



**JAMS**

Jail Administration & Management System



**PRISONS AND JAILS**

**CISCO  
2007  
Annual Training  
Conference**

Instructor  
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# JAMS

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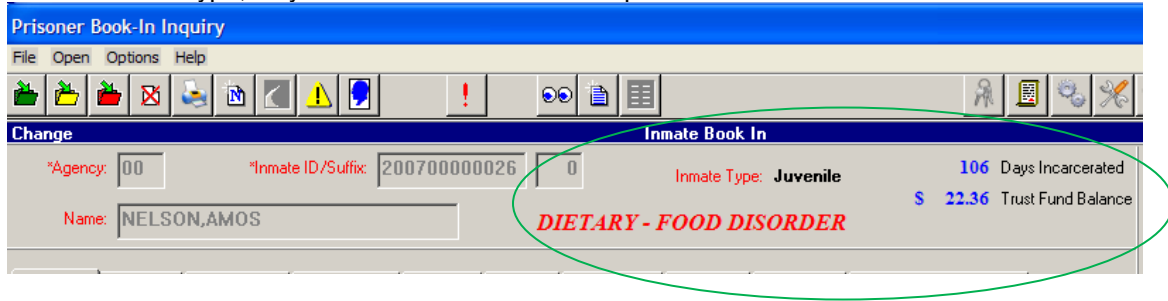
# Jams

The term "Prisoner" has been changed to "Inmate" on all buttons, fields and reports.

## Book In Record - Constant Screen Displays

### Top

Added Inmate Type, Days Incarcerated and active Special Instructions



### Right Side

1. Photos repositioned to right side of screen and stacked.
2. Related Information and Add Additional Charges has been relocated to the lower right hand corner.
3. PRINT BOOKING PACKET has moved from the ID Number Misc. Tab to the lower right hand corner.
4. User Defined button activated in lower right hand corner when users utilize this function.



### Bottom

The charge tab has been removed. Charges now show on each tabbed section.

Charge information list box is color coded. Green is a satisfied Charge Red is an unsatisfied Charge and Reverse Red is a Holder. Charges are sorted with the Unsatisfied Charges at the top.

Chg	Bail Type	Bail Amount					
001	NB	No Bail	0.00	Fine: \$ 0.00			
003	CA	Cash	1,000.00	Due: \$ 0.00			

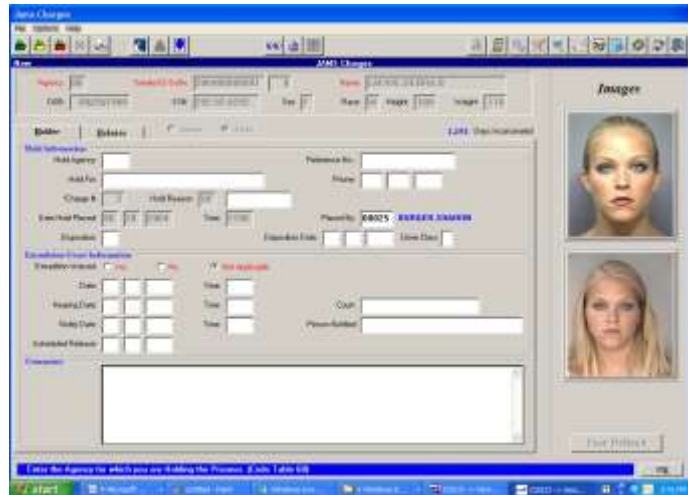
  

Num	Charge Description	Cnt	Disposition	Court Name	Court Date	Time	Case Number
001	VEHICLE THEFT	01	HELD FOR PROSECUTION		06/19/2007	0900	
002	DISORDERLY CONDUCT	01	ARREST FOR OTHER AGENCY		06/19/2007	0900	1
003	ASSAULT, STRONG ARM	01	RELEASED--PROMISE TO APPEAR		00/00/0000		

Added a column for Charge Number on the Bail/Bond list box in JBS Book-in.



