the point values of certain data fields. A total of three or more points equals a "hit." The number of hits is displayed on the screen as they occur. When the match routine is finished, a Person Match Report is generated listing the persons and aliases who are considered possible matches.

•Point Scale	Name.....	1 pt.
	Sex and Race.....	1 pt.
	Driver's Lic and State.....	1 pt.
	DOB.....	2 pts.
	SSN.....	2 pts.
	SID No.....	2 pts.
	FBI No.....	3 pts.

First, the ALIAS file is read in name order and if the name matches, the rest of the fields are scored. If three or more points are totalled, the Person ID Number is stored in a temporary array while the routine continues.

The ALIAS file is read again, this time in driver's license and state order and if the driver's license and state match, the rest of the fields are scored. Again, if a hit is found, the Person ID Number is stored in the array (unless it has already been stored).

Next, the PERSON file is read, first in SSN order, then in SID No order and last in FBI No order. If the SSN, SID No or FBI No matches, the rest of the fields are scored. If a hit is found, the Person ID Number is stored in the array.

The match routine is now complete. If any hits were found, the Person Match Report is generated and sent to the printer. Once the report is printed, a message is displayed on the screen instructing the operator to press any key to return. The program then returns control back to the calling program.

Files Opened In Program:

ALIAS	CASEHEAD	DEFENDANT	PERSON
RELATED	SITE	TABLES	

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **NAMEQRY**

Program Description:

The Name Search-Person Screen is displayed. The operator can find a person by searching on name or SSN. Once a person is found, the operator has the option of performing the person match routine, displaying the alias list or selecting a case to display.

If the operator presses the <F2> key, the program branches to the MTCHSRCH program to find other persons in the database who may be the same person. (See the MTCHSRCH program description for details.) After the match routine has been performed, it branches back to the NAMEQRY program.

If the operator presses the <F3> key, the Alias Screen is displayed on the bottom half of the Person Screen. When the operator presses any key, the Alias Screen is removed.

If the operator presses the <F8> key, the cursor is positioned on the first case displayed on the screen. If the operator hits the return key on a case number, the program then branches to the SELDISP program to display information about that case. When the operator presses the <ESCAPE> key, control returns to NAMEQRY.

The operator can find another person or return to the Main Menu.

Files Opened In Program:

ALIAS PERSON	CASEHEAD RELATED	DEFENDANT TABLES	PASSWORD
-----------------	---------------------	---------------------	----------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **NEWCASE**

Program Description:

The Newcase Screen is displayed. The operator can either open a new case or find an existing case in the NEWCASE file. If an existing case is found, the operator has the option of editing, prosecuting or discharging the case.

Before saving a case, the program checks all mandatory fields for a blank entry and displays an error message if a blank entry is found. Mandatory fields are Case Number, Case Title, Referral Date, Originating Agency, Incident Number, Defendant Last and First Names, and Authorized Charge. If an event is scheduled, Event Date and Time are also mandatory fields. Before saving a new case, both the NEWCASE and CASEHEAD files are checked to make sure a case does not already exist with the same case number. An error message is displayed if a duplicate case number is found. An internal case key number is generated by the system and the record is saved.

Before prosecuting or discharging a case, the operator's request is verified. If the operator prosecutes a case, a record is written to the CASEHEAD, DEFENDANT, ALIAS and PERSON files, and to the EVENT file if there is an event. The record in the NEWCASE file is deleted. If a case is discharged, the case information is printed on the Discharge Report and the record in the NEWCASE file is deleted.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns to the Main Menu.

Files Opened In Program:

ALIAS
CHARGE
OFFENSE
TABLES

ATTORNEY
DEFENDANT
PASSWORD

CASEHEAD
EVENT
PERSON

CASELOCK
NEWCASE
SITE

Macros Opened In Program:

CASE

PMSS

STD_VALS



Program Name: **OFFENSE**

Program Description:

The program allows the system administrator to add, modify and delete offense codes.

The list of offense codes and descriptions are displayed. The system administrator can then update a code and save the record, find another code to update, delete a code or enter a new code.

If the system administrator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the administrator presses the <ESCAPE> key, the program returns to the Tables/Files Menu.

Files Opened In Program:

OFFENSE TABLES

Macros Opened In Program:

CASE

PMSS

STD_VALS



Program Name: **PASSWORD**

Program Description:

The Maintain Users Screen is displayed. The system administrator can find a password record stored in the file or page through all the password records. The administrator can update any fields and save the password record, find another record to update, delete a record or enter a new password record.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are User Initials and Password.

If the operator presses the <F3> key to print the user list, a report is printed listing all users and their access rights to the system modules in order by user initials.

When the operator presses the <ESCAPE> key, the program returns to the Utilities Menu.

