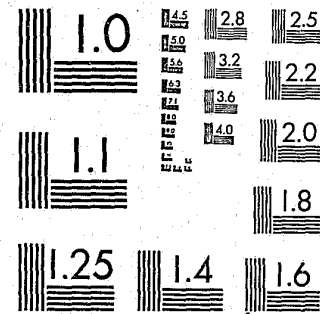


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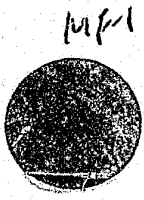
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National Institute of Justice  
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Washington, D. C. 20531

11/15/82



U. S. Department of Justice  
Law Enforcement Assistance Administration



# The Jail Information System (JIS)

## An Automated Booking, Inmate Accounting, and Jail Population Management Information System

83078<sub>c1</sub>

**THE  
JAIL INFORMATION SYSTEM  
(JIS)**

**AN AUTOMATED BOOKING, INMATE ACCOUNTING,  
AND  
JAIL POPULATION MANAGEMENT INFORMATION SYSTEM**

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**SYSTEM DESCRIPTION DOCUMENT  
March 1982**

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MAY 18 1982

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## PREFACE

The Jail Information System (JIS) was developed through a grant to the American Justice Institute (AJI) from the U.S. Department of Justice, Law Enforcement Assistance Administration (LEAA), Office of Criminal Justice Programs. The development of JIS was an outgrowth of the need perceived during AJI's LEAA-funded Jail Overcrowding/Pretrial Detainee Program for an automated booking, inmate accounting, and jail population management information system that would store in a single data base all offender transactions from booking through inmate custody and pretrial release management. As such, the system was designed to meet the information needs of jails (and pretrial release units) for a defendant-based, "subject-in-process" system that would track individuals from booking at the jail through pre- and post-trial incarceration (or pretrial release). It is a computer-based inmate/defendant record system designed to replace current manual inmate accounting procedures that have proven to be totally inadequate to handle (1) the volume and complexity of cases/defendants entering the criminal justice system at the point of booking, (2) the number of inmate transactions occurring during incarceration, and (3) the information and accounting requirements of pretrial release units in determining eligibility for release and subsequent tracking in the system.

The computer software for the Jail Information System was developed by the Institute for Law and Social Research, Inc. (INSLAW), under contract from the American Justice Institute, as an expansion of the widely-used PROMIS information system previously developed by INSLAW. The system design for JIS was based upon the information requirements analyses for booking, inmate accounting, and jail population management conducted by the six jurisdictions that served as pilot sites for system implementation:

- Multnomah County (Portland), Oregon
- Santa Cruz County, California
- Pima County (Tucson), Arizona
- Jefferson County (Louisville), Kentucky
- Orange County (Orlando), Florida
- Middlesex County (New Brunswick), New Jersey

Though based upon the common information requirements of these six pilot sites, the Jail Information System is very flexible in meeting the unique information needs of any jurisdiction for inmate accounting and jail population management, e.g., data elements may be added to or deleted from transactions in the model JIS system, report formats may be modified, different items of information may be indexed for printing lists of inmates for court appearances, release, etc.

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## I. OVERVIEW

The Jail Information System is designed to provide computer-based support for the daily operations of agencies responsible for booking and holding arrestees in custody while awaiting court disposition, interviewing and subsequently supervising defendants on pretrial release, and maintaining offenders who are sentenced to local incarceration. The system has the capability of recording, maintaining, and retrieving all relevant information about arrestees booked into the detention facility, and information vital to the management and control of defendants whether detained in the facility or on some form of pre-trial release. Once items of information are entered into an inmate/defendant's record in the system, they are available for any number of purposes. For example, data gathered during daily operations can be reorganized and presented in the form of statistical reports, release lists, billings to other agencies, and other administrative activities.

Central to the JIS system is the Defendant Descriptor Record, which has a unique identification number that is assigned to each defendant booked into the detention facility. Once the defendant has been described to the system through this record, all information about booking, charges, pretrial release, custody, sentence, etc. is recorded and is readily available if the defendant is re-booked. The system maintains a complete history of an individual's incarceration, listing events that occurred during that incarceration and tracking housing assignments throughout the detention facilities. This complete record can be maintained on-line for display, on request, or it can be written to a tape file for subsequent batch reporting.

The system is designed to be operated on-line. An operator enters data directly into a computer through a terminal and accesses information in the system through on-line inquiries at the terminal. The operator may also review any inmate transaction for accuracy before sending it to the computer. The computer software (programs) provide extensive assistance to the operator through "menus" that list the on-line inquiries that can be made of the system and through "help" messages that prompt the user in making inquiries. Through the on-line inquiry capability, jail/pretrial release personnel can retrieve all

the information in the system or summaries by defendant name or identification number, by cell or cell block, by program classification, or special treatment information. The user may define any retrieval strategies desired at the time of system implementation. In addition, the JIS software has the capability of calculating (and displaying) release dates, inmate account balances, and facility cell counts and space availability.

Besides the provision of programs for data entry, on-line inquiries, indexed searches of the data base, and data base access security, JIS includes capabilities for document and forms production, such as booking logs, property receipts, and the routine or ad hoc production of work-flow analysis reports, resource-utilization reports, and other reports needed to evaluate agency activities. Exhibit I.1 shows the range of supervisory and management reports that are available in the system. Such reports can alert administrators and managers to existing or impending problems, e.g., pretrial release FTA rates exceeding the limit established by the judiciary, and can provide information needed to formulate solutions and influence policy. The system also has the capacity to track a detainee's case through the judicial system to final disposition and sentencing.

A system requirement was that the JIS software be machine independent and easily modified. These two goals were achieved through enhancement of the basic PROMIS computer programs to encompass the information requirements of jails and pretrial release units. This software has been run on a variety of mini and mainframe computers and is compatible with 74 ANS COBOL. In addition, JIS system users are not limited to the design described in this document. The software provides a procedure known as "tailoring". Using an interactive program, an agency can add, delete, or modify data elements or transactions without reprogramming. The model JIS system serves as the starting point for this tailoring.

The JIS system is transaction oriented. The user defines a group of data elements as the items of information required to complete a transaction, e.g., booking. Each transaction, in turn, supports a basic intake, pretrial release, custody management, or sentence/release function. Exhibit I.2 shows the four basic functions served by the system and the transactions that support each function. Exhibit I.3 shows the on-line inquiries and printed outputs that

support the intake/pretrial release and custody management functions. All original data entry occurs in transaction units, which can be updated any number of times. Within a transaction, the user specifies which data elements are required at entry and which can be left blank for later completion. Transactions may also be linked together to form a series of related transactions that are then automatically called up on the terminal screen for data entry. The terminal operator is prompted by the system as data entry progresses and has an opportunity to correct the data before they are sent to the data base. This feature, along with the flexibility provided by tailoring, permits a system design that meets local needs. If local needs change, JIS has the capacity of changing the data base and transferring existing records. Appendix A contains the data base documentation for the model JIS system provided by INSLAW, listing each transaction with its supporting data elements, and a data element dictionary.

Chapter II of this system documentation describes the operational transactions that support the intake, pretrial release, custody management, and sentence/release functions. The inquiries that can be made and the reports generated by the system are described in Chapter III. The transaction and inquiry screens in Chapters II and III were provided by the software developer. Chapter IV contains a discussion of some of the system design decisions that must be made in transferring the system and tailoring it to agency needs. Several factors that should be considered in evaluating and planning a JIS implementation are discussed in Chapter V.



EXHIBIT I.1

SUPERVISORY AND MANAGEMENT REPORTS	
REGULAR REPORTS	AD HOC REPORTS
Daily Booking Report Volumes by Type of Detainee (pretrial, pre-sentenced, sentenced, holds for other agencies) and by other dimensions, e.g. crime type. Daily Inmate Popula- tion: Counts and Custody Types Daily Release Report Unsented Inmates by Length of Stay (weekly) Speedy Trial Act Compliance Report (weekly) PTR Failures-to- Appear Monthly, Quarterly and Annual Reports	Statistics: Quanti- tative Comparisons of Two Variables Budget Reports--- Population Counts by Day, Week or Month for Projec- tion Purposes

Exhibit I.2

### JIS FUNCTION/TRANSACTION STRUCTURE

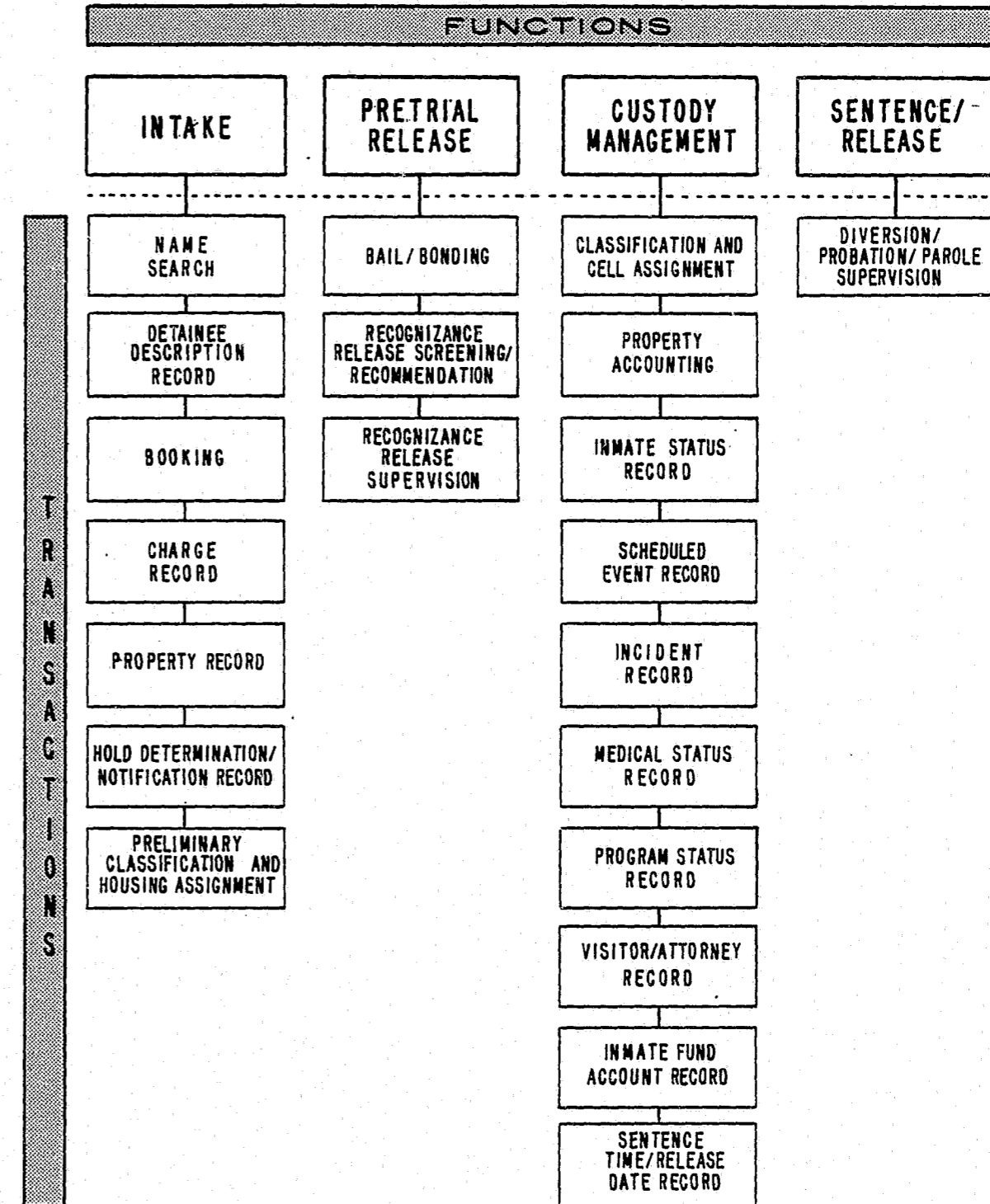


EXHIBIT I.3

INTAKE AND PRETRIAL RELEASE		CUSTODY MANAGEMENT	
PRINTED OUTPUTS	ON-LINE ACCESS	PRINTED OUTPUTS	ON-LINE ACCESS
Arrest Report Booking Report Property Receipt Bond Receipt Arrest/Booking Log Property Inventory Log (shift/day) Shift/Incident Log Pretrial Release Screening Document (turnaround) Pretrial Release (PTR) Recommendation PTR Program Assign- ment/Sentence Terms/ PRT Counselor Assign- ed/Program Completion Inmate Classification Missing Data & Errors to be Corrected Report	Defendant Inquiries (including identity data and condition at booking) Prior Booking and Criminal History Inquiries Special Treatment Inquiries (including medical, behavioral, isolation, etc.) Initial Appearance/ Bond Information Inquiries Cell Vacancy (by class) Inquiries Appearance Scheduling Inquiries	Transportation and Movement Lists (appointments, scheduled events, etc.) Visitor Log Release Log/Hold for Other Jurisdictions Incident Reports Shift/Incident Log Inmate Program Par- ticipation by Pro- gram and Location Inmate Fund Account- ing/Personal Prop- erty/Issued Prop- erty Billings to Other Agencies Sentence Calculation Charge Disposition/ Sentencing Missing Data and Errors to be Corrected Report	All On-line Inquir- ies Available to Book- ing Officers and Pre- trial Release Person- nel Listed to the Left, Plus: Inmate Cell Location Inmate Property Loca- tion Inmate Program/Work Enrollment Inmate Special Treat- ment Inmate Account Bal- ances Inmate Property Issue Inmate Appearance Schedules Inmate Holds for Other Jurisdictions Approved Visitors Inquiries Other Party Inquiries (defense attorney, arresting and/or investigating officer, prosecuting attorney, etc.)

9-1

## II. OPERATIONAL TRANSACTIONS

The Jail Information System for detainee intake, management, and release supports four major functions:

- Intake
- Pretrial Release
- Custody Management
- Sentence/Release

Each of these functions and the operational transactions provided by the system to support that function are described below.

### A. INTAKE

The intake process involves the following transactions:

- Name check for criminal record
- Defendant record initiation
- Medical checks at intake
- Booking record initiation
- Charge record initiation
- Property confiscation
- Checking for outstanding wants and warrants
- Preliminary classification and housing assignments

1. Name Check

When an arrestee is brought to the booking facility, a name check can be conducted to determine whether the individual has an earlier booking record in the system. The name search employs a SOUNDEX phonetic routine to collect and display lists of arrestees with similar-sounding names. Exhibit II.1 shows how this "Master Name" inquiry is initiated using the Indexed Inquiry Menu, and Exhibit II.2 shows the information that is displayed on the terminal screen in response. The name search displays up to five items of information on the terminal screen. The following fields are suggested for addition to the display: race, sex, and date of birth.

Exhibit II.1 SOUNDEX MASTER NAME SEARCH: INQUIRY SCREEN

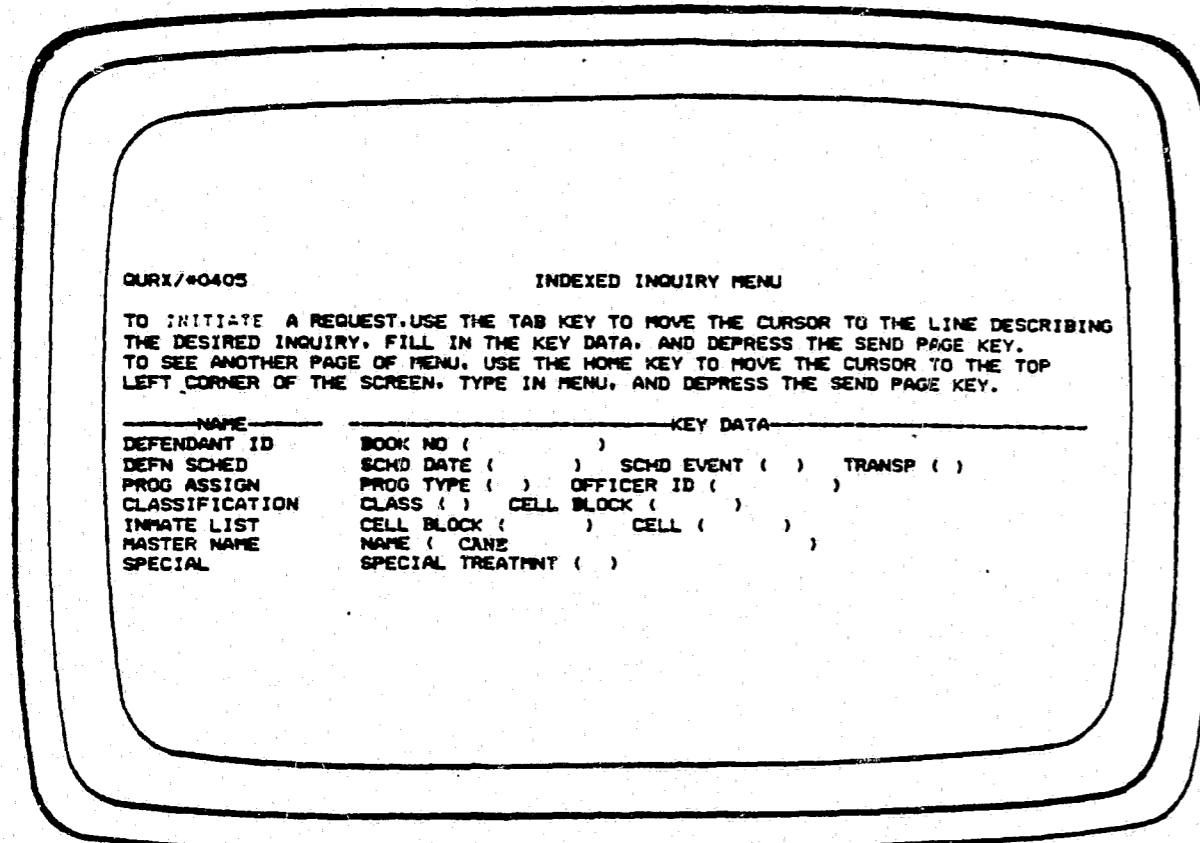
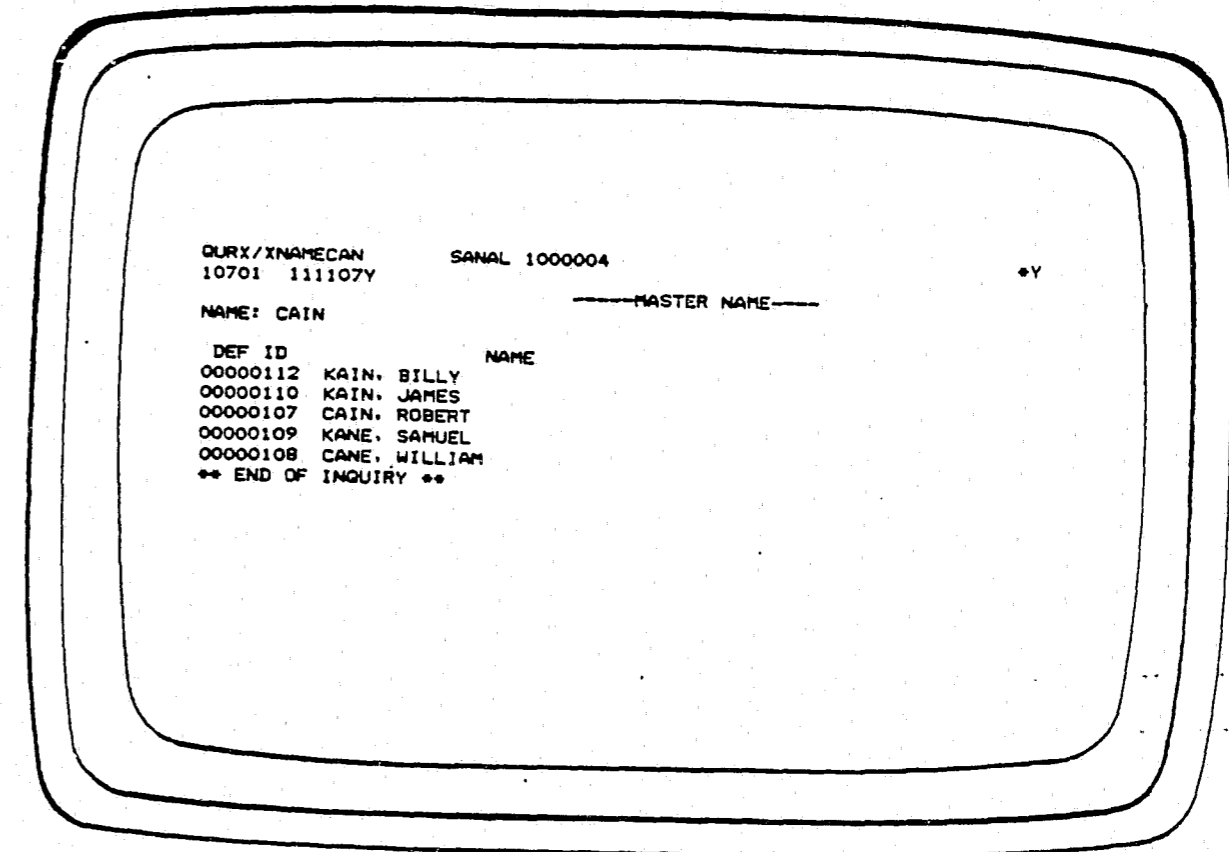


Exhibit II.2 SOUNDEX MASTER NAME SEARCH: DISPLAY SCREEN



The purpose of the name search is to retrieve the identification number assigned to the arrestee at an earlier booking, if any. That identification number, a unique, fingerprint-based number assigned for life, is the key to the arrestee's records and is used by the system to differentiate one arrestee from another.

With the defendant's identification number, the operator can retrieve the Defendant Descriptor Record (Exhibit II.3). The operator first verifies that the correct record has been accessed, and then updates the record with information about the current booking.

Accompanying the Defendant Descriptor Record are summaries of any active bookings for that individual. This information enables booking officers to alert probation officers, pretrial services caseworkers, and other concerned parties that an individual has been rearrested. The Defendant Descriptor Record also contains information from previous bookings about arrestee classifications and enrollment in release or diversion programs, which can aid current decision-making.

