CLASS SET
PLEASE DO NOT REMOVE FROM THE CLASS ROOM

J-Web
Criminal System Orientation Manual

Harris County Enterprise Application Services
Justice Information Management System (JIMS)
406 Caroline Street, 2nd Floor
Houston, Texas 77002
https://justiceapps.harriscountytx.gov/Pages/default.aspx

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Summary of Changes

Revision	Date	Author	Description
1.0	04/26/2016	Paula Spencer	Original Version
1.1	06/07/2016	Paula Spencer	Original Version modified
1.2	08/24/2016	Paula Spencer	Modified Title page and added Summary of Changes
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1.5	11/2016	Paula Spencer	Updates included
1.6	03/07/2017	Paula Spencer	Updates included

Table of Contents

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.

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)274-4444**.

Introduction to J-Web

What is J-Web?

J-Web is the web-based version of the JIMS legacy system. It runs in Internet Explorer and will provide the same functionality that is currently available on the JIMS mainframe. Subsystems (areas of functionality) are being converted group-by-group; eventually, all user-designated JIMS screens will be in J-Web.

NOTE: In J-Web you can continue to use the tab keys to navigate on the screens just as you do in JIMS.

Data

J-Web writes data from existing mainframe system and a new relational database management system. All records viewed in J-Web should be identical to data displayed through existing JIMS transactions. Eventually, the mainframe will be retired and J-Web will write to a single data source. Processing/response time will be faster at that point. Every effort is being made to optimize J-Web performance.

J-Web Design

In M204, programs were grouped into subsystems. Each subsystem was designated by a three-letter code such as KDT for Docketing, ACT for Court Activities and INT for Case Intake. Within each subsystem, separate options are used to complete specific tasks. M204 options were numbered and accessed using that number. For example, the Case Summary Inquiry screen was option 75 in the INT subsystem.

The functionality/features/options in J-WEB will continue to be identified by the M204 designations.

J-Web Access

Each person will be assigned a unique **log-on ID** that allows that person to access all JIMS systems that he or she is allowed to use. Each person will create his or her own secret **password**. Anyone who currently has an active log-on ID will continue to use that code.

Within two days after attending a JIMS training class, a person should have clearance for the options taught in that class. The subsystems and options that a person is authorized to use will display on the J-WEB menu screens.

To request additional clearance or training, contact your supervisor, your JIMS project analyst or your JIMS liaison.

J-Web Links

Individuals who sign on to their **own** workstation should use this link:

      Criminal – http://criminal.jweb.harriscountytx.gov/
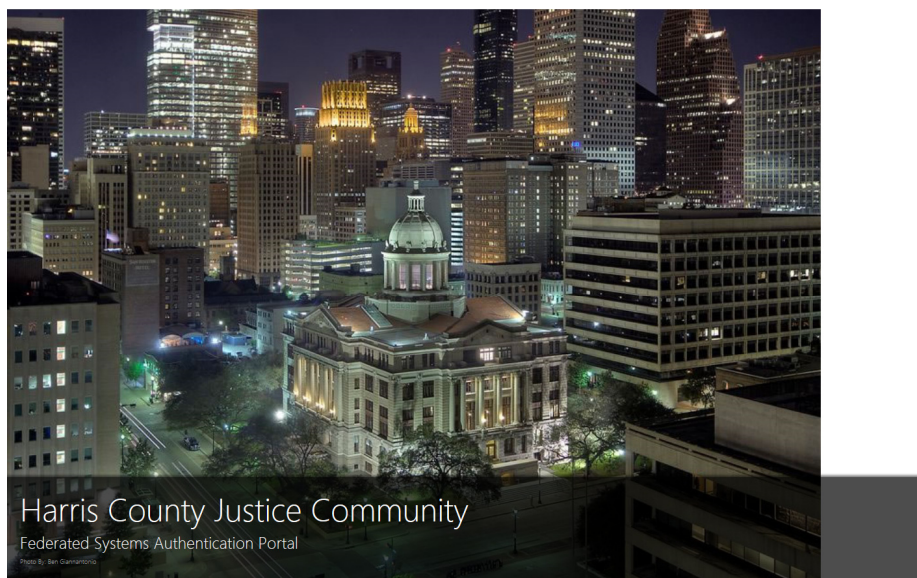
      This region passes the user's Windows credentials automatically so they are not prompted to log in.

Individuals who **share** workstations, such as in some dispatch areas, should use this link instead:

      Criminal – http://criminalex.jweb.harriscountytx.gov/

      This region requires each user to sign in with their existing JIMS log-on ID and password.

Access

The first time a user accesses J-Web with one of the internal links (the internal links do not have "ex" in the URL), you will be prompted to create a user manager record. Enter your domain name and the ID you use to unlock your computer; this is known as your Windows ID or Active Directory (AD) account. If you do not know your domain name, ask your IT help desk. A Windows ID is something like:

> HCO\jdoe
> HCSO\jdoe
> HCDCA\doe_john
> hcdistrictclerk\john.doe

You will also need to enter the password you use with this account. This associates your Windows ID with your JIMS log-on ID.

