CLASS SET
PLEASE DO NOT REMOVE FROM THE CLASS ROOM

Criminal System Orientation Manual

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WELCOME TO JIMS

The Harris County Justice Information Management System (JIMS) was established by the Harris County Commissioners' Court in 1977. It uses a central computer for its information needs. Access to the centralized source is available through approximately 7,000 computer terminals installed throughout the county. As of July 2007, the JIMS computer system was being accessed by 22,860 individuals in 264 Harris County agencies and 1091 non-county government agencies.

JIMS is an integrated system that allows data to be shared by many agencies. Information entered into the system is immediately retrievable. For example, a case entered into the system by Central Intake can be accessed from any authorized device immediately after entry.

Harris County is a nationwide leader in justice data processing. The system processes over 4.5 million user transactions daily. As of July 2007, there were approximately 170 million civil records and 600 million criminal records stored in the system. Also, there were approximately 22,600 online and batch programs.

As a user, you are part of one of the largest justice database systems in the nation and in the world. As we begin the twenty-first century, JIMS is taking steps to stay ahead of the information needs of its users by converting to a web-based system which will allow much greater flexibility in information retrieval and will provide a more "user-friendly" environment. The JIMS2 system is scheduled to be rolled out over the next few years.

Information Technology welcomes you and encourages you to use our training services. If you have questions about how to access data you are authorized to view or about any other aspect of the system, please contact the **ITC Help Desk at (713)755-6624**.

To Connect to A JIMS Session you first have to click on your Emulation software Icon located on your desktop or utilize an Internet connection. The icon on your desktop will look similar to this . Once you have double clicked to open the session, from there you may have to click connect, others may have their sessions configured to automatically connect for them and you will see the following prompt.

LOGGING ON TO CICS2

1.   When your screen displays "READY FOR LOGON," type

        CICS2 to access the Harris County Criminal System.

2.   Press the Enter key. The following screen will display:

****

        SYSTEM: CICS2   READY FOR SIGNON CICS2
                              HARRIS COUNTY DATA SERVICES

      TERMINAL: SJ32
         NODE: T1YCSJ32

          DAY: TUESDAY

   SYSTEM DATE: JANUARY 30, 1996
   SYSTEM TIME: 08:39 AM

      LOGONID: ===> **JU**_ _ _   <Tab>
      PASSWORD: ===>   <Enter>

   NEW PASSWORD: ===>
   (enter twice)   ===>

          ACF01012 PASSWORD FOR LOGONID JU_ _ _ HAS EXPIRED

          CICS/VS   ACF2   (SYSTEM SIGNON/SIGNOFF FACILITY)

****

3.   Type: **JU**_ _ _   (Your individual log-on ID)
        Press the Tab key.

4.   Type your individual password and press the Enter key. (Your password will not display on the screen.)

        The first time you log on to JIMS, your password is **TEST**. You must change this password the first time you log on.

Changing your password:

      a.   In the field labeled PASSWORD, type your current password. (Type TEST if you have never logged on before.) Your password will not display on the screen.

      b.   Press the Enter key. The following message will display: PASSWORD FOR LOGONID JU_ _ _ HAS EXPIRED.

      c.   In the field labeled NEW PASSWORD, type any code you choose using 4 to 8 letters and/or numbers.

      d.   Press the Tab key.

      e.   In the field labeled ENTER TWICE, type your new password again.

      f.   Press the Enter key.

The screen should be blank. You are logged on and ready to work.

Sixty days after you change your password, you will receive the message PASSWORD EXPIRED message. You must then follow steps c - f above to select a new password. You may alternate between two passwords.

After you have kept a password for at least two days you may change it if you wish. Follow steps a - f above EXCEPT in step b press the Tab key instead of the Enter key. (The expiration message will not display.)

When logging on thereafter:

Type your log-on ID, press the Tab key, type your new password which you created in steps c – f (not TEST), then press Enter.

Only use the steps in the "Changing your password" section when you need or want to change your password.

NOTE: You may only log on to one terminal at a time.

Log-on failed:

If you receive an error message when attempting to sign on to CICS, refer to the following chart for an explanation.

Message	**Solution**
PASSWORD EXPIRED	Change your password using the procedures on page 3. You must change your password every 60 days.
PASSWORD NOT MATCHED	Try typing your password again.
LOGON ID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your JIMS Project Analyst or the ITC Help Desk. You have made ten invalid log-on attempts and your password needs to be reset.

Logging Off CICS:

1. Press the Clear key.
2. Type **RNET**.
3. Press the Enter key.
    The original **READY FOR LOGON** message should display.

NOTE: If there is no activity on the terminal for 15 minutes, you will be logged off
automatically.

LOGGING ON THROUGH HCP

Instead of the procedures above, you may log on through the multi-session environment known
as Tubes. *This is the preferred method.* To do this:

1. Type **HCP** on the "READY FOR LOGON" screen and press Enter.
2. Type your log-on ID in the Logon ID field.
3. Press the Tab key.
4. Type your password in the Password field.
5. If you do not need or want to change your password at this time, press Enter and go to Step
    6.
    OR
    If you do need or want to change your password:
    a. Tab to the New Password field and type any password using 4 to 8 letters and/or
        numbers.
    b. Tab to the field labeled Re-enter New Password and type the same new password
        again.
    c. Press Enter.
6. From the JIMS Main Menu screen select **CICS2 (CICS - Criminal)** by pressing the
    appropriate PF key, or by typing the line number in the Command field and pressing Enter.

```
DEVICE=T292KP8#              Signon Panel                  Central Technology
HCP                                                        11/14/08 07:14:00


        HH   HH    AAAAA     RRRRRRR     RRRRRRR    IIII   SSSSSS
        HH   HH   AA   AA    RR   RR     RR   RR     II    SS
        HHHHHHH   AAAAAAA    RRRRRRR     RRRRRRR     II    SSSSSS
        HH   HH   AA   AA    RR  RR      RR  RR      II        SS
        HH   HH   AA   AA    RR   RR     RR   RR    IIII   SSSSSS


     CCCCCC    000000    UU   UU    NN   NN   TTTTTTTT   YY    YY
     CC        00   00   UU   UU    NNN  NN      TT       YY  YY
     CC        00   00   UU   UU    NN N NN      TT        YYYY
     CC        00   00   UU   UU    NN   NNN     TT         YY
     CCCCCC    000000    UUUUUU     NN   NN      TT         YY


        Enter   Logon ID      ===> _
                Password      ===>
                New Password  ===>
                Re-enter New Password ===>

Message:
ENTER COMMAND ===>

    LOGON or press PF3 to EXIT or PF8 to DISPLAY APPLICATIONS STATUS
```

Logging off Tubes

To close all your active sessions and return to the HARRIS COUNTY sign-on panel (the Tubes log-on screen):

1. Press **F24** (hold down the Shift key and press F12.). The JIMS Main menu will display.
2. Press **F24** again. All your active sessions will be closed and the Harris County Sign-On Panel will display.

Exiting Tubes Sign-on Panel

To exit Tubes and return to the READY FOR LOGON screen:

After completing the steps listed above in the "Logging Off Tubes", press **F3**. The Ready For Logon screen will display.

SECURITY CODES AND CLEARANCES

LOG-ON ID

After attending a JIMS training class, an individual receives a log-on ID which allows access to information from the JIMS system. The log-on ID is a five-character code beginning with JU or JH that identifies the person signed on to a terminal. Each user must have his or her own log-on ID. Users may only log on to one terminal at a time. Users are responsible for all transactions accessed and all information received while their codes are in use. ***Therefore, if you are going to leave your desk or terminal session, you MUST sign off to prevent unauthorized access to the JIMS system.***

All transactions accessed throughout the county are connected to the individual log-on IDs. A file of user identities dates and times of access, and terminal identification numbers is maintained in the JIMS system and can be retrieved when necessary to investigate improper usage.

SECURITY VIOLATIONS

Security violations are terminal display messages a user receives when attempting to access transactions for which he/she is not authorized. Most violations result from typographical errors or from pressing the wrong program function key rather than from an attempt to access unauthorized information. Users receiving violations for transactions essential to their jobs should contact the departmental project analyst for clearance. Once clearance is obtained, accessing these required transactions will no longer result in security violations.

All security violations are recorded in reports which are available to county agency project analysts (P.A.s) and non-county agency liaisons. The reports are divided by department and give user names, dates and times of violations, transactions attempted, and terminal identification numbers.

Certain violation patterns indicate that the confidentiality of a code has been breached and that the code is probably being used by more than one person. In such instances, supervisors or P.A.s may discuss the confidential nature of the code with the assigned user and request that the code be deleted from the system. Security is of extreme importance and is monitored closely to protect the security and privacy of criminal records in the JIMS system and to prevent the dissemination of confidential information

COMMONLY SEEN FIELDS

SPN (System Person Number)

SPNs are eight-digit numbers assigned to people connected with Harris County criminal cases. Each individual should have only one SPN in the system.

Defendant SPNs
Defendant SPNs are computer generated in sequential order when a defendant's first criminal record is entered into the county computer. Before a SPN is assigned, computer inquiries are run to determine if the person already has a number, thus avoiding the assignment of multiple SPNs to an individual.

Alias SPNs
It is possible for a defendant to have alias identities and be assigned multiple SPNs. This was much more common before the Automated Fingerprint Identification System (AFIS) was installed in Harris County. If computer inquiries and verifications reveal that multiple SPNs have been assigned to one defendant, the SPNs and all associated records are consolidated under one number.

To request a SPN consolidation, call the Data Control section of the Sheriff's Department at 713-755-6040 or call the Constable's Office at 713-755-7615.

When SPNs are consolidated, one SPN becomes the base SPN and the other SPNs become alias SPNs. After consolidation, only the base SPN can be used to access the person's records. Alias SPNs will be listed on the person's Case Information screen (NQY3) and can be reviewed through the Person Master inquiry (LPER); however, the alias SPNs cannot be used to retrieve information about the individual.

Non-defendant SPNs
Since November 1996 when the PTY subsystem was implemented, non-defendants have been issued the next available SPN in sequential order. Prior to November '96, non-defendant SPNs were assigned as follows: defense attorneys were assigned a SPN by adding 50,000,000 to his or her state bar number (example, a bar number of 10000000 became a SPN of 60000000). Bond sureties were assigned a SPN by adding three zeroes to the end of his or her licensing number. Other SPNs, such as those issued to prosecutors, were assigned in blocks of numbers.

Inquiring with a SPN
Because a SPN is a unique number assigned to just one individual, that number may be used to quickly access a particular person's records in the computer system.

NAME

The NAME field indicates the last, first, and middle names of an individual. For a complete history of alias names, use LPER. NQY3, LBKI, and LWRI also contain some alias name information. Note that only one name appears on the LQY9 Case Transaction Screen. This name may be an alias.

USC (United States Citizen)

There are three types of USC flags in the system. Valid codes are:

Y = Yes
N = No
U = Unknown

PTY (Party Types)

There are two party types in the system. Valid codes are:

D = Defendants
N = Non-defendants
Non-defendants include attorneys, bond sureties, probation officers, peace officers, judges, court reporters, witnesses, and other individuals connected with Harris County criminal cases.

RACE

The following race codes are defined by NCIC:

A = Asian or Pacific Islander
B = Black
I = American Indian
U = Unknown
W = White

The most commonly used codes are B and W.

SEX

The following gender codes are used:

M = Male   **F** = Female

DOB

Date of birth in six-digit, MMDDYY format (month, day, year) with no dashes or slashes between numbers.

(All dates are entered into the system in this format.)

JAIL

The jail field designates an individual's Harris County jail status using the following codes:

R = Individual has been received by the Harris County Sheriff's Office but is not yet booked.
I = Individual is in transit from one Harris County jail to another.
Y = Individual is currently booked in a Harris County jail.
H = Individual has been in a Harris County jail but is not at this time.
_ = Individual has never been in a Harris County jail.

NOTE: The JAIL field refers only to Harris County jails; it does not refer to other jails in Houston or to jails in any other county, city, or state.

W/W (Warrant or Want)

The W/W field designates an individual's Harris County warrant or want status using the following codes:

H = Individual has had open warrants/wants from Harris County, but they are now closed.
Y = Individual currently has open warrants/wants from Harris County.
_ = Individual has never had a warrant/want from Harris County.

NOTE: The W/W field refers only to warrants/wants issued by Harris County; it does not refer to warrants/wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states. To check for warrants or holds from other agencies, access the Hold Information option in LPER or, if you are authorized, access the SETCIC and/or TCIC/NCIC systems.

CIN (Caution Indicator)

A code appearing in this field indicates that the individual has a caution text and requires special treatment. Some examples of caution texts are: escape risk, federal prisoner, or heart condition. See the Code Tables Handout for caution code explanations.
To view a person's most recent caution text, access that person's
- Booking screen (LBKI) or
- Warrant screen (LWRI).

CASE RECORDS

CDI (Court Division Indicator)

A CDI is a three-digit number that indicates type of case (or type of court). The JIMS computer system contains details about the following types of cases:

002 - Class A or B misdemeanor filed in a Harris County Criminal
      Court at Law
003 - Felony filed in a Harris County District Court
004 - Bond forfeiture arising out of a misdemeanor case
005 - Bond forfeiture arising out of felony case

001 designates a class C misdemeanor filed in a Justice of the Peace Court. 001 cases are only listed in JIMS if a warrant was issued in the case. Details about JP cases are kept in a separate, JP computer system.

Other CDIs are listed on Code Table 01 in the *Code Tables Handout*. Defendants can be held for other jurisdictions that want them.

Case Initiation

Officers filing class B or above charges with Harris County use the Model 204 computer subsystem known as D.A. Intake Management (DIM). Information about the defendants is entered when the charges are filed with the District Attorney Intake section.

As the defendant and the case proceed through the system, various county departments add information where appropriate. For example, the data entry section of the District Clerk's Office enters information about motions, returned warrants, bonds, judgments, and other transactions that affect the status of the defendant and/or the status of the case. A variety of computer transactions can then be used to access case, booking, and warrant information from the system.

Harris County Case Numbers

The case number is a unique 12-digit number assigned to each criminal case. It consists of 4 separate components.

0555444	01	01	0
base case	defendant	count	ancillary
number	number	number	action

a.   The base case number (the first seven digits) is the sequential number assigned to each case as charges are filed and docketed in the District Clerk's Office.

b.   The next two digits (positions 8 and 9 of the case number) were used in the past to indicate multiple defendants. Unique base case numbers are now assigned to co-defendants.

c.   The next two digits (positions 10 and 11 of the case number) were used in the past to designate multiple counts, or charges, of the same degree filed in one case. Each count is seen as a separate case in the system, with all records pertaining to each count kept separately. For example, if case number 0555444 contains three felony counts, the number will appear as follows for each successive count - 055544401010, 055544401020, and 055544401030.

d.   The last position in the case number (position 12) is used to indicate ancillary action (lack of such action is indicated by a 0). Ancillary action arises out of an existing criminal case, but is independent from it; therefore, it is handled as an individual case. Ancillary action includes restricted driver's license petitions, post-conviction writs, and bond forfeitures.

        In restricted driver's license petitions resulting from cases prosecuted by Harris County, the ancillary indicator is an R. In post-conviction writs and bond forfeitures, the indicator is sequential, beginning with A and increasing by one letter for each successive action. For example, if the defendant in case number 0555444 is charged with bond forfeiture, the case number for the first forfeiture will be 05554440101A.

When making general case inquiries using LQY6, LQY8, or LQY9, which require a CDI and case number, only the first seven digits of the case number need to be entered, example, LQY6/003/0721737.

To make a more specific inquiry involving the defendant number, count number, or post-conviction writ indicator, the entire twelve-digit case number must be entered. For example, to determine the attorney for case number 0245678 for the second defendant and the third count, the access method would be LQY6/003/024567802030.

Although the practice of using just one case number in cases with multiple defendants is no longer used, old cases with multiple defendants are still in the system and will remain in the system.

NOTE: For class C misdemeanors (CDI 001), the first two digits contain letters of the alphabet (example, WC = worthless check). The next two digits contain the JP precinct and position number (example, 41 means JP precinct 4, position 1. The only time a class C is listed in JIMS is when a warrant is issued in the case.

CICS INFORMATION

CLS (Class Sequence Number), SNU (Sequence Number) and KEY

A CLS is a three-digit number used to count records. The CLS counts backwards from 1000. When the first record is generated, a CLS of 999 appears on the screen. When additional records are added, the CLS decreases by one. For example, if there have been two warrants for someone's arrest, the first warrant is number 999 and the second warrant is number 998. This change in the CLS occurs every time an additional record is created. Warrants, holds, and name records are some of the items counted by a CLS.

On screens such as LQY6, LQY8, and LQY9, the three-digit counter is labeled SNU, for sequence number. On other screens the counter is labeled KEY.

If counted records exceed 1000, as they may, for example, when the number of cases assigned to one attorney are counted, the CLS will decrease to zero, then begin again at 999. This repetition is not indicated in the CLS/SNU/KEY field.

Transaction Identification Codes (TRAN IDs)

TRAN IDs are four-character codes used to identify and activate CICS computer programs. All data from the JIMS CICS system is accessed by using these transaction identification codes. Examples of TRAN IDs are LNQY (for name/case inquiries), LBKI (for booking inquiries), and LWRI (for warrant inquiries).