Files Opened In Program:

PASSWORD

Macros Opened In Program:

PMSS STD_VALS



Program Name: **PERSON**

Program Description:

The program checks the PASSWORD file to verify that only the system administrator is logged on the system. A message is displayed if someone else is on the system and the program returns to the Maintain Persons/Aliases Menu.

If no one else is logged on, the Maintain Persons/Aliases Screen is displayed. The administrator can find a person by searching on Person ID Number only. Once a person is found, the operator has the option of updating the person information, deleting the person or maintaining the aliases.

Before a person record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Last Name and First Name.

A person record can be deleted only if no cases point to that person. The program searches the DEFENDANT file by Person ID Number and if a defendant is found, the person cannot be deleted. If no defendants are found, the program searches the RELATED file by Person ID Number and if a related person is found, the person cannot be deleted. If no related persons or defendants are found, the person record and all aliases are deleted.

If the administrator presses the <F3> key, the Alias Screen is displayed on top of the Maintain Person/Aliases Screen. The administrator can update any alias fields and save the record, find another alias to update, delete an alias record or enter a new alias. Before the alias record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields on the Alias Screen are Last Name and First Name. When the administrator presses the <F3> key again, the Alias Screen is removed and the Maintain Person/Aliases Screen reappears.

An alias record can be deleted if no cases point to it. The program searches the DEFENDANT file by Person ID Number and alias sequence numbers, and if a defendant is found, the alias cannot be deleted. If no defendants are found, the program searches the RELATED file by Person ID Number and alias sequence numbers, and if a related person is found, the person cannot be deleted. If no related persons or defendants are found, the alias record is deleted and the rest of the alias records are re-sequenced. The sequence numbers stored in the DEFENDANT and RELATED files are updated with the new sequence numbers.

If the administrator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns to the Maintain Persons/Aliases Menu.

Files Opened In Program:

ALIAS RELATED	DEFENDANT TABLES	PASSWORD	PERSON
------------------	---------------------	----------	--------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: PR_AGING

Program Description:

The program prints the Case Aging Report, which lists all open cases with charging instrument filing dates prior to a specified date range. The Selection Criteria Screen is displayed and the operator specifies the date to report on and whether to send the output to the screen or the printer.

The ACTION file is read in date filed order, and if the action date is prior to the specified date and the action type is a charging instrument, that case is included in the report. Information printed on the report contains case header fields and the next scheduled event.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another Case Aging Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ACTION TABLES	ATTORNEY	CASEHEAD	EVENT
------------------	----------	----------	-------

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **PR_ATTY**

Program Description:

The program prints the attorneys in order by attorney code. When the report is finished printing, the program branches to PR_JUDGE to print the judge file.

Files Opened In Program:

ATTORNEY

Macros Opened In Program:

STD_VALS



Program Name: **PR_AUDIT**

Program Description:

The program prints and purges the audit trail, which lists all activities performed by the operators. The system administrator specifies whether to send the output to the screen or printer. The AUDIT file is read in sequential order and the transactions are printed.

The audit trail may be cancelled by the system administrator at any time by pressing the <ESCAPE> key. When the audit trail is finished printing or has been cancelled, the system administrator specifies whether or not to purge it. If the system administrator answers *yes*, all records are purged. The program returns to the Utilities Menu.

Files Opened In Program:

ACTIVITY AUDIT PASSWORD

Macros Opened In Program:

PMSS STD_VALS

Program Name: **PR_BOND**

Program Description:

The program prints bond agents in bond agent code order. When the report is finished printing, the program branches to PR_ATTYY to print the attorney file.

Files Opened In Program:

BONDAGENT

Macros Opened In Program:

STD_VALS



Program Name: **PR_CALEN**

Program Description:

The program prints the Court Calendar Report, which lists all cases, in prosecutor order, with an event scheduled in a specified date range. The Selection Criteria Screen is displayed and the operator specifies the event dates and prosecutors to report on and whether to send the output to the screen or printer.

The EVENT file is read in prosecutor order, and if the event date is in the specified date range and the prosecutor is the one specified, that case is included in the report. Information printed on the report contains: the scheduled event, the defense attorney and judge scheduled for the event and names of all defendants in the case and their associated charges.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another Court Calendar Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ALIAS	ATTORNEY	CASEHEAD	CHARGE
DEFENDANT	JUDGE	OFFENSE	TABLES

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Program Name: **PR_CHARG**

Program Description:

The program prints the Charge Disposition Report, which lists all defendants, in order of offense, with a charge disposition date in a specified date range. The Selection Criteria Screen is displayed and the operator specifies the disposition dates to report on and whether to send the output to the screen or printer.

The CHARGE file is read in offense order, and if the disposition date is in the specified date range, the defendant is included in the report. Information printed on the report contains the name of the defendant, the case number and the charge disposition.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the program returns control to the PR_DISPO program to display the Selection Criteria Screen.

