

JAMS - Jail Administration and Management System

JAMS is an on-line, interactive jail booking and management system that provides information on incarcerated adults and juveniles. JAMS performs the necessary information storage and retrieval functions for efficient management of jail records.

Like all CISCO software, JAMS is designed with easy to use menus and a comprehensive security system. Data is entered in JAMS in a natural flow of prompted entries without unnecessary repetition. The system is designed for use by non-technical personnel. The design is flexible enough to meet the requirements of any correctional facility. User-defined code tables facilitate the efficiency and accuracy of data entry.

JAMS reports provide reliable and timely management including prisoner personal medical health information, prisoner movements inventory and prisoner purchases, meal population statistics. Some of these reports signature lines provided.



information on all aspects of jail property, visitor activity, mental and in and out of the facility, commissary summaries, medication updates, and serve as official document forms with

JAMS MODULES

PRISONER INFORMATION - The Prisoner Information module contains data on adult and juvenile persons entering the jail. Data elements include: an automatic Prisoner ID and booking number, a state and FBI number, the prisoner's name, the offense, booking date and time, personal information and descriptors, address, next of kin, and arrest information. The system provides for Multiple Charges for an inmate and the system notifies the operator if an attempt to release is entered for an inmate with outstanding charges.

This module interfaces with the other JAMS modules, as well as CAPS Arrest and Fingerprint modules, WARRANTS Tracking modules, and CITATIONS. An alias submodule is provided to store information on prisoners' akas. An automatic check of the warrants and alias files occurs when a name is entered in a record.

Prisoner information reports include: Information Listing, Name List, Offense List, Medication Report, Meals Summary, Booking Sheet for individual prisoners, Monthly Population Report, Daily Prisoner Report, Active Inmates List, and Prisoners Court Remarks.

PRISONER PROPERTY - The Prisoner Property Module provides a detailed listing of all personal items and clothing a prisoner has when entering the facility. Information includes the assigned Prisoner ID, name, date, money, items such as watches, rings, knives and belts, clothing items, vehicle information, laundry bag and bin numbers, property receipt and property type code. A commissary account can be created for the prisoner when a property record is entered.

Reports include: Personal Items Inventory and Personal Effects Report.

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COURT HISTORY SYSTEM - The Court History System modules contain court information for individual prisoners. The Prisoner Court History submodule data includes the assigned Prisoner ID, name, attorney, booking officer, sentence dates, time off, court date and court name, who sentences the prisoner, transfer dates, release date and time and status. The Prisoner Charge History submodule provides data capture for a prisoner's arraignment, preliminary hearing, pre-trial hearing, trial, post trial, sentencing and disposition. Attorney Code Table, the third submodule, contains attorneys names, addresses and phone numbers. Reports include: Court Docket, Prisoner Occupancy Report, Prisoners Scheduled for Release, Prisoner Release Report, Daily Court Report Form, Prisoner Charge History and Attorney Table Report.

PRISONER TRANSACTIONS - The Prisoner Transactions module tracks prisoners as they enter and leave the facility for any reason. A log is created which is accessed when Meal Summaries are requested. Meals are charged to a prisoner whenever he or she is noted as booked in. The log provides an automatic transaction number and date. Reports include: Prisoner Transaction List, Transaction List by Date, and an Extended Transaction List by Date.

VISITOR INFORMATION - The Visitor Information module maintains two types of records. The first is a list of visitors for each prisoner that contains names, phone numbers, an agency-assigned status code, and relation. The second is a visitor transaction log which tracks all visits to prisoners. When a new record is entered in this module, the system automatically checks the warrants and alias files for possible matches. Information includes the assigned prisoner ID, an automatically generated visit number, the prisoner's name, the visitor's name, the visit date and begin and end times, and a comment line for the nature of the visit. Reports include: Individual Prisoner Visitor Lists, Prisoner's Visitor Log List, and Prisoner's Visitor Log by Date.