Once a transaction has been accessed, one can easily transfer to other transactions by pressing appropriate program function (PF) keys. The functions of these keys are listed at the bottom of the screens.

Methods of accessing data using TRAN IDs are shown at the beginning of each transaction explanation in this manual. Also, a summary of TRAN IDs and their access methods is provided on pages 14 and 15.

Paging Techniques

When information takes up more display space than is available on one terminal screen, it becomes necessary to "turn the pages" to see the remainder of the records. Usually when there is more than one page in a transaction, an **=N** will display automatically in the top left corner of the screen. You may type the **=N** yourself when necessary. All available CICS paging techniques are listed below.

=N	Next page	Type **=N** and press Enter to access the next page. Continue to press Enter until a message such as END OF RECORDS displays at the bottom of the screen.
=P	Preceding page	Type **=P** and press Enter to access the preceding page.
=L	Last page	Type **=L** and press Enter to access the last page of a batch of information. (See "The GET Function" below for an explanation of batches.)
=#	Specific page	Type = and a specific number (example, **=7** for page seven) to access a specific page in a batch.

The GET Function

In CICS inquiry transactions that access a large number of records, pages are grouped into batches. The GET function is used to access additional batches.

On the last page of any batch, a message prompts you to enter GET for more data. Type the word **GET** over the =N in the top left corner of the screen. If you don't type GET before pressing Enter, the first page of the displayed batch will reappear. You may type GET from any page of a batch to retrieve the next batch.

It is not possible to move backward to a previous batch. To re-access a batch, begin the transaction over and move forward through the batches.

Name Inquiry Response
When you inquire on a common name using the LNQY transaction, the response will contain a maximum of forty-eight names per batch, displayed on a maximum of three pages. At the bottom of the third page is the message, "ADDITIONAL SPNS QUALIFIED. 48 ARE LISTED. ENTER 'GET' FOR MORE NAMES."

Type **GET** over the =N and press Enter. Page 1 of the second batch of names will display. In each batch, the names that are most similar to the one inquired upon should appear at the top of the first page. Therefore, it is usually unnecessary to access pages two and three of a batch of names. To view only the first page of each batch, type GET and press Enter immediately after viewing the first screen of a batch.

Person Master Response
In the LPER transaction (explained in a separate manual), when large amounts of defendant data are requested, the response is grouped into 15 pages per batch.

PF Keys - Transferring Between Transactions

The keys located at the top or on the right-hand side of the keyboard panel (example, PF1, PF2, PF3) are called program function keys. These keys are used to transfer from one transaction to another without having to clear the screen and enter a new transaction code. Message or "prompt" lines appear at the bottom of each screen to indicate which transactions may be accessed directly from the displayed screen.

When an = sign appears at the top of the display screen, it must either be erased or replaced before a transfer is made. Press the space bar to erase the =. Certain transfers require that you type a line number over the = before transferring.

Users are not necessarily cleared for all the transactions listed on every screen. Press only the PF keys associated with transactions for which you have clearance.

NOTE: The functions of the PF keys change from screen to screen. A PF key may be associated with one TRAN ID on one screen and with a different TRAN ID on another. Users have security clearance according to TRAN ID, not PF-key numbers.

Error Messages

When you attempt to access a transaction and there is a problem, a message displays at the top of the screen. If a problem occurs after a transaction response is already displayed, a message appears at the bottom of the screen.

If you cannot solve the problem, copy the message and note what was happening just prior to the error message display; then contact your project analyst, your agency liaison or the JIMS Training Section via the ITC Help Desk for help.

If your cursor stops responding, the keyboard is locked and needs to be reset. Press the escape key (Esc) located at the top left of the keyboard. After you reset, you will be able to resume normal typing. If the problem continues, you may need to press the **Home** or **Tab** key to move the cursor to a place on the screen where information can be entered.

Code Tables

Many codes and abbreviations are used on JIMS computer screens. The Code Table Handout, containing the most commonly used Criminal System code tables, is distributed during training. The Code Table Manual, which contains every Criminal System code table, is available from Harris County project analysts.

DIRECT ACCESS METHODS

TRANSACTION	TRAN ID and ACCESS METHOD*
Direct Name Inquiry (Uses Soundex)	**LNQY/**Last Name**/**First Name**/**Middle Name **LNQY/**Last Name**/**First Name**/**Middle Initial **LNQY/**Last Name**/**First Name **LNQY/**Last Name**/**First Initial **LNQY/**Last Name **LNQY/**Nickname
Name Inquiry Menu (Uses Soundex)	**LNAM** (Use with additional identifiers)
Name and Address Inquiry (Exact match)	**LNAI/**Last Name**/**First Name (No middle name)
Parties to Case (Persons Connected)	**LQY6/**CDI**/**Case Number (For multi-count cases or ancillary action, use 12-digit case number)
Court Setting Dates for Case	**LQY8/**CDI**/**Case Number (For multi-count case or ancillary action, use 12-digit case number)
Case Transactions (Documents)or ancillary action, use 12-digit case number)	**LQY9/**CDI**/**Case Number (For multi-count cases
Case Information (Case Summary)	**NQY3/**SPN (Or LNQY /SPN)
Booking Inquiry	**LBKI/**SPN (To transfer from LBKI to NQY3, type 99, press Enter.)
Warrant Inquiry	**LWRI/**SPN (Line # + PF5 = LEWA)
Person Master Display	**LPER/**SPN (Explained in separate manual)
Summary of Cases Filed for 24-hour period	**LSCF**/CDI/MMDDYY MMDDYY = date in month day year format)
Court Docket Summary	**LD09**
Main ID Numbers Inquiry	**LOOK**
Address Inquiry	**GE01**

NOTES: Examples of valid CDIs are **002** - class A or B misdemeanor and **003** - felony.
SPN = Person's unique, eight-digit Harris County system person number.

*Press **Enter** after typing each access method.

On any screen that contains a list of cases, bond forfeiture cases will display at the bottom of the list.

Web Site

On April 26, 1999, Harris County implemented an Internet Web site that provides access to the public records in the Criminal System. The address is:

http://www.jims.hctx.net

To use this Web site you need:
- A personal computer (PC) with a modem and a phone line
- Internet browser software (for best results, use Microsoft Internet Explorer 4.0 or greater)
- An account with an Internet service provider (ISP)
- An active JIMS log-on ID and password
- Clearance to use the public access transactions. To request clearance, contact your project analyst or agency liaison.

Available Transactions
Name Inquiries, Main ID Number Inquiries, Case Summary, Persons Connected with a Case, Court Setting Dates for a Case, Case Transactions, Current Bonding Information, Inactive SPN Inquiry, Bond Forfeiture Case Inquiry.

Case details are available about:
- Class A and B misdemeanor cases filed in the Harris County Criminal Courts at Law
- Felonies filed in the Harris County Criminal District Courts
- Ancillary cases, such as bond forfeitures, arising from these cases

The public access system does **not** provide information about class C misdemeanor cases or cases in any other jurisdiction besides Harris County. Also, it does not provide information about booking history, warrant history, hold history, or historical person master records.

NAME INQUIRY TRANSACTIONS

LNQY - DIRECT NAME INQUIRY

LNQY is used to search the system for persons when only a name is known. Exact spelling is not required when using LNQY because the program incorporates Soundex - that is, the computer will retrieve all names that "sound like" the name you typed.
Access LNQY by typing one of these formats:

LNQY/Last Name/First Name/Middle Name or Middle Initial
LNQY/Last Name/First Name or First Initial
LNQY/Last Name
LNQY/Nickname

and pressing **Enter**.

```
***************************************************************************

=N   POSTMAN/JACOB/MATTHEW                                            LNQY
            (1)                 (2) (3) (4) (5)   (6) (7)   (8)    (9) (10)
LINE          NAME              PTY RAC SEX DOB   JAIL W/W   CIN    SPN&CLS
01   POSTMAN, JACOB MATTHEW      D   W   M 042555  H    H          00890345999
02   POSTMAN, JAKE               D   W   M 042555                  00890345998
03   POST, JACKSON               D              Y    H     C 00433633996
04   POST, JAMES                 D   W   M 021551  H          00185788999
05   POST, JOHN ALAN JR          N                            60008272999
06   POSADAN, JIM                D   W   M 030363  H          00401048999
07   PICKETT, JANET              D   B   F 033031  H          00191919999
08   PICKETT, JAMES LEE          N                            59983881999
09   PICKETT, JERARD             D   B                        70040144996
10   PICKETT, JEANETTE           D   W   F 100257  H       C 00347823992
11   PASKET, JEB                 D   B   M 100537  Y       C 00023482999
12   PASKET, JOE                 D              H          00329922999
13   PASKET, JAY                 D                         00095631998
14   PASKET, JEWEL               D   B   F 060135  H          00234988999
15   PASKETT, JESSIE             D   W   M 062363  H    Y  C 00426985999
16   PUCKETT, JETTIE             D   B   F 042354  H    H     00324856993
17   PASADA, JAMIE               D   W   M 020260  Y    H     00501284998
18   PICKENS, JO BOB             D   W   M 052863  H    H     00327843995


TO SEE NEXT PAGE PRESS ENTER - HIT CLEAR TO TERMINATE
ENTER LINE NUM FOR PERSON    PF1=LBKI  PF2=LWRI  PF4=WMIN  PF6=LIJR  PF7=LPER

***************************************************************************
```

Finding and Selecting a Name

If the name for which you are searching does not appear, obtain more names by typing **GET** over the =N. Then press **Enter**.
Once you have located the correct name,
1. Type the corresponding line number over the =N (example, 01).
2. Press **Enter** to transfer to the Case Summary screen (NQY3), or press a PF key to access one of the transactions listed at the bottom of the screen.

EXPLANATION OF FIELDS

1. NAME: Name of individual.

2. PTY: Party type. Codes are:
    D = Defendant   **N** = Non-defendant

3. RAC: Race. Codes are:

    A = Asian or Pacific Islander
    B = Black
    I = American Indian
    U = Unknown
    W = White

4. SEX: Sex. Codes are:

    M = Male   **F** = Female

5. DOB: Date of birth appears in six-digit MMDDYY format with no slashes or dashes between numbers.

6. JAIL: Jail status. Codes are:

    R = Individual has been received by the Harris County Sheriff's Office but is not yet booked.
    I = Individual is in transit from one Harris County jail to another.
    Y = Individual is currently booked in a Harris County jail.
    H = Individual has been in a Harris County jail but is not at this time.
    _ = Individual has never been in a Harris County jail.

    NOTE: The JAIL field refers only to Harris County jails; it does not refer to other jails in Houston or to jails in any other county, city, or state.

7. W/W: Warrant/Want status. Codes are:

    H = Individual has had open warrants/wants from Harris County, but they are now closed.
    Y =   Individual currently has open warrants/wants from Harris County.
    _ =   Individual has never had a warrant/want from Harris County.

    NOTE: The W/W field refers only to warrants/wants issued by Harris County agencies; it does not refer to warrants/wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states. In addition, it does not give any indication of warrants that may be in the SETCIC system. SETCIC must be checked separately for open warrants.

8. CIN: A code appearing in this field indicates that the individual has a caution text and requires special treatment. Some examples of caution texts are: escape risk, federal prisoner, or heart condition. See the Code Tables Handout for caution code explanations. To view a person's most recent caution text, access that person's Booking screen (LBKI) or Warrant screen (LWRI). For a history of all caution texts for a person, access the Person Master Inquiry (LPER).

9. SPN: Eight-digit system person number.

10. CLS: Three-digit class sequence number. The CLS is counting the number of master name records for the individual with this SPN. Begins with 999 and decreases by one for each additional listing. The number of listings does not equate to the number of cases, warrants or bookings for the person.

PF KEY OPTIONS

PF1 = LBKI   Type a line number and press **PF1** to transfer to LBKI - BOOKING INQUIRY screen.

PF2 = LWRI   Type a line number and press **PF2** to transfer to LWRI - WARRANT INQUIRY screen.

PF7 = LPER   Type a line number and press **PF7** to transfer to LPER - PERSON MASTER screen.

NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.

PF4 = WMIN

PF6 = LIJR

LNAM - NAME INQUIRY MENU

LNAM is a name inquiry transaction used when the operator has information about an individual in addition to a name (example, DOB, race, sex, age.

NOTE: The Social Security, state ID and FBI ID number fields cannot be used to perform a JIMS inquiry from this screen. See explanation below for more information.)

LNAM should only be used with data that is known to be correct. If the message "NO MATCH" displays after the first attempt, use the Tab keys to move the cursor to fields with questionable data. Change or delete any entries that might be incorrect and submit the inquiry again by pressing **Enter**. If the listing is still not found, use LNQY to retrieve a more general listing of possibilities.

As with LNQY, exact spelling is not required because this transaction incorporates Soundex - that is, the computer will retrieve all names that are similar to the name you typed.

Access LNAM by typing:

<div align="center">

LNAM

</div>

and pressing **Enter**.

When the menu screen displays, move the cursor from field to field by pressing the Tab keys and type all known qualifiers in the appropriate fields. Press **Enter**. (In this example, only NAME, PTY, SEX, and RACE are available.)

```
***************************************************************************

                 ENTER BASIC ID INFORMATION              ** LNAM **

(1)                                     (11)
LAST NAME: PARKENS              SOCIAL SECURITY #:
(2)                                     (12)
FIRST NAME: LEONARD               STATE ID #:
(3)                                     (13)
MIDDLE NAME: ANDREW                FBI ID #:
(4)
PTY: D
(5)
JAIL:
(6)
SEX: M
(7)
RACE: W
(8)
AGE:
(9)
DOB:
(10)                             (14)
W/W: _                           SPN:


***************************************************************************
```

EXPLANATION OF FIELDS

1. LAST NAME: This field is required. Type person's last name.

Fields 2 - 10 are optional. When none of this information is available, it is faster to run LNQY, the Direct Name Inquiry.

2. FIRST NAME: First name of individual.

3. MIDDLE NAME: Middle name.

4. PTY: Party type. Codes are:

D = Defendant   **N** = Non-defendant

5. JAIL: Harris County Jail status. Codes are:

R **=** Individual has been received by the Harris County Sheriff's Office but is not yet booked.

I   **=** Individual is in transit from one Harris County jail to another.

Y **=** Individual is currently booked in a Harris County jail.

H **=** Individual has been in a Harris County jail but is not at this time.

_   **=** Individual has never been in a Harris County jail.

NOTE: The JAIL field refers only to Harris County jails; it does not refer to other jails in Houston or to jails in any other county, city, or state.

6. SEX: Sex codes are:

M = Male   **F** = Female

7. RACE: Race. Codes are:

A   = Asian or Pacific Islander
B   = Black
I   = American Indian
U = Unknown
W   = White

8. AGE: Age of individual.

20

9. DOB: Date of birth in six-digit MMDDYY format with no dashes or slashes between numbers. Date must exactly match the DOB in the computer file.

10. W/W: Warrant/Want status. Codes are:

H = Individual has had open warrants or wants from Harris County, but they are closed.
Y = Individual currently has open warrants or wants from Harris County.
_ = Individual has never had a warrant/want from Harris County.

NOTE: The W/W field refers only to warrants/wants issued by Harris County agencies; it does not refer to warrants/wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states.

11. SOCIAL
    SECURITY #:   Social Security number cannot be used to perform JIMS inquiries from this screen. To inquire with a Social Security number, use the LOOK transaction. If your agency is cleared to receive TCIC/NCIC criminal history, ask your supervisor how this field may be used to perform those queries.

12. STATE ID #:   Like field 11, this field is used only for TCIC/NCIC inquiries.

13. FBI #:   Like fields 11 and 12, this field is used only for TCIC/NCIC inquiries.

14. SPN: System person number. This field can be used to inquire on a person's Harris County record. However, if SPN is known, it is quicker to type LNQY/SPN on a blank screen and go directly to the Case Summary screen. Or use other direct-access methods with the SPN. (See page 14 for options.)

Name Inquiry Response Screen

After the operator presses Enter from the LNAM transaction, information is displayed. In the sample screen on page 19, the user inquired on Leonard Andrew Parkens. Below is the sample response screen. The listings found on this page are people with names phonetically similar to "Leonard Andrew Parkens" who possess identical qualifiers (example, white, male, defendants).

```
***************************************************************************

=N  PARKENS/LEONARD/ANDREW/D//M/W                                       LNQY
               (1)                  (2)  (3) (4) (5)   (6)  (7)    (8)  (9)  (10)
LINE              NAME              PTY  RAC SEX DOB   JAIL W/W    CIN  SPN & CLS
01   PARKENS, LEONARD ANDREW         D    W   M 080950  H    H     C 00982478998
02   PARKENS, LEONARD                D    W   M 080950  H    H     C 00982478999
03   PERKINS, LOU RAY                D    W   M 123156  H            00123121999
04   PERKINS, LOUIS                  D    W   M 071260       H       00142342999




END OF DISPLAY - HIT CLEAR TO TERMINATE
ENTER LINE NUM FOR PERSON    PF1=LBKI  PF2=LWRI  PF4=WMIN  PF6=LIJR  PF7=LPER

***************************************************************************
```

For an explanation of these fields, refer to pages 17 - 18.