Multiple Charges tab has been re labeled “Charges”. After clicking on the Add Charges button, the user can select a Charge record or a Holder by clicking on the appropriate Radio Button. This Holder Record allows you to enter information regarding holds for another agency. There are two tabs: one for the holder information and the other for the release information.



CHARGE record: New fields:

- a. Second set fields for bail types and amounts.
- b. Added a Comment Line after bail information.
- c. Added Scheduled Release Time field.
- d. Added scheduled release time to Charges. Scheduled release time is enabled whenever scheduled release date is enabled.

## Tab Changes

### Booking Tab

SPECIAL INSTRUCTIONS has been added under the **Rights/Risk/Info** box.

- a. Special Instruction type uses code table QG
- b. Special instructions will produce a RED caution line on the inmate booking sheet.
- c. Special Instructions can also be accessed from a tab in Related Info.

After a new book in record is saved, the system automatically creates a pass on log transaction.

### Personal Tab

New Fields

<b>Literacy</b> Can Read? <input type="radio"/> Yes <input type="radio"/> No Can Write? <input type="radio"/> Yes <input type="radio"/> No	Primary Language: <input type="text"/>	Religion: <input type="text"/>
	Code Table QU.	Code Table QV

### Appearance Tab

Appearance has been changed to a tab instead of the YES or NO and then a pop open box.



## Employment Tab

Additions on the **EMPLOYMENT** tab.

- Annual Income of Inmate. Code Table QQ
- Number of Minor Children. Numeric two position.
- Housing, do they rent, own or not applicable. Radio button responses.

## Numbers Tab

Additions on the **NUMBERS** tab.

- Passport number. 15 position alpha-numeric
- Passport issuing country. Uses Country code table IV
- Expiration date of passport.

## Juveniles

Added the ability to book Juveniles and keep them separate from adults, including photos.

If booking record is a juvenile, two new tabs appear: JUVENILE and PARENTS.

Juvenile and parents tabs relocated before the Next of Kin and Emergency Contact fields. Check boxes are provided beside Mother, Father and Custodian. Once checked, that person's information populates the relevant Next of Kin or Emergency Contact fields.

Booking | Personal | Appearance | Employment | Juvenile | Parents | Next of Kin | Numbers | Cond/Test | Scars/Marks/Tattoos

Mother Name: SMITH, JANE  Next of Kin  Emergency Contact

Street: 245 SOUTH Apt/Suite:

City: NEW PORT RICHEY IN Zip: 34652 Phone:

Mom Mar Stat: MAR

## New Icons on the main tool bar.



Pass On Log



Jams Favorites



Standard Operating Procedures



System Utilities



Crystal Reports If Purchased



View Selected Listings



CISNET - Information Sharing



## Related Info Tabs

### Property Tab

The entire Inmate property module has been rearranged. The property is no longer a hard coded entry. You can either make a code table(NA) containing property types or you can free text the items. Once entered, each item is placed in a list box.

Once on the inmate Property New Screen, the Current Cell Assignment is shown at the top of the screen.

To enter personal Items, on the Personal Tab click on the Add button. The Inmate Property Record screen appears.

Once the items are entered, they will appear in the list-box on the Personals Tab.

### Transactions Tab

Located at the bottom of the Transactions Tab is new information and a new button. Click on the Transaction Detail button to display the code descriptions of both "in and out" transactions. Many inquiries and reports now show both in and out transactions.

After completing a transaction, if the agency is not using Vine and victims are listed for this inmate, the user can create a victim notification record.

### Court History Tab

Added two more dates; Convicted/Revoked Date and Schedule Time Served date. Fields added to Multi Criteria Search

### Charge History Tab

Added Docket number (OBTS) to related info Charge History inquiry screen.