Exhibit II.3 DEFENDANT DESCRIPTOR RECORD

```
QURY/DEFN DESCRIPTOR
---DEFN DESCRIPTOR---
DEF ID: R8691248 HOUSING ASSIGN: R86C4 DATE OF BIRTH: 081458 RACE: W
SEX: M HAIR: BRO EYES: BLU HGT: 510 WGT: 176
ALIAS: EDDIE RABBIT BIRTH CITY: PALM BEACH
BIRTH STATE: FL FBI NO: 385792L7F ADDRESS: 213 HUNTERS ROAD
CITY: MEDFORD STATE: NH ZIP: 30214
```

Implementing jurisdictions can determine what information should be retained on-line following arrest disposition for use during future bookings. Some historical information can be carried in the Defendant Descriptor Record, and the remainder can be stored in summary files linked to the Defendant Record.

2. Defendant Record Initiation

A Defendant Record (Exhibit II.4) is initiated the first time an arrestee is booked in the jurisdiction, and it can be maintained for as long as that individual is considered to be criminally active in the local community. The Defendant Record is equivalent to the master name index that is maintained on file cards in many police records bureaus.

Exhibit II.4 DEFENDANT RECORD SCREEN

```
UPDT/*A045 000000 TRANSACTION: ADD DEFN
DEF ID (00001010) NAME ( )
ADDRESS ( ) CITY ( ) STATE ( )
ZIP ( ) HOME PHONE ( )
NOTE ( )

REPETITIONS (01) MODE ( ) TRANSACTION (ADEFN)
KEY (00001010)
```

The detention officer who is booking an arrestee initiates a Defendant Record by entering the defendant's identification number. Exhibit II.4 shows the on-line display used to initiate a Defendant Record. If the defendant's identification number is not known, the operator can request a system generated identification number by pressing the number symbol (#) on the terminal keyboard. This system-supplied number can be revised later if positive identification leads to an existing identification number.

The fields in the Defendant Record are defendant identification number, name, address, telephone number, and note, not all of which have to be completed during case initiation. These fields are followed by "summary fields", which are generated by the system from information contained in other records (Exhibit II.5). These fields include booking status (e.g. "active" for defendants with any undisposed bookings), date and time booked, lead charge, custody status, classification, location, special treatment indicator, inmate account balance, data for next scheduled event, booking disposition (type and date), anticipated release date, and detention length (in days).

Exhibit II.5 DEFENDANT RECORD INQUIRY DISPLAY

```

QUERY/DEFNR691248

-----DEFENDANT-----
NAME: YOUNG, RONALD      ADDRESS: 213 HUNTERS ROAD
CITY: MEDFORD          STATE: NH  ZIP: 29312  RELEASE DATE: 081289
NOTE: SPECIAL SUPERVISION HAS PRIOR ESCAPE RECORD
**SUMMARY DATA** BOOKING STATUS: A  DATE BOOKED: 060980
TIME BOOKED: 0318  CRIME TYPE: F  LEAD CHARGE: ASLT P OFF
CUSTODY STATUS: CP  CLASSIFICATION: PSYC SP TR  CELL BLOCK: A  CELL: 24
SPECIAL TREATMENT: 01  ACCOUNT BAL: 10.68  SCHD EVENT: ME
SCHD DATE: 071080  DISP. ACTION: PG  DISP. DATE: 070880
  
```

When a new identification number is entered (or system generated), a blank Defendant Descriptor Screen is automatically triggered for completion (Exhibit II.6). The Defendant Descriptor Record as noted, captures demographic information that describes the defendant and provides capsule information about previous bookings and jail classifications. Through the tailoring mechanism, users can define which data elements must be completed during record initiation and which fields may be completed at a later time. This capability enables a jurisdiction to streamline record initiation during arrestee intake and to complete data entry during less hectic work periods.

Exhibit II.6 DEFENDANT DESCRIPTOR SCREEN

```

UPDT/*A047 000000  TRANSACTION: ADD DEFN DESCRIPTOR
DEF ID (10000001)  TRUE NAME ( )
DATE OF BIRTH ( )  AGE ( )  RACE ( )  SEX ( )  HAIR ( )
EYES ( )  HGT ( )  WGT ( )  ALIAS ( )
MARKS ( )  BIRTH CITY ( )
BIRTH STATE ( )  US CIT ( )  FBI NO ( )  STATE ID ( )
SSN ( )  HENRY FGR ( )  FBI FGR ( )
NO PRIOR ARR ( )  DATE LAST ARR ( )  NO PRIOR CONV ( )
DATE LAST CONV ( )  LAST REL DT ( )  LAST CLASS ( )
LAST PTR REC ( )  REL PTR ( )  CUSTODY STATUS ( )  FTA ON REL ( )
DMV LIC NO ( )  STATE ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (ADESC)
KEY (10000001)
  
```

### 3. Medical Checks on Admission

Most detention centers have medical personnel on duty to screen new arrestees before the detention center officially accepts custody from the arresting or



transporting agency. Initial screening often involves a quick visual examination to determine whether treatment or hospitalization is required before booking. If the arrestee has to be transported to another facility for medical treatment, this decision is entered in the Event Record, and the arrestee's status is entered in the Status Record. Both of these records are discussed in Section B.

#### 4. Booking Record Initiation

At this point in the booking process, the arrestee has either been accepted or rejected for intake by the medical personnel, a SOUNDEX name check has been performed to determine whether there is an existing Defendant Descriptor Record in the system, and Defendant and Defendant Descriptor Records have been initiated (for new arrestees) or verified and updated (for arrestees with previous booking histories). The booking officer is now ready to process the arrestee's current booking. Exhibit II.7 shows the display screen that is used to initiate the Booking Record each time an arrestee is booked locally.

Exhibit II.7 BOOKING RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:      TIME BOOKED:      LEAD CHARGE:
CUSTODY STATUS: CLASS:      CELL BLOCK:      CELL:

UPDT/*A049 000003  TRANSACTION: ADD BOOKING
DEF ID (10000001) BOOK NO (      ) BOOK TYPE (      )
NAME (      )      ) ARR RPT NO (      )
INCD RPT NO (      ) WARRANT NO (      )
ADDRESS (      )      ) CITY (      ) VEHCL IMPOUND (      )
DATE BOOKED (      ) TIME BOOKED (      ) FACILITY (      )
OFFICER ID (      ) HD ACCT (      ) DUTY NURSE (      ) CLASS (      )
ARR DATE (      ) TIME (      ) ADDRESS (      )
OFFICER ID (      ) AGCY (      )
BILL AGCY (      ) PROP CONF (      ) W/W CHK (      ) ID CHK (      )

REPETITIONS (01) MODE (1) TRANSACTION (ADESC)
KEY (10000001)
  
```

Fields suggested as mandatory for record initiation are booking number (which can be system generated), booking type, name used on the arrest report, booking date, booking time, facility identifier, detention officer, medical acceptance indicator, name of medical person who examined arrestee, confiscated property indicator, wants and warrants check indicator, and fingerprint identification verification indicator. The last three of these fields are simple yes/no indicators to alert staff that property has been confiscated and is listed in the Property Record or to record that various checks have been initiated.

#### 5. Charge/Disposition Record

Charges brought by the arresting agency are linked to the Booking Record by means of the Charge/Disposition Record Screen (Exhibit II.8). The suggested fields for this record are charge type (e.g. felony, misdemeanor, traffic), charge (statute, ordinance, or NCIC charge code), count, charge initiator, and disposition indicator. The disposition indicator is used to trigger internal editing routines that seek disposition information in the Charge Record. When

Exhibit II.8 CHARGE/DISPOSITION RECORD SCREEN

```

BOOK_TYPE: FA   NAME: FIRST BRIAN      ARR RPT NO: A001
INCD RPT NO: 1001      WARRANT NO: W001

UPDT/*A022 000002  TRANSACTION: ADD CHARGE/DISP
DEF ID (00000001) BOOK NO (B001      ) CHG TYPE (      ) CHARGE (      )
COUNT (      ) INITIATOR (      ) DISP IND (      ) CASE NO (      )
INDICT NO (      ) DATE (      ) DISP ACTN (      ) DISP DATE (      )
REASON (      ) PROCEED (      ) PROS (      )
JUDGE (      ) PLEA CHG (      ) DEFNSE ATTY (      )
DEFNSE ATTY TYPE (      ) SENT TYPE (      ) SENT DATE (      ) SENT DESC (      )
SENT LENGTH (      ) FINE (      )

REPETITIONS (01) MODE (      ) TRANSACTION (ACHDS)
KEY (00000001B001)
  
```

"Y" (for "yes") or "A" (for "all") is entered in the disposition indicator field, the system seeks the following information in the Charge/Disposition Record: case number (for court adjudications), disposition date, disposition type (e.g. guilty, declined, dismissed, acquitted), disposition reason, judicial proceeding, prosecutor, judge, plea charge (lead charge for guilty pleas), defense attorney name and type (e.g. public defender, appointed, retained), sentence type (fine, prison, suspended, probation), sentence date, sentence description (e.g. concurrent, consecutive, life), sentence length, and fine amount.

6. Property Record

Detainee property confiscated during arrest or booking that is held by the detention facility is listed in the Property Record (Exhibit II.9). The following information is captured in this record: items taken (type and description), date and time of confiscation, detention officer involved, and the release or transfer of items after confiscation. Releasing officer, date and time of release, and party receiving items are indicated for released items. The system

Exhibit II.9 PROPERTY RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:   TIME BOOKED:   LEAD CHARGE:
CUSTODY STATUS: CLASS:   CELL BLOCK:   CELL:

UPDT/*A016 000002   TRANSACTION: ADD PROPERTY
DEF ID (00000001)   BOOK NO ( )   SER NO (**)
DATE CONFISC ( )   TIME CONFISC ( )   OFFICER ID ( )
ITEM TYPE ( )   DESC ( )   ACTION ( )   ITEM TYPE ( )
DESC ( )   ACTION ( )   ITEM TYPE ( )
DESC ( )   ACTION ( )   ITEM TYPE ( )
DESC ( )   ACTION ( )   ITEM TYPE ( )
DESC ( )   ACTION ( )   STOR LCTN ( )
RCPT NUM ( )   RELEASED TO ( )
DATE ( )   TIME ( )   OFFICER ID ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (APROP)
KEY (00000001)

```

also produces a Property Receipt listing confiscated items; the arrestee's signature on the receipt acknowledges the accuracy of the list. The key fields that are used to delineate Property Records (e.g. defendant identification number) can be used to identify receipts as they are produced. That information also identifies the Property Record that must be updated should the property's status change.

Facility-wide confiscated property inventories can be easily generated (sorted by storage location) for use in manual verification of holdings. The Property Record can also be used to track jail clothing, tools and other items issued to an inmate during incarceration and program participation. This capability is discussed further in Section C.

7. Warrants and Administrative Holds

The Hold Record (Exhibit II.10) is used to record information about outstanding warrants and warrants (both local and from other jurisdictions) against an

Exhibit II.10 HOLD RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:   TIME BOOKED:   LEAD CHARGE:
CUSTODY STATUS: CLASS:   CELL BLOCK:   CELL:

UPDT/*A030 000003   TRANSACTION: ADD HOLD
DEF ID (10000001)   WARRANT NO ( )   DATE ( )
AGCY ( )

USED? ( )   TRANSACTION: ADD HOLD
DEF ID (10000001)   WARRANT NO ( )   DATE ( )
AGCY ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (AHOLD)
KEY (10000001)

```

arrestee. The Hold Record lists the defendant's identification number, the outstanding warrant number, the warrant issuance date, and the issuing agency. When the issuing agency is notified that the arrestee is in custody, the Hold Notification Record (Exhibit II.11) is completed to indicate the date and time of notification, the person being notified, and the detention officer performing the notification.

Exhibit II.11 HOLD NOTIFICATION RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:      TIME BOOKED:      LEAD CHARGE:
CUSTODY STATUS: CLASS:      CELL BLOCK:      CELL:
DATE: 010180   AGCY: VA STATE POLICE

UPDT/*A032 000004   TRANSACTION: ADD HOLD NOTIFICATN
DEF ID (00000001)  WARRANT NO (W001 ) DATE ( ) TIME ( )
NAME ( )          ) OFFICER ID ( )

USED? ( )         TRANSACTION: ADD HOLD NOTIFICATN
DEF ID (00000001)  WARRANT NO (W001 ) DATE ( ) TIME ( )
NAME ( )          ) OFFICER ID ( )

REPETITIONS (01)  MODE ( ) TRANSACTION (AHNOT)
KEY (00000001W001 )

```

8. Preliminary Classification and Housing Assignment

The booking officer may classify and assign to cells those arrestees who do not obtain some form of pretrial release during the booking process. This function may be performed by a classification unit. This information is entered in the Status Record (Section 8) and displayed in summary form in the Defendant Record (Exhibit II.5).

At the completion of the intake process, a Booking Report, similar to the one shown in Exhibit II.12, is produced from data entered in the system. This report can be produced on-demand at a printer terminal or can be queued for periodic batch production. This report is designed to replace intake logs and booking sheets that are now completed with a typewriter at booking. The benefits of using an automated system for this function are twofold: information being keyed into the system can be more easily corrected and modified than if it were typewritten; once entered into the system, the information can be made available more rapidly through on-line inquiries than through distribution of copies of the report.

B. PRETRIAL RELEASE

The following transactions support the pretrial release function:

- Bail-bonding;
- Recognizance release screening and recommendation; and
- Recognizance release supervision.

1. Bail-Bonding

Monitoring appearance bond settings, forfeitures, and collections is an important activity. All charges in all active bookings for a detainee must be covered by bond, bail, or release permission, as appropriate, before the individual can be released to await trial. Bail revenues received must be strictly accounted for; bonds received must be endorsed by the court and filed; records of court-ordered defaults and their collection must be maintained; and all reductions in bail or bond amounts must be accurately tracked.

Some jurisdictions use schedules established by the court to set bond for specified crimes. In others, the justice of the peace, magistrate, or judge who presides over an arrestee's first appearance before the court sets bond at that hearing.

EXHIBIT II.12 BOOKING REPORT

BOOKING NO	FACILITY		TIME BOOKED	DATE BOOKED	BOOKING TYPE
_____1_____	_____2_____		_____3_____	_____4_____	_____5_____
ARRESTEE NAME	ARRESTEE ID		BOOKING OFFICER		
_____6_____	_____7_____		_____8_____		
SEX RACE DOB AGE HEIGHT	WEIGHT	EYES	HAIR	MARKS	
_____9_____ _____10_____ _____11_____ _____12_____ _____13_____	_____14_____	_____15_____	_____16_____	_____17_____	
ARRESTING AGENCY	ARREST NO	INCIDENT NO			
_____18_____	_____19_____	_____20_____			
ARRESTING OFFICER	ARREST TIME	ARREST DATE			
_____21_____	_____22_____	_____23_____			
ARREST ADDRESS	WANT WAR	ID CHECK	PROPERTY CONF		
_____24_____	_____25_____	_____26_____	_____27_____		
HOLD AGENCY	WARRANT NO	DATE			
_____28_____	_____29_____	_____30_____			
STATUS					
STATUS	CLASS	CELL BLOCK	CELL		
_____35_____	_____32_____	_____33_____	_____34_____		
SPECIAL TREATMENT					
_____35_____					
CHARGES					
CHARGE			COUNT		
_____36_____			_____37_____		
_____38_____			_____39_____		
_____40_____			_____41_____		

Once a decision is made, information about the arrestee's bail or bond should be entered in the Bond Record (Exhibit II.13). This record is logically connected to the Booking Record in the data base and contains the following fields: bond type (e.g. cash bail, surety), date set, time set, number of charges covered by the bond, and the judge or other authority who set the bond. In addition, there are fields for the amount set, the required deposit percentage, the bondsman, whether a motion for reduction was filed, the date that the motion was first granted (if granted), the amount paid, the date and time of payment, special conditions attached to the bond (if any), the detention officer accepting payment, and the facility releasing the arrestee.

Cash bail received at the detention-intake facility requires accounting. By capturing the amount of cash collected, the date and time of payment, and the collection officer's identifier, the system can generate cash-intake reports for designated time periods and specific detention officers. The system can also

Exhibit II.13 BOND RECORD SCREEN

```

BOOK TYPE: FA  NAME: BASSLER, JOHN  ARR RPT NO: A001
INCD RPT NO: I001  WARRANT NO: W001

UPDT/*A043 000003  TRANSACTION: ADD BOND
DEF ID (00000002)  BOOK NO (B001)  SEQ NO (**)  BOND TYPE ( )
BOND AMT ( )  PERCENT DEPOSIT ( )  BONDSMAN ( )
DATE ( )  TIME ( )  NO OF CHG ( )  JUDGE ( )
REDUCE MTN ( )  DATE GRANTED ( )  AMT PAID ( )
DATE ( )  TIME ( )  SPEC COND ( )
OFFICER ID ( )  FACILITY ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (ABOND)
KEY (00000002B001)
    
```

generate bail receipts for the arrestee and for the detention center's files. Statistical reports concerning numbers and type of bonds and persons making bond, as well as time-in-process from booking to release on bail or bond, can also be generated.

## 2. RECOGNIZANCE RELEASE SCREENING/RECOMMENDATION

One solution to the overcrowding that plagues most detention centers is to screen all detainees for eligibility for various pretrial release programs. These programs require careful recordkeeping to track individuals on release and to evaluate program success in terms of releasees' appearing for court hearings and fulfilling conditions of release. Some programs, such as rehabilitation centers for drug or alcohol abuse, have limited capacities and must be managed in a manner that fosters effective rehabilitation and crime prevention.

Individuals failing to obtain bail or bond release at the detention facility may be recommended for release on recognizance or enrollment in a pretrial release program. Special screening unit interviewers must gather and verify information about candidates for pretrial release so that recommendations can be made to the court. It is then the court's prerogative to release an individual. In some jurisdictions, the release decision may be made by the pretrial release unit itself.

To assist this activity, the system provides a Pretrial Release Recommendation Record (Exhibit II.14) for collecting necessary background information. The suggested required fields for this record are lead charge for this booking, interviewer, date and time of interview, current employment, domestic arrangements, past appearance record, and some crime-specified data. Information for this record can be entered on-line during the screening interview, adding to and modifying information previously entered into the system, or the system can produce a screening form to be completed by the interviewer for later data entry.

The Pretrial Release Verification Record (Exhibit II.15) is designed for use in conjunction with the Release Recommendation Record. The Verification Record collects abbreviated information about individuals who can corroborate defendant-supplied information.

Exhibit II.14 PRETRIAL RELEASE RECOMMENDATION RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:   TIME BOOKED:   LEAD CHARGE:
CUSTODY STATUS: CLASS:   CELL BLOCK:   CELL:

UPDT/*A020 000002   TRANSACTION: ADD PTR-RECOMMDTN
DEF ID (00000001)  DATE ( )   LEAD CHARGE ( )   RECOMMEND ( )
INTERVIEWER ( )   DATE ( )   DATE ( )   TIME ( )
MONTHS PRES ADD ( )   MONTHS IN STATE ( )   MARITAL STATUS ( )
COHABITANT ( )   WEAPON USE ( )   MONTHS COHAB ( )   DEPENDNTS ( )
SOLE PROV ( )   VICTIM INJ ( )   DRUG SALES ( )
DRUG VALUE ( )   PRIOR PTA'S ( )   PRIOR REV ( )
PRIOR ADDR ( )   CITY ( )   STATE ( )
NO PRIOR ADD ( )   PROB/PRL OFF ( )   NO PROB/PRL ( )
EMPLOY TYPE ( )   EMPLOYER ( )
ADDRESS ( )   CITY ( )
BUSINESS PHONE ( )   MO ON JOB ( )   ANN SAL ( )   D/A USE ( )
YRS EDUC ( )   RELIGION ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (APTRR)
KEY (00000001)

```

Exhibit II.15 PRETRIAL RELEASE VERIFICATION RECORD SCREEN

```

BOOK TYPE:   NAME:   WARRANT NO:   ARR RPT NO:
LEAD CHARGE: 0001   RECOMMEND: NR   INTERVIEWER: SYLVE C

UPDT/*A024 000008   TRANSACTION: ADD PTR VERIFICATN
DEF ID (00000001)  DATE (010180)  SEQ NO (**)   CONTACT TYPE ( )
NAME ( )   TYPE ( )   CORROBRATS INFO ( )

USED? ( )   TRANSACTION: ADD PTR VERIFICATN
DEF ID (00000001)  DATE (010180)  SEQ NO (**)   CONTACT TYPE ( )
NAME ( )   TYPE ( )   CORROBRATS INFO ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (APTRV)
KEY (00000001010180)

```

Some of the information collected in this record is obtained during the initial arrestee interview. Corroboration information (type of contact, date, corroboration indicator--yes or no) is entered later as people are contacted. With this information, the system can produce portions of the Recommendation Report that is presented to court. Arrest and charge information not contained in the Recommendation or Verification Records can be extracted from the Booking and Charge Records while the Recommendation Report is being produced.

An important capability of the system is the generation of work-load and tracking statistics for evaluations of program success. Linking reports that identify defendants on release who fail to appear (using the Event and Status Records, Exhibits II.16 and II.18) with the recommendations found in the Pre-trial Release Recommendation Record (Exhibit II.14) can reveal whether patterns exist that need to be remedied.

### 3. RECOGNIZANCE RELEASE SUPERVISION

Program assignments for arrestees granted pretrial release must be recorded and monitored to determine compliance with program regulations and to credit program completion. Individuals released on their own recognizance or on third-party custody also require some monitoring to assure their appearance at scheduled events, especially court hearings. Some jurisdictions require pretrial releasees to phone in daily or weekly to check the status of their next court appearance. In support of these activities, the system can be used to record program assignment, appearances, and disposition; to produce operational notices concerning specific defendants on release; to produce tickler reports and listings of individuals who fail to appear or report as they agreed when released; and to produce statistical information about each type of pretrial release program.

When program assignment or release-on-recognizance occurs, the Event Record is updated. Exhibit II.16 shows the Event Record data-entry screen used to gather information about an event that has occurred. The suggested fields for this record are occurrence date, occurrence time, event title, scheduled date, scheduled time, event action, and the identifier for the detention officer who recorded the event information. Additional fields can include: where the event occurred, what occurred, and miscellaneous notes about the event. The Event

Record is the cornerstone of the Jail Information System's ability to provide detailed histories of an individual's interaction with the local justice system.

Exhibit II.16 EVENT RECORD SCREEN

```
BOOK STATUS: A   DATE BOOKED:           TIME BOOKED:           LEAD CHARGE:
CUSTODY STATUS:   CLASS:           CELL BLOCK:           CELL:

UPDT/*A006 000002   TRANSACTION: ADD EVENT
DEF ID (00000001)  DATE ( )   TIME ( )   EVENT ( )
SCHD DATE ( )   SCHD TIME ( )   SCHD EVENT ( )   EVENT ACTION ( )
REASON ( )   ADDRESS ( )
NOTE ( )
NOTE ( )
NOTE ( )
OFFICER ID ( )

REPETITIONS (01)  MODE ( )   TRANSACTION (AEVNT)
KEY (00000001)
```

Following the Event Record, the Scheduled Event Record (Exhibit II.17) is completed whenever the date of a court hearing or other appearance is set. The fields required for data entry in the Scheduled Event Record are scheduled date, scheduled time, event, and a transportation indicator to denote whether transportation is required. Other fields in this record are the identifier for the detention officer who is recording the scheduling information and the address/location of the scheduled event. The Scheduled Event Record is essential to inmate accounting; all scheduled and completed events recorded in the system can be sorted and arranged in a number of formats, and can be displayed on-line or produced as a printed list.



Exhibit II.17 SCHEDULED EVENT RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:   TIME BOOKED:   LEAD CHARGE:
CUSTODY STATUS: CLASS:   CELL BLOCK:   CELL:

UPDT/*A004 000002  TRANSACTION: ADD SCHEDULED EVENT
DEF ID (00000001) SCHD DATE ( ) SCHD TIME ( ) SCHD EVENT ( )
OFFICER ID ( ) ADDRESS ( ) TRANSF ( )

USED? ( ) TRANSACTION: ADD SCHEDULED EVENT
DEF ID (00000001) SCHD DATE ( ) SCHD TIME ( ) SCHD EVENT ( )
OFFICER ID ( ) ADDRESS ( ) TRANSF ( )

REPETITIONS (01) MODE ( ) TRANSACTION (ASCHD)
KEY (00000001)
    
```

The Scheduled Event Record is also essential to the system's exception-reporting capabilities; listings can be produced to indicate scheduled events that have not occurred. This is done by matching scheduled event information that is entered in the Event Record when an event occurs with information contained in the Scheduled Event Record. When a match is found, the system automatically removes the corresponding Scheduled Event Record. With this automatic purging capability, listings can be produced of overdue scheduled events, i.e. scheduled events for which corresponding event information has not been entered. This capability is used to help manage inmates' schedules, and can provide useful data-quality control information.