To transfer to detailed information,
1. Type a two-digit line number (example, **01)** over the =N.
2. Press Enter to access Case Summary (the NQY3 screen), or press a PF key to transfer to one of the transactions listed at the bottom of the screen.

LNAI - NAME AND ADDRESS INQUIRY

LNAI is a name inquiry transaction used for finding a defendant's SPN and address information. The operator must spell the entered name EXACTLY as it is spelled in the computer file. For example, if the name on file is DANIEL and the user types DANNY, no match will be found during the name inquiry. Only last and first names can be used with LNAI. MIDDLE NAMES MUST BE OMITTED. The response will display a middle name or initial if one is available. LNAI will not list similar sounding names.

LNAI displays SPN, name, and up to ten of the individual's most recent addresses. The addresses are listed in reverse chronological order (the most recent address is listed first).

Access LNAI by typing:

LNAI/Last Name/First Name

and pressing **Enter**.

```
*************************************************************************

   (1)
=N_____              JUSTICE INFORMATION AND MANAGEMENT SYSTEMS
                              NAME/ADDRESS INQUIRY

LAST NAME: HARRIN             FIRST NAME:  JOE
  (2)              (3)                            (4)
  SPN              NAME                           ADDRESS
00687689 HARRIN, JOE                           FERGUSON UNIT  TEXAS CITY

00687689 HARRIN, JOE PAUL                      FERGUSON UNIT  TEXAS CITY

00694920 HARRIN, JOE LYNN                      RT 3 BOX 5FW      WALLER
                                      1777     WENWICK #3        HOUSTON

00134345 HARRIN, JOE ROBERT JR        6000     PENWICK           HOUSTON

00202899 HARRIN, JOE                  6544     GULFTOWN #3000    HOUSTON
                                      1002     ROSE TERRACE      HOUSTON
                                       300     SAN JACINTO       HOUSTON


LNAI-013  PHONETIC CODES EXHAUSTED - END DISPLAY
KEY DESIRED SPN - PRESS ENTER FOR CASE INQUIRY, PF1 FOR LWCI
        PF2 FOR LWRI        PF3 FOR LBKI              PAGE: 01
        PF4 FOR LPER
*************************************************************************
```

To transfer to detailed information,
1. Type a SPN in field 1 directly over the =N (SPNs are listed at the left of the screen).
2. For case summary information, press **Enter**. The NQY3 screen will display.
   Or
3. Transfer to one of the other transactions listed at the bottom of the screen by pressing the appropriate PF key.

EXPLANATION OF FIELDS

1. =N: =N allows for paging through a response. To access a particular page, retype the equal sign, type a page number over the N, then press **Enter**. For example, type **=4** and press **Enter** to see page 4. Other valid entries are:

    =L for last page
    =P for previous page

    NOTE: Before transferring to another transaction with a PF key, erase the equal sign (=) by pressing the space bar.

    NOTE: Page numbers display at the bottom right of this screen.

2. SPN: Eight-digit system person number.

3. NAME: Name of individual.

4. ADDRESS: Address of individual, most recent first.

PF KEY OPTIONS

PF2 - LWRI   Type SPN and press **PF2** to transfer to LWRI - WARRANT INQUIRY screen.

PF3 - LBKI   Type SPN and press **PF3** to transfer to LBKI - BOOKING INQUIRY screen.

PF4 - LPER   Type SPN and press **PF4** to transfer to LPER - PERSON MASTER screen.

NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.

PF1 - LWCI

CASE INQUIRY TRANSACTIONS

NQY3 - CASE SUMMARY

This screen contains the address, telephone number, physical descriptors, alias names, and case summary information for a specific individual. Access NQY3 by transferring from LNQY, LNAM, or LNAI, or access it directly from a blank screen by typing:

LNQY/SPN

and pressing **Enter**.

To access NQY3 from LQY6, LQY8 or LQY9,
1. If an equal sign (=) displays at the top left corner of the screen, erase it by pressing the space bar.
2. Press the PF key that corresponds to NQY3.

To access NQY3 from LBKI (the Booking inquiry screen), type **99** in the top left corner of the screen and press **Enter**.

```
***************************************************************************

=N  00982478                                         *NQY3(LNQY)** PG 1
             (1)              (2)   (3) (4) (5) (6)    (7) (8) (9)  (10)   (11)
LINE              NAME        USC   PTY RAC SEX DOB    JAIL W/W CIN SPN &   CLS
    PARKENS, LEONARD ANDREW          D   W   M 080950  H   H          00982478996
    ANDREWS, LEONARD         U       D   W   M 080950  H   H          00982478997
    PARKENS, JULIUS          Y       D   W   M 080950  H   H          00982478998
    LEONARD, ANDREW          Y       D   W   M 080950  H   H          00982478999
TO SEE MORE ALIAS NAMES USE THE ALIAS NAME INQUIRY

    (12)                                              (13)
LAST ADDRESS: 2211    6TH AVE. NORTH  TEXAS CITY TX77590   PHONE:713-945-6997
(14)     (15)     (16)       (17)       (18)      (19)      (20)      (21)
HGT: 602 WGT: 160 EYES: BRO HAIR: BRO SKIN: FAR BLD: MED SMT:    SON:

*****                       CASE INFORMATION                        *****
(22)(23)    (24)      (25) (26) (27)    (28)      (29)(30)(31)(32)     (33)
LN  CDI CASE NUMBER CRT CON FIL-DT OFFENSE   NXT-ST S CST  INS DISPOSITION
01  003 032198901010 184 DEF 040390 FELONY    041490 D  D   RID DISM-041490
02  003 025381301010 184 DEF 032986 FORGERY   041490 D  D   FID DISM-041490
03  003 020874601010 209 DEF 051585 MURDER    060690 D  C   APP DISP-060690
         (34)
ADDITIONAL ALIAS SPNS ARE:
                         00998721
                         00062198


-END OF DISPLAY-  HIT CLEAR TO TERMINATE.
PF6=LBKI PF9=LPER PF11=LAPI **LINE NO=> ENTER=LQY6 PF1=BFS70 PF2=AP01
PF4=LDIS
PF5=LCDP PF7=LQY8 PF8=LQY9 PF10=LATT PF5-99=PTSM (LN + X PF5=CSR30 OR
F8=LDSP)

***************************************************************************
```

EXPLANATION OF FIELDS

1. NAME: Name of individual. If alias names exist, the four most recent can display. Use LPER to see all name records for an individual.

2. USC: United States Citizenship. Codes are:
                     Y = Yes
                     N = No
                     U = Unknown
                     _ = Unknown

3. PTY: Party type. Codes are:
                     D = Defendant   **N** = Non-defendant

4. RAC: Race. Codes are:

                     A = Asian or Pacific Islander
                     B = Black
                     I = American Indian
                     U = Unknown
                     W = White

5. SEX: Sex. Codes are:
                     M = Male   **F** = Female

6. DOB: Date of birth appears in six-digit MMDDYY format.

7. JAIL: Jail status. Codes are:

                     R **=** Individual has been received by the Harris County Sheriff's Office but is not yet booked.
                     I   **=** Individual is in transit from one Harris County jail to another.
                     Y **=** Individual is currently booked in a Harris County jail.
                     H **=** Individual has been in a Harris County jail but is not at this time.
                     _   **=** Individual has never been in a Harris County jail.

                     NOTE: The JAIL field refers only to Harris County jails; it does not refer to other jails in Houston or to jails in any other county, city, or state.

8. W/W: Warrant/Want status. Codes are:

                     H = Individual has had open warrants/wants from Harris County, but they are now closed.
                     Y =   Individual currently has open warrants/wants from Harris County.
                     _ = Individual has never had a warrant/want from Harris County.

NOTE: The W/W field refers only to warrants/wants issued by Harris County agencies; it does not refer to warrants/ wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states.

9. CIN

A code appearing in this field indicates that the individual has a caution text and requires special treatment. See the Code Tables Handout for caution code explanations. To view a person's most recent caution text, access that person's Booking screen (LBKI) or Warrant screen (LWRI).

10. SPN:

Eight-digit system person number.

11. CLS:

Three-digit class sequence number. Indicates number of master name records for individual. Begins with 999 and decreases by one for each additional record.

12. LAST ADDRESS:

Last known address.

13. PHONE:

Last known telephone number.

14. HGT:

Height appears in three-digit format (example, 6'2" = 602).

15. WGT:

Weight appears in three-digit format (example, 99 lbs. = 099).

16. EYES:

Eye color. Codes are:

BLK = Black	**HAZ** = Hazel
BLU = Blue	**MAR** = Maroon
BRO = Brown	**PNK** = Pink
GRY = Gray	**X** = Unknown
GRN = Green	

17. HAIR:

Hair color. Codes are:

BLK = Black	**GRY** = Gray
BRO = Brown	**WHI** = White
BLN = Blonde	**BAL** = Bald
SDY = Sandy	**X** = Unknown
RED = Red	

18. SKN:

Skin tone. Codes are:

ALB = Albino	**MED** = Medium
BLK = Black	**MBR** = Medium Brown
DBR = Dark Brown	**OLV** = Olive
FAR = Fair	**RUD** = Ruddy
LGT = Light	**SAL** = Sallow
LBR = Light Brown	**YEL** = Yellow

19. BLD: Build. Codes are:

                    SKN = Skinny   **HEV** = Heavy
                    LGT = Light   **OBS** = Obese, Fat
                    MED = Medium

20. SMT: Scars, marks, or tattoos. Entries should generally correspond to established TCIC/NCIC codes.

21. SON: Defendant's Sheriff's Office number (mug shot number).

22. LN: Line number.

23. CDI: Court division indicator. A three-digit number that identifies the type of case (example, 001 = class C misdemeanor, 002 = class A and B misdemeanor, and 003 = felony). See Code Tables Handout for other CDI code explanations.

24. CASE NUMBER: Twelve-digit number that identifies a Harris County case. See pages 9-10 for more detailed explanation.

25. CRT: Court to which case was assigned.

26. CON: Connection code describes a person's association with a case. See Code Tables Handout for connection code explanations.

27. FIL-DT: Date case was filed.

28. OFFENSE: Generalized description of offense type. See LQY8 or LQY9 for specific complaint filed.

29. NXT-ST: Next court setting date for case OR case completion date.

30. S: Defendant status. See Code Tables Handout for defendant status code explanations.

31. CST: Case status. See Code Tables Handout for case status code explanations.

32. INS: Instrument types. Tracks initial charging document, motions to revoke, motions for new trial granted and appeal documents. See Code Tables Handout for instrument type code explanations.

33. DISPOSITION: Disposition and disposition date of case if applicable. See Code Tables Handout for case disposition code explanations.

34. ADDITIONAL
    ALIAS SPNS
    ARE: Lists alias system person numbers for the person. These numbers
                                and the records associated with them have been consolidated under
                                the base SPN at the top right of the screen. Alias SPNs cannot be
                                used to access the person's records.

For detailed information on persons connected with a case (LQY6 screen), type the two-digit line
number of the case in question (example, 01) over the =N and press **Enter**. Or you may transfer
to other transactions using the PF keys below.

PF KEY OPTIONS

PF6 - LBKI   Erase = and press **PF6** to transfer to LBKI - BOOKING INQUIRY
                              screen.

PF7 - LQY8   Select line number and press **PF7** to transfer to LQY8 - COURT
                              DATES screen.

PF8 - LQY9   Select line number and press **PF8** to transfer to LQY9 – CASE
                              TRANSACTIONS screen.

PF9 - LPER   Erase = and press **PF9** to transfer to LPER - PERSON MASTER
                              screen.

**NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL
         AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.**

PF1 - BFS70

PF2 - AP01

PF4 - LDIS

PF5 - LCDP

PF8 - LDSP

PF10 - LATT

PF11 - LAPI

LQY6 - PERSONS CONNECTED WITH A CASE

After you have typed a line number and pressed **Enter** from the NQY3 screen, LQY6 will appear and will display information about persons connected with a case.
To access LQY6 from a blank screen, type:

LQY6/CDI/Case number

and press **Enter**.

NOTE: At least the first 7 digits of the case number must be used. To access multi-count cases or cases with ancillary action, type in all 12 digits.

```
*************************************************************************

   00982478                                                    **LQY6**
                    C A S E   N U M B E R   I N Q U I R Y       PAGE 1
                       PERSONS CONNECTED WITH CASE
 (1)                         (2)            (3)      (4)          (5)   (6)   (7)
CASE #  020874601010   FILNG-DT 051585 CRT 184  BOND     $0 CST C DST D CLI
 (8)                         (9)            (10)     (11)         (12)
OFFENSE MURDER          NEXT-DT  060690 CAD DISP CCD  060690 INS APP


               (13)                        (14) (15)   (16)    (17)  (18)
               NAME                        CON  NTY    SPN     CLS   SNU
 L&LBC-GARY A. LYLES                       BOA   O   73088000  238   996
 WIESENTHAL, S                             AAA   P   71437700  994   997
 IBC-W E HAY                               PBN   O   82001958  841   998
 PARKENS, LEONARD ANDREW                   DEF   P   00982478  999   999


 ** END OF DISPLAYS **
 ENTER FOR LQY8   *PF1=LDUM TO CM  *PF2=LDUM TO PM  *PF3=LNQY  *PF4=NQY3
        *PF5=LP94   *PF6=LQY9  *PF7=LCCP  *PF8=LBKI  *PF9=LDSP  *PF11=LCDP

*************************************************************************
```

EXPLANATION OF FIELDS

1. CASE #:   Twelve-digit number that identifies a case.
                      See pages 9-10 for more detailed explanation.

2. FILNG-DT: Date case was filed.

3. CRT: Court to which case was assigned.

4. BOND: Bond amount, if any.

5. CST   Case status. See Code Tables Handout for case status codes.

6. DST: Defendant status. See Code Tables Handout for defendant status
                            codes.

7. CLI: Case location indicator is not currently used. Indicates physical
                            location of case files for old cases in system. Codes are:

                            A = Appeal Section
                            B = Bond Forfeiture
                            C = Court (Current)
                            D = Data Entry
                            F = Fileroom
                            I = Intake
                            L = Control Section
                            M = Micrographics
                            P = Public Service
                            W = Warehouse

8. OFFENSE: Generalized description of offense type. See LQY8 or LQY9 for
                            specific complaint filed.

9. NEXT-DT: Next court setting date for case, or last court setting date if case is
                            complete.

10. CAD: Case disposition. See Code Tables Handout for case disposition
                            code explanations.

11. CCD: Case completion date.

12. INS: Instrument type. Tracks initial charging document, motions to
                            revoke, motions for new trial granted and appeal documents. See
                            Code Tables Handout for instrument type code explanations.

13. NAME: Names of persons associated with case.

14. CON: Connection code. Describes a person's association with a case.
                            See Code Tables Handout for explanations of connection codes.

15. NTY: Name type. Codes used are:

                            P = Person   **O** = Organization

16. SPN: Eight-digit system person number.

17. CLS:	Three-digit class sequence number. Indicates number of Harris County cases person was connected with at the time the displayed case was filed. Begins with 999 and decreases by one for each additional record. To find out how many records are designated, subtract the CLS from 1000. For example, if an attorney on an LQY6 screen has a CLS of 422, the calculation would be: 1000 minus 442 = 558, indicating that he/she was connected with 558 cases in the system at the time this particular case was filed.
	NOTE: If an individual (for example, a judge or attorney) is connected to over 1000 cases, this cannot be recognized from the CLS. If the exact number of case connections is needed, run the LNQY/SPN transaction for that person and check the actual number of cases on the NQY3 screen.
	NOTE: A CLS of 997 for a defendant on an LQY6 screen would not necessarily mean that he/she has only three cases in the system. Instead, it would indicate that he/she was connected with only three cases <u>at the time the displayed case was entered</u>. Check NQY3 screen for updated number of cases defendant has in system.
18. SNU:	The sequence number (SNU) counts the number of listings on a screen. On LQY6, it counts the number of people connected to the case. The first person associated with a case is assigned SNU 999; other persons receive the next descending number. As many as 1000 people can be connected to a case, with the lowest SNU being zero.

Press **Enter** to proceed to LQY8 (for court dates) or use one of the PF-key options below.

PF KEY OPTIONS

PF3 - LNQY	Press **PF3** to transfer to LNQY - NAME INQUIRY screen for the defendant's name.
PF4 - NQY3	Press **PF4** to transfer to NQY3 - CASE SUMMARY screen.
PF6 - LQY9	Press **PF6** to transfer to LQY9 - CASE TRANSACTIONS screen.
PF8 - LBKI	Press **PF8** to transfer to LBKI - BOOKING INQUIRY screen.

NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.

PF1 - LDUM TO CM

PF2 - LDUM TO PM

PF5 - LP94

PF7 - LCCP

PF9 - LDSP

PF11 - LCDP

LQY8 - COURT DATES

LQY8 displays the specific offense and provides details about court dates. To access LQY8 from LQY6, press **Enter,** or to access LQY6 directly from a blank screen, type:

LQY8/CDI/Case number

and press **Enter**.