Files Opened In Program:

ALIAS OFFENSE	CASEHEAD TABLES	CHARGE	DEFENDANT
------------------	--------------------	--------	-----------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **PR_CODES**

Program Description:

The program prints the translation tables in order by table name. The name of the table is printed and underneath each table the codes and descriptions for that table are listed. When the report is finished printing, the program branches to PR_OFF to print the offense file.

Files Opened In Program:

TABLES

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Program Name: **PR_DEFT**

Program Description:

The program prints the Defendant Report, which lists all cases associated with a specified defendant. The Selection Criteria Screen is displayed and the operator specifies the defendant or range of defendants to report on and whether to send the output to the screen or printer.

The ALIAS file is read in name order, and if the name matches the range specified, then that defendant is included in the report. Information printed on the report contains defendant name, address, SID number, sex, race and date of birth. All cases associated with the defendant are printed, each containing case header information, the defendant's charges and their dispositions and the next scheduled event.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can then run another Defendant Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ALIAS	ATTORNEY	CASEHEAD	CHARGE
DEFENDANT	EVENT	JUDGE	OFFENSE
PERSON	TABLES		

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **PR_DISPO**

Program Description:

The program prints the Case Disposition Reports, which list all cases, in case number order, with a disposition date in a specified date range. The Case Disposition Report by Originating Agency prints the same report, only in originating agency and case number order. The Selection Criteria Screen is displayed and the operator specifies which report to print, what disposition dates to report on and whether to send the output to the screen or printer. If the operator chooses the Charge Disposition Report, the program branches to the PR_CHARG program to print the report.

The CASEHEAD file is read in case number or originating agency order depending on which report is printed, and if the disposition date is in the specified date range, that case is included in the report. Information printed on the report contains case header fields, the names of all defendants on the case and their associated charges.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another disposition report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ALIAS OFFENSE	CASEHEAD PERSON	CHARGE TABLES	DEFENDANT
------------------	--------------------	------------------	-----------

Macros Opened In Program:

CASE	PMSS	STD_VALS	VIREPORT
------	------	----------	----------



Program Name: **PR_HIST**

Program Description:

The program prints the Case History Report, which lists all records associated with a particular case within a specified case number range. The Selection Criteria Screen is displayed and the operator specifies the range of cases to report on. Output goes only to the printer.

The CASEHEAD file is read in case number order, and if the case number is in the specified range, that case is included in the report. Information printed on a case contains all case information, names of all defendants, defendants' charges and sentences, names of related persons and all events and actions.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another Case History Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ACTION CHARGE PERSON TABLES	ALIAS DEFENDANT RELATED	ATTORNEY EVENT SENTENCE	CASEHEAD OFFENSE SITE
--------------------------------------	-------------------------------	-------------------------------	-----------------------------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Program Name: **PR_JUDGE**

Program Description:

The program prints the judges in order by judge code. When the report is finished printing, the program branches back to the Tables/Files Menu.

Files Opened In Program:

JUDGE

Macros Opened In Program:

STD_VALS



Program Name: **PR_OFF**

Program Description:

The program prints the offense codes in order by offense code. When the report is finished printing, the program branches to PR_BOND to print the bond agent file.

Files Opened In Program:

OFFENSE

Macros Opened In Program:

STD_VALS



Program Name: **PR_PEND**

Program Description:

The program prints the Pending Cases Report, which lists all cases, in case number order, that were opened within a specified date range and do not have a disposition. The Selection Criteria Screen is displayed and the operator specifies the dates to report on and whether to send the output to the screen or printer.

The CASEHEAD file is read in case number order, and if the referral date is in the specified date range and there is no disposition, that case is included in the report. Information printed on the report contains the last name of the first defendant in the case, the defendant's first charge and the next event scheduled.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been

cancelled, the Selection Criteria Screen is displayed again. The operator can then run another Pending Cases Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

CASEHEAD OFFENSE	CHARGE TABLES	DEFENDANT	EVENT
---------------------	------------------	-----------	-------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **PR_RELAT**

Program Description:

The program prints the Related Person Report, which lists all cases and their related persons with an event scheduled in a specified date range. The Selection Criteria Screen is displayed and the operator specifies the event dates to report on and whether to send the output to the screen or printer.

The EVENT file is read in event date order, and if the event date is in the specified date range, that case is included in the report. Information printed on the report contains case header fields and names and addresses of all related persons in the case.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another Related Person Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ALIAS RELATED	CASEHEAD TABLES	EVENT	PERSON
------------------	--------------------	-------	--------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Program Name: **PR_SCRN**

Program Description:

The program prints the Screening Report, which lists all cases, in screening date order, that have been screened within a specified date range. The Selection Criteria Screen is displayed and the operator specifies the screening dates to report on and whether to send the output to the screen or printer.