The Status Record (Exhibit II.18) is initiated or updated to record the detainee's placement on pretrial release status. To initiate the Status Record, the following fields must be completed: custody status, (e.g. incarcerated,

Exhibit II.18 STATUS RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:   TIME BOOKED:   LEAD CHARGE:
CUSTODY STATUS: CLASS:   CELL BLOCK:   CELL:

UPDT/*A014 000002  TRANSACTION: ADD STATUS
DEF ID (00000001) CUSTODY STATUS ( ) DATE ( ) TIME ( )
CLASS ( ) CELL BLOCK ( ) CELL ( ) SPECIAL TREATMNT ( )
OFFICER ID ( ) NOTE ( )

USED? ( ) TRANSACTION: ADD STATUS
DEF ID (00000001) CUSTODY STATUS ( ) DATE ( ) TIME ( )
CLASS ( ) CELL BLOCK ( ) CELL ( ) SPECIAL TREATMNT ( )
OFFICER ID ( ) NOTE ( )

REPETITIONS (01) MODE ( ) TRANSACTION (ASTAT)
KEY (00000001)
    
```

released on recognizance, enrolled in special program), date status assigned, time status assigned, and identifier for detention officer making assignment.

For releasees assigned to special programs, the Program Record (Exhibit II.19) must also be accessed and updated. This record tracks enrollment and disposition for each releasee assigned to each program type (e.g. alcohol abuse, drug abuse, work release, deferred prosecution). Other data fields that provide valuable tracking information are: program name, date and time of assignment, supervising officer's identifier, date program completed, completion type (e.g. fulfilled requirements, dismissed from program), telephone number of enrollee, program address, and miscellaneous notes. The Program Record gathers all data needed to monitor releasee activity while enrolled in a program and to evaluate overall program success. Finally, the Incident Record (Exhibit II.20) can be used to record and track any instances of misconduct that occur while an individual is assigned to a program or is in custody.

Exhibit II.19 PROGRAM RECORD SCREEN

```

BOOK TYPE:      NAME:      WARRANT NO:      ARR RPT NO:
INCD RPT NO:    TIME: 1000  CLASS: A    CELL BLOCK: A    CELL: 1
DATE: 010280

UPDT/*A026 000003  TRANSACTION: ADD PROGRAM
DEF ID (00000001) CUSTODY STATUS (CP)  PROG TYPE ( )
PROGRAM ( )
TIME ASSIGN ( )  OFFICER ID ( )  DATE ASSIGN ( )
COMPLETE DATE ( ) COMPLETE TYPE ( )  SCHD COMP DATE ( )
HOME PHONE ( )  ADDRESS ( )
NOTE ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (APROG)
KEY (00000001CP)
    
```

Tracking pretrial releases with the Status and/or Program Records enables easy reconstruction of an individual's pretrial release history and permits production of aggregate statistics for evaluating program success. Some operational documents that can be produced to aid in program supervision are notices to releasees concerning scheduled events; sections of program enrollment forms; pretrial release histories for specific individuals; calendars; program enrollment rosters; listings of case loads for pretrial release caseworkers; error and overdue lists for scheduled events that have not occurred or have not been updated; and lists of anticipated completion dates for all individuals enrolled in various programs.

Exhibit II.20 INCIDENT RECORD SCREEN

```

BOOK TYPE:      NAME:      WARRANT NO:      ARR RPT NO:
INCD RPT NO:    TIME: 1000  CLASS: A    CELL BLOCK: A    CELL: 1
DATE: 010280

UPDT/*A028 000003  TRANSACTION: ADD INCIDENT
DEF ID (00000001) CUSTODY STATUS (CP)  DATE (010180)  TIME (0010)
INCIDENT ( )
INITIATOR ( )  REBOOKED ( )  BOOK NO ( )  DISP ACTN ( )
JUDGE ( )

USED? ( )  TRANSACTION: ADD INCIDENT
DEF ID (00000001) CUSTODY STATUS (CP)  DATE ( )  TIME ( )
INCIDENT ( )
INITIATOR ( )  REBOOKED ( )  BOOK NO ( )  DISP ACTN ( )
JUDGE ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (AINCD)
KEY (00000001CP)
    
```

C. CUSTODY MANAGEMENT

County-level detention centers typically house two types of inmates: arrestees who failed to obtain some form of pretrial release and individuals sentenced to short-term incarceration (usually up to one year) at the local facility. A third group of detainees consists of arrestees being held for other jurisdictions, or state/federal agencies. Holding inmates in custody generates recordkeeping demands. For each inmate, tracking information must be accumulated in a number of areas:

- Classification
- Cell Assignment
- Event Scheduling
- Event History
- Property Accounting
- Inmate Fund Accounting
- Program Assignment
- Incident Tracking
- Visitor Tracking
- Release Dates

## 1. Classification and Cell-assignment Tracking

When a detainee or convicted defendant is committed to the detention center, the Status Record (Exhibit II.18) must be updated to record the inmate's classification type and to track his cell assignment(s). Some inmate classification categories common to detention centers are males and females, aggressive and passive, drug/alcohol abusers, segregation, and older sophisticated. Inmate classification, cell block, cell, and the special treatment indicator are the fields in the Status Record that provide tracking information about program and housing assignments. The Facility Inquiry Screen (Exhibit II.21) provides information that can aid detention officers in making cell (and possibly classification) assignments. For a specified cell block, the FACILITY program produces a cell-by-cell population count and lists projected capacities for those cells with their pre-assigned classification types. As the FACILITY Inquiry is displayed on the screen, the detention officer can see where space is available and then make the cell assignment.

Exhibit II.21 FACILITY INQUIRY SCREEN

TALLY/O	--POPULATION COUNT--																			
BLOCK: C																				
CELL	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20
CLASS	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	GP	PS	QT	MA	SC	ME	GP	EX	GP
CAP	10	10	10	10	10	10	10	10	10	10	10	10	14	12	18	06	04	10	05	10
COUNT	06	10	02	01	09	00	10	09	09	10	10	10	08	07	14	05	03	04	02	04

Similarly, when the detention officer is classifying an arrestee who may be given alternative classifications, the officer can check for cell availability and make the classification assignment accordingly. The FACILITY program also produces facility-wide assigned-prisoner counts needed for shift headcounts and the like. In addition to the FACILITY Inquiry capabilities, indexed inquiries can be made by classification type (to list the name and location of each individual assigned that classification), and by cell location (to list the occupants and their classifications). These indexed inquiries are useful when producing lists of inmates by classification type and when identifying assigned cell occupants.

Each time an inmate is assigned to a new housing location or program (internal or external), a new Status Record, keyed to the date and time of reassignment, is entered. The system displays the most recent assignment information as a summary field in the Defendant Record (Exhibit II.5) but keeps separate chronological entries for each assignment throughout an inmate's detention. A remarks field enables entry of miscellaneous comments for each Status entry.

## 2. Event Scheduling and Event History Tracking

Detainees and sentenced inmates are often scheduled for appointments and court appearances, which must be recorded and tracked to assure attendance, and to commit detention center resources for transportation and escort duty. The Scheduled Event Record (Exhibit II.17) can be used to produce appearance calendars, appointment lists, transportation lists, failure-to-appear or failure-to-return-to-custody lists, and various statistical reports concerning failures to appear, prisoner transportation activities, medical/psychological care, and the like. The reporting capabilities of the system will depend on the information each detention center elects to enter in the data base.

The Event Record (Exhibit II.16) collects information about each significant event that involves an individual during incarceration or active program assignment. The detention center formulates the definition for "significant event". Storing this information enables the system to produce complete event histories for each sentenced inmate and detainee as well as a wide assortment of lists and reports involving event occurrences.

### 3. Property Accounting

As previously described, the Property Record (Exhibit II.9) collects information about items confiscated during arrest and intake, and enables production of receipts, inventories, and special reports. This record can also list items issued to inmates by the jail and can inventory those items for the entire facility.

The Property Record maintains complete tracking information for items confiscated from inmates, i.e. item description, receipt number, storage location(s), date and time of confiscation, date and time of item's return, to whom item is returned, and detention officer involved in the transaction.

### 4. Inmate Fund Accounting

Keeping accurate account of monies earned and expended by inmates is a significant chore. To assist in this process, an Account Balance Summary can be displayed on-line using the Defendant Record (Exhibit II.5). A complete debit and credit audit trail can be established by collecting the following data in the Inmate Account Record (Exhibit II.22): defendant identification, date and time, transaction description (e.g. commissary purchase, fund transfer, work-release program earnings, fine or restitution payment), transaction amount, withdrawal/deposit indicator, officer identification, and miscellaneous notes. All but the last field are recommended as required fields. Like the Property Record, an Inmate Account Record is completed for each transaction so as to provide a complete audit trail for the account. Once this account information has been entered, reports can be easily generated to indicate the total amount of monies earned by an inmate through a specific work-release or internal program, total amount of monies paid in restitution and the date of the last payment, and all items purchased from the commissary and their respective dates of purchase.

### 5. Program Assignment Tracking

Just as pretrial release and diversion programs require careful tracking to record individual accomplishments and to monitor program success and space availability (see Section B) programs involving incarcerated inmates need careful monitoring too.

### Exhibit II.22 INMATE ACCOUNT RECORD SCREEN

```
BOOK STATUS: A   DATE BOOKED:           TIME BOOKED:           LEAD CHARGE:
CUSTODY STATUS:  CLASS:           CELL BLOCK:           CELL:

UPDT/*A00B 000002   TRANSACTION: ADD INMATE ACCOUNT
DEF ID (00000001)  DATE (   )   TIME (   )
TRANSACTION (   )   AMOUNT (   )
WITH/DEP (   )   OFFICER ID (   )
NOTE (   )

USED? (   )   TRANSACTION: ADD INMATE ACCOUNT
DEF ID (00000001)  DATE (   )   TIME (   )
TRANSACTION (   )   AMOUNT (   )
WITH/DEP (   )   OFFICER ID (   )
NOTE (   )

REPETITIONS (01)  MODE (   )   TRANSACTION (AACCT)
KEY (00000001)
```

A complete history of assignments, accomplishments, and program completion (either successful or unsuccessful) should be maintained. The Program Record (Exhibit II.19) is used to capture this information. All entries in this record are keyed to date and time of assignment and completion so that an accurate audit can be performed. Since the Program Record is logically linked to the Status Record, it is easy to determine if an inmate is (was) incarcerated or on release during the program enrollment. A detailed description of the Program Record and its operational uses can be found in Section B.

### 6. Incident Tracking

Many detention centers prefer to maintain separate records of incidents or disciplinary actions that have been administered by the facility authorities during an inmate's incarceration. "Incidents" are activities that require noting in an inmate's record of disciplinary proceedings (rather than court adjudication) and are tracked separately from criminal charges. Incidents that require adjudication cause the inmate to be re-booked on separate charges.

As discussed previously in Section B, the Incident Record (Exhibit II.20) records the defendant's identification number, custody status (e.g. in custody, pretrial release program assignment), the date and time of the incident being reported, a brief description of the incident, complainant identification (name and type, e.g. detention officer, inmate, private citizen, facility employee), disposition type indicator (re-booked, administrative punishment), penalty imposed, and the disposition authority (detention center director, sheriff, chief judge, prosecutor).

An incident-tracking audit for an individual, for a particular program, or for the facility as a whole is possible when incident information is entered into an inmate's record. If disposition will occur through an administrative hearing, that event can be scheduled in the Scheduled Event Record (Exhibit II.17) and included in system-produced calendars. A complete listing of an inmate's incident history during a specific incarceration can be retrieved on-line or can be printed out for storage in the inmate's permanent file. Reports concerning facility-wide incidents involving specific detention officers or staff personnel, defined for specific time periods or cell locations, or other criteria, can also be generated.

### 7. Visitor Tracking

The system uses two records to track visits at the detention facility between inmates and authorized individuals: the Visitor Record (Exhibit II.23) and the Visitor Contact Record (Exhibit II.24). The Visitor Record collects information about each visitor who is permitted access to an inmate: defendant identification number (for the inmate being visited), visitor name, visitor type (relative, lawyer, friend), visitor address, visitor telephone number, and miscellaneous notes. This record can be used to list authorized visitors so that visitors can be screened by detention officers before visiting privileges are extended, or it can be used to collect information about each visitor who appears at the detention center.

The Visitor Contact Record is used to record information about each contact made with an inmate by a specific visitor.

Exhibit II.23 VISITOR RECORD SCREEN

```

BOOK STATUS: A  DATE BOOKED:      TIME BOOKED:      LEAD CHARGE:
CUSTODY STATUS: CLASS:      CELL BLOCK:      CELL:

UPDT/*A010 000002  TRANSACTION: ADD VISITOR
DEF ID (00000001) NAME (          ) TYPE ( )
ADDRESS (          ) CITY (          ) STATE ( )
ZIP ( ) HOME PHONE (          ) OFFICER ID ( )
NOTE (          )
NOTE (          )

REPETITIONS (01) MODE ( ) TRANSACTION (AVSTR)
KEY (00000001)

```

Exhibit II.24 VISITOR CONTACT RECORD SCREEN

```

BOOK STATUS: A  DATE BOOKED:      TIME BOOKED:      LEAD CHARGE:
CUSTODY STATUS: CLASS:      CELL BLOCK:      CELL:
TYPE: REL  ADDRESS: 1121 QUEEN      CITY: SYRACUSE

UPDT/*A012 000003  TRANSACTION: ADD VISITOR CONTACT
DEF ID (00000001) NAME (FIRST BETTY ) DATE ( )
TIME ( ) VISIT PURPOSE (          )
DEPT TIME ( ) OFFICER ID (          )
NOTE (          )
NOTE (          )

REPETITIONS (01) MODE ( ) TRANSACTION (ACNCT)
KEY (00000001)FIRST BETTY

```

Data collected include defendant identification number, visitor name, date and time of visit, a description of the visit's purpose, the visitor's departure time, and miscellaneous notes about the visit. This information provides an audit trail for visits to each inmate, enables production of chronological visitor logs, and facilitates on-line inquiries.

8. Time-served and Release-date Calculations

An activity of central interest and importance to a detention center is the accurate calculation and tracking of each inmate's time in custody and anticipated release date. In a summary field in the Defendant Record (Exhibit II.5), the system displays the anticipated release date, which is calculated from information collected in the Sentence Time Record (Exhibit 25). This record collects the following information: defendant identification number, transaction date, sequence

Exhibit II.25 SENTENCE TIME RECORD SCREEN

```

BOOK STATUS: A   DATE BOOKED:   TIME BOOKED:   LEAD CHARGE:
CUSTODY STATUS: CLASS:   CELL BLOCK:   CELL:

UPDT/*0034 000002  TRANSACTION: ADD SENTENCE TIME
DEF ID (00000001) DATE ( )   SEQ NO (**)  TRAN CODE ( )
REASON ( )   CASE NO ( )   OFFICER ID ( )
AMT (DAYS) ( )

USED? ( )   TRANSACTION: ADD SENTENCE TIME
DEF ID (00000001) DATE ( )   SEQ NO (**)  TRAN CODE ( )
REASON ( )   CASE NO ( )   OFFICER ID ( )
AMT (DAYS) ( )

REPETITIONS (01)  MODE ( )  TRANSACTION (ASENT)
KEY (00000001)

```

number (to distinguish multiple transactions that may occur on the same date), transaction type (e.g. sentence, credit for time served, good time deduction, loss of good time and other sentence adjustments), the reason for the change, the court case number associated with the original sentence, the detention officer entering the change, and the number of days involved in the change. The system keeps an audit trail of all changes to release-date calculation, including the original sentence, credit for time served, and each transaction that increases or decreases the amount of time to be served.

D. DIVERSION, PROBATION, AND PAROLE SUPERVISION

Diversion programs are wide ranging and may be introduced at varying procedural points in criminal adjudication. Some jurisdictions assign arrestees to diversion programs in lieu of prosecution. These programs are often coordinated by the prosecutor's office and the courts, with some participation by correctional and law enforcement agencies. Assignment to such prosecution-diversion programs can occur before or after charges have been filed by the prosecutor. Other jurisdictions have established sentencing-diversion programs that withhold official recording of conviction and sentencing while the defendant participates in the program. If the offender successfully completes the program, any record of arrest and adjudication is expunged by the court. If, however, the defendant fails to complete the program successfully, the conviction is recorded and the offender is generally remanded to custody to serve the sentence imposed.

Probation can be viewed as a type of post-conviction diversion program in that it diverts a convicted defendant from incarceration. Probation requires careful monitoring to assure that the convicted offender complies with the rules of probation and successfully completes the program.

Parole is a type of probation that occurs after some portion of a sentence has been served in incarceration. It, too, requires that the ex-inmate follow certain regulations or be returned to custody to complete the original sentence plus additional time for parole violation.



Diversion, probation, and parole are generically similar: each is, in essence, a program that must be monitored in terms of each individual assigned and the program as a whole. Operational documents, such as appointment lists, caseworker/probation officer case lists, and official and informal notices, must be produced either at some established frequency or on demand. Management reports that analyze program activity and success rates according to certain parameters must be produced for managers and administrators so that policy can be made and modified as needed. Information must be produced that can enable office-wide program analysis.

The information that can be collected in the Status, Program, Incident, Scheduled Event, and Event Records, as described in Section B, permits the extension of the Jail Information System to serve the accounting and management functions of diversion, probation, and parole. The reader is referred to those sections for a discussion of system capabilities.

### III. OUTPUTS OF THE SYSTEM

#### A. ON-LINE INQUIRIES

The on-line inquiry software allows the user to retrieve and display at a computer terminal every item of information entered into the Jail Information System. Two types of inquiry are possible:

- Defendant-related inquiries, which use the defendant's identification number to retrieve records for a particular defendant.
- Indexed inquiries, which use cross-references to trigger access to similar defendant records. An example of an indexed inquiry is retrieving a list of defendants requiring some type of special treatment (diet, medical, other).

Inquiries can be made directly on an unformatted terminal screen or by supplying the proper key data to a formatted MENU screen. The MENU module is discussed later in this section.

##### 1. Defendant Inquiries

The module code QURY denotes a defendant inquiry. To search in this mode, the user must know the defendant's identification number. Three types of inquiries can be made in the QURY mode: defendant-related, extended, and summary.

a. Defendant-related inquiries. In a defendant-related inquiry, the user can request the Defendant Transaction and any additional transactions specified by the inquiry code. The user may choose to see either all of the information associated with a particular defendant or a subset of that information. For example, an operator can limit a display to defendant descriptive data and the Scheduled Events for that defendant (Exhibit III.1).

Exhibit III.1 SCHEDULED EVENT INQUIRY

```

QURY/LSCHD000001258112111000TRMCCARTY J
0200000055N0101

DEFN-----
DEF ID: 00000125 NAME: SMILEY, GEORGE
ADDRESS: 123 LEVER ROW CITY: WASHINGTON STATE: DC
ZIP: 20006 HOME PHONE: 1234789900
NOTE: SEE INTERAGENCY FILE IF LOCATED
**SUMMARY DATA** BOOK STATUS: ACTIVE DATE BOOKED: 12/16/80
TIME BOOKED: 1000 LEAD CHARGE:
CUSTODY STATUS: SHERIFF OR CLASS: A CELL BLOCK: Q00000 CELL: Q00000
SPECIAL TREATMENT: DRUG DEP ACCT BAL: 107.75+ SCHD DATE: 12/11/81
SCHD EVENT: TRIAL DISP ACTN:
DISP DATE: REL DATE: 12/26/80 DAYS SENT: 990-
** XMIT FOR ADDITIONAL DATA **

-----SCHEDULED EVENT-----
SCHD DATE: 12/11/81 SCHD TIME: 1000 SCHD EVENT: TRIAL
OFFICER ID: MCCARTY J ADDRESS:
TRANSP: YES
** END OF INQUIRY **
    