MEDICAL QUESTIONS - The Medical Questions module contains prisoner medical questionnaires. Relevant information such as prisoner sex, age, and blood type is stored, along with the answers to an extensive questionnaire that includes questions on injuries, infections, alcohol/drug abuse, allergies, dental problems, and pregnancy. Reports include: Medical Questionnaires Listed by Date, and individual Prisoner's Medical Questions.

OBSERVATION QUESTIONS - Structured like the Medical Questions module, this module contains prisoner mental health questionnaires. Questions about depression, personality type, psychiatric treatment, sexual preference, and mental health history are included. Reports are: Mental Health Questionnaire List by Date, and individual Prisoner's Mental Health Questions.

SUICIDE PREVENTION - This module provides a list of questions to be completed by the booking-in officer. If certain questions are answered with a YES, the system displays an alarm indicating that the supervising officer should be notified of a possible suicide risk. Reports: Suicide Question List by Date and individual Prisoner's Suicide Questions.

COMMISSARY SYSTEM - The Commissary module provides several functions: A tracking system for commissary stock items, a privilege log to establish prisoner accounts, and a transaction log to maintain commissary stock and prisoner accounts as items are purchased.

COMMISSARY ITEMS maintains a record for each commissary stock item. The tax and total cost is automatically calculated. The system tracks purchases and subtracts each purchase from the in-stock total. A warning is posted in the transaction log when an item reaches an assigned re-order point. A warning will also post when an item is out of stock. A special feature is the restriction code -- a code can be attached to each commissary item which, when matched by a restriction code in a prisoner privilege record, will post a warning in the transaction log when a prisoner tries to purchase the item. Reports include: Inventory Listing, Out of Stock Listing, Order Point Listing.

COMMISSARY PRIVILEGE LOG maintains prisoners' accounts. Information includes the assigned Prisoner ID, name, account amount, to date amount and any restriction codes. Report is a Privilege Listing.

COMMISSARY TRANSACTION LOG tracks purchases and automatically adjusts both the commissary stock records and prisoner account records. The log generates a transaction number, and, when the prisoner ID is entered, fills in the date, name, starting and ending balances for the prisoner's account. Special features include a PAID and DEDUCT code to enter and subtract money from a prisoner's account without making a purchase. Reports include: Transactions by Date and individual Prisoner Transactions by Date.

CELL PROCESSING - Cell Processing maintains two data files -- the first keeps a record of all cells, cell blocks, floors, etc. within the jail and the current occupancy of each. The second is a transaction log that tracks the movement of prisoners in and out of cells. This log automatically updates the occupancy records. Reports are: Cell Listing by Floor or Type, Cell Transaction Listing, Transactions by Cell Block/Number or Prisoner ID.

PERSONNEL PROCESSING - The Personnel Processing module is a comprehensive compilation of employee information, handled by fourteen submodules: Employment Information, Personal Information, Training Information, Schedule Cycle Definition, Schedule Employee Time Off, Schedule Temporary Assignment, Employee Assignment, Non-Agency Training, Recruitment, Injury Tracking, Course Scheduling, Personal Equipment Inventory and Personal Inventory Transactions.

Numerous reports are produced by these submodules, including Rosters by Name, Rank, Division, Evaluation Due Date, ID Number, Listing for Free Time, Department; Personal Information by Name or ID Number; Training Information reports by Division, Course, Skill, ID Number; Personnel Schedule reports by Duty Cycle Code, Individual Employee Schedule, listings of All Schedule Definitions, Individual Schedule Definition, Employee Shift Rosters, Call Back Rosters; reports of Employee Time Off by Employee, Date Range and Reason.

UTILITIES - The Utilities module maintains seven files -- the Parameters file, Medication Updates, Medical Transactions, Master Delete, Master Copy, SOP Inquiry and Booking-Out Process.

PARAMETERS establishes the base information for jail management and accounts. Information includes meal time and cost (for the Meal Summary Reports), cost of linens, clothing, electricity and water, number of adult and juvenile beds, last transaction number and last commissary number. A state tax percentage determines the tax charged at the commissary.

MEDICATION UPDATE tracks prescriptions assigned to prisoners. Data includes prisoner ID and name, an automatically generated drug record number, prisoner's sex, the drug prescribed, amount and frequency, and the beginning and ending dates for the prescription. A report can be requested through the Prisoner Information module that lists all medication to be given to prisoners on a specified date.