The CHARGE file is read in screening date order, and if the screening date is in the specified date range, that case is included in the report. Information printed on the report contains case header fields, names of all defendants in the case and their associated charges, the screening attorney for each charge and the screening date if it differs from the date on the subheading.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another Screening Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ACTION CHARGE TABLES	ALIAS DEFENDANT	ATTORNEY OFFENSE	CASEHEAD SITE
----------------------------	--------------------	---------------------	------------------

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **PR_SID**

Program Description:

The program prints the SID Report, which lists all defendants, in originating agency and case number order, who have not been assigned an SID number. The Selection Criteria Screen is displayed and the operator specifies whether to send the output to the screen or printer.

The CASEHEAD file is read in originating agency and case number order, and if a defendant does not have an SID number, that defendant is included in the report. Information printed on the report contains case and incident numbers, the name of the defendant and his sex, race and date of birth.

The report may be cancelled by the operator at any time by pressing the <ESCAPE> key. When the report is finished printing or has been cancelled, the Selection Criteria Screen is displayed again. The operator can run another SID Report or press the <ESCAPE> key to return to the Report Menu.

Files Opened In Program:

ALIAS CASEHEAD DEFENDANT PERSON
TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **RELATED**

Program Description:

The program finds the first related person record of the case selected by the operator and displays it on the Related Person Screen. The operator can update any fields and save the record, find another related person to update or enter a new related person.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Last Name and First Name. A Person ID Number is generated by the system and the record is saved. A related person record can be deleted. However, the associated ALIAS and PERSON records are not deleted because other cases may still be pointing to this person. After deleting a record, the remaining related person records for that case are re-sequenced.

If the operator presses the <F2> key, the program branches to the MTCHSRCH program to find other persons in the database who may be the same person. After the match routine has been performed, it branches back to the RELATED program.

If the operator presses the <F3> key, the Alias Screen is displayed on the bottom half of the Related Person Screen. The operator can update any alias fields and save the record, find another alias to update or enter a new alias. Before the alias record is saved, the program checks all mandatory fields for a blank entry, and displays a message if a blank entry is found. Mandatory fields for the Alias Screen are Last Name and First Name. If the operator presses the <F4> key, the related person record is updated to contain the last and first names in the displayed alias record (the related person record will point to the alias record containing the desired name). When the operator presses the <F3> key again, the Alias Screen is removed.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ALIAS ATTORNEY CASEHEAD CASELOCK
DEFENDANT PERSON RELATED SITE
TABLES

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **SELDISP**

Program Description:

The Case Selection Screen is displayed with the case number and title selected by the operator on the Case Summary Screen. The operator has the option of displaying any of the case files by typing in the number of the file desired. The program then branches to other programs to display the selected file. Once the operator presses the <ESCAPE> key in the other programs, control returns to this program. The operator can choose another case file to display or return to the Case Summary Screen.

Files Opened In Program:

CASEHEAD SITE

Macros Opened In Program:

CASE PMSS STD_VALS



Program Name: **SELFILE**

Program Description:

The Case Selection Screen is displayed. The operator finds the case to be updated by searching on case number or title. The operator has the option of updating any of the case files on the Case File Menu by typing in the number of the file desired. The program then branches to other programs to perform the data maintenance on the selected file.

Once the operator presses the <ESCAPE> key in the other programs, control returns to this program. The operator can choose another file to update or return to the Main Menu.

Files Opened In Program:

CASEHEAD CASELOCK PASSWORD SITE

Macros Opened In Program:

CASE PMSS STD_VALS

Program Name: **SENTENCE**

Program Description:

The program finds the first sentence record for the first charge on the first defendant of the case selected by the operator and displays it on the Sentence Screen. The operator can update any fields and save the record, find another sentence to update or enter a new sentence.

Before the record is saved, the program checks all mandatory fields for a blank entry and displays a message if a blank entry is found. Mandatory fields are Type of Sentence and Date Sentenced. A sentence record can be deleted. After deleting a record, the remaining sentence records for that case are re-sequenced.

If the operator presses the <HELP> key on a coded field, the code table is displayed 10 records at a time. When the operator presses the <ESCAPE> key, the program returns control to the SELFILE program.

Files Opened In Program:

ALIAS	ATTORNEY	CASEHEAD	CHARGE
DEFENDANT	OFFENSE	SENTENCE	SITE
TABLES			

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------



Program Name: **TABLEDIT**

Program Description:

The program allows the system administrator to add, modify and delete the system codes. The list of code tables is displayed and the system administrator specifies the table to maintain. The list of codes and descriptions for the table are displayed.

The system administrator can update a code and save the record, find another code to update, delete a code or enter a new code. When the system administrator presses the <ESCAPE> key on all displayed screens, the program returns to the Tables/Files Menu.