Once the user is logged on to J-WEB, the name of the person signed on to the workstation is displayed.

JWEB	CIVIL SYSTEM	SPENCER, PAULA DECEMBER 17, 2015

If the user's name does not display, complete one of the actions below:

a. If you were not prompted for a user ID and password when you accessed J-Web, click Start > select Shut Down > select Switch User and log on to the workstation with your Windows ID and password. *This will vary with each version of Windows.*
b. If you were prompted for a user ID and password when you accessed J-web, close Internet Explorer, reopen it, and sign on with your credentials.

User Authentication (Sign-On)

J-Web users who work for Harris County will be authenticated through their Windows Active Directory ID. Security Administrators will maintain Windows ID records using the J-Web Access Manager application. J-Web users who do not have a Harris County Windows ID will be authenticated through their mainframe log-on ID (also known as their JU code).

As long as M204 and VSAM are the source of record, authorization records will be maintained on the mainframe. Security Administrators will maintain security clearance records for J-Web the same way they maintain those records for M204 and CICS transactions. When the mainframe is no longer the source of record, then J-Web security will be maintained using the Enterprise Security Manager application.

Security Codes and Clearances

Logon ID

After attending a J-Web training class, an individual receives a logon 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 or lock your terminal 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.

Accessing a Subsystem

Once the user is logged on to the J-WEB application, the Master Subsystem Selection Main Menu screen displays (see sample screen below). The menu contains a list of subsystems or transactions that the user may access. If there is an option that is not displayed, the user may contact their agency's security administrator or JIMS liaison.

To Select A Subsystem

Click the Main Menu icon to access the Main Menu, which is a list of available subsystems.

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The menu contains a list of subsystems or transactions that you may access. The subsystems that display depends on user's permissions.

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BND - BONDING SUBSYSTEM	CBD - CASH BOND REFUND SUBSYSTEM
CEX - CRIMINAL EXHIBIT SUBSYSTEM	MIC - CRIMINAL MICROFILM
SEC - J.I.M.S. SECURITY SYSTEM	SWT - SEARCH WARRANT TRACKING

DATA CONTROL	GENERAL INQUIRY
JP WARRANTS	JWEB MESSAGE ADMIN

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To Select A Subsystem

Click the Main Menu icon to access the Main Menu, which is a list of available subsystems.

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To access the transaction menu icon, click on the icon:
This icon is located to the right of the Subsystem Main Menu icon. It is a transaction back button or up-one button. It will remain disabled until the user navigates to a menu or page that allows navigation back to the parent page within the displayed subsystem. The icon will be disabled at the root menu of the page of the subsystem. The user will use the Subsystem's Main Menu icon to navigate back to the list of subsystems.
If the transaction menu icon is disabled, it will display as:

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Accessing an Option

Use a subsystem main menu to select and transfer to options in that subsystem. The sample screen below shows the JWEB Criminal System Main Menu. The procedures below apply to all JWEB subsystem main menus.

To Select an Option

Method 1
In the OPTION field at the top left corner of the screen, type the appropriate option. Then move the cursor (or use the tab key) to the blank space to the right of the OPTION field. Type the desired option number and press Enter. The selected option will display.

Method 2
Click the Main Menu icon to access a list of the available subsystems. Select the appropriate subsystem from the list by clicking it.

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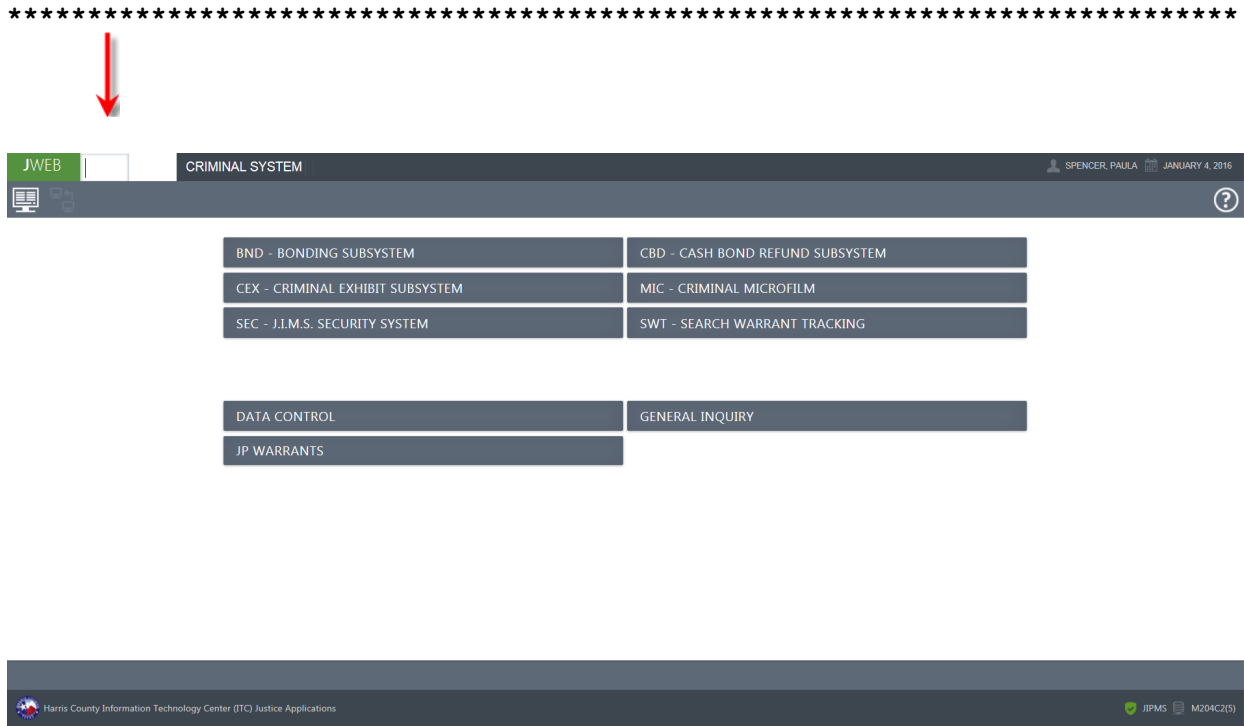
J-Web Information