NOTE: At least the first 7 digits of the case number must be used. To access multi-count cases or cases with post-conviction writs, type in all 12 digits.

```
************************************************************************
     (1)
   00982478                                                   **LQY8**
 (2)
CASE 020874601010                                              PAGE 1
 (3)
NAME PARKENS, LEONARD ANDREW
 (4)           (5)
COURT 184    OFFENSE INVOL MANSLAUGHTER


    (6)      (7)   (8)   (9)    (10)         (11)        (12)       (13)     (14) (15)
DATE SET  TIME  COURT  DNC   REASON       RESULTS    FUT-DATE  COMMENTS   ATY  SNU
 060690   0900   184   MD    SENTENCING   SENTENCED             3TDC APPE      989
 041490   0900   184   MD    TRIAL        GPE SENTENCE 060690  PSI ORDER      990
 032090   0900   184   MD    MO-SUPP-EVID RESET        041490  WILL GRAY      991
 010101   0000   184   TBC   OTHER        OTHER                IS SET         992
 022890   0900   184   MD    ARRAIGNMENT  RESET        032090                 993
 010189   0900   184   RD    OTHER        BOND FORFEIT         BF NO ARREST   994
 040787   0900   184   MD    OTHER        OTHER                NO ARREST      995
 010101   0900   184   TBC   OTHER        OTHER                BF 9-8-86      996
 090886   0900   184   MD    NON-TRIAL    BOND FORFEIT                        997
 090886   0900   184   SP    NON-TRIAL    ON DKT IN ER 090886                 998
 070786   0900   184   SP    NON-TRIAL    RESET        090886                 999


**END OF DISPLAY**
ENTER FOR LQY9 PF7=LDUM/CM PF8=LQY6 PF9=LCCP PF10=LDSP PF11=LCDP PF11-XX=PTSM

************************************************************************
```

EXPLANATION OF FIELDS

1. 00928478:   Defendant's Harris County system person number.

2. CASE: Twelve-digit number that identifies a case. See pages 9-10 for a more detailed explanation.

3. NAME: Name of individual.

4. COURT: Court to which case was assigned.

5. OFFENSE: Specific offense.

6. DATE SET: The most recent court setting date should appear first. Cases without definite future dates, such as appeals, are placed on "hold" by court coordinators and are sometimes designated by 010199 or some other distant date.

7. TIME: Time of case setting.

8. COURT: Court where case will be heard.

9. DNC: Docket name code. See Code Tables Handout for docket name code explanations.

10. REASON: Reason for case setting.

11. RESULTS: Results of case setting.

12. FUT-DATE: Next setting date for case.

13. COMMENTS: Field for court coordinator's comments. Intended for his/her use only, not as a final or official disposition comment. For official court records, see LQY9.

14. ATY: Attorney appearance code. Designates whether or not a defendant's attorney was present at the hearing. This field is only used with felony cases. Codes are:

                            Y = Yes the attorney was present.
                            N = No the attorney was not present.

                            NOTE: This field was added to the screen on June 14, 1988. There are no entries in this field for court settings before that date

15. SNU: The sequence number counts the number of court settings. It begins with 999 and decreases by one for each additional setting.

Press **Enter** to proceed to LQY9 (Case Transaction screen) or select a transaction from the PF-key options.

PF KEY OPTIONS

PF8 - LQY6   Press **PF8** to transfer to LQY6 - PERSONS CONNECTED WITH A CASE screen.

NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.

PF7 - LDUM TO CM

PF9 - LCCP

PF10 - LDSP

PF11 - LCDP

LQY9 - CASE TRANSACTIONS

LQY9 displays transactions in a case, such as complaint data, motions and documents filed, final judgment and penalty. It is the official District Clerk record of a case. To access LQY9 from the LQY8 screen, press **Enter**. To access LQY9 directly from a blank screen, type:

LQY9/CDI/Case number

then press **Enter**. Type at least the first 7 digits of the case number. To access multi-count cases or cases with post-conviction writs, type all 12 digits.

```
***************************************************************************
=N  00982478
                                                              **LQY9**
                    C A S E   T R A N S A C T I O N S          PAGE 01
   (1)                  (2)                (3)          (4)        (5)       (6)
CASE # 005081701020   FILNG-DT 051588   CRT 184   BOND $0    CST C    DST D
   (7)                  (8)                (9)         (10)       (11)      (12)
OFFENSE CAP MURDER   NEXT-DT  060693   CAD DISP  CCD  060693  INS APP PTSA N
   (13)                                              (14)
NAME: PARKENS, LEONARD ANDREW                 CJIS NO. 9000977592 - A002
            (15)                                              (16)
 FOR NEW LQY9 ENTER NEW CDI/CAS _____ PF10-03=LQY9    DNA: NA
            (17)
** NOTE:   MULTI-COUNT   CHECK FOR ADDITIONAL COUNTS ON THIS CASE **
(18)
DF
  (19)                              (20 - Appeal data)                  (21)
06/03/94 APPEAL              MANDATE AFFIRMANCE          SNU: 993  06/05/94
04/09/94 APPEAL              RECORD/BRIEFS TO CCA        SNU: 994  04/15/94
10/30/94 APPEAL             DEF BRF FIL DATE EXP         SNU: 995  01/09/94
01/02/93 APPEAL             NEXT-LTR DEF BRF EXP MLD               01/08/94
10/30/94 APPEAL             DEF BRF FIL DATE EXP         SNU: 996  11/14/94


                           (22 - Complaint data)
09/07/89 COMPLAINT FILED    1537 180 CAPITAL MURDER       LEVEL FC  03/28/90
09/07/89 BOND SET           $0                           SNU: 999  03/28/90
09/07/89 REVIEWED BY        MILLER, JOHN                           03/28/90
09/07/89 ORI AGENCY  HOUSTON POLICE DEPAR   OFFENSE NO: 24673383
09/07/89 COMPLAINANT        GARY MARCHES


                           (23 - Warrant data)
06/08/94 ACI/MDTA           TIME 0900 AMOUNT $0          SNU: 997  06/08/94
07/08/94                    ACKNOWLEDGED BY SHERIFF                07/09/94
07/08/94 SERVICE ACTIVITY   BY PLACING DEF IN JAIL    ON 07/08/99 07/09/94
09/09/89 ACR/BS             TIME 1111 AMOUNT $50000      SNU: 998  09/17/89
09/09/89 SERVICE ACTIVITY   NOT ACKNOWLEDGED BY SHERIFF            09/14/89


=N FOR NEXT PAGE. CLEAR TO TERMINATE.  PF10-02=BND30  04=LCDP PF7=LDSP
PF1=LQY6 PF2=LQY8 PF3=NQY3 PF4=LNQY(ORIG NAME) PF5=LBKI PF6=LWRI PF10-05=PTSM

***************************************************************************
```

Sample screen continued on next page.

LQY9 - CASE TRANSACTION SCREEN (continued)

```
**********************************************************************
=N  00982478
                    C A S E   T R A N S A C T I O N S          PAGE 02
CASE #  05081701020   FILNG-DT 051588   CRT 184   BOND $0   CST C   DST D
OFFENSE CAP MURDER   NEXT-DT  060693   CAD DISP CCD 060693 INS APP PTSA N
 NAME: PARKENS, LEONARD ANDREW                 CJIS NO. 9000977592 - A002
  FOR NEW LQY9 ENTER NEW CDI/CAS _____  PF10-03=LQY9
```

(24 - **Bond data**)
```
04/16/93 BOND FILED       CRT 184 TIME 1904 TYPE SURETY  SNU: 999  06/06/93
04/16/93 BOND MADE       AMT   $50000   DATE 04/14/93 RCPT#        06/06/93
04/16/93 BONDSMAN        L & LBC -- GARY A. LYLES                  06/06/93
```

(25 - **Grand jury action**)
```
04/16/93 GRAND JURY ACTION  RID   04/16/93  G337        SNU: 999  04/17/93
04/16/93 GRAND JURY ACTION  ROTATION CRT 338  OFF FREQ   BND $50000 04/17/93
04/16/93 GRAND JURY ACTION  OFFENSE CAPITAL MURDER      LEVEL FC  04/17/93
```

(26 - **Court directives**)
```
06/06/93 C87 ACTIVITY       TDC STATUS T CFI 184        SNU: 998  06/06/93
06/06/93 C87 ACTIVITY       TDC FOR 60 YEARS                      06/06/93
04/14/93 C87 ACTIVITY       BOND LOW STATUS CFI 184     SNU: 999  04/14/93
```

(27 - **Motions**)
```
05/11/93 MOTIONS            SUPPRESS ORAL STATEM        SNU: 999  05/08/93
05/11/93 MOTIONS            FILED CFI:184                         05/08/93
```

(28 - **Sentence**)
```
06/06/93 SENTENCED IN       COURT 184 STARTING 06/06/93  SNU: 999  06/10/93
06/06/93 SENTENCED TO           60    YEARS   CONFINEMENT          06/10/93
06/06/93 CREDIT GIVEN       DEFENDANT RECEIVED   491 DAYS   CREDIT 06/10/93
```

(29 - **Court orders**)
```
06/24/91 ORDER              ORDER NOTIFY CRT WHY CPS NRI  SNU: 999  07/25/91
```

(30 - **Delivery orders**)
```
07/23/94 DELIVERY ORDER    RETURNED EXECUTED   07/21/94   SNU: 998  07/24/93
07/15/94 DELIVERY ORDER     ISSUED   CFI 184  LOC TDC     SNU: 999  07/15/93
```

(31 - **Precept/Serve section**)
```
07/01/94 PRECEPT/SERV IND  DATE RETURNED 07/10/94   HOW EXECUTED E  07/14/94
                           DATE SERVED   07/06/94                   07/14/94
```

(32 - **Judgment**)
```
06/06/93 JUDGMENT           CONVICTION                   SNU: 998  06/10/93
06/06/93 JUDGMENT           LESSER OFF. GUILTY PLEA - NO JURY      06/10/93
06/06/93 JUDG OFFENSE       MURDER                       LEVEL F1  06/10/93
06/06/93 PENALTY            TDC AMOUNT        60 YEARS             06/10/93
06/06/93 RECORDED           VOLUME 20 PAGE 298 APP   MINUTES  JM   06/10/93
```

```
END OF DISPLAY  HIT CLEAR TO TERMINATE. PF10-02=BND30  04=LCDP PF7=LDSP
PF1=LQY6 PF2=LQY8 PF3=NQY3 PF4=LNQY(ORIG NAME) PF5=LBKI PF6=LWRI  PF10-
05=PTSM


**********************************************************************
```

EXPLANATION OF FIELDS

1. CASE #:   Twelve-digit number that identifies a case. See pages 9-10 for more detailed explanation.

2. FILNG-DT: Date case was filed.

3. CRT: Court to which case was assigned.

4. BOND: Bond amount, if any.

5. CST: Case status. See Code Tables Handout for case status codes.

6. DST: Defendant status. See Code Tables Handout for defendant status codes.

7. OFFENSE: Generalized description of offense type. See COMPLAINT FILED field or LQY8 screen for specific offense.

8. NEXT-DT: Next court setting date for case OR case completion date.

9. CAD: Case disposition. See Code Tables Handout for case disposition codes.

10. CCD: Case completion date.

11. INS: Instrument type. Tracks initial charging document, motions to revoke, motions for new trial granted and appeal documents. See Code Tables Handout for instrument type codes.

12. PTSA: Indicates whether or not individual has been interviewed by the Office of Court Services (formerly Pretrial Services Agency or PTSA) regarding release on personal recognizance bond. Codes are:

                          Y = Yes   **N** = No

13. NAME: Name of individual.

14. CJIS NO.:   Criminal Justice Information System tracking number for the case. Used for statewide tracking of felonies and class A and B misdemeanors beginning in 1993.

                          If defendant is in custody when case is filed, CJIS number is assigned by the D.A. Intake Management (DIM) system. If defendant is not in custody at that time, the number is assigned when the defendant is booked.

15. FOR NEW LQY9:   See explanation on page 42.

16. DNA: Some cases require a DNA swab. This field indicates whether or not a DNA swab was taken. The codes are:

Y   = DNA swab was taken in relation to this case
N   = DNA swab was not taken in relation to this case
NA = DNA sample was not applicable for this case

17. NOTE: Indicates that there is more than one count on the case. For explanation of how to check case transactions for additional counts see page 42.

18. TYPE OF FILING
    INDICATOR: Indicates how case was filed. Codes for felonies and class A and/or B misdemeanors are:

DF = Direct File
DG = Direct to Grand Jury
RF = Refile (due to error in original filing)
RI = Reindictment (due to error in original indictment)

For class C misdemeanor cases, this field displays the initials of the justice of the peace court where the case was filed. For refiles it will display RF and the case number.

19. (date):   Date the transaction was filed.

20. APPEAL DATA: Appeal information appears with the most recent proceedings listed first. Dates of changes and updates are on the right side of the screen.

21. (date):   Date the transaction was entered into the system or last updated.

22. COMPLAINT
    DATA: Begins with date and time complaint was filed. LEVEL indicates felony degree or misdemeanor class. Codes are:

F1, F2, F3 = 1st, 2nd, 3rd degree felony
FS = state jail felony
FC = capital offense
MA, **MB**, **MC** = class A, B, C misdemeanor

If a county case is reduced to a class C misdemeanor, MC appears in judgment section of screen. Complaint data includes bond amount and name of assistant D.A. accepting case. Originating agency is also shown. Complainant is usually the person or officer filing charges. However, if neither of these names is available, the name of the D.A.'s Office secretary who is processing the case will display.

23. WARRANT DATA:	This section displays data on warrants, capias writs, summonses, attachments, commitments, subpoenas, and other activities. (Refer to Appendix A in Code Tables Handout for literal values of codes). On the sample screen, the ACR/MDTA is an alias capias returned on a mandate of affirmance; the ACI/MDTA is an alias capias issued on a mandate of affirmance; the ACR/BF is an alias capias returned on a bond forfeiture; the ACR/BS is an alias capias returned on a bond surrendered; and the ACI/BF is an alias capias issued on a bond forfeiture with the new bond amount given.
24. BOND:	Shows bonding company, bond surety, amount of bond made, and date. Also shows court number, time bond was made, and type of bond.
25. GRAND JURY ACTION:	This section indicates type of indictment (example, FID = felony indictment, RID= reindictment), date of grand jury hearing, grand jury court number, assigned court number, bond, and offense filed. (For explanation of LEVEL field, see item 19.)
26. C87 ACTIVITY:	Any transaction contained in court orders issued by judge to the district clerk, who transfers orders to the sheriff (example, to release an individual from custody of sheriff, to dismiss a case, or to set or change bond). Court directive usually relates to custody or status of defendant such as the setting of bond or the releasing of defendant.
27. MOTIONS:	Applications made to the judge to obtain a ruling or order.
28. SENTENCE:	Shows date sentence begins, court where sentence was handed down, days/months/years of confinement, and days or months credited to sentence.
29. ORDER:	Court-delivered direction entered into court records, but not contained in the final verdict. Court may issue orders on motions, witnesses, or property that do not relate to final penalty.
30. DELIVERY ORDER:	Orders to send defendant to a delivery location, usually a TDC facility.
31. PRECEPT/SERVE:	A document used to serve a copy of either the charging instrument (Code: IND for indictment) or a jury summons (Code: VEN for venireman).

32. JUDGMENT: Displays judgment information, including penalty. (For explanation of LEVEL field, see item 19.) Sample screen directs operator to see Volume 20, page 298, of the court's minutes for judgment data. APP or appendage field is blank if there are no annex minutes. An **A** indicates the existence of annex minutes. MINUTES field indicates type of minutes. Codes are:

GM = General Minutes
JM = Judgment Minutes
MM = Misdemeanor Minutes
HC = Habeas Corpus Minutes
SF   = Scire Facias Minutes

FOR NEW LQY9 ENTER NEW CDI/CAS _____ PF10-03=LQY9

You may access case transactions for any number of different cases by using the third function of the PF10 key on the LQY9 screen. To do this, follow the steps listed below.

1.   On the LQY9 screen, PF10 has five functions - PF10-01=LBAD, PF10-02=LBAV, PF10-03=LQY9, PF10-04=LCDP and PF10-05=PTSM. To indicate that you need the third function of PF10, type **03** directly over the =N in the top left corner of the screen.

2.   TAB once and the cursor will move to the dashed segment of the line that reads: FOR NEW LQY9 ENTER NEW CDI/CASE _____ PF10-03=LQY9.

3.   Type the CDI and case number of the case in question. Separate the identifying numbers with a slash.

4.   Press **PF10**.

A new LQY9 Case Transaction screen will appear and will display information on the CDI and case number you entered. To see case transactions for another CDI and case number, simply repeat steps 1-4.

ACCESSING ADDITIONAL COUNTS OF A CASE

If a case involves more than one count, a message will appear on the screen. (See field 16 of sample screen for example.) Counts are designated within a five-digit suffix that follows the seven-digit case number. The section on pages 9 and 10 concerning JIMS case numbers explains that this five-digit suffix consists of defendant numbers, count numbers and an ancillary action indicator. For example, the second count for a case with one defendant and no ancillary action would have the number 01020. The third count for this case would have the number 01030.

To view case transactions for a specific count, type the complete 12-digit case number.

For each additional count, the count number increases by one.