Files Opened In Program:

ACTIVITY	AUDIT	PASSWORD
----------	-------	----------

Macros Opened In Program:

PMSS	STD_VALS
------	----------

Program Name: **UNARCHIVE**

Program Description:

The program checks the PASSWORD file to verify that only the system administrator is logged on the system. A message is displayed if someone else is on the system and the program returns to the Archive/Unarchive Menu.

If no one else is logged on, the Unarchive Cases Screen is displayed and the administrator specifies the name of the file to unarchive. All cases in the specified file are restored back to the database.

To restore a case, the program updates the case header record by moving a blank to the Date Archived field, restores all defendant, charge, sentence, related person, event and last action records. If the case header, person or alias records have been deleted since the case was originally archived, the program will restore these records as well.

When the unarchive session is finished, a message is displayed on the screen and the program re-displays the Unarchive Cases Screen. The operator can choose to unarchive another file or press <ESCAPE> key to return to the Archive/Unarchive Menu.

Files Opened In Program:

ACTION	ALIAS	CASEHEAD	CHARGE
DEFENDANT	EVENT	PASSWORD	PERSON
RELATED	SENTENCE	TABLES	

Macros Opened In Program:

CASE	PMSS	STD_VALS
------	------	----------

Test Plan

D.A.'s ASSISTANT™

Test Plan

version 1.0

**a microcomputer-based
prosecutor's management
support system**



rev. 05/26/88

Copyright © 1988 by SEARCH Group, Inc., the National Consortium for Justice Information and Statistics, 925 Secret River Drive, Suite H, Sacramento, California 95831, (916) 392-2550.

* * *

D.A.'s ASSISTANT is a trademark of SEARCH Group, Inc. IBM, AT and XT are trademarks of International Business Machines, Inc. DataFlex is a trademark of Data Access Corporation. 3Com and 3+ are trademarks of 3Com Corporation. Novell, Netware and Advanced Netware are trademarks of Novell, Inc. Wordstar 2000 is a trademark of Micropro International Corporation.

* * *

To supply agencies with program updates and provide assistance to agencies using the D.A.'s ASSISTANT, all disks have been serialized, the product name trademarked and a copyright obtained for the product. SEARCH Group, Inc. requests that agencies not reproduce, distribute or copy this product except for in-house use.

* * *

D.A.'s ASSISTANT was prepared under Grant No. 86-SA-CX-K009 from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions expressed in this document are those of SEARCH Group, Inc. and do not necessarily represent the official position or policies of the U.S. Department of Justice.

DOCUMENT LIST

The *Test Plan* is one of a series of six documents describing the D.A.'s ASSISTANT. The following is a list of all the documents and a short description of each one.

- *Executive Summary*: Provides a brief overview of the D.A.'s ASSISTANT, describing the basic objectives, features and functions of the system. The hardware, software and disk space required to run the program are also described.
- *Functional Specifications*: Describes the system as it will look to the operator. The specifications provide a walk-through of the system complete with screen layouts, report formats and a data element dictionary. The environment in which the system operates, including equipment and support software, is also described.
- *User's Manual*: Explains the procedures the operator must follow to enter and retrieve information. A step-by-step description of each function is provided. This manual also includes a list of all D.A.'s ASSISTANT messages, a brief explanation of each one and a list of data element definitions.
- *Administrator's Manual*: Describes how the system administrator will install, maintain and back up the system. These activities include monitoring password security, adding users, maintaining code tables and archiving cases.
- *Technical Specifications*: Provides a technical description of the system, including file layouts, program tree diagrams and program descriptions.
- *Test Plan*: Provides a plan to test the D.A.'s ASSISTANT if it is customized after installation. The plan contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

TABLE OF CONTENTS

1	Introduction	1
2	Testing System Functions	3
	Log-in Procedure	3
	Opening and Screening Cases	4
	Updating Cases	5
	Displaying Case Information	6
	Performing Name Searches	7
	Creating Document Files	8
	Printing Reports	8
	Utilities	9

Appendix A: Audit Trail Messages

Appendix B: Operator Problem Log

Appendix C: Programmer Problem Log

Appendix D: System Administrator Checklist

Appendix E: Survey

INTRODUCTION

Introduction

This *Test Plan* is written for the beta test site agencies of the D.A.'s ASSISTANT as well as for agencies that have the system customized after installation. Merely adding a field to a screen or report will not necessitate retesting the entire system, but the system should definitely be retested if substantial changes are made. Beta tests are conducted to monitor a system's performance in an operational environment before a product's general release.

The purpose of the *Test Plan* is to provide agencies with a plan for testing the system and reporting the results. The *Test Plan* contains a list of the functions to be tested, a list of audit trail messages, an operator problem log, a programmer problem log, a system administrator checklist and an evaluation survey.