```

The Defendant Transaction is part of the output of any defendant-related search. This feature permits sight verification of the defendant record to ensure that the correct record is being accessed and provides a capsule view of the defendant's status and activities through the summary data included in the Defendant Transaction.

b. Extended Inquiries. Extended inquiries also search for information related to one defendant. They differ from the standard defendant inquiries in that they display all transactions linked to the inquiry code transaction. For example, a standard defendant inquiry for the Hold Transaction will produce the Defendant and Hold Transactions. An extended inquiry for the Hold Transaction will generate the Defendant, Hold, and Hold Notification Transactions. Exhibit III.2, a Hold Inquiry, displays the result of such an extended inquiry.

Exhibit III.2 HOLD INQUIRY

```

QURY/LSTAT00000001CS018101131230SAAAAAABBBBBBPSDEROY, J TEST *N
0700000002N0103

DEFN-----
DEF ID: 00000001 NAME: MCKKAIN, G
ADDRESS: 1 MAIN ST CITY: VIENNA STATE: VA
ZIP: 02206 HOME PHONE: 7032812440
NOTE: THIS IS A TEST ENTRY
**SUMMARY DATA** BOOK STATUS: ACTIVE DATE BOOKED: 01/13/81
TIME BOOKED: 1130 LEAD CHARGE:
CUSTODY STATUS: CUST/SENT CLASS: S CELL BLOCK: AAAAAA CELL: BB@BBB
SPECIAL TREATMENT: POT SUIC ACCT BAL: 25.00+ SCHD DATE:
DISP DATE: REL DATE: 02/13/81 DAYS SENT: 30+

HOLD-----
WARRANT NO DATE AGCY
1 01/15/81 DC JAIL
12345678 01/13/81 DC SOCIAL SERVICES
2 01/15/81 FAIRFAX CTY JAIL
** XMIT FOR ADDITIONAL DATA **

HOLD NOTIFICATN---
DATE TIME NAME OFFICER ID
01/21/81 1234 JOE GANNON DEROY, J
** END OF INQUIRY **
    
```

c. Summary Inquiries. The summary inquiry permits the display of a specific group of defendant-related transactions. It is expected that each jurisdiction will tailor its own summary inquiries to meet its specific needs. The output of a summary inquiry will be the Defendant Transaction and the other transactions specified during the Jail Information System tailoring process. The following examples illustrate the possible uses of summary inquiries:

Inquiry Code: QURY/SSUM1/Def Id  
 On-line Display : The next three scheduled events, the last two events, and all the charges for a defendant.

Inquiry Code: QURY/SSUM2/Def Id  
 On-line Display : All of the charges, and the Bond, Inmate Account, and Property transactions for an inmate about to be released.

## 2. Indexed Inquiries

Indexed inquiries use cross-references to access records with certain similarities, such as names, scheduled dates, programs, or custody status. The module code QURX signifies an indexed inquiry. The Indexed Inquiry Menu (Exhibit II.1) lists the inquiries currently available in JIS. Users are encouraged to specify their own indexes to meet local needs.

The Index Table section (Exhibit III.3) of the data base documentation lists the Index Names (Column 1) and the Codes (Column 3) used in the inquiry. Column 7 specifies the Keys by which the searches can be made. For example, an Inmate List Inquiry would use the Inquiry Code "LIST" and specify values for the keys Cell Block and Cell. The last column in the Index Table contains the data that will be displayed when the search is completed. During the tailoring process, the user specifies whether the entire record or up to five fields are to be displayed.

Note that the QURX module code does not require that all the keys be entered for an inquiry. The only required key is the first one. The "LIST" search, described above, will return a list of inmates in a certain cell block, if only the first key is supplied. If both keys are supplied, a list of inmates in a specified cell of a cell block will be returned. Exhibit III.4 shows the result of a Cell Block Inquiry, and Exhibit III.5 presents the more specific Cell Block/Cell inquiry.

## 3. MENU Module

The MENU module provides an alternative method for obtaining information from the JIS data base. This module is most useful to the infrequent or novice user. The Defendant-related Inquiry MENU screen (Exhibit III.6) will appear after the operator enters "MENU" on an unformatted screen. When the MENU screen appears, the operator chooses the desired inquiry by moving the cursor (with the tab key) to the appropriate line and entering the required key data. As noted above, all of the key data for defendant-related inquiries must be entered.

Exhibit III.3 INDEX TABLE

Jail Information System

S-III  
S-5

INDEX TABLE											
1 INDEX NAME	2 RECORD TYPE	3 INQUIRY CODE	4 SYSTEM REQUIRED	5 TRIGGER RECORD	KEY DATA					DISPLAY DATA	
					6 KEY RECORD	7 KEY FIELD	8 KEY START	9 LENGTH	10 TYPE	11 DISPLAY RECORD	12 DISPLAY FIELD
CASE	CS		Y	CS	CS	OFF ID	001	08			
DEFENDANT ID	ID	BKNO	Y	CO	CG	ROOM NO	009	10		CS	(ENTIRE RECORD)
OFFER SCHED (ACTIVE ONLY)	DS	DATE	N	SC	SC	SCHD DATE	009	06		CS	OFF ID
					SC	SCHD EVENT	019	02		CS	NAME
					SC	TRANSF	055	01		CS	CELL BLOCK
										CS	CELL
										CS	TIME
PRG ASSIGN (ACTIVE ONLY)	PG	PASS	N	LAST UA	DA	PROG TYPE	010	02		CS	DEF ID
					UA	OFFICER ID	052	09		CS	NAME
										DA	PROGRAM
CLASSIFICATION RELATED - STAT (ACTIVE ONLY)	CL	CLSS	N	LAST FF	FF	CLASS	020	01		CS	KEY
					FF	CELL BLOCK	021	06		CS	NAME
										FF	CUSTODY STATUS
										FF	CELL BLOCK
									FF	CELL	
INMATE LIST (ACTIVE ONLY)	IL	LIST	N	LAST FF	FF	CELL BLOCK	021	06		CS	DEF ID
					FF	CELL	027	06		CS	NAME
										FF	DATE
										FF	CLASS
									FF	CELL	
MASTER NAME (ACTIVE ONLY)	MN	NAME	N	CS	CS	NAME	009	30	NAME	CS	DEF ID
										CS	NAME
SPECIAL (ACTIVE ONLY)	SP	SPFC	N	LAST FF	FF	SPECIAL TREATMNT	033	02		CS	NAME
										FF	CUSTODY STATUS
										FF	CELL BLOCK
										FF	CELL
										CS	REL DATE

Exhibit III.4 CELL BLOCK INQUIRY

```

QURX/XLISTQQQQQQQQQQQ 1000028 *Y
10601 002106Y
-----INMATE LIST-----
CELL BLOCK: QQQQQQ
CELL:
DEF ID      NAME                DATE    CLASS  CELL
00001217  WRIGHT, DENNIS    12/17/80  A     QQQQQQ
00000125  SMILEY, GEORGE    12/10/80  A     QQQQQQ
** END OF INQUIRY **
    
```

Exhibit III.5 CELL BLOCK/CELL INQUIRY

```

QURX/XLISTQQQQQQQQQQQ 1000028 *Y
20601 002206Y
-----INMATE LIST-----
CELL BLOCK: QQQQQQ
CELL: QQQQQQ
DEF ID      NAME                DATE    CLASS  CELL
00001217  WRIGHT, DENNIS    12/17/80  A     QQQQQQ
00000125  SMILEY, GEORGE    12/10/80  A     QQQQQQ
** END OF INQUIRY **
    
```

Exhibit III.6 DEFENDANT-RELATED INQUIRY MENU

```

QURY/*0102                DEFN-RELATED INQUIRY MENU

TO INITIATE A REQUEST, USE THE TAB KEY TO MOVE THE CURSOR TO THE LINE DESCRIBING
THE DESIRED INQUIRY, FILL IN THE KEY DATA, AND DEPRESS THE SEND PAGE KEY.
TO SEE ANOTHER PAGE OF MENU, USE THE HOME KEY TO MOVE THE CURSOR TO THE TOP
LEFT CORNER OF THE SCREEN, TYPE IN MENU, AND DEPRESS THE SEND PAGE KEY.

-----NAME----- KEY DATA-----
DEFN                DEF ID ( )
SCHEDULED EVENT    DEF ID ( )
EVENT              DEF ID ( )
INMATE ACCOUNT     DEF ID ( )
VISITOR            DEF ID ( )
VISITOR CONTACT    DEF ID ( ) NAME ( )
STATUS             DEF ID ( )
PROPERTY           DEF ID ( )
BOOKING            DEF ID ( )
PTR-RECOMMDTN     DEF ID ( )
CHARGE/DISP        DEF ID ( ) BOOK NO ( )
PTR VERIFICATN    DEF ID ( ) DATE ( )
PROGRAM            DEF ID ( ) CUSTODY STATUS ( )
    
```

```

QURY/*0203                DEFN-RELATED INQUIRY MENU

TO INITIATE A REQUEST, USE THE TAB KEY TO MOVE THE CURSOR TO THE LINE DESCRIBING
THE DESIRED INQUIRY, FILL IN THE KEY DATA, AND DEPRESS THE SEND PAGE KEY.
TO SEE ANOTHER PAGE OF MENU, USE THE HOME KEY TO MOVE THE CURSOR TO THE TOP
LEFT CORNER OF THE SCREEN, TYPE IN MENU, AND DEPRESS THE SEND PAGE KEY.

-----NAME----- KEY DATA-----
BOND                DEF ID ( ) BOOK NO ( )
INCIDENT            DEF ID ( ) CUSTODY STATUS ( )
HOLD NOTIFICATN    DEF ID ( ) WARRANT NO ( )
SENTENCE TIME      DEF ID ( )
    
```

The MENU Screen for Indexed Inquiries (Exhibit II.1) operates in the same manner as the Defendant MENU. The operator calls up the screen by entering "MENU/X" on an unformatted screen. The appropriate inquiry is then selected by tabbing the cursor to the proper line of the MENU and entering the key data. With the Indexed MENU, it is sufficient to enter a value for the first key only. If data are found for an inquiry, an inquiry screen displaying the requested data will appear. If no data match the key data, an appropriate message is displayed on the screen.

The Extended Inquiry MENU screen (Exhibit III.7) operates in the same manner as the Defendant MENU. The operator calls up the screen by entering "MENU/E" on an unformatted screen. The appropriate inquiry is then selected by moving the cursor to the proper line and entering the key data. For an Extended Inquiry, all the key data must be entered. The type of record chosen and all its related records are returned.

Exhibits III.8 through III.27, at the end of this chapter, present all QURY and QURX inquiry screens. The order of presentation is the same as that on the MENU and MENU/X screens. The defendant-related inquiries appear first.

Exhibit III.7 EXTENDED INQUIRY MENU

```

QURY/*0304          EXTENDED INQUIRY MENU

TO INITIATE A REQUEST, USE THE TAB KEY TO MOVE THE CURSOR TO THE LINE DESCRIBING
THE DESIRED INQUIRY, FILL IN THE KEY DATA, AND DEPRESS THE SEND PAGE KEY.
TO SEE ANOTHER PAGE OF MENU, USE THE HOME KEY TO MOVE THE CURSOR TO THE TOP
LEFT CORNER OF THE SCREEN, TYPE IN MENU, AND DEPRESS THE SEND PAGE KEY.

-----NAME-----KEY DATA-----
VISITOR          DEF ID ( )
STATUS           DEF ID ( )
BOOKING          DEF ID ( )
PTR-RECOMMDTN   DEF ID ( )
HOLD             DEF ID ( )
  
```

B. OPERATIONAL REPORTS

Operational reports enable correctional personnel to carry out their day-to-day tasks efficiently. The Jail Information System produces such reports as Daily Prisoner Appearance Lists, Shift Counts, and Daily Releases. The full range of potential operational and management reports are shown in Exhibits I.1 and I.3 of this JIS system description document. These reports are generally available in the batch mode and are produced by one of four JIS/PROMIS subsystems: Report Generator, Forms Generator, Generalized Inquiry Package, and the Management Report Package. Descriptions of these subsystems are available separately from INSLAW.



Exhibit III.8 DEFENDANT DESCRIPTOR INQUIRY

UPDT/\*A047 000000 DEFN DESCRIPTOR  
 DEF ID (00000125) TRUE NAME (SMILEY GEORGE )  
 DATE OF BIRTH (010110) AGE (70) RACE (W) SEX (M) HAIR (BRD)  
 EYES (GRY) HGT (510) WGT (145) ALIAS (NONE )  
 MARKS (SCAR ON LEFT ELBOW ) BIRTH CITY (WASHINGTON )  
 BIRTH STATE (DC) US CIT (Y) FBI NO (F1 ) STATE ID (SID)  
 SSN (SSN1 ) HENRY FGR (HF1 ) FBI FGR (FB11 )  
 NO PRIOR ARR (01) DATE LAST ARR (011070) NO PRIOR CONV (01)  
 DATE LAST CONV (101171) LAST REL DT (101171) LAST CLASS (PASSIVE )  
 LAST PTR REC (OR) REL PTR (N) CUSTODY STATUS ( ) FTA ON REL (N)  
 DMV LIC NO (L1 ) STATE (VA)

Exhibit III.9 EVENT INQUIRY

QURY/LEVNT000001258012171601HT8012171601HTCP  
 0300000037N0101

-----EVENT-----  
 DATE: 12/11/80 TIME: 1300 EVENT: TRIAL  
 SCHD DATE: 12/11/80 SCHD TIME: 1000 SCHD EVENT: TRIAL  
 EVENT ACTION: COMPLETED REASON: NO PAPERS  
 OFFICER ID: MENNINGO  
 DATE: 12/17/80 TIME: 1201 EVENT: MEDICAL TREATMENT  
 SCHD DATE: 12/17/80 SCHD TIME: 1201 SCHD EVENT: MEDICAL TREATMENT  
 EVENT ACTION: COMPLETED REASON:  
 OFFICER ID: MENNINGO

Exhibit III.10 INMATE ACCOUNT INQUIRY

QURY/LACCT000001258012171400BOUGHT MAGAZINE  
 0400000059N0101

-----INMATE ACCOUNT-----  
 DATE: 12/17/80 TIME: 1200 TRANSACTION: DEPOSIT  
 AMOUNT: 100.00+ WITH/DEP: DEPOSIT OFFICER ID: MENNINGO  
 NOTE: ORIGINAL AMOUNT  
 DATE: 12/17/80 TIME: 1205 TRANSACTION: BOUGHT CANDY  
 AMOUNT: 1.00+ WITH/DEP: WITHDRHAL OFFICER ID: MENNINGO  
 DATE: 12/17/80 TIME: 1210 TRANSACTION: GIFT  
 AMOUNT: 10.00+ WITH/DEP: DEPOSIT OFFICER ID: MENNINGO  
 NOTE: FROM GIRLFRIEND

Exhibit III.11 VISITOR INQUIRY

QURY/LVSTR000001258012171601HT8012171601HTCP  
 0300000007N0101 REL205 STRON Y

-----VISITOR-----  
 NAME: BECKLEY BARBARA TYPE: RELATIVE  
 ADDRESS: 234 STRONG STREET CITY: WASHINGTON STATE: DC  
 ZIP: 20008 HOME PHONE: 2024568900 OFFICER ID: MENNINGO  
 NOTE: ONLY ALLOWED ONE PACKAGE PER VISIT  
 NAME: HANEY SANDY TYPE: RELATIVE  
 ADDRESS: 205 STRONG STREET CITY: WASHINGTON STATE: DC  
 ZIP: HOME PHONE: OFFICER ID: MENNINGO  
 \*\* END OF INQUIRY \*\*

Exhibit III.12 VISITOR CONTACT INQUIRY

QURY/LCNCCT00000125HANEY SANDY 8012171701CO \*  
0600000039N0101

-----VISITOR-----  
NAME: HANEY SANDY TYPE: RELATIVE  
ADDRESS: 205 STRONG STREET CITY: WASHINGTON STATE: DC  
ZIP: HOME PHONE: OFFICER ID: MENNING

-----VISITOR CONTACT-----  
DATE: 12/17/80 TIME: 1215 VISIT PURPOSE: SEE PRISONER  
DEPT TIME: 1230 OFFICER ID: MCCARTY J  
NOTE: PRISONER NOT AVAILABLE LEFT MONEY FOR HIS ACCT

Exhibit III.13 STATUS INQUIRY

QURY/LSTAT00000125SR8012101000A00000000000DDHENNINO \*  
0700000034N0101

-----STATUS-----  
CUSTODY STATUS: CUST/PRETR DATE: 12/16/80 TIME: 1000 CLASS: A  
CELL BLOCK: 000000 CELL: 000000 SPECIAL TREATMNT: DRUG DEP  
OFFICER ID: MCCARTY J  
NOTE: SPECIAL DIETARY RESTRICTIONS  
CUSTODY STATUS: SHERIFF OR DATE: 12/10/80 TIME: 1000 CLASS: A  
CELL BLOCK: 000000 CELL: 000000 SPECIAL TREATMNT: DRUG DEP  
OFFICER ID: MENNING  
\*\* END OF INQUIRY \*\*

Exhibit III.14 PROGRAM INQUIRY

QURY/LPROG00000125CPDTUSERS UNITED 80121110 \*Y  
1300000044N0101

-----PROGRAM-----  
PROG TYPE: DRUG TREAT PROGRAM: USERS UNITED  
DATE ASSIGN: 12/11/80 TIME ASSIGN: 1001 OFFICER ID: MCCARTY J  
SCHD COMP DATE: 12/13/80 COMPLETE DATE: 12/13/80  
NOTE: QUIT PROGRAM  
\*\* END OF INQUIRY \*\*

Exhibit III.15 INCIDENT INQUIRY

QURY/LINC00000125CP8012111020COMPLAINED OF PAINS IN BACK \*Y  
2300000027N0101

-----INCIDENT-----  
DATE: 12/11/80 TIME: 1001  
INCIDENT: FELL DOWN STAIRS  
INITIATOR: POLICE REBOOKED: NO BOOK NO:  
DATE: 12/11/80 TIME: 1020  
INCIDENT: COMPLAINED OF PAINS IN BACK  
INITIATOR: POLICE REBOOKED: BOOK NO:

Exhibit III.16 PROPERTY INQUIRY

```

QURY/LPROP000001251      018012111200MCCARTY JOOISHINY      *Y
0800000045N0101
-----PROPERTY-----
BOOK NO: 1      SEQ NO: 01 DATE CONFISC: 12/11/80 TIME CONFISC: 1200
OFFICER ID: MCCARTY J ITEM TYPE: CASH      DESC: SHINY
ACTION: CONFISCATD ITEM TYPE: COAT      DESC:
ACTION: CONFISCATD ITEM TYPE: SWEATER     DESC:
ACTION: CONFISCATD ITEM TYPE: SHIRT      DESC:
ACTION: CONFISCATD ITEM TYPE: SLACKS     DESC:
ACTION: CONFISCATD ITEM TYPE: DRESS      DESC:
ACTION: CONFISCATD STOR LCTN: L23A RCPT NUM: 1111111122
OFFICER ID: MCCARTY J
** END OF INQUIRY **
    
```

Exhibit III.17 BOOKING

```

QURY/LBOOK000001251      FASHILEY, GEORGE      *Y
0900000007N0101
-----BOOKING-----
BOOK NO: 1      BOOK TYPE: FRESH ARST NAME: SMILEY, GEORGE
ARR RPT NO: A1      INCD RPT NO: 11      WARRANT NO: W1
ADDRESS: 113 SAVILLE TERRACE      CITY: WASHINGTON
VEHCL IMPOUND: YES      DATE BOOKED: 12/16/80 TIME BOOKED: 1000
FACILITY: SEVENTH AVE      OFFICER ID: MCCARTY J MD ACCT: YES
DUTY NURSE: DS CLASS: A ARR DATE: 12/15/80 TIME: 1000
ADDRESS: 1124 KING STREET      OFFICER ID: MCCARTY J
AGCY: JAIL      BILL AGCY: BC PROP CONF: YES
M/W CHK: YES      ID CHK: YES
** END OF INQUIRY **
    
```

Exhibit III.18 CHARGE/DISPOSITION INQUIRY

```

QURY/LCHDS000001251      C00001  01POVC1  11      *Y
1100000024N0101
-----CHARGE/DISP-----
CHG TYPE: COMPLAINT CHARGE: MURDER 1      COUNT: 01
INITIATOR: POLICE      DISP IND: YES      CASE NO: C1
INDICT NO: 11      DATE: 12/11/80 DISP ACTN: TRIAL CONV
DISP DATE: 12/12/80 REASON: NO PAPERS
PROCEED: TRIAL      PROS:      JUDGE: CADY, F
PLEA CHG: MURDER 1
DEFNSE ATTY: MERRILL, DEAN      DEFNSE ATTY TYPE: PUBLIC DEF
SENT TYPE: FINE      SENT DATE: 12/12/80 SENT DESC:
SENT LENGTH:      FINE: 1,000.00+
    
```

Exhibit III.19 BOND INQUIRY

```

QURY/LBOND000001251      01SU(000000000(4000DEROY, J      *Y
2200000041N0101
-----BOND-----
SEQ NO: 01 BOND TYPE: SURETY      BOND AMT:
PERCENT DEPOSIT: .04000+ BONDSMAN: DEROY, J      DATE: 12/11/80
TIME: 1000 NO OF CHG: 01 JUDGE: CADY, F      REDUCE MTN:
DATE GRANTED:      AMT PAID:      .00+ DATE:
TIME:      SPEC COND:      OFFICER ID: MCCARTY J
** END OF INQUIRY **
    
```

Exhibit III.20 PRETRIAL RELEASE RECOMMENDATION INQUIRY

```

QURY/LPTRR00000123801216000:ORSMITH JOHN 801216100101001 *Y
1000000042N0101
-----PTR-RECOMMDTN-----
DATE: 12/16/80 LEAD CHARGE: MURDER 1 RECOMMEND: OWN RECOG
INTERVIEWER: SMITH JOHN DATE: 12/16/80 TIME: 1001
MONTHS PRES ADD: 010 MONTHS IN STATE: 010 MARITAL STATUS: MARRIED
COHABITANT: FURY, BETTY MONTHS COHAB: 010 DEPENDENTS: 01
SOLE PROV: YES WEAPON USE: YES VICTIM INJ: YES
DRUG SALES: YES DRUG VALUE: 10000 PRIOR PTA'S: 01 PRIOR REV: 01
PRIOR ADDR: NONE CITY: STATE:
NO PRIOR ADD: PROB/PRL OFF: MCCARTY J NO PROB/PRL: 010
EMPLOY TYPE: LABORER EMPLOYER: BOBS CONSTRUCTION CO
ADDRESS: BOX 900 CITY: BALTIMORE
BUSINESS PHONE: 3341245311 MO ON JOB: 010 ANN SAL: 07050
D/A USE: DRUGS YRS EDUC: 10 RELIGION: OTHER
** END OF INQUIRY **
    