PF KEY OPTIONS

PF1 - LQY6   Erase the = and press **PF1** to transfer to LQY6 PERSONS CONNECTED WITH A CASE screen.

PF2 - LQY8   Erase the = and press **PF2** to transfer to LQY8 - COURT DATES screen.

PF3 - NQY3   Erase the = and press **PF3** to transfer to NQY3 - CASE SUMMARY screen.

PF4 - LNQY   Erase the = and press **PF4** to transfer to LNQY - NAME INQUIRY screen. Names similar to the one displayed on the current LQY9 transaction will be listed.

PF5 - LBKI   Erase the = and press **PF5** to transfer to LBKI - BOOKING INQUIRY screen.

PF6 - LWRI   Erase the = and press **PF6** to transfer to LWRI - WARRANT INQUIRY screen.

NOTE: **PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.**

PF7 - LDSP

PF10-02 - BND30

PF10-04 - LCDP

PF10-05 - PTSM

PERSON INQUIRIES USING THE SPN

LBKI - BOOKING INQUIRY

Use LBKI to access information about cases booked for an individual. LBKI information includes general descriptors such as jail status, warrant/want status and caution text. In addition, LBKI also includes case information such as offense for which case was booked, bond amount (if any) and dates cases were booked and released.

To access LBKI from other transactions, make the appropriate PF-key transfer.

To access LBKI directly from a blank screen, type:

LBKI/SPN

and press **Enter**.

```
***************************************************************************

                    JIMS BOOKING INQUIRY – LBKI
             (1)            (2) (3) (4) (5) (6)        (7) (8) (9)  (10)   (11)
LINE           NAME        USC PTY RAC SEX DOB        JAIL W/W CIN  SPN    CLS
    PARKENS, LEONARD ANDREW     D   W   M  080950      H   H   C  00982478 999
    PARKENS, LEONARD        Y   D   W   M  080950      H   H      00982478 998
12)      (13)
PFG: L  PCL: 9
    (14)                                                (15)
LAST ADDRESS: 2211    6TH AVE NORTH   TEXAS CITY TX 77590 PHONE: 7139456997
 (16)                                        (17)        (18)       (19)
CAUTION:   ******ESCAPE RISK******          HOLD-FORS: H SON: 149467 FAU:  Y
(20)     (21)     (22)      (23)      (24)      (25)      (26)
HGT: 601 WGT: 170 EYES: BRO HAIR: BRO SKIN: MED BLD: MED SMT:
 (27)         (28)                    (29)                (30)
RCV LOC:     JAIL LOC:      CELLBLOCK/CELL/BNK:      BOOKING NO: 000225917
  (31)    (32)        (33)  (34)    (35)    (36)    (37)          (38)        (39)
    CDI CASE  NUMBER CRT  BOND   BOOKED RLSED  HOW          OFFENSE         COC
01 003 032109001010 184 050000 070691 072191 DISM MURDER                    DEF
02 003 025381301010 184 010000 021490 041490 DISM FORGE COMMERCIAL DOC      DEF
03 003 020874601010 184 000000 020390 041490 RTDC INVOL MANSLAUGHTER        DEF

*** ALL CASES RELATED TO THIS -SPN- ARE LISTED ** NO MORE CASES EXIST ***
PF1=LB02 * PF2=LB12 * PF3=LEKT *  PF4=LEJC * PF5=LH02 * PF6=LT01 * PF7=LT11
PF8=LPER * PF9=RCV40 * PF10=RCV05 * PF11=LWRI  *  ENTER=LCDP * CLEAR=END

***************************************************************************
```

EXPLANATION OF FIELDS

1. NAME: Name of individual.

2. USC: United States Citizenship. Codes are:
                         Y = Yes
                         N = No
                         U = Unknown
                          _ = Unknown

3. PTY: Party type. Codes are:

                         D = Defendant   **N** = Non-defendant

4. RAC: Race. Codes are:

                         A = Asian or Pacific Islander
                         B = Black
                         I = American Indian
                         U = Unknown
                         W = White

5. SEX: Sex. Codes are:

                         M = Male   **F** = Female

6. DOB: Date of birth appears in six-digit MMDDYY format with no
                         slashes or dashes between numbers.

7. JAIL: Jail status. Codes are:

                         R = Individual has been received by the Harris County Sheriff's
                                   Office but is not yet booked.
                         I = Individual is in transit from one Harris County jail to
                                   another.
                         Y = Individual is currently booked in a Harris County jail.
                         H = Individual has been in a Harris County jail but is not at this
                                   time.
                         _   = Individual has never been in a Harris County jail.

                         NOTE: The JAIL field refers only to Harris County jails; it does
                         not refer to any other jails in Houston or to jails in any other
                         county, city, or state.

8. W/W: Warrant/Want status. Codes are:

                         H = Individual has had open warrants/wants from Harris County,
                                  but they are now closed.
                         Y = Individual currently has open warrants/wants from Harris
                                  County.
                         _ = Individual has never had a warrant/want from Harris County.

NOTE: The W/W field refers only to warrants/wants issued by Harris County agencies; it does not refer to warrants/wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states.

9. CIN: A code appearing in this field indicates that the individual has a caution text and requires special treatment. See the Code Tables Handout for caution code explanations.

10. SPN: Eight-digit system person number.

11. CLS: Class sequence number. Indicates number of name records for individual.

12. PFG: Prisoner flag. Used by Sheriff's Office personnel, it refers to classification and handling of inmates. See Prisoner flag codes in Code Table Handout.

13. PCL: Prisoner classification. Used by Sheriff's Office, it refers to classification and handling of inmates. Code table is only available to Sheriff's Office personnel.

14. LAST ADDRESS: Last known address.

15. PHONE: Last known phone number.

16. CAUTION: Caution text describes defendant's most recent caution indicator (example, escape risk, federal prisoner, heart condition).

17. HOLD-FORS: A hold can be placed on an individual when a warrant for his/her arrest is outstanding in another county, city, or state. Codes used in this field are:

H = Hold was placed on defendant at one time but has been lifted.
N = No holds are pending on defendant.
Y = Hold is in effect.

To determine who has placed the hold, access the LH02 Hold-Fors screen by pressing PF5 or access the LPER Person Master screen by pressing PF8.

18. SON: Defendant's Sheriff's Office number (mug shot number).

19. FAU: Fugitive Apprehension Unit. No longer in operation. Codes used were:

Y = District Attorney's Office would like to talk to defendant.
N = Non-action.
H = A non-Harris County agency caught individual.
C = Harris County caught individual.

20. HGT: Height will appear in three-digit format (example, 6'2" = 602).

21. WGT: Weight will appear in three-digit format (example, 99 lbs. = 099).

22. EYES: Eye color. See page 27 for codes.

23. HAIR: Hair color. See page 27 for codes.

24. SKN: Complexion. See page 27 for codes.

25. BLD: Build. See page 28 for codes.

26. SMT: Scars, marks, or tattoos. Entries should generally correspond to established TCIC/NCIC codes.

27. RCV LOC: Receiving location. A jail location code displays if the defendant has been received by the Harris County Sheriff's Office, but is not yet booked into jail. See Code Tables Handout for jail location codes.

28. JAIL LOC: Harris County jail where defendant is or was last housed after booking. When defendant is booked into county jail, a code is entered into this field. Code may or may not be deleted when defendant is released. See Code Tables Handout for jail locations.

29. CELLBLOCK/
    CELL/BNK: Cell block, cell, and bunk to which defendant is or was assigned. When defendant is placed in jail, codes are entered into these fields. Codes may or may not be deleted when defendant is released. For explanations of codes, see the Harris County Code Table Manual.

30. BOOKING NO: Identifies an individual's booking on a particular case. A booking number is used only once per person per booking, unless a person is booked more than once on the same case number.

31. CDI: Court division indicator. A three-digit number that identifies the type of case (example, 001 = class C misdemeanor, 002 = class A and B misdemeanor, and 003 = felony). See Code Tables Handout for other CDI codes.

32. CASE NUMBER: Twelve-digit number that identifies a case. See pages 9 - 10 for more detailed explanation.

33. CRT: Court where case was assigned.

34. BOND: Bond amount, if any.

35. BOOKED: Date case was booked against defendant.

36. RLSED: Date case was released. Defendant might be dismissed on one charge but remain incarcerated on another.

37. HOW: Reason defendant's case was released. See Code Tables Handout for release codes.

38. OFFENSE: Literal value of offense.

39. COC: Person's connection to case. See Code Tables Handout for connection codes.

PF KEY OPTIONS

PF5 - LH02   Press **PF5** to transfer to LH02 - SUMMARY OF ALL HOLD-FORS screen.

PF8 - LPER   Press **PF8** to transfer to LPER - PERSON MASTER DISPLAY screen.

PF9 – RCV 40   Must be logged on to both CICS and M4P2 and cleared for RCV 40. Press **PF9** to transfer to the Prisoner Tracking inquiry screen in the Receiving subsystem.

PF10 – RCV 05   Must be logged on to both CICS and M4P2 and cleared for RCV 05. Press **PF10** to transfer to the Receiving Initiation screen in the Receiving subsystem.

PF11 - LWRI   Press **PF11** to transfer to LWRI - WARRANT INQUIRY screen.

NOTE: To return to the NQY3 (Case Summary) screen, type **99** at top left of screen and press **Enter**.

NOTE: PRESSING THE PF KEYS LISTED BELOW <u>WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS</u>.

PF1 - LBO2   PF2 - LB12   PF3 - LEKT
PF4 - LEJC   PF6 - LT01   PF7 - LT11

LH02 - SUMMARY OF ALL HOLD-FORS

LH02 displays all holds placed on defendants by non-Harris County agencies. To access LH02 from the LBKI screen, pressing the **PF5** key. To access LH02 directly from a blank screen, type:

LH02/SPN
(**NOTE:** The "0" in LH02 is a numeric zero.)

and press **Enter**.

```
*****************************************************************************

                          SUMMARY ALL HOLD-FORS                        LH02
   (1)                                            (2)            (3)
 IN JAIL: Y                                    BNO: 000033764 SPN: 00432845
  (4)                                             (5)      (6)     (7)
 NAME: BROUSSARD, JOSEPH JASON                 RACE: B SEX: M DOB: 121255

    (8) (9)   (10)                (11)              (12)    (13)     (14)
 LN  CLS LIFT  AGENCY          OFFENSE            DATE   WARRANT NO  BOND
 01  998  Y   HPD        $239.45                  020294 00438548
 02  999  Y   GALVESTON  UUMV                     063093 139053       $800
    NO ADDITIONAL BOOKING-HOLD-RECORDS IN FILE




    SELECT HOLD YOU WANT TO SEE AND ENTER LINE:     __
 ENTER 00 (ZERO-ZERO) TO PLACE HOLD  PRESS  PF1=LBKI   PF2=LBMU  PF3=LEJC

*****************************************************************************
```

EXPLANATION OF FIELDS

1. IN JAIL: Harris County jail status. Codes are:

    Y = booked in a Harris County jail,   **N** = Not in jail

2. BNO: Booking number. Identifies an individual's booking on a particular case. Number will be used only once per person per booking, unless a person is booked more than once on the same case number.

3. SPN: Eight-digit system person number.

4. NAME: Name of defendant.

5. RACE:	Race. Codes are:
	A = Asian or Pacific Islander
	B = Black
	I = American Indian
	U = Unknown
	W = White

| 6. SEX: | Sex. Codes are: |
| | **M** = Male   **F** = Female |

7. DOB: Date of birth appears in six-digit MMDDYY format with no slashes or dashes between numbers.

8. CLS: Class sequence number. Indicates number of name records for individual.

9. LIFT: Indicates whether or not hold has been lifted. Codes are:

Y = Agency placing hold has lifted the hold.
N = Agency has not lifted the hold.

10. AGENCY: Name of agency placing hold with Harris County. If the word TEXAS appears in this field, the agency is located outside Harris County.

11. OFFENSE: Offense for which person is wanted.

12. DATE: Date hold was placed with Harris County.

13. WARRANT
    NO: Agency's warrant number.

14. BOND: Bond amount, if any.

PF KEY OPTIONS

PF1 – LBKI   Press **PF1** to transfer to LBKI - BOOKING INQUIRY screen.

NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.

PF2 - LBMU

PF3 - LEJC

LWRI - WARRANT INQUIRY

LWRI lists warrants issued by Harris County agencies and indicates their status (open or closed). Access LWRI from other transactions by making the appropriate PF-key transfer, or access LWRI directly from a blank screen by typing:

LWRI/SPN

and pressing **Enter**.

```
***************************************************************************

                        JIMS WARRANT INQUIRY
                (1)             (2) (3) (4) (5)      (6) (7) (8)   (9) (10)
LINE            NAME            PTY RAC SEX DOB      JAIL W/W CIN   SPN   CLS
    PARKENS, LEONARD ANDREW      D   W   M  080950    H   H   C  00982478999
    PARKENS, LEONARD             D   W   M  080950    H   H      00982478998
    ANDREWS, LEONARD             D   W   M  080950    H   H      00982478997
      (11)                                                 (12)
LAST ADDRESS: 2211    6TH AVE NORTH    TEXAS CITY TX 77570 PHONE: 7139456997
      (13)                                                 (14)
CAUTION TEXT:    *********ESCAPE RISK*******            HOLD-FORS: H
(15)     (16)     (17)      (18)       (19)      (20)      (21)
HGT: 601 WGT: 170 EYES: BRO HAIR: BRO SKIN: MED BLD: MED SMT:
   (22)         (23)                (24)              (25)
RCV LOC:     JAIL LOC: JA02     CELL/TANK: 124 00  DRIVER'S LIC:TX10770062
   (26) (27)     (28)     (29) (30)   (31)    (32)  (33)      (34)
LN CLS CDI CASE   NUMBER TOW  BOND   REC/VD RETURN HOW       OFFENSE
01 995 003 020810101010 MDT 000000 061291 070891  J  INVOL MANSLAUGHTER
02 996 003 032198901010 CAP 050000 040790 040990  J  MURDER
03 997 003 025381301010 WAR 010000 030986 041590  E  FORGE COMMERCIAL DOCUMENT
04 998 003 025381301010 CAP 010000 033186 021590  J  FORGE COMMERCIAL DOCUMENT
05 999 003 020810101010 ACI 000000 090986 021590  J  INVOL MANSLAUGHTER

*** NO MORE ACKNOWLEDGED WARRANT INFO RECORDS EXIST ***
SELECT LN / PRESS PF KEY  PF1=LE54 * PF2=LE55 * PF3=LE56 * PF5=LEWA *
PF6=LE53 * PF7=LWCI * PF8=LWHU * PF9=LE58 * PF11=LBKI CLEAR=END

***************************************************************************
```

EXPLANATION OF FIELDS

1. NAME: Name of individual.

2. PTY: Party type. Codes are:

                  D = Defendant   **N** = Non-defendant

3. RAC: Race. Codes are:
                  A = Asian or Pacific Islander
                  B = Black
                  I = American Indian
                  U = Unknown
                  W = White

4. SEX: Sex of individual. Codes are:

M = Male   **F** = Female

5. DOB: Date of birth appears in six-digit MMDDYY format with no slashes or dashes between numbers.

6. JAIL: Jail status of individual. Codes are:

R = Individual has been received by the Harris County Sheriff's Office but is not yet booked.

I = Individual is in transit from one Harris County jail to another.

Y = Individual is currently booked in a Harris County jail.

H = Individual has been in a Harris County jail but is not at this time.

_ = Individual has never been in a Harris County jail.

NOTE: The JAIL field refers only to Harris County jails; it does not refer to other jails in Houston or to jails in any other county, city, or state.

7. W/W: Warrant/Want status of individual. Codes are:

H = Individual has had open warrants/wants from Harris County, but they are now closed.

Y = Individual currently has open warrants/wants from Harris County.

_ = Individual has never had   warrants/wants from Harris County.

NOTE: The W/W field refers only to warrants/ wants issued by Harris County agencies; it does not refer to warrants/wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states.

8. CIN: A code appearing in this field indicates that the individual has a caution text and requires special treatment. Some examples of caution texts are: escape risk, federal prisoner, or heart condition. See the Code Tables Handout for caution code explanations. To view a person's most recent caution text, access that person's Booking screen (LBKI) or Warrant screen (LWRI).

9. SPN: Eight-digit system person number.

10. CLS: Class sequence number. Indicates number of name records for individual.

11. LAST
    ADDRESS: Last known address.

12. PHONE: Last known phone number.

13. CAUTION
    TEXT: Caution text describes defendant's most recent caution indicator (example, escape risk, federal prisoner, heart condition).

14. **HOLD-**
    FORS: A hold can be placed on an individual when a warrant for his or her arrest is outstanding in another city, county, or state or when a warrant is outstanding with a non-county agency such as HPD. Codes used in this field are:

    H = Hold was placed on defendant at one time but has been lifted.
    N = No holds are pending on defendant.
    Y = Hold is in effect.

15. **HGT:**   Height will appear in three-digit format (example, 6'2" = 602).

16. **WGT:**   Weight will appear in three-digit format (example, 99 lbs. = 099).

17. **EYES:**   Eye color. See page 27 for codes.

18. **HAIR:**   Hair color. See page 27 for codes.