- **Beta Testing**

The following describes the testing procedures to be followed by personnel at the beta test sites. Operators are to report any problems or questions on their operator problem logs. They should describe their problems and questions in as much detail as possible by recording the file being accessed, the screen being displayed, the case number, the last key pressed, the action being attempted, etc. The operators should give their logs to the system administrator. The system administrator should review the logs and relay problems and questions to SEARCH staff. Programmers on staff will record problems on their programmer problem logs, correct the problems and send a corrected version of the D.A.'s ASSISTANT software to the test sites.

It is the responsibility of the system administrator at a test site to make sure that all of the functions listed in the *Test Plan* are adequately tested. When the administrator is confident the functions in a particular module have been tested and are working properly, the administrator should initial the module on the checklist. At the end of the test period, the evaluation survey should be given to everyone at the test site who has used the D. A.'s ASSISTANT. The completed surveys and system administration checklist should then be forwarded to SEARCH.

- **Testing After Customization**

The following test procedures are for agencies that have the D.A.'s ASSISTANT customized to their specific needs by SEARCH or another consultant after the system is installed. The procedures for testing the product in your agency after the system has been customized are basically the same as those for a beta test site.

Operators at the agency should report any problems or questions on their operator problem logs. The problems and questions should be described in as much detail as possible by recording the file being accessed, the screen being displayed, the case number, the last key pressed, the action being attempted, etc. After the operators have given their logs to the system administrator, the administrator should review the logs and report problems or "bugs" found in testing to the programmer who modified the system. The programmer should correct the problems and install or send a revised version of the software to the agency.

As with a beta test site, it is the responsibility of the system administrator at an agency that has the system customized to make sure that all of the functions listed in the *Test Plan* are adequately tested. When the administrator is confident the functions in a particular module have been tested and are working properly, the administrator should initial the module on the checklist. At the end of the test period, the evaluation survey should be given to everyone at the agency who has used the D.A.'s ASSISTANT. The completed surveys and system administration checklist should then be returned to the administrator.

TESTING SYSTEM FUNCTIONS

Log-in Procedure

Opening and Screening Cases

Updating Cases

Displaying Case Information

Performing Name Searches

Creating Document Files

Printing Reports

Utilities

Testing System Functions

Log-in Procedure

1. *Unauthorized User*

Try to log in with an invalid password. You should not be able to access the D.A.'s ASSISTANT system.

2. *Authorized User*

Log in with a valid password. After entering the password, the Main Menu should be displayed.

3. *Menu Options*

At the Main Menu, try to access each option. A user who does not have access rights to a particular option should not be allowed access to that menu option. A user who does have access rights should be able to enter that menu option.

Opening and Screening Cases

1. *Open a New Case*

Enter information on the New Case Screen. Check that all data entered is properly verified by the system. Numeric fields should only allow the entry of numbers; date fields should check for a valid date; Y/N fields should only allow the entry of Y or N; and character fields should allow any combination of characters to be typed in. Mandatory fields should not allow the user to save the record without entering data in those fields. Coded fields should check that the code entered exists in the proper code table.

Verify that the <HELP> function key works properly. If the user presses <HELP> while the cursor is on a coded field, the code table should be windowed on the screen.

After saving the case, clear the screen by pressing <NEW RECORD>. Redisplay the record by entering the case number and pressing <FIND> to verify the record has been stored in the database.

2. *Prosecute or Discharge a Case*

Prosecute a new case and then try to redisplay it on the New Case Screen. The system should not display it on this screen; however, the user should be able to retrieve the case using the Update Case option. Discharge a new case. The system should print a report on the discharged case so the agency has some record of it. The user should not be able to retrieve the discharged case.

Updating Cases

1. *Retrieve and Select a Case*

Retrieve the case by entering the case number or title on the Case Selection Screen and pressing <FIND>. The operator should be able to select any case file by entering its number at the prompt.

2. *Update Case Information*

Update a case by entering information into the files on the Case File Menu: case header, defendant, charge, sentence, related person, event and action. With the exception of the case header file, the system should allow the user to enter multiple records related to one case in any of these files; for example, multiple defendants in a case or multiple charges for a defendant.

Edit existing case information by modifying data in a few records associated with a case. Save the record, clear the screen, and redisplay the record to verify the changes have been stored.

Whether entering new data or editing existing information, check that all data is properly verified by the system. Mandatory fields should not allow the user to save the record without entering data in those fields. Coded fields should check that the code entered exists in the proper code table.

Remove a record by pressing <DELETE>. The system should allow the user to delete records in any case file except for the case header. The system should allow the deletion of an entire case only in the Utilities.