### Grievances Tab

Added these fields to Inmate Grievance; Nature of Complaint, Cell Type, Cell Number, Appeal Officer. The Cell information is the location where the grievance happened, not the inmate's current cell location

### Jail Incident Tab


New Module designed to record incidents of all levels between inmates, staff and others.



Includes these reports:

- ✓ Jail Incident Detail Report (for a selected record)
- ✓ Jail Incident Listing (Agency, Date Range)
- ✓ Jail Incident Listing by Name Type

### Medical Transactions Tab

When Medical Transactions are linked to the commissary, allow for automatic partial payments. Added a parameter that will allow a partial payment that reduces Inmate's commissary balance to zero. 

### Cell Transactions Tab

Added a new parameter "Cell Trans Comments Required?" Default is N, but if this is set to Y, the comments field in Cell Transaction (CLT) should not be blank. When this parameter is set to Y and the



Comments field is left blank, the user will see this required field message. Also added two new fields: Moved By and Authorized by; utilizing Code Table 25.

### Visitors Tab Enter Visitor

Integrated module with CISPhoto. Added a Photo No. field.

Photos shown on the "Images" panel can be toggled (if both the inmate and visitor have photos) Immediately below the images, the user is informed as to which image is shown and there is a push button that can be pressed to "toggle" the photos shown.

Integrated Biometric fingerprint system. Jams parameters – Biometric Identification System – list when options (inmate and/or visitor) are checked the System will prompt for use of the Biometric scanner to id an individual. Visitors may be directly enrolled when adding a new record. Optionally, if the Visitor is know to already be in the Biometric system, the user may use the "Biometric Identification icon to Identify the person BEFORE EXITING THE "Visitor Seq. Num field. This requires a single scan, as opposed to six scans of the two fingers. Upon returning to the program all relevant information about the person is identified to use to populate fields and display photo (if photo is available)

### Visitor Transaction

Change "Visitor Transactions to "Visitor Log Transactions"



Added "Area" field which is validated through code table VA. It is three characters in size and is not zero padded. The visitation area field is used to track past and future use. If the visit is "Scheduled" future records are checked and any conflicting entries are reported in a pop-up window. This occurs immediately following entry of the starting time of the visit. Added the report "Visitation Area Use" (VTR06). The report provides a summary of visits for each visitation area for the date range selected.

If Personal Information is available for the visitor, a "view Personal Information" button appears directly above the visitor name. Changed "Visit Type" "Active" to "Actual".

When the Biometric System is installed, visitors cannot be added to the Visitor List from the Visitor Transaction Module.

Integrated Biometric Fingerprint system – Jams Parameters – Biometric Identification System- Transactions when options (Inmate and/or Visitor) are checked the system will prompt for the use of the Biometric Scanner to ID an individual.

Biometric and other validation tools are used when the visit type matches a type selected in Jams parameters – visitor validation.

The visit type now defaults to "O" other, and the field is pre-populated during the "add" record process. Formerly no default was provided, resulting in default entries of "space" which is never validated.

The last person to edit the record and the editing date are shown at the bottom of the screen.

If a system recommendation is overridden, the person overriding and the type of override are shown at the bottom of the screen. This information appears within a frame entitled "System Override Information"

Modified Inquiry programs to inquire using the Inmate's name, instead of entering the Inmate ID when the name look up feature is turned on.

Changed report menu, references to "visitors" to "visits"

### Discipline Tab

Discipline/Visitors Interaction. If there is an Inmate Discipline record for the inmate when the Privilege Lost code is VI and the current date and time fall within the dates and times for the lost privilege the following dialog box appears during a Visitor transaction.



If the user chooses to allow the visit it is allowed, otherwise the visit is denied.