19. **SKN:**   Complexion. See page 27 for codes.

20. **BLD:**   Build. See page 28 for codes.

21. **SMT:**   Scars, marks, or tattoos. Entries should generally correspond to established TCIC/NCIC codes.

21. **RCV LOC:**   Receiving location. A jail location code displays if the defendant has been received by the Harris County Sheriff's Office, but is not yet booked into jail. See Code Tables Handout for jail location codes.

23. **JAIL**
    LOCATION: Harris County jail where defendant is housed. When defendant is placed in jail, a code is entered into this field. Code may or may not be deleted when defendant is released. See Code Tables Handout for jail locations.

24. **CELL/TANK**
    LOCATION: Cell and tank to which defendant is assigned. When defendant is placed in jail, codes are entered into these fields. Codes may or may not be deleted when defendant is released. For explanations of codes, see the Harris County Code Table Manual.

25. **DRIVER'S**
    LIC: Defendant's driver's license number.

26. **CLS:**   Class sequence number. Indicates number of Harris County warrants issued for person.

27. **CDI:**   Court division indicator. A three-digit number that identifies the type of case (example, 001 = class C misdemeanor, 002 = class A and B misdemeanor, and 003 = felony). See Code Tables Handout for other CDI codes.

28. CASE
    NUMBER: Twelve-digit number that identifies a case. See pages 9 - 10 for more
                     detailed explanation.

29. TOW: Type of warrant. See Code Tables Handout for warrant codes.

30. BOND: Bond amount, if any.

31. REC/VD: Date warrant was received and verified by executing agency.

32. RETURN: Date warrant was returned to the court by executing agency.

33. HOW: Indicates if/how warrant was executed. Codes are:

                     B = Defendant was booked and bonded out.
                     E = Warrant was executed.
                     U = Warrant was unexecuted.
                     J = Warrant was executed by placing defendant in jail; does not mean
                           defendant is still in jail on this warrant.
                     R = Warrant was returned to court.

34. OFFENSE: Offense with which defendant is charged.

PF KEY OPTIONS

PF5 - LEWA   Select a line number and press **PF5** to transfer to LEWA - Data
                    Associated with a Warrant screen.

PF11 - LBKI   Press **PF11** to transfer to LBKI - Booking Inquiry screen.

**NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL
         AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.**

PF1 - LE54

PF2 - LE55

PF3 - LE56

PF6 - LE53

PF7 - LWCI

PF8 - LWHU

PF9 - LE58

LEWA - DATA ASSOCIATED WITH A WARRANT

Transaction LEWA displays information associated with a warrant. Access LEWA from the LWRI screen by typing a line number at the top left corner of the screen and pressing the **PF5** key.

```
*************************************************************************
                       (1)                               (2)
                 WARR/CAS NO. 032487601010 RECORD    CDI: 003   **LEWA**
(3)                                              (4)          (5)     (6)
NAME: BROUSSARD, JOHN JASON                      SPN: 00432845 998 RACE: B SEX: M
(7)                                              (8)              (9)
AKA:                                             DOB: 121255      POB: LA
                                                 (10)     (11)     (12)
AKA:                                             HGT: 601 WGT: 205 BLD: MED
(13)                                             (14)     (15)     (16)
ADDR: RES; 3218   PINEY BROOK  HOUSTON   TX EYE: BRO HAI: BRO SKN: BRO
                                                 (17)             (18)
ADDR:                                            SSN: 328459981   SON: 104383
                                                 (19)     (20)
ADDR:                                            DLS: TX DLN: 10111289
(21)
CAUTION: ****ESCAPE RISK****
        (22)          (23)                              (24)
         WIA:        MAG:                                CASNUM:
   (25)                               (26)     (27)         (28)
OFFENSE: MANSLAUGHTER                 TOW: COM COURT: 180 BOND AMT: $30000
      (29)                          (30)        (31)            (32)
DATE/TIME ISSUED: 012884 0900    WIT: SOWAR  LOW: FILE     GRID LOC:
      (33)                          (34)                    (35)
DATE/TIME REC/VD: 020184 1100    DETECTIVE ASSIGNED: L8321 SERVED DATE: 020284
      (36)                          (37)
DATE ENTERED TCIC: 020184        RESULTS OF SERVE: E
      (38)                          (39)                     (40)
DATE/TIME EXECUTED: 020284 1533  HOW EXECUTED: J       EXEC AGENCY: SOWAR
      (41)                          (42)              (43)
DATE/TIME IN JAIL: 020284 1602   JAIL PLACED IN: JA00 CELL/TANK: 13/07/A
      (44)                          (45)            (46)          (47)
DATE/TIME OF BOND:               BONDSMAN:        TYPE BD:      STATUS:
      (48)                          (49)                   (50)
DATE/TIME OF RECALL:             RECALL AUTH:        RECALL REASON:
      (51)                              (52)
DATE/TIME RETURNED:              DATE CLEARED FROM TCIC:
      (53)                          (54)           (55)          (56)
DATE OF CASE DISPO:              CASE DISP:    SENTENCE:    CT COST:
      (57)                                                     (58)
DISP REMARKS:                                               FINE:

PRESS PF KEY: PF1=LE54 * PF2=LE55 * PF3=LE56 * PF5=LE61 * PF6=LE53 *
PF7=LWCR * PF8=LWHU * PF9=LE58 * PF10=LE59 * PF11=LE60 * ENTER=LWRI CLEAR=END

*************************************************************************
```

EXPLANATION OF FIELDS

1. WARR/CAS NO.:   Twelve-digit number that identifies a case. See pages 9 -10 for more detailed explanation.

2. CDI   Court division indicator. A three-digit number that identifies the type of case (example, 001 = class C misdemeanor, 002 = class A and B misdemeanor, and 003 = felony). See Code Tables Handout for other CDI codes.

3. NAME: Name of individual.

4. SPN: Eight-digit system person number.

5. RAC: Race. Codes are:
    A = Asian or Pacific Islander
    B = Black
    I = American Indian
    U = Unknown
    W = White

6. SEX: Person's gender. Codes are:

    M = Male   **F** = Female

7. AKA: Also known as. Person's alias names.

8. DOB: Date of birth appears in six-digit MMDDYY format with no slashes or dashes between numbers.

9. POB: Place of birth.

10. HGT: Height will appear in three-digit format (example, 6'2" = 602).

11. WGT: Weight will appear in three-digit format (example, 99 lbs. = 099).

12. BLD: Build. See page 28 for codes.

13. ADDRESS: Last known address.

14. EYE: Eye color. See page 27 for codes.

15. HAI: Hair color. See page 27 for codes.

16. SKN: Complexion. See page 27 for codes.

17. SSN: Social Security number.

18. SON: Sheriff's Office number.

19. DLS: Driver's license state.

20. DLN: Driver's license number.

21. CAUTION: Caution text describes defendant's most recent caution indicator (example, slips cuffs, special diet, death row inmate).

22. WIA: Warrant issuing authority. Court number where warrant was issued.

23. MAG: Magistrate name. The name of the magistrate who issued warrant (usually in response to a bondsman's request).

24. CASNUM: Magistrate case number. The case number assigned by the magistrate.

25. OFFENSE: Offense for which defendant is wanted.

26. TOW: Type of warrant. See Appendix B in Code Tables Handout for warrant codes.

27. COURT: Court that issued the warrant.

28. BOND AMT: Bond amount, if any.

29. DATE/TIME ISSUED: Date and time warrant was issued.

30. WIT: Warrant issued to. Agency assigned to serve the warrant.

31. LOW: Physical location of warrant. Will usually display a file name, a unit number, or a department name.

32. GRID LOC: Key Map page number and cell indicating last address of defendant.

28. DATE/TIME REC/VD: Date and time warrant was received and verified by agency assigned to serve warrant.

29. DETECTIVE ASSIGNED: Detectives assigned to serve warrant. Can display codes for detectives or unit numbers.

35. SERVED DATE: Date warrant was served.

36. DATE ENTERED TCIC Center: Date warrant was entered into the Texas Crime Information.

37. RESULTS OF SERVE: Results of service. Codes are:
                         E = Executed   **U** = Unexecuted

38. DATE/TIME
    EXECUTED: Date and time warrant was executed.

39. HOW EXECUTED: Indicates if/how warrant was executed.
    Codes are:
    B = Defendant was booked and bonded out.
    E = Warrant was executed.
    U = Warrant was unexecuted.
    J = Defendant was jailed; does not mean defendant is still in jail
        on this warrant.
    R = Warrant was returned to court.

40. EXEC AGENCY: Agency that executed the warrant.

41. DATE/TIME
    IN JAIL: Date and time defendant was <u>last</u> placed in a Harris County jail.

    NOTE: The computer displays the last date defendant was placed in Harris County jail; therefore, date could be unrelated to this particular warrant.

42. JAIL PLACED
    IN: Jail where defendant is or was housed. When defendant is placed in jail, a code is entered into this field. Code may or may not be deleted when defendant is released. See Code Tables Handout for jail location codes.

43. CELL/TANK: Cell and tank to which defendant is or was assigned. When defendant is placed in jail, codes are entered into these fields. Codes may or may not be deleted when defendant is released. For explanations of codes, see the Harris County Code Table Manual.

44. DATE/TIME
    OF BOND: Date and time bond was posted.

45. BONDSMAN: Name of bond surety who posted bond.
46. TYPE BD: Type of bond posted. See Code Tables Handout for type codes.

47. STATUS: Status of bond.

48. DATE/TIME
    OF RECALL: Date and time warrant was recalled, if applicable.

49. RECALL AUTH: The initials of the Criminal Warrants Division clerk who actually returned document to District Clerk.

50. RECALL REASON: Reason warrant was recalled. The most common entries are REFILED and DISMISSED.

51. DATE/TIME
    RETURNED: Date and time warrant was returned.

52. DATE CLEARED
    FROM TCIC: Date warrant was cleared from Texas Crime
                         Information Center (if originally entered).

52. DATE OF CASE
    DISPO: Date case was disposed.

54. CASE DISP: Disposition of case.

55. SENTENCE: Final penalty in case.

56. CT COST: Court costs associated with case.

57. DISP REMARKS: Disposition remarks.

58. FINE: Fine amount, if any.

Information on an outstanding warrant is found in the WIT (Warrant Issued To), LOW (Location Of Warrant), and DETECTIVE ASSIGNED fields. In this example, the warrant has been assigned to the Sheriff's Office warrant division (SOWAR), has been placed in the file, and has been given to detective code L8321 to serve.

Press Enter to return to a complete list of the person's Harris County warrants on the LWRI screen.

PF KEY OPTIONS

**NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL
        AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.**

PF1 - LE54   PF7 - LWCR   PF11 - LE60   PF5 - LE61

PF2 - LE55   PF8 - LWHU   PF10 - LE59

PF3 - LE56   PF9 - LE58   PF6 - LE53

LP02 - MASTER NAME RECORD (ALIAS NAME INQUIRY)

LP02 displays all name records entered into the system for a particular person. Access LP02 by typing:

LP02/SPN

and pressing **Enter**.

NOTES: The "0" in LP02 is a numeric zero. This information is also available from the LPER screen.

```
***************************************************************************
                           H C C J I S                    (1)   (2) (3)
                       MASTER NAME RECORD              00982478 AA 997

        (4)                                                    (5)
   ORIGINATING AGENCY: TX1010030                         NAME TYPE: P

   (6)                                                            (7)
   NAME: ANDREWS, LEONARD                                ALIAS/TRUE: A

   (8)         (9)              (10)                (11)              (12)
   RACE: W     SEX: M     BIRTH DATE: 080950     BIRTH PLACE:      MAR STAT:

      (13)                     (14)                        (15)
   US CITIZEN:            PERSON TYPE: D      NUMBER OF PRIOR CONVICTIONS:

    (16)          (17)             (18)       (19)         (20)       (21)
   BUILD: MED    HEIGHT: 602    WEIGHT: 160   EYE: BRO    HAIR: BRO  SKIN: FAR

***************************************************************************
```

EXPLANATION OF FIELDS

1. 00982478   Individual's system person number.

2. AA: Code for type of computer record (master name record).

3. 997:   Class Sequence Number for master name record. The most recent record (with the lowest CLS) appears first. Press Enter to scroll through the name records until CLS 999 displays.

4. ORIGINATING
    AGENCY: Identification number or name of agency initiating record.

5. NAME TYPE: Name type. Codes used are:

                        P = Person
                        O = Organization (example, bonding company or corporation involved in case).

6. NAME: Name of individual.

7. ALIAS/TRUE: Codes used are:

                                 A = Alias name   **T** = True name

                                 These designations may not be accurate. An alias name may be marked as a true name.

8. RACE: Race. Codes are:

                                 A = Asian or Pacific Islander
                                 B = Black
                                 I = American Indian
                                 U = Unknown
                                 W = White

9. SEX: Sex. Codes are:

                                 M = Male   **F** = Female

10. BIRTH DATE: Date of birth appears in six-digit MMDDYY format with no slashes or dashes between numbers.

11. BIRTH PLACE: Place of birth.

12. MAR STAT: Marital status. Codes are:

                                 S = Single   **W** = Widowed
                                 M = Married   **X** = Unknown
                                 D = Divorced

13. US CITIZEN: Indicates citizenship. Codes are:

                                 Y = Individual is U.S. citizen
                                 N = Individual is not U.S. citizen

14. PERSON TYPE: Person type. Codes are:

                                 D = Defendant   **N** = Non-defendant

15. NUMBER OF
    PRIOR
    CONVICTIONS: Number of prior convictions. May not be accurate. See the person's Case Summary screen (NQY3) for official Harris County records.

16. BUILD: Build. See page 28 for codes.

17. HEIGHT: Height will appear in three-digit format (example, 6'2" = 602).

18. WEIGHT: Weight will appear in three-digit format (example, 99 lbs = 099).

19. EYE: Eye color. See page 27 for codes.

20. HAIR: Hair color. See page 27 for codes.

21. SKIN: Complexion. See page 27 for codes.

LP22 - ADDRESS, PHONE, OCCUPATION INQUIRY

LP22 displays all address information on a person. Access LP22 by typing:

LP22/SPN

and pressing **Enter**.

NOTE: This information is also available from the LPER screen.

****

```
                    JUSTICE INFORMATION MANAGEMENT SYSTEMS                    LP22
                     ADDRESS / PHONE / OCCUPATION RECORD        00982478 AD 999


 NAME: HARDING, PATRICK
          (1)                                       (2)
 ORIGINATING AGENCY: TX1010000        TYPE OF ADDRESS: RES

     (3)
STREET ADDRESS: 216  DEWAR                                  APT:

CITY: TEXAS CITY        STATE: TX   ZIP: 77590

     (4)
PHONE NUMBER: 713 945 6997

     (5)
OCCUPATION: TRUCK DRIVER


FOR THE NEXT RECORD PRESS ENTER
TO BACK SPACE ONE RECORD ENTER "BS"
TO UPDATE A RECORD ENTER "UP"
```

****

EXPLANATION OF FIELDS

1. ORIGINATING
    AGENCY: Identification number of agency
                      initiating case.

2. TYPE OF
    ADDRESS: Type of address: Codes used are:

                      RES = Residence   **BUS** = Business.

3. STREET ADDRESS: Street number, apartment number, city, state and ZIP code of
                      person's address.

4. PHONE NUMBER: Individual's phone number.

5. OCCUPATION: Individual's occupation.

LP32 - MAIN ID NUMBERS

LP32 displays all main identification numbers for a person. Access LP32 by typing:

LP32/SPN

and pressing **Enter**.

NOTE: This information is also available from the LPER screen.

```
**************************************************************************

                JUSTICE INFORMATION MANAGEMENT SYSTEMS          **LP32**
                     MAIN ID NUMBERS RECORD      00982478 AI 998

        (1)
ORIGINATING AGENCY: TX1010030

(2)                     (3)                  (4)                (5)
FBI:                    SID:                 SSN: 484 92 3244 HCSD:

        (6)                              (7)                          (8)
DRIVERS LICENSE, STATE:                  NUMBER:                      HCDA:

    (9)                                      (10)
NCIC FPC: 01AA03KM083641797112           HENRY FPC: 18/M 9 A BM 6
                                                    L I R 1007


        (11)
SCARS/MARKS/TATTOOS: TAT L HND

        (12)
PERSON SIGNED ON TERMINAL: AUT

**************************************************************************
```

EXPLANATION OF FIELDS

1. ORIGINATING AGENCY: Identification number or name of agency initiating case.

2. FBI: Number issued by the Federal Bureau Investigation for the person.

3. SID: Criminal state identification number issued by DPS for the person.

4. SSN: Social Security number.

5. HCSD   Harris County Sheriff's Department number. (Takes the abbreviation SON on some screens.)

6. DRIVER'S LICENSE, STATE: Two-character state code for state issuing driver's license.

7. NUMBER: Driver's license number.

8. HCDA: Harris County District Attorney's Office number.

9. NCIC FPC: NCIC fingerprint classification.

10. HENRY FPC: Henry fingerprint classification - issued only by Sheriff's Office.

11. SCARS/MARKS/TATTOOS: Description of individual's scars, marks or tattoos. Entries should generally correspond to established TCIC/NCIC codes.