3. *Generate Arrest Warrants and Charging Instruments*

Press the <WARRANT> or <CHARGING INSTRUMENT> key on the Defendant Screen to generate a file of warrant or charging instrument information. Merge this information with preformatted forms in a word processor to produce the warrant and charging instrument documents. Review the documents and make sure the information contained in them is correct.

4. *Is this Person Already in the Database?*

Use the <SEARCH> key on the Defendant and Related Person screens to determine whether information on the defendant or related person is already stored in the database. The system should display the total number of persons who are possible matches to the person on the screen. A Person Match Report should also be printed automatically with information on each person.

5. *Replace Defendant or Related Person Name with Alias*

On the Defendant and Related Person screens, change the defendant or related person name to one of the person's alias names. Page through the aliases to find the one you want and press the <USE ALIAS NAME> key. The system should change the defendant or related person name to the alias name displayed.

Displaying Case Information

1. *Display Summary Case Information*

Retrieve a case to review by entering the case number or title on the Case Summary Screen and pressing the <FIND> key. The case summary of the selected case should be displayed. If the system could not match exactly the case number or title, the case summary with information that most nearly matches the case selected should be displayed.

The system should allow the user to view a case summary but not to change any of the information displayed.

2. *Display Detailed Case Information*

Press the <SELECT CASE> function key to display the Case File Menu. Select one or more of the files that can be related to a case: case header, defendant, charge, sentence, related person, event and action. The operator should not be allowed to modify any of the information displayed.

Performing Name Searches

1. *Perform the Name Search*

Search for a particular person in the database by entering the person's full name, partial name or Social Security number on the Person Screen and pressing the <FIND> key. If there is a match on the search criteria, the system should display additional personal information and a list of the cases with which the person is associated. The system should allow the user to view the information displayed but not to change any of it.

If the system could not find an exact match to the search criteria entered, information on the individual whose name or Social Security number most closely matches the criteria should be displayed.

2. *Review Case Information*

Press <SELECT CASE> to enter case selection mode. Use the arrow keys to position the cursor on the case to be reviewed and press <ENTER>. The Case Summary Screen should be displayed, giving a brief description of the selected case. The system should allow the user to view but not change any of the information displayed.

3. *Display Aliases*

Press <ALIAS LIST> to review a list of the person's aliases. Verify that the information displayed is correct and complete.

4. *Is this Person Already in the Database?*

Use the <SEARCH> key on the Search Screens to determine whether information on the person is already stored in the database. The system should display the total number of persons who are possible matches to the person on the screen. A Person Match Report should also be printed automatically with summary information on each person.

Creating Document Files

1. *Create a Subpoena File*

Create a subpoena file for a specific case and for a date range. The system should display the name of the file at the bottom of the screen. Merge the file with preformatted subpoena forms in a word processor and verify that the data on the subpoena document is complete and correct. The system should automatically generate the Subpoena Report when the file is created.

2. *Create a File for Victims' Rights Letters*

Create a file of information for victims' rights letters for a specific case, event date range and sentence date range. The system should display the name of the file at the bottom of the screen. Merge the file with preformatted letter forms in a word processor and verify that the data on the victims' rights documents is complete and correct.

Printing Reports

1. *Print Reports*

Print and display all reports listed on the Report Menu. The system should allow you to display any report on the screen or send it to the printer.

Verify the accuracy of the data on each report by checking it against the database.

Utilities

1. *Log-in Procedure*

Try to log in to the Utilities with an invalid password: access should be denied. Next, try to log in with a valid password that does not have access rights to the Utilities. Again, access should be denied. Finally, log in with a valid password that does have access rights to the Utilities. The system should display the Utilities Menu.

2. *Reset Password File*

Perform this utility, then verify it executed correctly by checking the Logged In field in the password file. All operators should be marked as not logged in to the system.

3. *Unlock All Records*

In the event the system crashes or a workstation is rebooted, perform this utility. Verify that any record locks have been removed by trying to modify a previously locked record. The system should allow the user to access the record for modification.

4. *Print/Purge Audit Trail*

Print the audit trail. Verify that an audit trail message for each system transaction was written to the audit trail file. Appendix A contains a list of all possible audit trail messages. Purge the audit trail. After the purge has been performed, the only record that should remain in the audit trail is one indicating the audit trail was purged.

5. *Maintain Tables/Look-up Files*

Add, modify or delete any records in the files containing the translation tables, offense codes, bond agents, attorneys and judges.

6. *Maintain Users*

Add a new user to the system, change information stored about a current user, and delete a user from the system.

7. *Maintain Persons/Aliases*

Combine two separate person records. One should be deleted and the other retained. All aliases associated with both records should be linked to the retained person. Perform a name query on the deleted person. The system should not be able to find that person in the database.

Delete an alias record and a person record. If a case in the database references that alias or person, the system should display a message to that effect and indicate the record cannot be deleted.