```

Exhibit III.21 PRETRIAL RELEASE VERIFICATION INQUIRY

```

QURY/LPTRV0000012380121601TEFLACK, ROBERT RE *Y
1200000043N0101
-----PTR VERIFICATN-----
SEQ NO: 01 CONTACT TYPE: TELEPHONE NAME: FLACK, ROBERT
TYPE: RELATIVE CORROBRATS INFO: YES
** END OF INQUIRY **
    
```

Exhibit III.22 SENTENCE TIME INQUIRY

```

QURY/LSENT0000012580121606D0011 MCCARTY J(0010 *Y
2600000051N0101
-----SENTENCE TIME-----
DATE: 12/16/80 SEQ NO: 03 TRAN CODE: INCREASE
REASON: NO PAPERS CASE NO: 1
OFFICER ID: MCCARTY J AMT (DAYS): 341.0+
DATE: 12/16/80 SEQ NO: 04 TRAN CODE: DECREASE
REASON: NO PAPERS CASE NO: 1
OFFICER ID: MCCARTY J AMT (DAYS): 99.0+
DATE: 12/16/80 SEQ NO: 05 TRAN CODE: INCREASE
REASON: NO PAPERS CASE NO: 1
OFFICER ID: MCCARTY J AMT (DAYS): 1.0+
DATE: 12/16/80 SEQ NO: 06 TRAN CODE: DECREASE
REASON: NO PAPERS CASE NO: 1
OFFICER ID: MCCARTY J AMT (DAYS): 1.0+
** END OF INQUIRY **
    
```

Exhibit III.23 DEFENDANT SCHEDULE, BY DATE, INQUIRY

```

QURX/XDATE811211TRY 1000029 *Y
10301 003103Y
-----DEFN SCHED-----
SCHD DATE: 12/11/81
EVENT: EVENT TRANS:
TRANSP:
DEF ID NAME CELL BLOCK CELL SCHD TIME
00000113 KANEE, JACK 2 2 1202
00000112 KAIN, BILLY 2 1 1202
00001217 WRIGHT, DENNIS 000000 000000 1500
00000113 KANEE, JACK 2 2 1000
00000113 KANEE, JACK 2 2 1001
00000125 SMILEY, GEORGE 000000 000000 1000
** END OF INQUIRY **
    