### Book Out Tab

Added Released to field and Released Amount field to Book Out and the release report. Screen field additions:

- Bonded out by, 25 position alpha
- Bond Amount Paid. Up to 99999999.99



## Reports

**Book – in Reports** are now in a list box. New reports added to Book-in include

1. New report, JBSPRT37, Daily Jail Census report. This report includes inmate ID, Inmate Name, Booking number, Cell, Date in, Days Served, Expected Release. Bottom of report shows total Adult males and females, Total Juveniles, male and female.
2. Created new Days Served Report. The report has three sort options: By Prisoner ID, By Personal Info(Name, Sex, Race, Dob, SSn) and by Booking Number. The booking number sort has Name Sex, Race, DOB and SSN as subordinate elements of the sort. Name, Sex, Race, Dob and SSN are on the report for identification purposes.
3. Juvenile End Of month Report – End of Month report by date range
4. Juvenile Report: Prints Juveniles by Name
5. Juvenile School Report – Prints active juvenile school information
6. Inmate Listing by Cell Block Enhanced – Prints inmates with risk factors

### Other new reports or changes

7. Created a new report entitled “Yes Responses to Medical Questionnaire” (MED04) which lists Medical questions to which the inmate responded ‘Yes’. The report is generated for active inmates only.
8. Created a new report, Individual Medical Receipt Report (MTRPRT05)–to print the Medical transaction of a selected prisoner id/sfx.
9. JAMS-Inmate Medications-Pharmacy-Pharmacy Transactions-Reports All three reports revised to allow use of the date range.
10. Added release date and release time to the Arrest Report for courts (JBSPRT15) report
11. Jams-Inmate Issue- Inmate Issue Transactions Created a new report, Default Entries Listing (JITPRT04). This report lists all the default inmate issue entry values. Revised JITVW02 and JITMAINT to allow default entries to be deleted.
12. Foreign Citizen Report under JAMS Book In was changed to include the inmate’s DOB.
13. Added a new sort choice to print report for daily medications for inmate to print either the old way or to print separated sheets for each inmate to sign.
14. R-01 Inmate Commissary Transactions by Date (JCTPRT02) – Modified program to always add the amount on the transaction Total regardless of transaction category, but accumulate amounts for special transactions with Item Code of DEDT, Paid or Write off separately, so that inmate total Purchase is used for real Commissary purchase only. Totals have been added for Other Deductions (Medical, DEDT), Additions (Paid), Write offs (Write off), but will appear on the report only when the amount is greater than zero
15. Modified release form (BPRPRT03) to print the inmate’s property in a list instead of the fixed hard coded property labels.
16. Inmate Assignments by Date (JISPRT01) and Assignments by Inmate (JISPRT02) sorts data by date, date sfx and. Time.
17. Created a Tally report for each infraction type Summary Report by Type (INF05).
18. Modified to print the entire Reason on all SSL Reports.

## Inquiries

### Book in New Inquiries

- Juvenile Inmate
- School
- Placed From

### Book In Inquiry Changes

- All inquiries include current cell information
- Active Inmates is now in alphabetical order

### Charges New Inquiries

- Disposition Date



- Holder Date
- Holder Number
- User Defined

Added cell block and cell number to the JAMS/Eyeballs Inquiry results list-box, to the Inmate Lookup Detail as well as to the regular JBS inquiry results.

## Parameters

1. A new JAMS parameter "Charges-Court history Updates has been added. If left blank there are no changes in the current program operations.
2. Added a new Jams parameter so that users can determine which Visitor Types are validated (Inmate Visitors are still always validated) against the visitor list. When a name is entered for a validated type, and it is not on the visitor list, the name is checked against master name before adding it to the visitor list from the transactions program. Program modified so that the Visitor Name is checked based on parameter entry.
3. Added "Other Inmate" radio buttons to System Utilities/Systems Numbers/Jams Parameters/Agency Daily Rate Detail pop up screen. Added logic to Jams/Court Info/Inmate Court info/Boarding Invoices report to print other inmate number and name on the report when available, beneath primary record.
4. R-02 Added parameter to System Utilities/System Numbers/ Jams Parameters to allow users to suppress printing of personal info from the Jams/Book in Reports/Booking Sheet (JBSPRT06). Once the report is accessed the user will see this screen for suppression of information.