8. *Delete Case Information*

Delete a case. Try to access that case in the D.A.'s ASSISTANT. The system should not be able to find any record associated with that case.

9. *Archive/Unarchive Cases*

Archive a few cases. The only information that should remain in the system is the case header, person and alias records.

Unarchive the cases previously archived. The user should be able to display and modify all information associated with the unarchived cases.

Appendix A
Audit Trail Messages

AUDIT TRAIL MESSAGES

Code	Description
235	added a new action record
236	added a new alias record
231	added a new charge record
230	added a new defendant record
234	added a new event record
237	added a new person record
233	added a new related person record
232	added a new sentence record
975	combined two person records and aliases
260	created arrest warrant
270	created charging instrument
520	created subpoena
530	created victim's rights letter
241	deleted a charge record
240	deleted a defendant record
243	deleted a related person record
242	deleted a sentence record
960	deleted all records associated with case
245	deleted an action record
246	deleted an alias record
244	deleted an event record
970	deleted a person record and aliases
150	discharged a new case
910	reset password file
326	displayed action record(s)
430	displayed alias list
327	displayed alias record(s)
320	displayed case header record
322	displayed charge record(s)
321	displayed defendant record(s)
325	displayed event record(s)
324	displayed related person record(s)
323	displayed sentence record(s)
510	entered Create Documents module
310	entered Display Case module
410	entered Name Search module
110	entered Open/Screen Case module
610	entered Print Reports module
210	entered Update Case module
943	maintained attorney file
942	maintained bond agent file
944	maintained judge file
941	maintained offense file
973	maintained persons/aliases
940	maintained translation tables

950.....maintained users
120.....opened a new case
100.....operator logged in to D.A.'s ASSISTANT
900.....operator logged in to Utilities
102.....operator logged out of D.A.'s ASSISTANT
902.....operator logged out of Utilities
980.....performed archive cases
985.....performed unarchive cases
945.....printed all tables and look-up files
955.....printed all users
930.....printed/displayed audit trail
625.....printed/displayed case aging report
628.....printed/displayed case disposition rep
630.....printed/displayed case history report
629.....printed/displayed charge disposition rep
622.....printed/displayed court calendar report
626.....printed/displayed defendant report
623.....printed/displayed pending cases report
627.....printed/displayed related person report
621.....printed/displayed screening report
624.....printed/displayed SID report
140.....prosecuted a new case
935.....purged audit trail
227.....saved a modified action record
225.....saved a modified alias record
220.....saved a modified case header record
222.....saved a modified charge record
221.....saved a modified defendant record
226.....saved a modified event record
130.....saved a modified new case record
228.....saved a modified person record
224.....saved a modified related person record
223.....saved a modified sentence record
250.....searched for possible matching persons
420.....selected a case to display
920.....unlocked all records

Appendix B
Operator Problem Log

OPERATOR PROBLEM LOG

Operator Name: _____

Title: _____

Shift: _____

Date of Problem	Module	Problem Description	Corrected (X)
_____	_____	_____ _____ _____ _____ _____ _____	_____
_____	_____	_____ _____ _____ _____ _____ _____	_____
_____	_____	_____ _____ _____ _____ _____ _____	_____
_____	_____	_____ _____ _____ _____ _____ _____	_____

Appendix C
Programmer Problem Log

Appendix D
System Administrator
Checklist

SYSTEM ADMINISTRATOR CHECKLIST

System Administrator: _____

Site Name: _____

Certify that each module is working properly by signing your initials. Please attach additional comments on a separate sheet as needed.

Log-in	_____	_____
Open/Screen Cases	_____	_____
Update Cases	_____	_____
Display Case Information	_____	_____
Name Search	_____	_____
Create Document Files	_____	_____
Reports	_____	_____
Utilities	_____	_____

Appendix E
Survey

SURVEY

Rate the following questions on a scale of 1 (lowest) to 5 (highest) by circling the most appropriate number.

1. Was the training adequate to prepare you as a new user on the system?

<-----1-----2-----3-----4-----5----->

poor
training

average

good
training

2. How well does the system address the basic requirements of your office?

<-----1-----2-----3-----4-----5----->

doesn't fit
my needs

fits some
of my needs

fits
my needs

3. How would you rate the overall performance of the system?

<-----1-----2-----3-----4-----5----->

poor

average

excellent

4. Was the system documentation sufficient to prepare you as a new user on the system?

<-----1-----2-----3-----4-----5----->

incomplete

adequate

very complete

5. How does the D.A.'s ASSISTANT rate with other micro-based prosecutor systems you have seen?

<-----1-----2-----3-----4-----5----->

much
worse

about the
same

much
better

6. Please rate your computer experience.

<-----1-----2-----3-----4-----5----->

none

some

extensive