MEDICAL TRANSACTIONS captures information on medical treatment given to prisoners: date, time, who should be billed, diagnosis, prognosis, treatment type, who treated the patient, the cost and whether paid or not.

MASTER COPY AND MASTER DELETE allows the user to change the ID number for a prisoner in all JAMS modules and associated modules. Master Delete will erase a prisoner's records from all modules.

BOOKING OUT PROCESS simplifies the task of booking out by automatically updating all associated records for the to-be-released prisoner.

FACILITY WORK ORDERS handles needed repairs to the facility. The system captures the name of the person reporting the problem, problem description and the date/time reported; repair completed date/time, person doing the repair, and the cost are also provided.

CENTRAL STORES provides requisition and inventory tracking of items for departments, positions and individuals.

INMATE GRIEVANCES provides a record of an inmate's grievance including the date and time of report, the complaint type and the initial response to the complaint. The inmate can appeal the decision and the module further records an appeal date, an expiration date for the appeal and the result and disposition of the appeal.

INMATE DISCIPLINE records information about inmate infractions, including hearing dates and times, hearing disposition and good time lost.

KEY TRACKING maintains a log of key possession. The module records the person holding the key, the location in the facility, the date of issuance and the date of return.

PRISONER NAME LOOKUP - This module has a system-wide search capability. A soundex feature allows the system to generate a list of all prisoners with the same or similar last names. All modules are accessed and a date range can be assigned. The listing indicates what module the name appears in. This search feature is a quick, easy way to find all occurrences of a particular prisoner throughout the JAMS system.

MULTIPLE ALIASES - If CAPS is present, this module is shared with JAMS. It can be accessed both directly from the main menu and through the Prisoner Information module.

BUDGET - This module allows for establishment of accounts and for transactions made on those accounts. Reports include Beginning and Current Balances for an account and Transactions by Account, Date and Number.

INMATE CLASSIFICATION - These modules provide comprehensive data capture on each prisoner, which result in the system generation of such items as level of custody required for this prisoner, type of supervision, medical care, mental health counseling, drug counseling, etc. Factors relating to these assessments include:

Substance abuse	Suicide risk
Mental health	Medical/Health care
Protective custody	Security risk
Management risk	Limited contact or isolation
Educational/Vocational	Severity of current charge
Prior offense history	Escape history

Also provided for are needs assessment reviews, with prisoner management revisions generated, as indicated by the reassessments.

PASS ON LOG - The system tracks the prisoner's movements, such as date and time he left the premises and date and time expected to return.

MULTIPLE CHARGES maintains a record of charges in addition to the primary charge.

VICTIM INFORMATION and **VICTIM NOTIFICATION** comply with the Federal mandate to track an inmates' victims and notify them of the prisoner's activity such as court appearances, being released or being executed.

The **LIBRARY SYSTEM** maintains an inventory of books and tracks books checked in and out by inmates.

INMATE EDUCATION provides a roster of courses and records inmates attendance in various classes and courses along with the names of instructors, the hours attended, the date of completion and the grade earned.

PHARMACY INVENTORY and **PHARMACY TRANSACTIONS** record drugs on hand, expiration dates, costs, reorder points and restrictions. Inventory is updated by Transactions, which records the issuance of the item to an inmate along with the date and time of issue, quantity and cost for this transaction.

INMATE SCHEDULING tracks an inmate's movements by date, time and reason.

SPECIAL FEATURES

JAMS offers several special features which enhance functionality. These are: Prisoner Risk Assessment, Prisoner Association and Mass Moves.

RISK ASSESSMENT helps to identify problem prisoners and maintains quick reference to the nature of risk problems. Coupled with the **PRISONER ASSOCIATION** feature, jail personnel are alerted when an attempt is made to place problem prisoners in the same cell; processing also alerts users to visitors with whom the inmate should not associate.

MASS MOVES creates transaction records for groups of prisoners going out to Court or Work Release and return.

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