12. PERSON SIGNED ON TERMINAL: Name or code of person who created record.

OTHER HELPFUL INQUIRIES

LSCF - SUMMARY OF CASES FILED

LSCF is used to view a list of cases filed in a particular court division on a particular date. Access LSCF by typing:

LSCF/CDI/Date (MMDDYY)

and pressing **Enter**.

NOTE: See Code Tables Handout for valid CDIs.

```
*************************************************************************

=N           SUMMARY OF CASES FILED FOR CDI 003  ON  04/01/96     PAGE-
01


        (1)              (2)      (3)       (4)     (5)(6)    (7) (8)  (9)
LN   DEFENDANT NAME    TERM  CASE NUMBER OFFENSE   S CRT  BOND JPI FIL-DT
01 YBARRA, COURTNEY KAYE    K1W2 066721901010 2501-03   P 177  2000  DF 061893
02 TISDALE, JOSEPH WAYNE    KW32 067175701010 3560-11   A 184  2000  DF 081293
03 THOMPSON, MARY JO        KWP2 067330001010 1311-11   N 176     0  DF 082993
04 NGUYEN, DUKE THOMAS      K1W2 067483701010 2606-09   A 177 10000 DG 091693
05 NGUYEN, DUKE THOMAS      K1W2 067493501010 6100-13   A 177  2000 DG 091793
06 MANUEL, RODERICK TRENT   K1W2 067847101010 3530-10   A 177     0  DF 102793
07 GIBSON, CHARLES LESTER J KIA2 068051001010 5404-11   N 337     0  DF 112293
08 CARRIZALES, REYNALDO     K1W2 068074701010 2605-50   A 177     0  DF 112593
09 DELVALLE, HUMBERTO LUIS  K1U2 068457401010 1204-04   A 182 30000 DF 011995
10 OCONNER, NATASHA MICHELL KW82 068873901010 2411-11   N 185     0  DF 031195
11 OSORIO, JOHN JR.         K1W2 069308401010 3562-19   A 177  5000 DF 050595
12 DALY, KYLE MARTIE        K1U2 069376101010 2300-75   P 182  2000 DF 051595
13 CROWELL, JONATHAN ARTHUR KWT2 070020101010 5599-04   N 174     0  DF 080695
14 HENRY, ELMO              KIA2 070160301010 5599-17   N 337     0  DF 082395
```

```
15 LIZCANO, NATHAN EDWARD   K1U2 070262301010 5599-17   P 182   4000 DF 090595
16 SIMS, KATY MARIE         KIA2 070641001010 5599-04   N 337      0 DF 102395
17 THOMPSON, JAMES MICHAEL  KI62 070867901010 2300-79   N 228      0 DF 111995
18 COOK, DEBORAH BRAZIEL    K1W2 071373101010 5599-04   J 177      0 DF 012596

ADDITIONAL RECORDS EXIST- ENTER TO CONTINUE - CLEAR TO TERMINATE    PF1-LSCF
SPACE OUT =N SELECT LINE NUMBER AND  PRESS  PF2-FOR  LDUM/CM  PF3-FOR LDUM/PM


****************************************************************************
```

EXPLANATION OF FIELDS

1. DEFENDANT NAME: Name of defendant.

2. TERM: Identification code for terminal where case was entered.

3. CASE NUMBER: Twelve-digit number that identifies the Harris County case.

4. OFFENSE: NCIC/TCIC offense code.

5. S: Defendant status. See Code Tables Handout for status codes.

6. CRT: Court to which case was assigned.

7. BOND: Bond amount, if any.

8. JPI: Displays type-of-filing indicator. Felony and class A and/or B
                       misdemeanor cases will have one of the following codes:

                       DF = Direct File
                       DG = Direct to Grand Jury
                       DF = Refile (error in original filing)
                       RI = Reindictment (error in original document)

                       For class C misdemeanor cases, this field displays initials for the
                       judge in the justice of the peace court where case was filed.

9. FIL-DT: Date case was filed, usually the date specified in the initial inquiry.
                       An older date signifies that a case is being brought before the court
                       again as when, for example, a defendant has violated terms of
                       probation.

PF KEY OPTIONS

PF1 - LSCF   Press **PF1** to transfer to first page of LSCF -SUMMARY OF
                       CASES FILED screen.

**NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL
         AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.**

PF2 - LDUM/CM

PF3 - LCUM/PM

LD09 - COURT DOCKET DISPLAY

LD09 displays a list of cases on a particular court docket. Access LD09 by typing:

LD09

(**NOTE:** The "0" in LD09 is a numeric zero.)

and pressing **Enter**.

The following menu screen will appear:

```
**************************************************************************

                                                                    LD09

TO DISPLAY A DOCKET, FILL IN THE DOCKET IDENTIFIERS BELOW AND PRESS ENTER

                        (1)
                   COURT: _____
                        (2)
                     DNC: ___
                        (3)
                    DATE: _____
                        (4)
                    TIME: _____

**************************************************************************
```

EXPLANATION OF FIELDS

1. COURT: Enter a three-digit number for both district and county courts. The fourth space in the court field should remain blank. For example, the 179th District Court would be typed **179**, and the County Criminal Court at Law #1 would be typed **001**.

2. DNC: Docket name code. For District Courts, it is advisable to type MD (Master Docket), TD (Trial Docket), JT (Jury Trial), or PC (Probable Cause hearing) in this field. For County Criminal Courts at Law, use the code MO (Motion Docket).

3. DATE: The date should be typed in six-digit MMDDYY format with no dashes or slashes.

    NOTE: LD09 works only with current and future dates.

4. TIME: Type **0900**.

Sample response screen for inquiry on court 180, master docket (MD) on 05/02/96 at 0900.

```
****************************************************************************
=N                                                                      LD09
                        *** DOCKET SUMMARY ***                         PAGE 1

    (1)                (2)                  (3)
   COURT: 180      DNC: MD     DOCKET NAME: MASTER DOCKET
    (4)                (5)            (6)          (7)            (8)
   DATE: 050296   TIME: 0900  LIMIT: 999  MAXIMUM: 999  ACTUAL: 011

(9) (10)     (11)       (12) (13)    (14)                    (15)        (16)
PRI CDI CASE NUMBER    COURT     DEFENDANT            REASON   COMMENTS
01  003 013456701010  180   N CARPENTER, JAMES        ARRG   N/A AT PIA
01  003 045823901010  180   B MULLIGAN, SEYMOUR       ARRG
01  003 028873401010  180   J DANIELS, LISA           ARRG
05  003 011784501010  180   B LYNDON, MARJORIE        ARRG   TO HIRE ATTY
05  003 056321101010  180   B GREGORY, ELLEN          ARRG   TO HIRE ATTY
05  003 067982301010  180   B LOWELL, LARRY           ARRG   TO HIRE ATTY
10  003 077856301010  180   B WILLIAMS, ADA           PLEA   CK FOR B/F
45  003 078543201010  180   N DONALDSON, ROBERT       MSEH
78  003 018965401010  180   B ZIMMER, CARLA           NTRL   MUST HAVE ATTY
90  003 067321701010  180   T WAGNER, SIEGFRIED       PTCR
91  003 098563001010  180   D BARNES, LYLE            NTRL   DISMISSAL


LD09-1300: END OF DISPLAY.  ERASE =N, HIT APPROPRIATE PF KEY

****************************************************************************
```

EXPLANATION OF FIELDS

1. COURT: Court inquired upon.

2. DNC: Docket name code. See Code
                         Tables Handout for docket name codes.

3. DOCKET NAME: Literal docket name.

4. DATE: Date of docket.

5. TIME: Time of docket will usually be 0900.

6. LIMIT: Maximum number of cases allowed on docket.

7. MAXIMUM: Maximum number of cases allowed on docket.

8. ACTUAL: Actual number of cases on docket.

9. PRI: Priority of case. 01 is top priority.

10. CDI: Court division indicator. A three-digit number that identifies the
                         type of case (example, 001 = class C misdemeanor, 002 = class A
                         and B misdemeanor , and 003 = felony). See Code Tables
                         Handout for more CDI codes.

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11. CASE NUMBER: Twelve-digit number that identifies a case. See pages 9-10 for more detailed explanation.

12. COURT: Court to which the case is assigned.

13. (code):   Defendant status. See Code Tables Handout for defendant status codes.

14. DEFENDANT: Name of defendant.

15. REASON: Reason for court setting. See Code Tables Handout for reason codes.

16. COMMENTS: Court coordinator's comments.

LOOK - MAIN IDENTIFICATION NUMBERS INQUIRY

Use LOOK to access a person's Harris County records using a main identification number such as a driver's license number. To use LOOK, type a main ID number on the menu screen and press a PF key (example, PF1 to check booking, PF2 to check case summary information, PF3 to check warrants, etc.). Inquire on only one main ID number at a time.   Access LOOK by typing:

LOOK

and pressing **Enter**.

```
*************************************************************************

        JUSTICE INFORMATION MANAGEMENT SYSTEM                LOOK
         MAIN IDENTIFICATION NUMBERS INQUIRY


          CDI: ____     CASE NUMBER: _____    (1)

  DRIVERS LICENSE - STATE: __    NUMBER: _____    (2)

          SOCIAL SECURITY:        _____         (3)

          SHERIFF OFFICE:         _____            (4)

          BOOKING NUMBER          _____         (5)

          FBI NUMBER              _____         (6)

          SID NUMBER              _____         (7)

       AGENCY: __     REPORT NUMBR: _____  (8)

       DISTRICT ATTORNEY NUMBER:    _____           (9)

                   (10)               (11)         (12)    (13)
  MISC ID NUMBER: - CODE: __   NUMBER: _____ S/A: _  CODE: __
              CJIS NUMBER:    _____    (14)

  SKIP TO THE FIELD FOR THE IDENTIFICATION NUMBER ON WHICH YOU WISH TO INQUIRE

  TYPE IN THE NUMBER AND PRESS THE APPROPRIATE PF KEY TO BRANCH TO:
  PF1=LBKI PF2=LNQY(NQY3) PF3=LWRI PF4=LDUM PF5=LQY9 PF6=LAPI PF7=LIJR
 PF8=PTSM

*************************************************************************
```

No Match
If a number has been entered into the system at any time during the progress of a case, it will be connected to the person's SPN, enabling records to be accessed. If the number is not found in the system, a message will appear saying "NO MATCH FOR SUPPLIED IDENTIFICATION NUMBER." You may then want to run a name inquiry using the person's name.

EXPLANATION OF FIELDS

1. CDI and CASE NUMBER: Type court division indicator and seven- or twelve-digit case number; then press appropriate PF key.

2. DRIVERS LICENSE -
   STATE and NUMBER: Type abbreviation of state where license was acquired. State field defaults to **TX**; therefore, it may be left blank for Texas drivers. Refer to Code Table 26 in Code Tables Handout for valid state codes. Type DL number and press appropriate PF key.

3. SOCIAL SECURITY: Type nine-digit Social Security number(no hyphens); then press appropriate PF key.

4. SHERIFF OFFICE: Type Sheriff's Office number; then press appropriate PF key.

5. BOOKING NUMBER: Type Harris County booking number; then press appropriate PF key.

6. FBI NUMBER: Type FBI number; then press appropriate PF key.

7. SID NUMBER: Type DPS criminal state identification number; then press appropriate PF key.

8. AGENCY and
   REPORT NUMBER: Type law enforcement agency code and agency report number; then press appropriate PF key. Example, for Houston Police Department, type **HP** in agency code field. Refer to Code Table 20 Handout for valid agency codes.

9. DISTRICT ATTORNEY
   NUMBER: Type District Attorney number; then press appropriate PF key. District Attorney number is issued only for defendants arrested by DA personnel. DA number is unique for each defendant arrested by the DA's Office.

10. MISC ID NUMBER -
    CODE: Enter the type of miscellaneous ID number to be used. Valid codes are:

    AR = alien registration number
    OA = originating agency identification
    PP = passport number
    PI = personal identification (state-issued) number

11. NUMBER: Type the miscellaneous number.

12. S/A:	Specify whether the miscellaneous number originated at the state level (S) or local agency level (A). For example, if a personal identification card was issued by DPS, type an S. If the miscellaneous ID number was issued by HPD, type an A.
13. CODE:	Type code for state or for local agency that issued the miscellaneous ID number. For example, for a DPS personal ID, type TX in this field to indicate the issuing state. For a Houston Police Department number, type HP. Refer to Code Table 26 in the Harris County Code Manual for valid codes for states. Refer to Code Table 20 Handout for valid codes for agencies.

PF KEY OPTIONS

PF1 - LBKI	Press **PF1** to transfer to LBKI - BOOKING INQUIRY screen.
PF2 - LNQY	Press **PF2** to transfer to NQY3 - CASE SUMMARY screen.
PF3 - LWRI	Press **PF3** to transfer to LWRI - WARRANT INQUIRY screen.
PF5 - LQY9	Press **PF5** to transfer to LQY9 - CASE TRANSACTIONS INQUIRY screen.

NOTE: PRESSING THE PF KEYS LISTED BELOW WITHOUT SPECIAL AUTHORIZATION WILL RESULT IN SECURITY VIOLATIONS.

PF4 - LDUM

PF6 - LAPI

PF7 - LIJR

PF8 - PTSM

GE01 - ADDRESS INQUIRY

Use GE01 to inquire on Harris County address location information. The GE01 response screen displays the closest intersecting streets, the Key Map page and cell and other information about an address. The system will search, on a limited basis, for street names spelled similarly to the one you typed; therefore, exact spelling is not required. Access GE01 by typing:

GE01

(**NOTE**: The "0" in GE01 is a numeric zero.)

and pressing **Enter**.

```
*************************************************************************

                    HARRIS COUNTY GEOBASE SYSTEM
                        ADDRESS INQUIRY



      (1)
INPUT ADDRESS       _____




GEO01 - ENTER ADDRESS AS 123 MAIN
GEO02 - THEN PRESS ENTER

*************************************************************************
```

EXPLANATION OF FIELDS

1. INPUT ADDRESS: Type street address (example, 5310 Beverly Hill) and press **Enter**.

GE01 Response Screen

An inquiry about address 5310 Beverly Hill would cause the following response screen to be displayed.

```
*************************************************************************

                    HARRIS COUNTY GEOBASE SYSTEM
                        ADDRESS INQUIRY



      (1)
INPUT ADDRESS       _____

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

                    ADDRESS LOCATION INFORMATION
     (2)      (3)           (4)          (5)     (6)            (7)
    STREET   STREET        STREET       STREET   ZIP            CITY
    ADDRESS  PREFIX         NAME         TYPE    CODE           NAME
     5310                BEVERLY HILL            77056          HOUSTON
```

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```
           (8)                        (9)                      (10)
    CONSTABLE PRECINCT          CONSTABLE OFFICERS          CENSUS TRACT
         NUMBER                     DISTRICT              1980       1990
          05                          526                423.05    423.05

          (11)                       (12)                      (13)
      COMMISSIONER                   CROSS              KEY-MAP PAGE AND CELL
        PRECINCT                    STREET(S)
           3                       S RICE                PAGE 491   CELL Y
                                   YORKTOWN

(14)
GEO03 - ADDRESS INQUIRY COMPLETED SUCCESSFULLY
(15)
GEO01 - ENTER ADDRESS AS 123 MAIN
(16)
GEO02 - THEN PRESS ENTER
```

****

EXPLANATION OF FIELDS

1. INPUT ADDRESS: Type next address upon which you wish to inquire and press **Enter**.

2. STREET ADDRESS: Street number.

3. STREET PREFIX: Street prefix (i.e., North, South, East, or West).

4. STREET NAME: Street name.

5. STREET TYPE: Street type (i.e., street, boulevard, road, etc.).

6. ZIP CODE: ZIP code.

7. CITY NAME: Name of city where address is located.

8. CONSTABLE
   PRECINCT
   NUMBER   Constable precinct number in which address is located.

9. CONSTABLE   Constable officer's district.
   OFFICER'S
   DISTRICT:

10. CENSUS TRACT: Census tract number from U.S. census conducted every ten years.

11. COMMISSIONER   Harris County Commissioner precinct number.
    PRECINCT:

12. CROSS   Closest intersecting street(s).
    STREET(S):

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13.	KEY MAP PAGE AND CELL:	Key Map page number and cell.
14.	GEO03	This message indicates successful completion of address inquiry.
15.	GEO01	This message will always appear to remind you how to enter an address. It means: type a street number, then skip a space and type a street name.
16.	GEO02:	This message reminds you to press **Enter**.

OTHER RESPONSE MESSAGES

GEO11 - STREET NAME WAS NOT FOUND

GEO12 - ADDRESS ENTERED DID NOT MATCH A RANGE IN THE FILES

GE01 Selection Screen

Occasionally, more than one response will be found in response to an address inquiry. When this occurs, multiple addresses will be listed on the response screen.

To obtain information about a specific listing, type a line number over the =N in the top left corner of the screen and press Enter.