```

Exhibit III.24 DEFENDANT, BY PROGRAM ASSIGNMENT, INQUIRY

QURX/XRASSDTHCCARTY J 1000044 \*Y  
 10401 002104Y

PROG TYPE: DRUG TREAT  
 OFFICER ID: NOTE: ————PROG ASSIGN———

DEF ID	NAME	USERS	PROGRAM
0000125	SMILEY, GEORGE	UNITED	
0000127	WRIGHT, DENNIS	TITLE	

\*\* END OF INQUIRY \*\*

Exhibit III.25 DEFENDANT, BY CLASS, INQUIRY

CLASS: A  
 CELL BLOCK: ————CLASSIFICATION———

STAT	NAME	CUSTODY STATUS	CELL BLOCK	CELL
01	00001217 WRIGHT, DENNIS	CUST/PRETR	000000	000000
02	00000125 SMILEY, GEORGE	SHERIFF DR	000000	000000

Exhibit III.26 SOUNDEX NAME INQUIRY

QURX/XNAMECAN 10701 111107Y \*Y  
 SANAL 1000004

NAME: CAIN ————MASTER NAME———

DEF ID	NAME
00000112	KAIN, BILLY
00000110	KAIN, JAMES
00000107	CAIN, ROBERT
00000109	KANE, SAMUEL
00000108	CANE, WILLIAM

\*\* END OF INQUIRY \*\*

Exhibit III.27 DEFENDANTS REQUIRING SPECIAL TREATMENT INQUIRY

QURX/XSPECDD 10803 Y  
 SPECIAL TREATMNT: DRUG DEP ————SPECIAL———

NAME	CUSTODY STATUS	CELL BLOCK	CELL	REL DATE
** NO DATA FOR INQUIRY **				

#### IV. TRANSFER CONSIDERATIONS

The Jail Information System contains most, but not all, of the capabilities of on-line PROMIS on which JIS is based. Users of JIS have the option of incorporating any of the omitted features in their tailored version of the system.

##### A. SPECIAL AND RELATIONAL EDITS

During the tailoring process, the user may specify any data element as having "special edit" characteristics. This feature handles complicated data entry verification that cannot be handled by any of the other verification features of JIS. For example, a jurisdiction may require that the defendant identification number be entered in the following manner: the first two characters must be an alphabetic code representing the booking facility; the next six positions must be the date; and the last four positions must be a sequence number. The user enters the editing criteria in narrative form during the tailoring process, which makes the delimiters available to data entry personnel in the data Type and Description columns of the Data Element Dictionary (see Appendix A). A programmer on the user's staff must then code the actual editing routine into the Entry/Inquiry program (PR4400). Specific instructions on how to make the required coding changes are available in the "Transfer Considerations" section of the documentation of the Entry/Inquiry program.

A relational edit describes a relationship that must exist among several data elements in the same transaction if the transaction is to pass editing and be loaded in the data base. For example, the user can specify that the booking date must be greater than or equal to the arrest date. Relational edits are similar to special edits in that the user describes the edit in narrative form during tailoring. The actual edit must then be coded into the Entry/Inquiry program. The data element criteria in each relational edit are printed in the Data Base Documentation Report, where they are available for reference by data entry personnel.



## B. EDIT DESCRIPTIONS

Users tailoring the JIS data base may specify data elements as having "in-core" or "file value" edit descriptions. These edit descriptions are used at data entry to verify that a data element with a definable value is being correctly entered. Valid values for the data elements are stored in an in-core table or kept on file. Data elements with a limited number of valid values should be assigned an in-core edit description. In-core values may be one, two, or three characters in length. There are limits to the number of in-core values allowed for each data element, depending upon its field length. "In-core" and "file value" edits are described in Volume II of the PROMIS documentation, available from INSLAW.

When a data element has definable values that are too long, too numerous, or too variable for in-core verification, a file value edit description is recommended. With this option, an associated transaction must be present in the data base to supply edit criteria (Edit transaction), or edit criteria and a translation (Translation transaction). If such a transaction does not already exist in the data base, it must be created through the tailoring program.

The Jail Information System contains both in-core and file value edit descriptions. In addition, the PROGRAM transaction contains the "translation supplied at entry" feature. This means that at data entry, the translation of the value of a data element is displayed for the operator to verify. In the buffered version of JIS, no more than three fields per transaction are translated at data entry. Use of this feature is not recommended for the non-buffered version of JIS, however, because an additional screen must be processed and transmitted to provide the field translations.

## C. CYCLIC AND INITIAL MODES

PROMIS provides a linking mechanism that enables the operator to specify the next desired transaction on the same screen as the current transaction. JIS does not currently include this feature, but it is readily available to any user.

Included at the bottom of each transaction screen are fields for entering information about the transaction screen desired next. The field label MODE allows the user to specify the sequence of transactions desired. If the user wishes to enter several transactions in the same sequence during defendant initiation, the "initial" entry mode will call up the required transaction screens. While in this mode, the system automatically calls up one screen after another in the sequence defined in a system table. Chapter 5 of Volume II of the PROMIS Documentation entitled System Transfer and Operation provides guidance in creating this table. As an example of the use of the transaction sequence table, a jurisdiction could define the initial transaction sequence as Defendant, Booking, Charge/Disposition, Bond, Scheduled Event, and Status records.

The operator can activate the initial entry mode in two ways:

- (1) Add a slash and the code "I" after the last key data element in the screen request.
- (2) Enter the code "I" in the MODE entry area on Line 22 of any formatted screen. In the TRANSACTION entry area on Line 22, enter the Add transaction code for the first desired transaction in the chain and enter any necessary key data elements in the KEY entry area.

In the instances in which a limited number of transactions are usually entered after the Defendant record has been initiated, the "cyclic" entry mode is available. For example, a jurisdiction may routinely process Pretrial Release Recommendation, Pretrial Release Verification, and Scheduled Event information for a defendant at one time. This entry sequence can be defined in a system table. The user can then call up the transaction screens in the sequence defined in the table. The procedures for activation of this mode follow those described for the initial entry mode, except that the code "C" is used in place of the code "I".

## D. SUMMARY FIELDS

The Defendant Transaction contains a set of data elements called

"summary fields" (see Appendix A). On an inquiry screen these data have the header \*\*SUMMARY DATA\*\*. Data entry operators do not enter values for summary fields; rather they are derived in one of two ways. Some summary fields take their values from fields entered in other transactions. For example, Custody Status, a summary field in the Defendant Transaction, derives its value from the Custody Status entry in the most recent Status Transaction. Other summary fields result from special processing of other data in the JIS data base. For example, the summary field Lead Charge does not exist, per se. JIS calculates the value for Lead Charge as the first count of the earliest active booking. In other words, the system examines the counts, charges, and dates of charges and places the earliest active initial charge in the Lead Charge summary field. Another example of a "processed" summary field is Acct Bal (account balance). This field is the sum of all deposits to and withdrawals from an inmate's account. These financial transactions are recorded in the Inmate Account Transaction, and JIS calculates an arithmetic total from all the entries in that record to produce a value for the Acct Bal summary field.

JIS calculates the value for the summary field Days Sent (days sentenced) as the algebraic sum of sentence length, credit for time served, good time, and loss of good time. The user must enter these values as individual transactions. JIS also calculates the value for the summary field Rel Date (release date) as the sum of the Sentence Date and Days Sentenced data elements. The system computes a new Release Date after each Sentence Time transaction is updated. It is important to note that the processing that produces values for certain summary fields is "hard coded." A user can create new summary fields through the tailoring process. However, a programmer must write the COBOL code that calculates the value of each summary field. This code must appear in the Data Base Access Update program (PR4810); Copy Library (PN999F) must also be updated.

#### E. COMBINED CASE AND DEFENDANT TRACKING

The basic INSLAW version of PROMIS is a case tracking system. It monitors the status of a case from initiation to final disposition. It is less concerned with the physical location or status of the defendant. In contrast, the Jail Information System is a defendant tracking system. It monitors the status and physical location of a defendant from the time of booking and pretrial incarceration, and it also helps to manage defendants serving jail terms or participating in some type of pretrial release program. Users may choose to

join the two systems into a combined case and defendant tracking system. This could be accomplished using the tailoring program. The two systems would work very well together, since they serve complementary functions. The structure of the combined data base would be dependent upon the requirements of the agencies sharing the system and their roles and responsibilities in maintaining it.

## V. IMPLEMENTATION PLANNING

Jail Information System implementation, like any technology transfer, is a multifaceted effort. It involves identifying potential users within a jurisdiction and obtaining their commitment to implementation; identifying or creating a data-processing center that can operate the system; locating personnel with the skills needed to implement and operate an automated management information system; determining and delineating lines of access and responsibility so that the system is properly maintained and fully utilized; and establishing a management hierarchy to monitor operations and respond to the dynamic needs of system users. Several factors involved in evaluating and planning a JIS implementation are discussed below:

### A. IDENTIFYING USER GROUPS

The first step in evaluating a Jail Information System implementation is to identify all potential users of the system in the jurisdiction and determine their level of interest and commitment to such a system. The primary users of JIS are the booking/detention facilities and the pretrial release agency, with potential use by local probation and parole. Each potential user should examine all agency records and reports that are required for both daily operation and management to determine to what degree JIS would provide automated support. A visit to one or more jurisdictions using JIS would provide first-hand knowledge of system capabilities in relation to required record and report generation.

### B. CONDUCTING A FEASIBILITY STUDY

The second step in evaluating the Jail Information System for local application would be to conduct a study of the feasibility of automating the jail and/or pretrial release unit's record and reporting systems. Such a feasibility study should take into consideration (1) the volume of defendants booked each year, (2) the average daily population of the jail, (3) the number

and complexity of inmate transactions while in custody, (4) the size and number of facilities for inmate housing, and (5) the number of defendants screened and released on their own recognizance each year.

During the feasibility study, the costs and benefits of a computer-based system should be estimated to determine whether such a system is cost-effective in relation to agency information storage and retrieval needs. The intake volume, daily population, and/or the number of defendants on recognizance release may simply make automating the manual system unworkable on any grounds. A cost/benefit analysis can be useful for budget justification purposes in comparing resource costs (personnel and equipment) with anticipated tangible benefits, e.g. reducing the average length of pretrial stay by reducing screening delays.

#### C. PERFORMING AN INFORMATION REQUIREMENTS ANALYSIS

In planning for system implementation, an information requirements analysis must be performed by/for each user to determine (in detail) the information (records, reports, and forms) required to complete all defendant/inmate transactions in fulfillment of each agency's functions. The requirements analysis must identify the data elements needed for each transaction/record as well as the contents and format of each form and report that must be produced. The analysis must examine who initiates and updates each transaction, and who utilizes the information contained in each record and report. Consideration must be given to all agencies that either are sources of data or that require data from the current system and the proposed JIS system. For example, interfacing agencies could be the prosecutor's office that requires copies of the booking register for case screening or the clerk of court that provides case disposition/sentencing information to the jail. An information requirements analysis is a large complex task involving all potential user groups - its magnitude should not be underestimated. Consideration should be given to obtaining professional expertise for its completion.

When changing from a manual to a computer-based system, care must be taken that existing records, reports, and procedures are not simply automated without first examining them for current relevance and efficiency. Often,

recordkeeping and report generation are performed in a prescribed manner without due consideration being given to the usefulness of the information collected and disseminated. Automating an inefficient manual record and reporting system will produce few tangible benefits. A thorough information requirement analysis will reveal procedures that should be modified or discontinued.

To avert subsequent disagreement, each user group should review and approve the final system design, based upon the information requirements analysis of each agency that will utilize JIS. Typically, management report contents and format are the most difficult features of the system upon which to gain concurrence. This task is best approached by developing prototype sample reports to which managers can react.

#### D. SELECTING A COMPUTER SYSTEM FOR JIS

JIS is available in both buffered and nonbuffered versions of the on-line system. The nonbuffered version was designed to run on relatively low-cost minicomputer hardware and is ideal for jurisdictions with comparatively low booking and release screening loads. The number of terminals the system can support is limited, and the system security provisions are rather basic, i.e. they allow access for either on-line inquiry or both inquiry and update functions. The buffered version can run on minicomputers or mainframes and requires the use of the more sophisticated buffered terminal, that is, a terminal that contains some memory capability. Security provisions in the buffered version restrict access to the data base by terminal location, agency, and function (on a transaction level); inquiries may optionally be logged. This version of the system is designed for agencies that require many terminals to handle a large number of bookings, release screening/supervision, and inmate transactions while in custody.

Both versions of the system have many features in common, including (1) on-line entry and immediate update, (2) case-related and index inquiries, (3) translation of codes, (4) system-generated numbers and default values, and (5) special charge/disposition processing. The data base structure is the same for both versions, and a tailored data base can be used to generate either

version of the system.

The JIS programming language is 1974 ANS COBOL. It is transferable across hardware manufacturers supporting a subset of 74 ANS COBOL and offering the following central processing and storage capabilities:

#### 1. CPU and Main Storage

The central processing unit (CPU) must be powerful enough to process the JIS transactions that will be entered, as well as any other concurrent applications, such as the production of forms and reports. Assuming a yearly booking/inmate custody load of 20,000, the minimum CPU core required to support JIS in the buffered version is 256,000 bytes. The core required will fluctuate upward as a function of the number of inmate/defendant records maintained on-line, and the number of terminals accessing the data base.

Main storage must be capable of handling the computer's operating system (OS) software as well as the JIS application programs, although segmentation and virtual storage of the OS and application programs have reduced the amount of main storage required. The minimum amount of main storage required for the buffered version of JIS is 256,000 bytes, with 128,000 bytes required for the nonbuffered version.

#### 2. External Storage

The Jail Information System requires on-line disk storage for the JIS data base, the JIS application programs, system needs not specifically related to JIS, and other purposes.

The total amount of disk storage, expressed in megabytes, or millions of characters, depends on the size of the JIS data base and on characteristics of the manufacturer's hardware and

software. Assuming that the average inmate/defendant record in JIS will contain approximately 5,000 bytes of information, and with 20,000 bookings processed per year, the data base size is estimated to be a minimum of 40 megabytes. Data base size, though, is highly dependent on the number of transactions and data elements stored on-line per inmate/defendant and the length of time inmate records are kept on-line after disposition or sentence completion. With a data base of 40 megabytes, the required disk storage capacity would be approximately 250 megabytes. Disk storage capacity is computed by multiplying data base size by 6 to allow for temporary disk space for sorting reports, etc., and for manufacturer-specific minimum record or block sizes, with 10 megabytes added for the storage of programs, libraries, etc.

#### 3. Magnetic Tape Unit

A magnetic tape unit is required for JIS implementation for periodically backing-up the data base, writing inactive on-line records to a history file, and other file storage. A tape unit is also required because the JIS software is delivered to the user on tape. The minimum specification for a tape drive is that it operate at a density of 800 or 1,600 bpi (bits per inch), with a tape speed of at least 12.5 ips (inches per second), which translates into a transfer rate of at least 10,000 bps (bits per second). However, a faster tape drive is desirable, e.g. one with a speed of 37.5 ips, because, although the density figures remain the same, it will provide a faster transfer rate (30,000 bps) and, in general, is a better and more reliable piece of equipment.

#### 4. CRT Terminals

The basic data entry and inquiry device for JIS is a CRT terminal. The following features are required of a CRT terminal

used with buffered JIS: (1) a screen that displays 24 rows of 80 characters (for a total of 1,920 characters), (2) the capability to receive and display an entire screen of data as one block, (3) a "forms mode" or "format" function, which divides the screen into unprotected data areas and protected label areas according to formatting characters transmitted by JIS and the operating system, (4) the capability to send back to the computer only the data entered in the unprotected fields on the screen, and (5) screen and cursor-control functions that clear the screen, "home" the cursor (position it at the top left corner), and place the cursor at any point on the screen, as defined by line and character position. The terminal should operate on a direct connection or leased telephone line at a minimum speed of 2,400 baud (bits per second).

Terminals used with the nonbuffered version of JIS require fewer capabilities than those used with the buffered version. Nonbuffered terminals transmit data in a character-by-character (conversational) mode to the CPU. These terminals are less expensive, but they require the CPU to do more message processing. Nonbuffered JIS requires only that the terminal be capable of asynchronous communication and that it have a clear screen command and the capability of positioning the cursor at a designated line and column on the screen.

#### 5. Printer Terminals

The characteristics needed for printer terminals for JIS depend upon the specific purposes for which they are to be used. The least expensive hard-copy terminals use thermally sensitive paper and print by heat rather than by impact.

The print quality of these terminals is quite poor. The faster hard-copy impact terminals use dot-matrix characters to achieve high speed. The readability of dot-matrix characters is also poor, so they are not usually acceptable for court documents

or other forms for which good print quality is needed. Full-character impact printer terminals fall between thermal and dot-matrix printers in price and speed. The print quality is equivalent to that of an office typewriter and speeds up to 45 cps (characters per second) are possible.

If the printer is to be used only for internal documents, then the greater speed of dot-matrix terminals may outweigh the need for print quality. The difference in speeds is substantial. Dot-matrix terminals are available with speeds in excess of 120 cps, but the fastest full-character print terminals generally operate at 30 or 45 cps.

It is also important to decide whether printer terminals must be operated independently of the CRT terminals, or whether "slave" terminals, which are usually less expensive, will be adequate. Generally, slave terminals are sufficient if the number of forms to be produced is low--as is usually the case in implementations in which most forms are printed at the central computer location on a higher-speed printer. If many forms must be printed concurrently with on-line update and inquiry activities, however, and if the forms are to be produced at the terminal location, rather than at the computer, an independent printer terminal with a separate connection to the computer is preferable.

The optional features needed on hard-copy terminals are also determined by implementation decisions. If continuous forms with sprocket feed are to be used, e.g. a booking register, then a pin-fed platen will be necessary. A friction or pressure platen, like that on an ordinary office typewriter, will be sufficient if noncontinuous forms are to be produced.

At a minimum, a printer terminal for use with JIS must be capable of 30 cps print speed and have a pressure platen capable of producing as many copies of multipart, noncontinuous



forms as the implementing agency is likely to use. It should offer full-character impact printing using a typing element, a print wheel, or some similar mechanism, and it should either be attached to a CRT terminal with which it shares a line to the computer or attached directly to its own cable or telephone line connecting it to the computer. Some implementations of JIS may require no printer terminals at all, with all print requirements met by the central printer.

#### 6. Line Printers

The selection of a central printer involves some of the same considerations as the choice of terminal printers. The amount of printing to be done will determine the print speed required. This is a function of the booking and pretrial release load being processed, and the reports and forms to be produced. If only internal reports are to be printed at the central printer, and all forms are to be produced at terminals, a full-character line printer may not be required. A dot-matrix printer may be used--at a substantial savings in cost.