5. New Parameter - 'Case/OBTS/Docket' added. Historically Charges and Charge History have shared limited communication, including the 'Case/OBTS' (sometimes 'Docket' field. However, Charges does not zero fill this field, while Charge History does zero fill the field. The new parameter provides three choices 'Z' will zero fill the Case/OBTS number in both Charges and Charge History. 'N' will not zero fill in either module. 'C' will zero fill in Charge History only (old behavior – default). This setting is not recommended when the 'Charges – Court History Updates' parameter is set to something other than 'N'.
  - Charges: During initial data entry, Charges will create a Court History record, a Charge History record, including details of date, time and docket for the first court appearance. Following initial data entry (if parameter is turned on), 'Court/Hold Ag', 'Court Date', 'Time' and 'Case/OBTS' fields are disabled.
  - Court History:
    - Disable 'Scheduled Release Date' and 'Court Date' (when parameter is on).
    - Accept updates from Charges and Charge History as appropriate.
  - Charge History:
    - Stop passing information when parameter is turned off.
    - Update both Court History and Charges when appropriate.



## Jams Menu

### Administration Module

Created a new module; Incoming Inmates. Module includes reports and inquiries

### Inmate Medications Menu

Two new options added under Inmate Medications; Age Unpaid Medical and Write-Off Medical.

- ✓ In **Jams Parameters**; Days until Write off must have a value to be used in the Write-Off program to determine if the Medical Transaction record is to be forgiven or not.
- ✓ **Age Unpaid Medical** This new program that will calculate the age of the Unpaid Medical Cost whether partially paid or totally unpaid. Prints an aging report. (MTRAG)
- ✓ **Write Off Medical** This new program will write off the unpaid medical cost if the age is equal or greater than the amount in the “Days Until Write-Off” parameter. A commissary Transaction is created as audit trail. The medical transaction record is updated for the write-off amount and the paid status changed to Y. Medical Transactions Maintenance; added the write-off field to MTRDATA and the screen display of the amount write-off.  
Inmate

**Trust Fund Summary (CTRPRT06)** –. Added two columns; Medical Paid and Medical Write-off.

Medical Paid is read from commissary transactions with DEDT Item code and Medical Expense Item Description. Medical Write-Offs is read from “Write Off” item code.

J A I L M A N A G E M E N T						
INMATE TRUST FUND TRANSACTION SUMMARY						
01/01/1900 THRU 06/21/2007						
BEGINING BALANCE	RECEIPTS (PAID)	DEBITS (DEDT)	COMMISSARY PURCHASE	MEDICAL PAID	MEDICAL WRITEOFF	ENDING BALANCE
+	+	-	-	-	-	

### Inmate Housing Monitor

Added Quick Move to the Inmate Housing monitor to allow easy access to this feature. The type “R” has been added to the allowable choices. When R is selected, the list is limited to those eligible for return. Those currently in the facility are ignored.


### Programs and Services → Inmate Education → Education Courses

Inmate Education Courses redesigned to use tabs.

- Tab one (Course): Records the class information
- Second tab (Inmates) gives the user the ability to enter multiple inmates to a course.

### Other Jams Enhancements

Jams – Victims – Enhanced VINE Interface. Added capability to run VINE Current History report as a stand alone scheduled process, similar to AUTOXFER.

Added Inmate Classification, Initial Screening, Custody Assessment, Needs Assessment and Needs Re-Assessment to Risk Factors accessed by the risk icon . 



New Livescan Interface created for Connetix.

When adding a cell transaction, if the Keefe Commissary interface is turned on, the cell transaction Maintenance program writes out the file KEEFE.data

Administration – Master Delete. Added a warning message to be displayed when there is no book in record found. The message includes the book in number so the user can see exactly what was entered.