```
**************************************************************************

 =N                      HARRIS COUNTY GEOBASE SYSTEM              PAGE: 01
                              SELECTION LIST
             (1)
          INPUT ADDRESS:  401 FIRST STREET

 (2)        (3)                              (4)              (5)         (6)
**************************************************************************
  LN       STREET NAME                    CITY NAME        POSTAL CITY    ZIP


**************************************************************************
  01      E 1ST                          DEER PARK        DEER PARK      77536
  02      N 1ST                          SOUTH HOUSTON    SOUTH HOUSTON  77587
  03      S 1ST                          BELLAIRE         BELLAIRE       77401
  04      S 1ST                          BAYTOWN          BAYTOWN        77520
  05      N 1ST                          BAYTOWN          BAYTOWN        77520
  06      N 1ST                          LA PORTE         LA PORTE       77571
  07      S 1ST                          LA PORTE         LA PORTE       77571
  08        1ST                          HUMBLE           HUMBLE         77338
  09      W 1ST                          UNINCORPORATED   CROSBY         77532
  10        1ST                          UNINCORPORATED   PORTER         77365
  11        1ST                          KEMAH            KEMAH          77565
  12        1ST                          ROSENBERG        ROSENBERG      77471

  (7)
 GEO05 - TO SELECT TYPE LN# OVER "=N" & PRESS ENTER; TO RETURN PRESS PA2.
  (8)
 GEO06 - FOR NEXT PAGE PRESS ENTER; FOR PREVIOUS PAGE TYPE PAGE# OVER "N" AND
         PRESS ENTER.

**************************************************************************
```

EXPLANATION OF FIELDS

1. INPUT ADDRESS: Entered address.

2. LN   Type line number of desired address (Example, **01**) over =N in upper left corner of screen and press **Enter** to obtain specific information about the address.

3. STREET NAME: Street name.

4. CITY NAME: City name.

5. POSTAL CITY: City where mail is delivered.

                          NOTE: The postal city is helpful in locating addresses in
                          unincorporated areas.

6. ZIP CODE: ZIP code.

7. GEO05:   This message prompts operator to type selected line number over
                          =N and press **Enter** for more information or to press PA2 to start a
                          new address inquiry.

8. GEO06:   This message explains the methods for viewing additional pages of
                          responses.

OTHER RESPONSE MESSAGES

GEO04 -   TO SELECT, TYPE LINE # OVER =N & PRESS ENTER. TO RETURN WITH
           NO SELECTION, PRESS PA2. THIS IS THE LAST PAGE.

APPENDIX A
GLOSSARY OF TERMS

Within each definition, words or phrases listed separately in the glossary are marked with *.

ADX   Address Cross-Reference subsystem. A Model 204* subsystem used to
                     criss-cross names, addresses and phone numbers.

Agency liaison   Person or persons a JIMS user agency has authorized to request security
                     codes and schedule personnel for JIMS classes. The liaison between the
                     department and JIMS

batch   In CICS, a group of pages in a computer response. To access the next
                     batch, type GET at the top left of the screen.

AFIS   Automated Fingerprint Identification System installed in Harris County in
                     1993. Provides electronic fingerprint matching and storage.

CICS   A type of mainframe computer system software called Customer
                     Information Control System that JIMS began using in the 1970s to
                     organize computer records. Is gradually being replaced by Model 204*.

CJIS   Criminal Justice Information System. Statewide regulations created
                     through joint effort of the Texas Legislature and the Criminal Justice
                     Policy Council to produce more accurate and complete statewide criminal
                     justice records and standardized record reporting procedures.

CJIS #   State tracking number assigned to felony and class A and B misdemeanor
                     cases when charges are filed. Used by appropriate agencies to report to

	TCIC* all action on the case - from filing of charges through parole/probation.
cursor	An indicator on the computer screen marking the position of the next entry. Moves in response to directional keys (see Appendix C). When cursor is positioned in an area protected from input, and user types a character, the keyboard will lock. Press Reset key to unlock keyboard, then press Tab or Home key to move cursor to input area.
database	A collection of records accessed by computer programs. For example, the Criminal System database consists of booking records, case records, and name records, among others.
database management system	A type of computer software that facilitates record creation, access, maintenance and storage.
default	Data supplied automatically by the computer system for a particular field*. (Example, A STATE field will often default to TX for Texas.)
display field	An area of a screen where information appears.
DIM	D.A. Intake Management subsystem. An automated, Model 204* subsystem used to file charges against adults in Harris County.
field	An area of a screen designated to accept or display specific information.
GRITS (GRT)	Gang-Related Information Tracking subsystem. A Model 204* subsystem used to track gang records.
hardware	Computer devices such as terminals and printers; the machinery that responds to instructions from software*.
input field	A field* that accepts characters typed from the keyboard. Usually indicated by a dotted line.
inquiry	A request for information from the computer system accomplished by entering commands or search data from the keyboard.
JIMS	Justice Information Management System, the computer programming department for the justice agencies of Harris County.
JOT	Juvenile Offender Tracking subsystem. An automated Model 204* subsystem used to file charges against juveniles in Harris County.
log-on ID	Unique, five-character access code assigned to each JIMS* user. Begins with the letters JU.
Model 204	A database management system* used by JIMS* since the 1980s. Computer programs originally written for CICS*, including those in the

Criminal System, are being converted to Model 204.

NCIC   The National Crime Information Center maintained by the FBI in
                Washington, D.C. A criminal justice database providing information to
                law enforcement agencies nationwide.

option   A computer screen used to access a particular type of information or
                perform a particular function.

                Access a CICS* option by typing an appropriate transaction identification
                code* on a blank screen and pressing Enter, or by making a transfer from
                a displayed screen.

                Access a Model 204* option by selecting from a menu screen or by
                making a transfer from a displayed screen.

                NOTE: An option is sometimes called a transaction* or a screen.

Password   Confidential security code used with log-on ID* to access JIMS* A
                password is created by the individual user.
PF key   Program function key. A key that causes a designated action to be
completed. In most cases, PF keys perform transfers* from one option* to another.

                NOTE: Function keys (example, F2) on personal computer (PC)
                          keyboards ARE NOT necessarily the same as PF keys (example,
                          PF2) on ITT terminal keyboards.

project   Representative from a county agency or department who meets regularly
analyst (PA)   with JIMS* staff to plan new systems* and to request changes and
                additions to existing systems. PAs can request and reset JIMS security
                codes, schedule personnel for JIMS classes and provide security
                clearances for users. The liaison between the department and JIMS.

SETCIC   Southeast Texas Crime Information Center. A central repository
                maintained by JIMS that contains information on open warrants,
                pawnshop transactions, and gang activity. Voluntarily utilized by law
                enforcement agencies in southeast Texas.

software   Computer programs and procedures necessary for the operation of a data
                processing system.

Soundex   A computer program used for searching the database* for names sounding
                similar to the name entered during a name search. Soundex translates the
                name to a phonetic code and searches for listings with the same phonetic
                code. This compensates for possible misspellings and allows an operator
                to perform a name search with a partial name, even when unsure of the
                spelling of the name.

system   The interaction of hardware* and software* providing the means to
                accomplish a set of goals. JIMS* maintains numerous systems, among
                them Criminal, Civil, SETCIC* Open Warrants, and SETCIC Pawnshop.
                Each consists of numerous programs designed to capture specific
                information and make it accessible to users.

subsystem	In the Model 204 system, a group of programs used to manage a particular type of record. (Example, DIM*, JOT*, VLN*.)
TCIC	The Texas Crime Information Center maintained by the Department of Public Safety in Austin. A state criminal justice database that operates in conjunction with NCIC*.
transaction	An interaction with the computer system initiated by typing commands from the keyboard. See option*.
transaction identification code	In CICS, a four-character code used to identify and access a particular program.
transfer	Accessing a new option* without clearing the displayed screen. Usually accomplished by pressing a PF key*.
VLN	Vehicle License/Name Inquiry. A Model 204 subsystem used to access vehicle registration records.

APPENDIX B
JIMS PROJECT ANALYSTS

Administrative Offices of the Court	Chris Wells	713-755-5541
	Family Ct.: Peter Awad	713-755-4908
	Criminal Ct.: Stephanie Armand	713-755-5704
Community Supervision and Corrections	Glenda Stair	713-755-2725
	Assistants: Vanessa Phlegm	713-755-2764
	Doug Jones	713-755-2774
Civil District Courts	Steve Stuchlik	713-755-7592
Constables' Offices	Bob Hilsher	713-755-5200
	Assistants: Val Waddle	713-755-7615
	Dodie Garcia	713-755-7617
County Criminal Courts at Law	Jennifer Juel	713-755-0999
Justices of the Peace		
Harris Cty. Civil Cts. 1-4	Vicki Steed	713-755-1539
*District Attorney's Office	Kermit Kurtz	713-755-0572
District Clerk, Civil Division	Jay Morgan	713-755-6883
	Project Coord: Mindy Hamrick	713-755-5740
District Clerk, Criminal Division	Michael McDougal	713-755-5724
	Project Coord: Mindy Hamrick	713-755-5740
	Gwen Moore	713-755-2353
Juvenile Probation Department	Izer Billings	713-222-4177
	Cassandra Williams	713-222-4169
Pretrial Services	Mara Porper	713-755-2935
	Sheila Jobe	713-755-2935
*Sheriff's Department	Penny Crianza	713-755-6041
	Assistant: Pat Diaz	
*HPD Agency Liaison	Judy Boyd	713-308-1380

* Employees of these agencies may also call the ITC Help Desk at 713-755-6624 for password assistance.

APPENDIX C
ITT KEYBOARD FUNCTIONS

Keys listed below in upper- and lowercase letters are designated by symbols on the ITT keyboard. Keys listed in capital letters are labeled with those exact words.

The ITT keyboard is divided into four sections:

Section 1	**Section 2**	**Section 3**	**Section 4**
Two vertical rows at far left	Typewriter keyboard	Two vertical rows at right of typewriter-key section	Number keypad

Each listing below includes the key's section location.

Operational Keys

CLEAR   Ends transaction and erases data from screen.
                   Location: Section 1, top right.

ENTER   Sends command or inquiry to system for processing. (The Return key cannot be used to perform this function.)
                   Two locations: Section 2, bottom right, and
                                   Section 4, bottom right.

RESET   Resets locked keyboard. Also restores keyboard entry to typeover mode (see Insert key explanation below).
                   Location: Section 2, left of space bar.

Directional Keys

Arrow Down   Moves cursor down one line at a time.
Location: Section 3, bottom.

Arrow Left   Moves cursor to left one space at a time without erasing.
Location: Section 3, bottom.

Arrow Right   Moves cursor to right one space at a time without erasing.
Location: Section 3, bottom.

Arrow Up   Moves cursor up one line at a time.
Location: Section 3, bottom.

Backspace   Moves cursor one character to left without erasing.
Symbol: Arrow pointing left.
Location: Section 2, top right.

Backtab   Moves cursor from field to field across the screen and upward.
Symbol: Arrow pointing left toward line.
Location: Section 2, top right.

Home   Moves cursor to topmost position on screen that accepts keyboard input.
Symbol: Rectangle with arrow pointing to upper left-hand corner.
Location: Section 3.

Tab   Moves cursor from field to field across the screen and downward. Use instead of ENTER key to move cursor.
Symbol: Arrow pointing right toward line.
Location: Top left side of Section 2.

Edit Keys

Delete   Deletes character above cursor. Remaining characters move left to close the space.
Symbol: Lowercase "a" with slash through tail.
Location: Section 3.

ERASE EOF   Erases all characters from the cursor position to the end of the field.
Two locations: Section 1 and Section 4.

ERASE INPUT   Removes all characters typed on the screen. ALT key must be held down before ERASE INPUT key is pressed.
Location: Section 1. Key is labeled on front, instead of on top.

Insert   Changes keyboard entry mode so that typed characters are inserted to left of cursor position, instead of directly over it. To return to typeover mode, press RESET.
Symbol: Lowercase "a" with edit symbol above it.
Location: Section 3.

Space Bar   *Erases characters you've typed on the screen as cursor moves to right.*
                     Location: Bottom center of Section 2.

Miscellaneous Keys

A,a   Toggles between uppercase and lowercase typing. Hold Alt key down
                     before pressing this key. (Use instead of Caps Lock key to select
                     uppercase typing. Caps Lock causes numbers in Section 2 to display as
                     symbols.)
                     Location: Section 1.

ALT   An alternate Shift key. Use to perform any function listed on the "apron,"
                     or front, of a key. For example, to remove all typed entries from screen,
                     hold down ALT, then press ERASE INPUT.
                     Location: Section 2, right of space bar.

Caps Lock   Locks all characters into uppercase mode. This causes the numbers in
                     Section 2 to display as symbols. (Use A,a key to select uppercase typing
                     without locked number keys.) To unlock caps, press this key again.
                     Symbol: Padlock.
                     Location: Section 2, left side.

Shift   To type uppercase character, hold down SHIFT and press appropriate key.
                     In general, the system is not case sensitive; you may type in either upper-
                     or lowercase letters.
                     Symbol: Large arrow pointing up.
                     Two locations: Section 2, left and right.

Print Key

PF12   In CICS, prints the displayed screen if terminal is associated with a
                     printer.
                     Location: Top row of keyboard, above Section

APPENDIX D
REGULATIONS FOR DISSEMINATION
OF CRIMINAL HISTORY RECORD INFORMATION IN TEXAS

INFORMATION

Case pending on active court dockets, **case status** (pending or non-pending), **case number**, **court**, **charge**, **prosecutor's name**.

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	May Be Disseminated	Only
Public	May Be Disseminated	Authorized
Defense Attorney	May Be Disseminated	Personnel May
Justice Agencies	May Be Disseminated	Disseminate
		County Records

INFORMATION

Exhibiting **rap sheet** to inquirer.

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	Nothing	
Public	Nothing	
Defense Attorney	Court Ordered Data	Log Data
Law Enforcement Agencies	May Be Disseminated	Log Data

INFORMATION

Conviction data generated by your own agency (not obtained from TCIC, NCIC, or FBI identification division).

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	May Be Disseminated	Log Data
Public	May Be Disseminated	Log Data
Defense Attorney	May Be Disseminated	Log Data
Justice Agencies	May Be Disseminated	Log Data

INFORMATION

Non-conviction data (e.g. dismissals, no-bills, acquittals and prosecutions indefinitely postponed, arrests with no court activity or dispositions for one year).

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	Nothing	
Public	Nothing	
Defense Attorney	Court Ordered Data	Log Data
Law Enforcement Agencies	May Be Disseminated	Log Data

INFORMATION

Conviction and non-conviction data obtained from **TCIC**, **FBI** identification division, or **NCIC**, out-of-state or another Texas criminal justice agency.

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	Nothing	
Public	Nothing	
Defense Attorney	Court Ordered Data	Log Data
Law Enforcement Agencies	May Be Disseminated	Log Data

INFORMATION

Unexecuted Warrants (warrants that have not been served).

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	Nothing	
Public	Nothing	
Defense Attorney	Nothing	
Law Enforcement Agencies	Only Sheriff, District District Attorney, and Constables May Disseminate Data	May Disseminate Only Among Themselves

INFORMATION

Booking Information (personal information and arrest facts).

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	Nothing	
Public	Nothing	
Defense Attorney	Nothing	
Law Enforcement Agencies	May Be Disseminated	Sheriff is the Proper Agency To Disseminate Booking Data

INFORMATION

Exempted records: The following are exempted from the provisions of the regulations; the imparting of their data is not considered the dissemination of criminal history record information:
1. Data in posters, announcements, or lists for apprehending fugitives or wanted persons.
2. Original records of entry maintained by criminal justice agencies, compiled chronologically and required by law or custom to be made public; i.e. police blotters.
3. All court records of all public judicial proceedings.
4. All published court or administrative opinions or public judicial, administrative, or legislative proceedings.
5. All records of traffic offenses maintained by DPS or any other state or local agency for the purpose of regulating the issuance, revocation, etc. of vehicle operator licenses.
6. All announcements of executive clemency.

INQUIRING AGENCY	DISSEMINATION	COMMENTS
Press	May Be Disseminated	Only
Public	May Be Disseminated	Authorized
Defense Attorney	May Be Disseminated	Personnel May
Law Enforcement Agencies	May Be Disseminated	Disseminate County Records

INFORMATION

Justice of the Peace Courts:

As courts, their information is judicial record and is disseminated to the public upon request; however, they disseminate only that information relevant to their own cases.

INFORMATION

Office of Court Services:

The Office of Court Services (formerly Pretrial Services Agency) disseminates pending case information, as would any other criminal justice agency, but does not disseminate personal information about applicants except in cases where dissemination is necessary to process bond applications.

APPENDIX E
PHONE NUMBER REFERRALS
FOR DISSEMINATION OF INFORMATION

For Law Enforcement Agencies to Verify Jail-Related Information

1301 Franklin	713-755-7312
301 San Jacinto	713-755-6750
1307 Baker Street	713-755-2400
701 N. San Jacinto	713-755-8407
711 N. San Jacinto	713-755-1188

For General Public, Press, Attorneys to Verify Jail Related Information
HCSD Central Records Division: 713-755-5300

To Verify Sheriff's Department Warrants
HCSD Warrant Division: 713-755-6055

For General Public to Verify Case-Related Information for Criminal Cases
Including cases on appeal   1-888-545-5577
                                                                Option 2

For General Public to Verify Case-Related Information for Civil Cases

                                                                1-888-545-5577
                                                                Option 2

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