Impact printers with print speeds as high as 1,200 lines per minute are available, but for most users, a slower printer will be sufficient. For most JIS implementation, 300-600 lines per minute will be an adequate printing speed.

#### 7. Advantages and Disadvantages of Various Sources of Computing Capability

An agency implementing JIS can share a system with other local government agencies, purchase or lease a dedicated computer, or use a commercial service.

##### a. Sharing a System

Most units of local government have access to a central data processing facility, and that local data processing authority

may have sufficient capacity to support JIS in addition to other applications. In some instances, this may be done with no additional expenditures for computer hardware or software. In others, it may require expanding the existing system by the addition of some hardware components, most commonly main storage, disk drives, or communications equipment.

Any booking/detention facility or pretrial release agency planning to implement JIS should also investigate the availability of data processing resources in other agencies within the local jurisdiction. Sharing a computer system with other agencies, particularly an existing system, provides additional benefits: shared responsibility for maintenance and the availability of experienced personnel. A particularly advantageous situation for JIS implementation would be in a jurisdiction where the prosecutor's office has PROMIS operational on a dedicated minicomputer. If main and external storage would accommodate the combined JIS/PROMIS system, the cost of system maintenance and a systems analyst's salary could be shared.

Although sharing a system may result in substantial cost savings, there are potential disadvantages to this method that should not be overlooked. The agency using JIS will regard it as a very high-priority computer task, whereas the host agency operating the computer may have different priorities. A shared system may also create data security and criminal record privacy problems. Such problems may be best avoided by placing the entire JIS computer system under the control, and on the premises of the user agency.

##### b. Operating a Dedicated System

If an agency does undertake to operate its own computer, there are a number of factors to consider. It is not unusual for a computer to be unavailable from time to time because of hardware failures that may require as little as a few hours, or as

much as several days, to resolve. There may also be occasional software failures in the manufacturer's operating system programs or in the JIS (or other application) software. The best way to reduce the frequency and severity of hardware problems is to require assurance from the supplier of the availability of preventive and remedial maintenance. In much the same fashion, software maintenance should be available for the operating system in the form of periodic releases of "fixes" developed by the supplier. The jurisdiction operating the computer system must have personnel available to apply these fixes and to maintain the JIS programs. While these tasks should not require extensive data processing support, someone must be available to diagnose problems and to apply fixes, as well as to install any new versions of the software that become available.

An agency that does decide to acquire its own computer system should consider whether to lease or purchase the system. In general, purchase is preferable when the required funding is available at the outset and when the system is to be used for a relatively long time. For single (or dual) agency dedicated use, a minicomputer purchase/lease is the most cost/effective alternative. JIS conversion has been completed for the buffered and nonbuffered versions on minicomputer models of such manufacturers as Burroughs, DEC, and Wang. In planning for a JIS installation, consideration must be given to the long lead times required for the delivery of equipment.

#### c. Using Commercial Services

Another possible source of data processing capability is a service bureau, or time-sharing service. These are commercial services that purchase or lease large computers and then make them available to a large number of users on a time-shared basis. Users pay for only the fraction of the computer's capacity they use. The primary advantages of a time-sharing arrangement are that the user pays only for the computer services

needed, and someone else is responsible for system maintenance and repair. The main disadvantage is that accountability is limited because the user has little or no control over the computer facility. This problem is more severe with commercial services than with computers owned by another governmental entity in terms of scheduling of work and maintenance of equipment.

The selection of a data processing facility for JIS depends chiefly, then, upon the following factors: cost, user agency control over the computer system and its priorities, availability of programming and data processing management capabilities in the user agency, and privacy and security considerations related to the storage and retrieval of criminal justice data in the computer system.

#### E. SYSTEM SECURITY

In planning for a JIS installation, consideration must be given to data base access. The Security programs included in the buffered version of JIS are used to ensure that only authorized personnel have access to the data base and, further, to define access in terms of which transactions can be retrieved and for what purpose.

The JIS system implementation manager should review entry and update transactions with agency management to determine the kind and amount of security required. If multiple agencies are sharing the same system, it may be desirable to protect one agency's data from the scrutiny of another, or within a single agency, it may be necessary to restrict data access according to the responsibilities of each terminal operation. For example, in the Defendant Transaction screen, only certain terminals and operators should be capable of changing the data element "Release Date".

On-line access to the JIS data base is permitted through validation of the terminal and recognition of the operator by entry of a password and user ID. All JIS terminals must be so specified. A password determines the level of access to the data base, from no access to any combination of initiate, modify,

retrieve, or delete actions. Passwords may be restricted to a particular group of terminals by identifying related passwords and terminals with the same function code. A password may be set up for the system manager that allows full access on any terminal.

#### F. TRAINING SYSTEM USERS

Previous systems experience indicates that the orientation and training of user group personnel will be the most time consuming task that must be accomplished during JIS implementation. Personnel must be trained to use new forms, to follow new procedures needed for data entry and maintenance, and to make use of system outputs. As the forms and procedures design progresses, descriptions of new materials or procedures must be prepared. A plan for training personnel should also be developed by the system manager.

It will be incumbent upon the system manager to develop a user's manual for each agency utilizing the Jail Information System. As a minimum, a user's manual should contain:

- A general orientation to the system which should include a JIS function/transaction table similar to that shown in Exhibit I.2.
- Data base documentation, similar to that shown in Appendix A, listing each transaction (with its supporting data elements), a data element dictionary, and a table of indexed inquiries.
- An in-depth review of the specific transactions and inquiries that each agency will employ in defendant processing.
- An in-depth discussion of the forms and reports that will be produced by JIS to support the agency's mission.

- A review of the data quality edit routines that have been implemented, and the initial and cyclic modes of transaction screen sequencing that have been selected.
- A discussion of the Summary Fields available in JIS that can make defendant processing more efficient.
- A technical discussion of such factors as (1) uploading of existing records, (2) parallel operation during the implementation phase, (3) daily start-up and shut-down procedures, (4) initial defendant entry, (5) data modification and deletion, (6) on-line inquiry and forms production, (7) logging and recovery procedures, and (8) system security.

Training should concentrate primarily on forms and procedures used to gather, enter, and verify information, as well as on other operational uses of the data base, e.g. making inquiries and generating forms and reports. Suggestions to managers concerning report usage is an ongoing task, usually performed by the system manager once JIS becomes operational.

#### G. JIS AS A JAIL/PRETRIAL RELEASE ADMINISTRATION AND MANAGEMENT INFORMATION SYSTEM

JIS was designed to assist in jail/pretrial release administration and management, in addition to its basic inmate/defendant accounting functions. Administration and management are served by summary information and reports that can be generated by the system. The following printed system outputs were designed to facilitate jail/pretrial release administration:

1. Bond Recap Log (by shift and day) - a summary of all bail money received;
2. Property Inventory Log (by shift and day) - a summary of all inmate property confiscated;

3. Shift/Incident Log - a summary of incidents by shift;
4. Transportation and Movement Lists - a summary of inmate appointments, scheduled events, etc., by shift and day;
5. Visitor Log - a listing of visitors by inmate name;
6. Release Log - a listing of releases for each day;
7. Inmate Program Participation (by programs and location) - a summary of inmates in each program at each location;
8. Booking by Shift - workload statistics;
9. Billings to Other Agencies - a summary of housing costs by inmates held for other jurisdictions for reimbursement claims;
10. Release Date Calculation - computation of release date using sentence length, good time credit, etc.;
11. Pretrial Release Recommendation Report - the pretrial release unit's formal recommendation to the court; and
12. Inmate Fund Accounting - audit trail of all debits and credits for each inmate.

JIS has the capability of producing a number of reports useful for both jail and pretrial release management, for example:

1. Daily Bookings by Arresting Agency and Reason for Booking - a statistical report showing the volume and percent of bookings for arrests on a new charge (by arresting agency), warrant arrests, serving a sentence, holds by other agencies, state and federal prisoners, court remands, etc.;

2. Daily Inmate Population: Counts and Population Types - a statistical report showing the total count, plus the number and percentage of inmates in each status, i.e. pretrial, presentenced, sentenced, holds, enroutes, probation/parole violators, state/federal prisoners, etc.;
3. Unsented Inmates by Length of Stay - exception reporting for excessive length of stay in unsentenced status;
4. Type of Release - a statistical report showing the number and percentage of inmates released on/to jail citation, ROR, bail, third party, diversion, no complaint, time served, sentence served, etc.;
5. Length of Stay by Type of Release - a statistical table showing stay by release type which may indicate how delays in inmate processing are impacting the jail population;
6. Charge by Arresting Agency - a statistical table showing the sources of bookings by charges which may reveal an under-utilization of citation release;
7. Jail Population Analysis/Profile Reports - any data elements in the data base may be analyzed singly in the form of a frequency table or in pairs in a crosstabulation table. This offers a powerful tool for jail population analysis to the jail administrator. With most jails at or approaching an overcrowded condition, this capability can be used to identify and analyze the causes of jail overcrowding, and develop appropriate policy and procedural counter measures;
8. Pretrial Release Program Participation Report - shows the number and percentage of participants on each form of recognition release; and

**CONTINUED**

**1 OF 2**

9. Pretrial Release FTA Report - provides summary statistics on the FTA rate for each type of recognizance release to program managers.

H. TECHNICAL SYSTEM DESCRIPTION, TRANSFER, AND OPERATION DOCUMENTATION

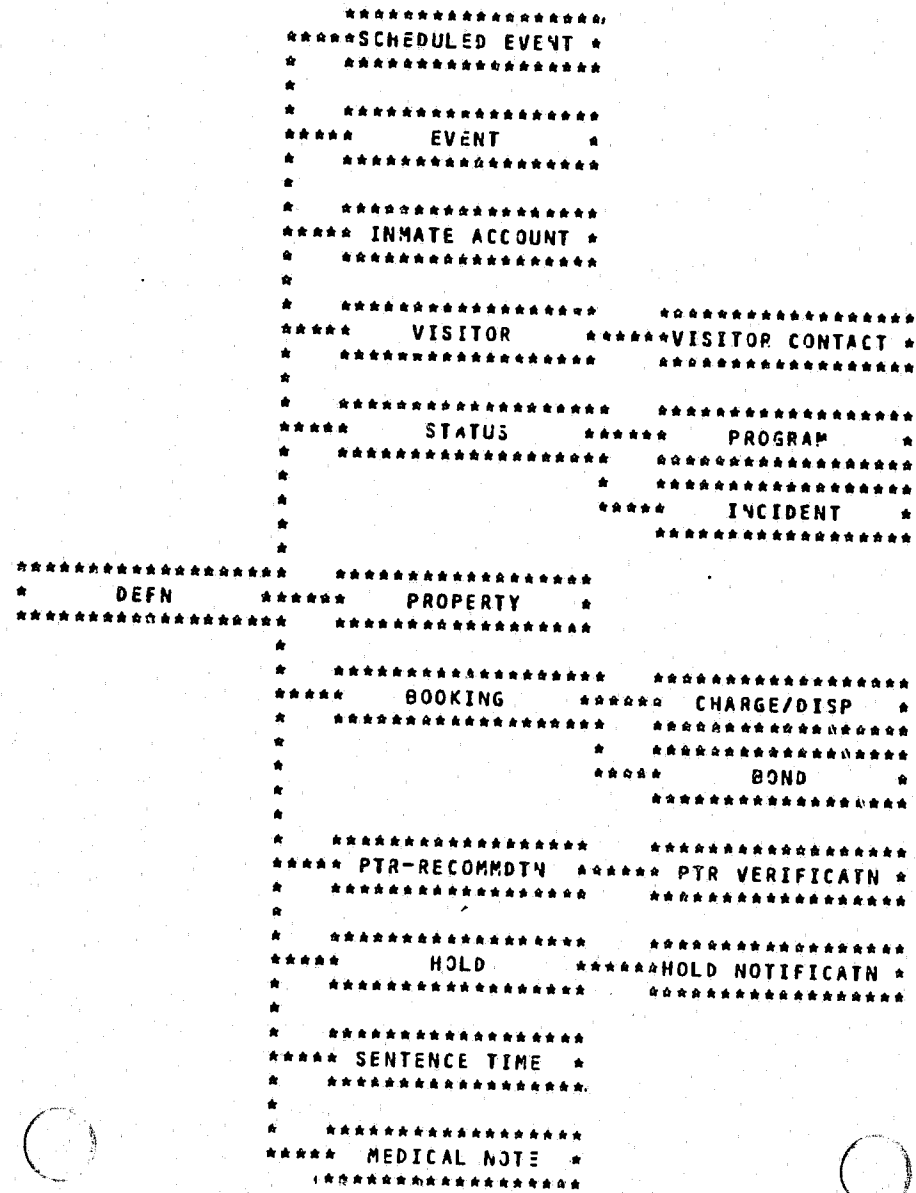
Since JIS represents an expansion of the basic PROMIS system software in terms of added data elements, transactions, inquiries, forms, and reports to support jail and pretrial release functions, the technical system description, transfer, and operation documentation for PROMIS is generally applicable to JIS. Volume I of INSLAW's PROMIS documentation, Technical System Description, describes the design philosophy of PROMIS and the technical details of system operation. Each subsystem, program, and system table in PROMIS is described in this volume. Volume II, System Transfer and Operation, is a guide for technical personnel on system installation and operation. Volume II contains a technical discussion of computer selection, system generation, data base tailoring, on-line data entry and retrieval, program execution procedures, inquiries, forms, and reports. Both volumes are available from INSLAW in Washington, D. C.

APPENDIX A  
DATA BASE DOCUMENTATION



JAIL INFORMATION SYSTEM  
JIS MASTER FILE  
LOGICAL DIAGRAM

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JAIL INFORMATION SYSTEM

Page 01

TRANSLATION RECORD LISTING

TRANS ATTORNEY

TRANS BONDSMAN

TRANS CHARGE

TRANS EVENT

TRANS JUDGE

TRANS OFFICER

TRANS PROSECUTOR

TRANS REASON

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JAIL INFORMATION SYSTEM

TRANSACTION TABLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TRANSACTION NAME	CODE	RECORD TYPE	FILE NO	RELATED TC	OWNER	NO.	KEY	DATA ELEMENTS NAME	COBOL	REQUIRED A M D	SYST REQ	RPT MOD	CRT SCHD	MGT RPT	TRANS LNTH
BOND	BOND	BA	03	DEFN	CO	001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	150
						099	Y	BOOK NO	BOOKNO	Y Y Y	N	N	N	N	
						043	Y	SEG NO	SEQNUM	SYSTEM GENERATED	N	N	N	N	
						023		BOND TYPE	BAILTP	Y N N	N	Y	N	N	
						042		BOND AMT	AMOUNT	N N N	Y	Y	N	N	
						044		PERCENT DEPOSIT	PERDEP	N N N	N	Y	N	N	
						026		BONDSMAN	COBOND	N N N	N	Y	N	N	
						032		DATE	TRDATE1	Y N N	N	Y	N	N	
						004		TIME	TTIME1	Y N N	N	N	N	N	
						113		NO OF CHG	NUMCHG	Y N N	N	N	N	N	
						039		JUDGE	TJUDGE	N N N	N	N	N	N	
						114		REDUCE MTN	REDUCT	N N N	N	N	N	N	
						115		DATE GRANTED	DATEGR	N N N	N	N	N	N	
						116		AMT PAID	AMOUTN	N N N	N	N	N	N	
						002		DATE	TRDATE2	N N N	N	N	N	N	
						034		TIME	TTIME2	N N N	N	N	N	N	
						117		SPEC COND	CNDTNS	N N N	N	N	N	N	
						020		OFFICER ID	BDGACY	Y Y N	N	N	N	N	
118		FACILITY	FACLTY	N N N	N	N	N	N							
BOOKING	BOOK	CO	02	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	N	N	Y	N	238
						099	Y	BOOK NO	BOOKNO	REQ; OPT SYST GEN	N	Y	N	N	
						100		BOOK TYPE	BOOKTP	Y Y N	N	Y	N	N	
						012		NAME	TRNAME	Y Y N	N	N	Y	N	
						101		ARR RPT NO	ARRNUM	N N N	N	N	N	N	
						102		INCD RPT NO	INCNUM	N N N	N	N	N	N	
						119		WARRANT NO	WARRNO	N N N	N	N	N	N	
						045		ADDRESS	ADDRSS1	N N N	N	N	N	N	
						013		CITY	TRCITY	N N N	N	N	N	N	
						103		VEHCL IMPOUND	VEHIMP	N N N	N	N	N	N	
						050		DATE BOOKED	DTBOOK	Y Y N	N	Y	N	N	
						051		TIME BOOKED	TMBOOK	Y Y N	N	Y	N	N	
						104		FACILITY	FCLITY	Y N N	N	N	N	N	
						020		OFFICER ID	BDGACY1	Y Y N	N	N	N	N	
						105		MD ACCT	MFDACC	Y N N	N	Y	N	N	
						106		DUTY NURSE	DNURSE	Y N N	N	Y	N	N	
						054		CLASS	DCLASS	N N N	N	N	N	N	
						107		ARR DATE	ARRDTE	N N N	N	N	N	N	
						004		TIME	TTIME	N N N	N	N	N	N	
						045		ADDRESS	ADDRSS2	N N N	N	Y	N	N	
						020		OFFICER ID	BDGACY2	N N N	N	N	N	N	
						108		AGCY	AGENCY	N N N	N	Y	N	N	
						109		BILL AGCY	ELAGCY	N N N	N	N	N	N	
						110		PROP CONF	PROPCN	Y N N	N	Y	N	N	
111		W/M CHK	WVCHCK	Y N N	N	Y	N	N							
112		ID	IDCHCK	Y N N	N	Y	N	N							

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TRANSACTION TABLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TRANSACTION NAME	CODE	RECORD TYPE	FILE NO	RELATED TO	OWNER	NO.	KEY	DATA ELEMENTS NAME	COBOL	REQUIRED A M D	SYST REQ	RPT MOD	CRT SCHD	MGY RPT	TRANS LNPTH
CHARGE/DISP	CHDS	CD	05	DEFN	CO	001	Y	DEF ID	CASENO	Y Y Y	N	Y	N	N	
						099	Y	BOOK NO	BOOKNO	Y Y Y	N	N	Y	N	
						027	Y	CHG TYPE	CHGTYP	Y Y Y	N	N	N	N	
						037	Y	CHARGE	TRCCHG	Y Y Y	Y	Y	Y	N	
						028		COUNT	CHGCNT	Y Y N	N	Y	N	N	
						165		CHARGE SCORE	CHGSCO	N N N	N	N	N	N	
						003		INITIATOR	CHGINT	Y N N	N	Y	N	N	
						047		DISP IND	DISIND	Y Y N	N	Y	Y	N	
						062		CASE NO	CASENU	N N N	N	N	N	N	
						162		INDICT NO	INDNUM	N N N	N	Y	N	N	
						032		DATE	TRDATE	N N N	N	N	N	N	
						011		DISP ACTN	DSPACT	N N N	Y	N	Y	N	
						059		DISP DATE	DSDATE	N N N	Y	Y	Y	N	
						007		REASON	REASON	N N N	Y	Y	Y	N	
						035		PROCEED	EVNPRD	N N N	Y	N	Y	N	
						008		PROS	PROSTR	N N N	N	N	Y	N	
						009		JUDGE	TJUDGE	N N N	N	Y	Y	N	
						046		PLEA CHG	PLECHG	N N N	N	Y	Y	N	
						024		DEFNSE ATTY	COATTY	N N N	N	Y	N	N	
						025		DEFNSE ATTY TYPE	COATTP	N N N	N	N	N	N	
						063		SENT TYPE	SNTYPE	N N N	N	Y	N	N	
						064		SENT DATE	SNDATE	N N N	N	Y	N	N	
						065		SENT DESC	SNDESC	N N N	N	N	N	N	
						066		SENT LENGTH	SNLENG	N N N	N	Y	N	N	
						067		FINE	DEFINE	N N N	N	Y	N	N	
															146
DEFN	DEFN	CS	01	CASE	SY	001	Y	DEF ID	CASENO	REQ? OPT SYST GEN	N	Y	Y	N	
						012		NAME	TRNAME	Y Y N	N	Y	N	N	
						045		ADDRESS	ADDRSS	N N N	N	Y	N	N	
						013		CITY	TRCITY	N N N	N	Y	N	N	
						014		STATE	TSTATE	N N N	N	Y	N	N	
						015		ZIP	ZIPCODE	N N N	N	Y	N	N	
						016		HOME PHONE	HOTELE	N N N	N	Y	N	N	
						019		NOTE	FREFRM	N N N	N	N	N	N	
						040		BOOK STATUS	STATUS	SUMMARY FIELD	Y	N	N	N	
						050		DATE BOOKED	DTBOOK	SUMMARY FIELD	Y	N	N	N	
						051		TIME BOOKED	TBOOK	SUMMARY FIELD	Y	Y	N	N	
						052		LEAD CHARGE	LDCHRG	SUMMARY FIELD	Y	Y	N	N	
						053		CUSTODY STATUS	CDSTAT	SUMMARY FIELD	Y	Y	N	N	
						054		CLASS	DCLASS	SUMMARY FIELD	Y	Y	N	N	
						055		CELL BLOCK	CBLOCK	SUMMARY FIELD	Y	Y	N	N	
						056		CELL	DECELL	SUMMARY FIELD	Y	Y	N	N	
						057		SPECIAL TREATMNT	STREAT	SUMMARY FIELD	Y	Y	N	N	
						058		ACCT BAL	BALANC	SUMMARY FIELD	Y	Y	N	N	

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TRANSACTION TABLE

1	2	3	4	5	5	7	9	9	10	11	12	13	14	15	16
TRANSACTION NAME	CODE	RECORD TYPE	FILE NO	RELATED TO	OWNER	NO. KEY	NAME	COBOL	REQUIRED A M D	SYST REQ	RPT MOD	CRT SCHD	MGT RPT	TRANS LNTH	
DEFN	(CONT)					041	SCHD DATE	SCDATE	SUMMARY FIELD	Y	Y	N	N		
						073	SCHD EVENT	SEVENT	SUMMARY FIELD	Y	Y	N	N		
						011	DISP ACTN	DSPACT	SUMMARY FIELD	Y	Y	N	N		
						059	DISP DATE	DSDATE	SUMMARY FIELD	Y	Y	N	N		
						C60	REL DATE	RLDATE	SUMMARY FIELD	Y	Y	N	N		
						061	DAYS SENT	DYSENT	SUMMARY FIELD	Y	Y	N	N		
															210
DEFN DESCRIPTOR	DESC	DF	04		SY	001	Y DEF ID	CASENO	Y Y Y	N	N	N	N		
						079	TRUE NAME	NAMETR	Y N N	N	N	N	N		
						029	DATE OF BIRTH	DEFDOB	N N N	N	N	N	N		
						030	AGE	AGEAGE	N N N	N	N	N	N		
						030	RACE	DEFRCE	N N N	N	N	N	N		
						031	SEX	DEFSEX	N N N	N	N	N	N		
						032	HAIR	DEFHAI	N N N	N	N	N	N		
						010	EYES	DEFEYE	N N N	N	N	N	N		
						021	HGT	DEFHGT	N N N	N	N	N	N		
						022	WGT	DEFWGT	N N N	N	N	N	N		
						033	ALIAS	TALIAS	N N N	N	N	N	N		
						081	MARKS	DMARKS	N N N	N	N	N	N		
						034	BIRTH CITY	BIRCTY	N N N	N	N	N	N		
						035	BIRTH STATE	BIRSTE	N N N	N	N	N	N		
						082	US CIT	USACIT	N N N	N	N	N	N		
						036	FBI NO	DEFFBI	N N N	N	N	N	N		
						033	STATE ID	STATID	N N N	N	N	N	N		
						084	SSN	SSNUM3	N N N	N	N	N	N		
						035	HENRY FGR	HENFGR	N N N	N	N	N	N		
						036	FBI FGR	FBIFGR	N N N	N	N	N	N		
						087	NO PRIOR ARR	PRIORS	N N N	N	N	N	N		
						088	DATE LAST ARR	ARRDAT	N N N	N	N	N	N		
						039	NO PRIOR CONV	PRCONV	N N N	N	N	N	N		
						090	DATE LAST CONV	LSCONV	N N N	N	N	N	N		
						071	LAST REL DT	DATREL	N N N	N	N	N	N		
						072	LAST CLASS	LCLASS	N N N	N	N	N	N		
						093	LAST PTR REC	LPTREC	N N N	N	N	N	N		
						094	REL PTR	RELPTR	N N N	N	N	N	N		
						053	CUSTODY STATUS	CDSTAT	N N N	N	N	N	N		
						095	FTA CN REL	FTAREL	N N N	N	N	N	N		
						096	DMV LIC NO	DMVLIC	N N N	N	N	N	N		
						014	STATE	TSTATE	N N N	N	N	N	N		

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TRANSACTION TABLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TRANSACTION NAME	CODE	RECORD TYPE	FILE NO	RELATED TO	OWNER	NO.	KEY	DATA ELEMENTS NAME	COBOL	REQUIRED A M D	SYST REG	RPT MOD	CRT SCHD	MGT RPT	TRANS LN6TH
EVENT	EVNT	EV	05	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	Y	N	Y	N	221
						002	Y	DATE	TRDATE	Y Y Y	Y	Y	Y	N	
						004	Y	TIME	TTIME	Y Y Y	N	Y	N	N	
						005	Y	EVNT	BEVENT	Y Y Y	N	Y	N	N	
						041		SCHD DATE	SCDATE	Y N N	Y	Y	Y	N	
						072		SCHD TIME	SCTIME	Y N N	N	Y	N	N	
						073		SCHD EVENT	SEVENT	N N N	N	Y	N	N	
						006		EVENT ACTION	EVNACT	Y Y N	Y	Y	Y	N	
						007		REASON	REASON	N N N	N	Y	Y	N	
						045		ADDRESS	ADDRSS	N N N	N	N	N	N	
						019		NOTE	FREFRM1	N N N	N	N	N	N	
						019		NOTE	FREFRM2	N N N	N	N	N	N	
						019		NOTE	FREFRM3	N N N	N	N	N	N	
						020		OFFICER ID	BDGACY	Y N N	N	N	N	N	
A-7 HOLD	HOLD	HZ	05	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	52
						119	Y	WARRANT NO	WARRNO	Y Y Y	N	N	N	N	
						002		DATE	TRDATE	Y N N	N	Y	N	N	
						108		AGCY	AGENCY	Y N N	N	Y	N	N	
HOLD NOTIFICATN	HNCT	HO	05	CASE	HZ	001	Y	DEF ID	CASENO	Y Y Y	N	Y	N	N	65
						119	Y	WARRANT NO	WARRNO	Y Y Y	N	Y	N	N	
						002	Y	DATE	TRDATE	REQ; OPT SYST GEN	N	Y	N	N	
						004		TIME	TTIME	Y N N	N	Y	N	N	
						012		NAME	TRNAME	Y N N	N	N	N	N	
						020		OFFICER ID	BDGACY	Y N N	N	Y	N	N	
INCIDENT	INCD	AR	05	DEFN	FF	001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	103
						053	Y	CUSTODY STATUS	CDSTAT	Y Y Y	N	N	N	N	
						043	Y	SEQ NO	SEQNUM	Y Y Y	N	N	N	N	
						002	Y	DATE	TRDATE	Y Y Y	N	N	N	N	
						004	Y	TIME	TTIME	REQ; OPT SYST GEN	N	N	N	N	
						154		INCIDENT	INCIDN	Y N N	N	Y	N	N	
						003		INITIATOR	CHGINT	Y N N	N	N	N	N	
						155		REBOOKED	REBOOK	N N N	N	N	N	N	
						099		BOOK NO	BOOKNO	N N N	N	N	N	N	
						011		DISP ACTN	DSPACT	N N N	N	N	N	N	
						009		JUDGE	TJUDGE	N N N	N	N	N	N	



TRANSACTION TABLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16							
TRANSACTION NAME	CODE	RECORD TYPE	FILE NO	RELATED TC	OWNER	DATA ELEMENTS			COBOL	REQUIRED A P D	SYST REG	RPT MOD	CRT SCHD	MGT RPT	TRANS LN6TH							
INMATE ACCOUNT	ACCT	MN	03	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	116							
						032	Y	DATE	TRDATE	Y Y Y	N	Y	N	N								
						004	Y	TIME	TTIME	Y Y Y	N	Y	N	N								
						076		TRANSACTION	TRANSA	Y Y N	N	Y	N	N								
						077		AMOUNT	AMOUN2	N N N	N	Y	N	N								
						078		WITH/DEP	WITDEP	N N N	N	Y	N	N								
						020		OFFICER ID	BDGACY	Y Y N	N	Y	N	N								
						019		NOTE	FREFRM	N N N	N	N	N	N								
						MEDICAL NOTE	MEDI	MD	03	CASE	CS	001	Y	DEF ID		CASENO	Y Y Y	N	N	N	N	175
												043	Y	SEQ NO		SEGNUM	SYSTEM GENERATED	N	N	N	N	
163		MEDICAL PERS	MEDPER	Y N N	N							N	N	N								
019		NOTE	FREFRM1	N N N	N							N	N	N								
019		NOTE	FREFRM2	N N N	N							N	N	N								
019		NOTE	FREFRM3	N N N	N							N	N	N								
PROGRAM	PROG	DA	03	DEFN	FF							001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	162	
						053	Y	CUSTODY STATUS	CDSTAT	Y Y Y	N	N	N	N								
						043	Y	SEQ NO	SEGNUM	Y Y Y	N	N	N	N								
						058	Y	PROG TYPE	PRTYPE	Y Y Y	N	N	N	N								
						059		PROGRAM	PROGRM	N N N	N	N	N	N								
						070		DATE ASSIGN	DATASS	N N N	N	N	N	N								
						071		TIME ASSIGN	TIMASS	N N N	N	N	N	N								
						020		OFFICER ID	BDGACY	Y Y N	N	N	N	N								
						150		SCHD COMP DATE	SCCDAT	N N N	N	N	N	N								
						048		COMPLETE DATE	CDATE	N N N	N	N	N	N								
						049		COMPLETE TYPE	COTYPE	N N N	N	N	N	N								
						016		HOME PHONE	HOTELE	N N N	N	N	N	N								
						045		ADDRESS	ADDRSS	N N N	N	N	N	N								
						019		NOTE	FREFRM	N N N	N	N	N	N								
						PROPERTY	PRJP	PD	03	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	N	N	Y	N		162
039	Y	BOOK NO	BOOKNO	Y Y Y	N							Y	N	N								
043	Y	SEQ NO	SEGNUM	SYSTEM GENERATED	N							Y	N	N								
120		DATE CONFISC	DATECO	Y N N	N							Y	N	N								
121		TIME CONFISC	TIMECO	Y N N	N							Y	N	N								
020		OFFICER ID	BDGACY1	Y N N	N							Y	N	N								
122		ITEM TYPE	ITEMTY1	N N N	N							Y	N	N								
123		DESC	ITDESC1	N N N	N							N	N	N								
124		ACTION	ACTION1	N N N	N							Y	N	N								
122		ITEM TYPE	ITEMTY2	N N N	N							Y	N	N								
123		DESC	ITDESC2	N N N	N							Y	N	N								

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TRANSACTION TABLE

1 TRANSACTION NAME	2 CODE	3 RECORD TYPE	4 FILE NO	5 RELATED TC	6 OWNER	7 A.J. KEY	8 9 DATA ELEMENTS NAME	10 COBOL	11 REQUIRED A P D	12 SYST REQ	13 RPT MOD	14 CRT SCHD	15 MGT RPT	16 TRANS LNTH
PROPERTY	(CONT)						124 ACTION	ACTION2	N N N	N	Y	N	N	
							122 ITEM TYPE	ITEMY3	N N N	N	Y	N	N	
							123 DESC	ITDESC3	N N N	N	Y	N	N	
							124 ACTION	ACTION3	N N N	N	N	N	N	
							122 ITEM TYPE	ITEMY4	N N N	N	Y	N	N	
							123 DESC	ITDESC4	N N N	N	Y	N	N	
							124 ACTION	ACTION4	N N N	N	Y	N	N	
							122 ITEM TYPE	ITEMY5	N N N	N	Y	N	N	
							123 DESC	ITDESC5	N N N	N	Y	N	N	
							124 ACTION	ACTION5	N N N	N	Y	N	N	
							122 ITEM TYPE	ITEMY6	N N N	N	Y	N	N	
							123 DESC	ITDESC6	N N N	N	Y	N	N	
							124 ACTION	ACTION6	N N N	N	Y	N	N	
							125 STOR LCTN	STORED	Y N N	N	Y	N	N	
							126 RCPT NUM	RCPTNO	Y N N	N	Y	N	N	
							127 RELEASED TO	RLSDTO	N N N	N	Y	N	N	
							002 DATE	TRDATE	N N N	N	Y	N	N	
							004 TIME	TTIME	N N N	N	Y	N	N	
							020 OFFICER ID	EDGACY2	N N N	N	Y	N	N	
														247
PTR VERIFICATN	PTRV	SE	03	DEFN	CA	C01	Y DEF ID	CASENO	Y Y Y	N	N	N	N	
							002 Y DATE	TRDATE	Y Y Y	N	N	N	N	
							043 Y SEQ NO	SEQNUM	SYSTEM GENERATED	N	Y	N	N	
							152 CONTACT TYPE	CONTYP	Y N N	N	Y	N	N	
							012 NAME	TRNAME	Y N N	N	Y	N	N	
							018 TYPE	PARTYP	Y N N	N	N	N	N	
							153 CORRORBRATS INFO	INF000	N N N	N	N	N	N	
														52
PTR-RECOMMDTN	PTRR	CA	03	CASE	CS	C01	Y DEF ID	CASENO	Y Y Y	N	N	N	N	
							002 Y DATE	TRDATE1	Y Y Y	N	N	N	N	
							052 LEAD CHARGE	LDCHRG	Y N N	N	Y	N	N	
							164 P T P SCORE	PTRSCO	N N N	N	N	N	N	
							128 RECOMMEND	RECOMN	N N N	N	Y	N	N	
							129 INTERVIEWER	INTVWR	Y N N	N	Y	N	N	
							002 DATE	TRDATE2	Y N N	N	Y	N	N	
							004 TIME	TTIME	Y N N	N	N	N	N	
							130 MONTHS PRES ADD	ADTIME	N N N	N	Y	N	N	
							131 MONTHS IN STATE	STTIME	N N N	N	Y	N	N	
							132 MARITAL STATUS	MARIED	N N N	N	Y	N	N	
							133 COHABITANT	COHABT	N N N	N	N	N	N	
							134 MONTHS COHAB	MOCOH3	N N N	N	N	N	N	
							135 DEPENDNTS	DEPNDT	N N N	N	Y	N	N	

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TRANSACTION TABLE

1 TRANSACTION NAME	2 CODE	3 RECORD TYPE	4 FILE NO	5 RELATED TC	6 OWNER	7 NO.	8 KEY	9 DATA ELEMENTS NAME	10 COBOL	11 REQUIRED A M D	12 SYST REQ	13 RPT MOD	14 CRT SCHD	15 MGT RPT	16 TRANS LNTH					
PTR-RECOMMDTN (CONT)						136		SOLE PRJV	PROVID	N N N	N	N	N	N						
						038		WEAPON USE	WEAPON	N N N	N	N	N	N						
						137		VICTIM INJ	VICINJ	N N N	N	N	N	N						
						138		DRUG SALES	SFLDRG	N N N	N	N	N	N						
						139		DRUG VALUE	DRGVAL	N N N	N	N	N	N						
						140		PRIOR PTA'S	NOPTAS	N N N	N	N	N	N						
						141		PRIOR REV	PRIREV	N N N	N	N	N	N						
						142		PRIOR ADDR	PRIADD	N N N	N	N	N	N						
						013		CITY	TRCITY1	N N N	N	N	N	N						
						014		STATE	TSTATE	N N N	N	N	N	N						
						143		MO PRIOR ADD	MPRIAD	N N N	N	N	N	N						
						144		PROB/PRL OFF	P9OFF	N N N	N	N	N	N						
						145		MO PROB/PRL	MOPROR	N N N	N	N	N	N						
						146		EMPLOY TYPE	EMPTYP	N N N	N	N	N	N						
						147		EMPLOYER	EMPLOY	N N N	N	N	N	N						
						045		ADDRESS	ADDRSS	N N N	N	N	N	N						
						013		CITY	TRCITY2	N N N	N	N	N	N						
						017		BUSINESS PHONE	BSTELE	N N N	N	N	N	N						
						148		MO ON JOB	MOSJOB	N N N	N	N	N	N						
						149		ANN SAL	SALARY	N N N	N	N	N	N						
						150		D/A USE	DRUGAL	N N N	N	N	N	N						
						151		YRS EDUC	YRSEDU	N N N	N	N	N	N						
						161		RELIGION	RELIGN	N N N	N	N	N	N	245					
SCHEDULED EVENT						SCHD	SC	03	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	Y	N	Y	N	
						041	Y	SCHD DATE	SCDATE	Y Y Y	Y	Y	Y	N	N					
						072	Y	SCHD TIME	SCTIME	Y Y Y	N	Y	N	N						
						073	Y	SCHD EVENT	SEVENT	Y Y Y	N	Y	N	N						
						020		OFFICER ID	BDGACY	N N N	N	Y	N	N						
						045		ADDRESS	ADDRSS	N N N	N	Y	N	N						
						074		TRANSP	TRANSP	Y N N	N	Y	N	N	55					
SENTENCE TIME						SENT	ST	03	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	N	Y	N	N	
						002	Y	DATE	TRDATE	Y Y Y	N	N	N	N						
						043	Y	SEQ NO	SEQNUM	SYSTEM GENERATED	N	Y	N	N						
						156		TRAN CODE	TRCODE	Y N N	N	Y	N	N						
						007		REASON	REASON	Y N N	N	Y	N	N						
						062		CASE NO	CASENU	Y N N	N	Y	N	N						
						020		OFFICER ID	BDGACY	Y Y N	N	Y	N	N						
						157		AMT (DAYS)	DAYAMT	Y N N	N	Y	N	N	44					

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TRANSACTION TABLE

1 TRANSACTION NAME	2 CODE	3 RECORD TYPE	4 FILE NO	5 RELATED TO	6 OWNER	7 NO.	8 KEY	9 DATA ELEMENTS NAME	10 COBJL	11 REQUIRED A M D	12 SYST REQ	13 RPT MOD	14 CRT SCHD	15 MGT RPT	16 TRANS LNTH
STATUS	STAT	FF	05	CASE	CS	031	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	
						053	Y	CUSTODY STATUS	COSTAT	Y Y Y	N	N	N	N	
						043	Y	SEQ NO	SEQNUM	SYSTEM GENERATED	N	N	N	N	
						002		DATE	TRDATE	Y N N	N	Y	N	N	
						034		TIME	TTIME	Y N N	N	Y	N	N	
						054		CLASS	DCLASS	N N N	N	Y	N	N	
						055		CELL BLOCK	CBLOCK	N N N	N	Y	N	N	
						056		CELL	DECELL	N N N	N	Y	N	N	
						057		SPECIAL TREATMNT	STREAT	N N N	N	Y	N	N	
						020		OFFICER ID	BDGACY	Y Y N	N	Y	N	N	
						019		NOTE	FREFRM	N N N	N	Y	N	N	
TRANS ATTORNEY	TRAT	AT	10		TP	024	Y	DEFENSE ATTY	COATTY	Y Y Y	N	N	Y	N	96
						012		NAME	TRNAME	Y N N	N	N	Y	N	
						045		ADDRESS	ADDRSS	N N N	N	N	Y	N	
						013		CITY	TRCITY	N N N	N	N	N	N	
						014		STATE	TSTATE	N N N	N	N	N	N	
						015		ZIP	ZIPCDE	N N N	N	N	N	N	
						017		BUSINESS PHONE	BSTELE	N N N	N	N	N	N	
TRANS BONDSMAN	TRBD	BD	10		TR	026	Y	BONDSMAN	COBOND	Y Y Y	N	N	N	N	92
TRANS CHARGE	TRCG	CG	10		TR	037	Y	CHARGE	TRCCHG	Y Y Y	N	N	Y	N	15
						158		CHARGE TRANS	TRCHR	Y N N	N	N	Y	N	29
TRANS EVENT	TEVE	ET	10		TR	075	Y	EVENT	BEVENT	Y Y Y	N	Y	N	N	27
						159		EVENT TRANS	TREVEN	Y N N	N	N	N	N	
TRANS JUDGE	TRJU	JU	10		TR	009	Y	JUDGE	TJUDGE	Y Y Y	N	N	N	N	15
TRANS OFFICER	TR3G	3G	10		TR	020	Y	OFFICER ID	BDGACY	Y Y Y	N	N	Y	N	59
						019		NOTE	FREFRM	N N N	N	N	Y	N	
TRANS PROSECUTOR	TPPR	PR	10		TR	008	Y	PROS	PROSTR	Y Y Y	N	N	Y	N	15

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TRANSACTION TABLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TRANSACTION NAME	CODE	RECORD TYPE	FILE NO	RELATED TC	OWNER	NO.	KEY	DATA ELEMENTS NAME	COBOL	REQUIRED A M D	SYST REQ	RPT MOD	CRT SCHD	MGT RPT	TRANS LNETH
TRANS REASON	TRRS	RS	10		TR	007	Y	REASON	REASON	Y Y Y	N	N	N	N	
						039		REASON TRANS	TRREAS	Y N N	Y	N	Y	N	38
VISITOR	VSTR	PR	04	CASE	CS	001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	
						012	Y	NAME	TRNAME	Y Y Y	N	Y	N	N	
						018		TYPE	PARTYP	Y N N	N	Y	Y	N	
						045		ADDRESS	ADDRSS	N N N	N	Y	N	N	
						013		CITY	TRCITY	N N N	N	Y	N	N	
						014		STATE	TSTATE	N N N	N	Y	N	N	
						015		ZIP	ZIPCDE	N N N	N	N	N	N	
						016		HOME PHONE	HOTELE	N N N	N	N	N	N	
						020		OFFICER ID	BDGACY	Y Y N	N	Y	N	N	
						019		NOTE	FREFRM1	N N N	N	N	N	N	
						019		NOTE	FREFRM2	N N N	N	N	N	N	204
VISITOR CONTACT	CNCT	CN	05	CASE	PR	001	Y	DEF ID	CASENO	Y Y Y	N	N	N	N	
						012	Y	NAME	TRNAME	Y Y Y	N	Y	N	N	
						002	Y	DATE	TRDATE	Y Y Y	N	Y	N	N	
						004	Y	TIME	TRTIME	Y Y Y	N	Y	N	N	
						097		VISIT PURPOSE	VISPUR	N N N	N	N	N	N	
						098		DEPT TIME	DETIME	N N N	N	Y	N	N	
						020		OFFICER ID	BDGACY	Y Y N	N	Y	N	N	
						019		NOTE	FREFRM1	N N N	N	N	N	N	
						019		NOTE	FREFRM2	N N N	N	N	N	N	191

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JAIL INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 COEJL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
001	DEF ID	CASENO	03	NUMERIC		LEADING ZEROS SUPPLIED	DEFN SCHD EVNT ACVT VSTR CNCT STAT PROP BOOK PTRR CHDS PTRV PROG DESC BOND INCD HOLD HNOT SENT MEDI
A-13 002	DATE	TPDATE	06	PAST DATE		DEFAULT - TODAY	EVNT ACCT CNCT STAT PROP PTRR PTRR CHDS PTRV BOND BOND INCD HOLD HNOT SENT
003	INITIATOR	CHSIVT	02	ALPHABETIC	PO-POLICE PR-PROSECUTOR DO-DETNTN OFF IN-INMATE OT-OTHER		CHDS INCD



DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LCTH.	5 TYPE	6 VALJE CR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
004	TIME	TTIME	04	TIME		DEFAULT - NOW	EVNT ACCT CNCT STAT PROP BOOK PTRR BOND BOND INCD HNOT
A-14 005	PROCEED	EVPPD	02	ALPHABETIC		SC-SCREENING MA-MISD ARGN FP-FEL PRESNT PH-PRELM HEAR SJ-GRAND JURY FA-FEL ARGN PT-PRETRIAL MO-MOTIONS TR-TRIAL SE-SENTENCING AP-APPEAL OT-OTHER	CHDS
006	EVENT ACTION	EVNACT	02	ALPHABETIC		PO-PJSTPONE CF-CASE FNDNG SD-SENT DECIS AF-APPEAL FND PF-PST-AP FND VA-NOTICE APP RD-RESENT DEC CP-COMPLETED TS-TRIAL/SENT PS-PST-AP/SNT	EVNT
007	REASON	REASON	02	NUMERIC			

TRANSLATION RECORD CODE: RS

EVNT  
CHDS  
TRRS  
SENT

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CONTROL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
003	PROS	PROSTR	15	FREE FORM		EDIT RECORD CODE	: PR CHDS TRPR
009	JUDGE	TJUDGE	15	FREE FORM		EDIT RECORD CODE	: JU CHDS TRJU BOND INCD
010	EYES	DEFEYE	03	ALPHABETIC	BLK BLU BRO GRY HAZ MAR PNK GRN		DESE
A-15							
011	DISP ACTN	DSPACT	03	ALPHABETIC	TRC-TRIAL CONV PGT-PLEAD GLTY AGT-ACQUITED NPR-NOLL PROS CTD-CT DISMISS DVR-DIVERSION PRK-PAROLE REV DEC-PROS DECLN ADP-ADMIN PUN STR-GD TM RVKD		DEFN CHDS INCD
012	NAME	TRNAME	30	FREE FORM	VALID CHARACTERS ARE A-Z, COMMA, BLANK, AND HYPHEN. ONLY ONE COMMA. FIRST POSITION IS ALPHABETIC. ONLY ONE BLANK PERMITTED BETWEEN TWO NON-BLANK CHARACTERS. HYPHEN IS PRECEDED AND FOLLOWED BY ALPHA CHARACTER.		DEFN VSTR CNCT BOOK PTRV TRAT HNOT

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 COROL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
013	CITY	TRCITY	12	ALPHABETIC		TRAILING SPACES PERMITTED DEFAULT - WASHINGTON	DEFN VSTR BOOK PTRR PTRR TRAT
014	STATE	TSTATE	02	ALPHABETIC		DEFAULT - DC	DEFN VSTR PTRR DESC TRAT
A-16 015	ZIP	ZIPCODE	05	NUMERIC			DEFN VSTR TRAT
016	HOME PHONE	HOTELE	10	FREE FORM			DEFN VSTR PROG
017	BUSINESS PHONE	BSTELE	10	FREE FORM			PTRR TRAT
019	TYPE	PARTYP	03	ALPHABETIC	DOC-DOCTOR LAW-LAWYER PSY-PSYCHOL FRN-FRIEND REL-RELATIVE SPS-SPOUSE CHD-CHILD DAD-FATHER MOM-MOTHER SIS-SISTER BRO-BROTHER ARR-ARRESTING AST-ASSISTING INV-INVSTGATOR		VSTR PTRV

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 COROL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
018	TYPE (CONT)				CHM-CHEMIST FPT-FINGERPRT HDR-HANDWRITE SPC-SPECIAL OTH-OTHER		
019	NOTE	FREFRM	50	FREE FORM			DEFN EVNT EVNT EVNT ACCT VSTR VSTR CNCT CNCT STAT PROG TRBG MEDI MEDI MEDI
A-17							
020	OFFICER ID	BDJACY	09	FREE FORM		EDIT RECORD CODE	: BG SCHD EVNT ACCT VSTR CNCT STAT PROP PROP BOOK BOOK PROG TRBG BOND HNOT SENT
021	HGT	DEFHGT	03	NUMERIC	400 - 711		DESC

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 COFOL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
022	WST	DEFWFT	03	NUMERIC	050 - 499		DESC
023	BOND TYPE	BAILTP	C2	ALPHABETIC	CB-CASH BAIL SU-SURETY		BOND
024	DEFNSE ATTY	CCATTY	09	FRFE FORM		TRANSLATION RECORD CODE: AT	CHDS TRAT
025	DEFNSE ATTY TYPE	COATTP	02	ALPHABETIC	CT-COURT APPT PD-PUBLIC DEF RT-RETAINED ST-STUDENT		CHDS
026	BONDSMAN	COBOND	15	FREE FORM		EDIT RECORD CODE	: BD TR9D BOND
027	CHG TYPE	CHGTYP	02	ALPHABETIC	CO-COMPLAINT IF-INFRMATION IN-INDICTED		CHDS
028	COUNT	CHGCNT	02	NUMERIC			CHDS
029	DATE OF BIRTH	DEFDOB	C6	PAST DATE			DESC
030	RACE	DEFRCE	C1	ALPHABETIC			DESC
031	SEX	DEFSEX	01	ALPHABETIC			DESC

W  
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DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 COEOL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
032	HAIR	DEFHAI	03	ALPHABETIC	BLK BRN BLN RED WHI GRY SDY BAL		DESC
033	ALIAS	TALIAS	30	FREE FORM			DESC
034	BIRTH CITY	BIRCTY	12	ALPHABETIC		TRAILING SPACES PERMITTED	DESC
035	BIRTH STATE	BIRSTE	02	ALPHABETIC			DESC
036	FBI NO	DEFFBI	09	FREE FORM			DESC
037	CHARGE	TRCCHG	04	FREE FORM			DESC
038	WEAPON USE	WEAPON	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN	TRANSLATION RECORD CODE: C6	CHDS TRCG  PTRR
039	REASON TRANS	TRREAS	35	FREE FORM			TRRS
040	BOOK STATUS	STATUS	01	ALPHABETIC	A-ACTIVE C-COMPLETED H-HISTORICAL	TRANSLATION SUPPLIED	DEFN
041	SCHD DATE	SCDATE	06	DATE			DEFN SCHD EVNT

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DATA ELEMENT DICTIONARY

1 NO.	2 DATA ELEMENT NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS-ACTIONS
042	BOND AMT	AMOUNT	10	NUM NO DEC			BOND
043	SEQ NO	SEQNUM	02	NUMERIC			BOND
A-20 044	PERCENT DEPOSIT	PERDEP	05	NUM- 5 DEC			STAT PROP PTRV PROG BOND INCD SENT MEDI
045	ADDRESS	ADDR3S	25	FREE FORM			BOND
046	PLEA CHG	PLECHG	04	FREE FORM			DEFN SCHD EVNT VSTR BOOK BOOK PTRR PROG TRAT
047	DISP IND	DISIND	01	ALPHABETIC	Y-YES N-NO A-ALL	TRANSLATION RECORD CODE: CG	CHDS
048	COMPLETE DATE	CODATE	06	FACT DATE		DEFAULT - TODAY	CHDS
049	COMPLETE TYPE	CCTYPE	02	ALPHABETIC	WD-WITHDREW RE-REMOVED SU-SUCCESSFUL S -SENTENCED SP-SUSPENDED	TRAILING SPACES PERMITTED TRANSLATION SUPPLIED	PROG

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
050	DATE BOOKED	DTBOOK	05	DATE		DEFAULT - TODAY	DEFN BOOK
051	TIME BOOKED	TMBOOK	04	TIME		DEFAULT - NOW	DEFN BOOK
052	LEAD CHARGE	LOCHRG	04	FREE FORM		TRANSLATION RECJRD CODE: C6	DEFN PTRR
053	CUSTODY STATUS	CDSTAT	02	ALPHABETIC	CS-CUST/SENT CP-CUST/PRETR SR-SHERIFF OR CR-COURT OR CB-CASH BAIL BD-BONDED AB-ABSCONDED TD-3RD PTY OR PP-PROB/PAROL WK-WEEKENDER DR-DRUG REHAB WR-WORK RELSE FM-FARM HW-HALFWAY HS		DEFN STAT PROG DESC INCD
054	CLASS	OCLASS	01	ALPHABETIC			DEFN STAT BOOK
055	CELL BLOCK	CELOCK	05	FREE FORM			DEFN STAT
056	CELL	DECELL	05	FREE FORM			DEFN STAT
057	SPECIAL TREATMNT	STREAT	02	FREE FORM	NO-NONE MI-MENT ILL		DEFN STAT

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DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 ELEMENT NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
057	SPECIAL TREATMNT(CONT)				PS-POT SUIC PE-PSY EVAL UB-UNUS BEHA HT-HOSP TRAN AL-ALCOHOLIC DD-DRUG DEP DB-DIABETIC EP-EPILEPTIC PD-PHY DISABL SD-SP DIET CR-CARDIAC MD-MEN DEFCNT		
A-22 058	ACCT BAL	BALANC	10	NUM- 2 DEC			DEFN
059	DISP DATE	DSDATE	06	DATE		DEFAULT - TODAY	DEFN CHDS
060	REL DATE	RLDATE	06	DATE		DEFAULT - TODAY	DEFN
061	DAYS SENT	DYSENT	03	NUM NO DEC			DEFN
062	CASE NO	CASENU	10	FREE FORM			CHDS SENT
063	SENT TYPE	SNTYPE	02	ALPHABETIC	FI-FINE PR-PRISON SP-SUSPENDED PB-PROBATION		CHDS
064	SENT DATE	SNDATE	06	DATE		DEFAULT - TODAY	CHDS
065	SENT DESC	SNDESC	02	ALPHABETIC	CR-CONCURRENT CS-CONSECTIVE LF-LIFE		CHDS

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 ELEMENT NAME	3 COSOL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
066	SENT LENGTH	SALENG	12	FREE FORM			CHDS
067	FINE	DEFINE	10	NUM- 2 DEC			CHDS
068	PROG TYPE	PRTYPE	02	ALPHABETIC	DT-DRUG TREAT AT-ALCOHOL TR VT-VOCTNL TRN SC-SUPER CUST CS-COUNSELING DE-DRIVER ED JD-JOB DEVL P OT-OTHER PROG	TRANSLATION SUPPLIED	PROG
069	PROGRAM	PROGRM	30	FREE FORM			PROG
070	DATE ASSIGN	DATASS	06	DATE		DEFAULT - TODAY	PROG
071	TIME ASSIGN	TIMASS	04	TIME		DEFAULT - NOW	PROG
072	SCHD TIME	SCTIME	04	TIME			SCND EVNT
073	SCHD EVENT	SEVENT	02	ALPHABETIC		TRANSLATION RECORD CODE: ET	DEFN SCHD EVNT
074	TRANSP	TRANSP	01	ALPHABETIC	Y-YES N-NO		SCHD
075	EVENT	REVENT	02	ALPHABETIC		TRANSLATION RECORD CODE: ET	EVNT TEVE
076	TRANSACTION	TRANSA	30	FREE FORM			ACCT

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DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 ELEMENT NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
077	AMOUNT	AMOUN2	09	NUM- 2 DEC			ACCT
078	WITH/DEP	WITDEP	01	ALPHABETIC	W-WITHDRAWAL D-DEPOSIT		ACCT
079	TRUE NAME	NAMETR	30	ALPHABETIC	VALID CHARACTERS ARE A-Z, COMMA, BLANK, AND HYPHEN. ONLY ONE COMMA. FIRST POSITION IS ALPHABETIC. ONLY ONE BLANK PERMITTED BETWEEN TWO NON-BLANK CHARACTERS. HYPHEN IS PRECEDED AND FOLLOWED BY ALPHA CHARACTER.	TRAILING SPACES PERMITTED	DESC
A-24							
080	AGE	AGEAGE	02	NUMERIC		LEADING ZEROS SUPPLIED	DESC
081	MARKS	DMARKS	30	FREE FORM			DESC
082	US CIT	USACIT	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		DESC
083	STATE ID	STATID	10	FREE FORM			DESC
084	SSN	SSNUMB	09	NUMERIC		LEADING ZEROS SUPPLIED	DESC
085	HENRY FGR	HENFGR	15	FREE FORM			DESC
086	FBI FGR	FBIFGR	15	FREE FORM			DESC
087	NO PRIOR ARR	PRICRS	02	NUMERIC		LEADING ZEROS SUPPLIED	DESC

## DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
083	DATE LAST ARR	ARRDAT	05	DATE			DESC
089	NO PRIOR CONV	PRCONV	02	NUMERIC		LEADING ZEROS SUPPLIED	DESC
090	DATE LAST CONV	LSCONV	06	DATE			DESC
091	LAST REL DT	DATREL	05	DATE			DESC
092	LAST CLASS	LCLASS	10	FREE FORM			DESC
093	LAST PTR REC	LPTREC	02	ALPHABETIC	0R-OWN RECOG 3L-BAIL 3N-BOND		DESC
094	REL PTR	RELPTR	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		DESC
095	FTA ON REL	FTAREL	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		DESC
096	DMV LIC NO	DMVLIC	10	FREE FORM			DESC
097	VISIT PURPOSE	VISPUR	30	FREE FORM			CNCT
093	DEPT TIME	DETIME	04	TIME		DEFAULT - NOW	CNCT
097	BOOK NO	BOOKNO	10	FREE FORM			PROP BOOK CHDS BOND INCD

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## DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
100	BOOK TYPE	BOOKTP	02	ALPHABETIC	FA-FRESH ARST WA-WARNT ARST SS-SENT SURNO CR-CT REMAND CU-UNSNT CTRE PH-PROB HOLD RE-REBOOKING TR-TRANSFER AB-ABSENTIA		BOOK
101	ARR RPT NO	ARRNUM	10	FREE FORM			BOOK
102	INCD RPT NO	INCNUM	10	FREE FORM			BOOK
103	VEHCL IMPOUND	VEHIMP	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		BOOK
104	FACILITY	FCLITY	20	FREE FORM			BOOK
105	MD ACCT	MFDACC	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		BOOK
106	DUTY NURSE	DNURSE	02	ALPHABETIC			BOOK
107	ARR DATE	ARRDTE	05	DATE		DEFAULT - TODAY	BOOK
103	AGCY	AGENCY	30	FREE FORM			BOOK HOLD
109	BILL AGCY	BLAGCY	02	ALPHABETIC			BOOK

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## DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 COBOL NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
110	PROP CONF	PRJPCN	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		BOOK
111	W/L CHK	W/CHK	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		BOOK
112	ID CHK	IDCHK	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		BOOK
A-27 113	NO OF CHG	NUMCHG	02	NUMERIC		LEADING ZEROS SUPPLIED	BOND
114	REDUCE MTN	REDUCT	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		BOND
115	DATE GRANTED	DATEGR	05	DATE		DEFAULT - TODAY	BOND
116	AMT PAID	AMJUTN	10	NUM- 2 DEC			BOND
117	SPEC COND	CNDTNS	15	FREE FORM			BOND
118	FACILITY	FACLT	20	FREE FORM			BOND
119	WARRANT NO	WARRNO	03	FREE FORM			BOOK HOLD HNOT
120	DATE CONFISC	DATECO	05	DATE			PROP

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 ELEMENT NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
121	TIME CONFISC	TIMECO	04	TIME		DEFAULT - NOW	PROP
122	ITEM TYPE	ITEMTY	03	NUMERIC	001-CASH 002-COAT 003-SWEATER 004-SHIRT 005-SLACKS 006-DRESS 007-SKIRT 008-BLOUSE 009-WALLET 010-HANDBAG 011-WATCH 012-JEWELRY 013-GLASSES 014-CANE/CRTCH 015-LIGHTER 016-PKT KNIFE 017-COMB 018-MISC CLOTH 019-OTHER	LEADING ZEROS SUPPLIED	PROP PROP PROP PROP PROP
123	DESC	ITDESC	20	FREE FORM			PROP PROP PROP PROP PROP
124	ACTION	ACTION	02	ALPHABETIC	CP-COMPLETED PO-POSTPONED CA-CANCELLED CF-CONFISCATED RE-RETURNED TP-TO 3RD PTY NO-MOVED		PROP PROP PROP PROP PROP
125	STOR LCTN	STORED	04	FREE FORM			PROP

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## DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
126	RCPT NUM	RCPTNO	13	FREE FORM			PROP
127	RELEASED TO	RLSDTO	25	FREE FORM			PROP
128	RECOMMEND	RECOMN	02	ALPHABETIC	OR-OWN RECOG 9L-9AIL NR-NO RELEASE BR-BOND REDUC TP-3RD PARTY OT-OTHER		PTRR
129	INTERVIEWER	INTVWR	15	FREE FORM			PTRR
130	MONTHS PRES ADD	ADTIME	03	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
131	MONTHS IN STATE	STTIME	03	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
132	MARITAL STATUS	MARIED	01	ALPHABETIC	S-SINGLE M-MARRIED D-DVORCED W-WIDOW/ER A-SEPARATED E-ENGAGED		PTRR
133	COHABITANT	COHABT	25	FREE FORM			PTRR
134	MONTHS COHAB	MOCOH	03	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
135	DEPENDNTS	DEPNDT	02	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
136	SOLE PROV	PROVIC	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		PTRR

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## DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
137	VICTIM INJ	VICINJ	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		PTRR
138	DRUG SALES	SFLDRG	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		PTRR
139	DRUG VALUE	DRGVAL	05	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
140	PRIOR FTA'S	NOPTAS	02	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
141	PRIOR REV	PRIREV	02	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
142	PRIOR ADDR	PRIADD	25	FREE FORM			PTRR
143	NO PRIOR ADD	MPRIAD	03	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
144	PROB/PRL OFF	PROCOFF	15	FREE FORM			PTRR
145	NO PROB/PRL	MOPROB	03	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
146	EMPLCY TYPE	EMPTYP	02	ALPHABETIC	LB-LABORER CL-CLERK PR-PROFESNL TE-TECHNICN		PTRR
147	EMPLOYER	EMPLOY	25	FREE FORM			PTRR
148	NO ON JOB	NOONJOB	03	NUMERIC		LEADING ZEROS SUPPLIED	PTRR

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DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
149	ANN SAL	SALARY	05	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
150	D/A USE	DRUGAL	01	ALPHABETIC	D-DRUGS A-ALCOHOL 9-30TH		PTRR
151	YRS EDUC	YRSEDU	02	NUMERIC		LEADING ZEROS SUPPLIED	PTRR
152	CONTACT TYPE	CCNTYP	02	ALPHABETIC	TE-TELEPHONE IP-IN PERSON MA-MAIL OT-OTHER		PTRV
A-31 153	CORROBRATS INFO	INFOCC	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		PTRV
154	INCIDENT	INCIDN	50	FREE FORM			INCD
155	REBOCKED	REBOCK	01	ALPHABETIC	Y-YES N-NO U-UNKNOWN		INCD
156	TRAN CODE	TRCODE	01	ALPHABETIC	I-INCREASE D-DECREASE		SENT
157	AMT (DAYS)	DAYAMT	05	NUM NO DEC			SENT
158	CHARGE TRANS	TRCHRG	25	FREE FORM			TRCG
159	EVENT TRANS	TREVEN	25	FREE FORM			TEVE

DATA ELEMENT DICTIONARY

1 DATA ELEMENT NO.	2 NAME	3 CODE NAME	4 LGTH	5 TYPE	6 VALUE OR SPEC RTN	7 DESCRIPTION	8 TRANS- ACTIONS
160	SCHD COMP DATE	SCCDAT	05	DATE		DEFAULT - TODAY	PROG
161	RELIGION	RELIGN	02	ALPHABETIC	CA-CATHOLIC PR-PROTESTANT JW-JEWISH MS-MUSLIM NN-NONE SP-SPECIAL OT-OTHER		PTRR
162	INDICT NO	INDNUM	03	FREE FORM			CHDS
163	MEDICAL PERS	MEDPER	15	FREE FORM			MEDI
164	P T R SCORE	PTRSCO	03	NUMERIC			PTRR
165	CHARGE SCORE	CHGSCG	03	NUMERIC		LEADING ZEROS SUPPLIED	CHDS

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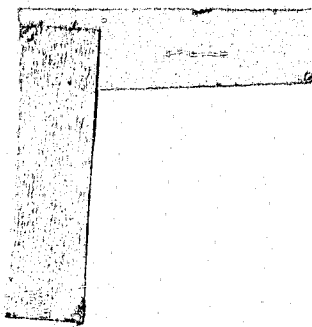
JAIL INFORMATION SYSTEM

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INDEX TABLE											
1	2	3	4	5	KEY		DATA			DISPLAY DATA	
INDEX NAME	RECORD TYPE	INQUIRY CODE	SYSTEM REQUIRED	TRIGGER RECD	6 KEY RECORD	7 KEY FIELD	8 KEY START	9 LENGTH	10 TYPE	11 DISPLAY RECORD	12 DISPLAY FIELD
CASE	CS		Y	CS	CS	DEF ID	001	05			
BOOKING NUMBER	ID	BKND	Y	CO	CO	BOOK NO	009	10		CS	(ENTIRE RECORD)
DEFN SCHED (ACTIVE ONLY)	DS	DATE	N	SC	SC	SCHD DATE	009	06		CS	DEF ID
					SC	SCHD EVENT	019	02	CS	NAME	
					SC	TRANSP	055	01	CS	CELL BLOCK	
									CS	CELL	
									SC	SCHD TIME	
PROG ASSIGN (ACTIVE ONLY)	PG	PASS	N	LAST DA	DA	PROG TYPE OFFICER ID	013 055	02 09		CS CS DA	DEF ID NAME PROGRAM
CLASSIFICATION RELATED - STAT (ACTIVE ONLY)	CL	CLSS	Y	LAST FF	FF	CLASS	023	01		CS	KEY
					FF	CELL BLOCK	024	06	CS	NAME	
									FF	CUSTODY STATUS	
									FF	CELL BLOCK	
									FF	CELL	
INMATE LIST (ACTIVE ONLY)	IL	LIST	Y	LAST FF	FF	CELL BLOCK CELL	024 030	06 06		CS CS FF FF FF	DEF ID NAME DATE CLASS CELL
MASTER NAME (ACTIVE ONLY)	MA	NAME	Y	CS	CS	NAME	009	30	NAME	CS CS	DEF ID NAME
SPECIAL (ACTIVE ONLY)	SP	SPEC	N	LAST FF	FF	SPECIAL TREATMNT	036	02		CS FF FF FF CS	NAME CUSTODY STATUS CELL BLOCK CELL REL DATE

INDEX TABLE

1 INDEX NAME	2 RECORD TYPE	3 INQUIRY CODE	4 SYSTEM REQUIRED	5 TRIGGER RECORD	-----KEY DATA-----					-----DISPLAY DATA-----		
					6 KEY RECORD	7 KEY FIELD	8 KEY START	9 LENGTH	10 TYPE	11 DISPLAY RECORD	12 DISPLAY FIELD	
MULTI NAME	MT	MULT	N	DF	DF	TRUE NAME	009	30	NAME	DF	DEF ID	
					DF	DATE OF BIRTH	C39	06		DF	TRUE NAME	
					DF	RACE	047	01		DF	DATE OF BIRTH	
					DF	SEX	048	01		DF	RACE	
					DF	SEX					DF	SEX
A-34 2	MT		N	DF	DF	ALIAS	061	30	NAME	DF	DEF ID	
					DF	DATE OF BIRTH	039	06		DF	TRUE NAME	
					DF	RACE	047	01		DF	DATE OF BIRTH	
					DF	SEX	048	01		DF	RACE	
					DF	SEX					DF	SEX
DEFENDANT ID	DF	DFID	N	DF	DF	DEF ID	001	08		DF	(ENTIRE RECORD)	



**END**