Error Messages

In J-Web, confirmation and error messages will display in response to your actions. Validation error messaging shall appear from top-to-bottom order matching the left-to-right order of the input fields; exceptions may apply.
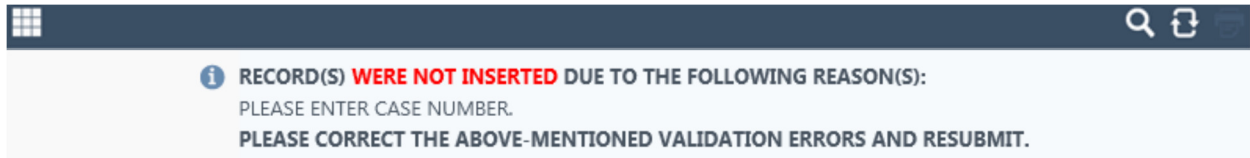
The following is an example of a successful confirmation message:

The Message Ribbon/Line

The Messaging Ribbon is used for all mainframe and distributed system messages related to the displayed page or system.

Informational messages are also displayed in J-Web.

The following icon displays before an informational message:
Check the top left of the page for messages about the status of your inquiry.
Messages may be single-line or multi-line depending on the validation required. Check the top left of the page for messages about the status of your inquiry.

For all application support request, please contact your agency's security administrator or JIMS liaison. If they are unable to resolve the issue, please report any problems to the ITC Help Desk by contacting ITChelpdesk@hctx.net or by calling 713-274-4444.
You may also access the Help / Support icon within the command ribbon region on the J-Web page and select the email request to create a support ticket.

Paging Techniques

When a response to an inquiry takes up more display space than is available on one screen, use the Data Pager Region below to access additional screens of information.
Paging functionality has changed in J-Web. Use this bar at the bottom of the page to view records:

| 8 | Total Pages | « | ‹ | 1 ▼ | › | » | Records Per-Page | 20 ▼ |

1.   Click on the single arrows to proceed forward or backward one page at a time.

2.   Click on the double arrows to access the first or last page.

3.   Select a specific page by clicking on the drop-down list and selecting a displayed page number.

4.   To change the number of records displayed on each page, click the Records Per-Page drop-down list and select a listing.

Function Key Region

In J-Web, there is a Footer Ribbon which encompasses three distinct regions. One of these regions, is the Function Key / PF-Button Region.

This region is used for buttons that replace the PF keys used to navigate or transfer in the mainframe system.

The Function Key Region will remain visible at all times. The buttons that represent the function keys for the displayed page will appear when applicable.

Below is a list of the standard F-keys that were available on the option screens in the mainframe system. These function keys (buttons) will no longer be visible or enabled in the Function Key Region in J-Web.

F7 = BACKWARD   Accesses the preceding page in a multi-page response.
F8 = FORWARD   Accesses the next page in a multi-page response.
F9 = PRINT   Prints the screen.
F10 = REFRESH   Erases the inquiry and inquiry response.
F11 = HELP   Accesses the help screen for a screen or a field.

The following buttons were removed as a browser Page Back and Page Forward replaced this Functionality in web applications: F7 – BACKWARD and F8 – FORWARD.

The F9 – PRINT was replaced by a Print Report command button and appears in the Command Ribbon region.

<div align="center">**Commonly Seen Fields**</div>

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, and 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 number	defendant number	count number	ancillary 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.

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.

Transfer Keys - Transferring Between Transactions

In J-Web, there is a region called the Function Key Region. This region is used for transfer key buttons that replaced the PF keys used to navigate in mainframe systems.

Transfer keys are used to transfer from one transaction to another without having to clear the screen and enter a new transaction code.

The user would click the corresponding buttons that display at the bottom of the screen. For example, click a button to transfer to the page identified by the button.

SET HIST	SERV INQ	DOCU INQ	PARTY INQ	ACT UPD	MFL INQ
ACT INQ	PST TRL INQ	CFL HIST			
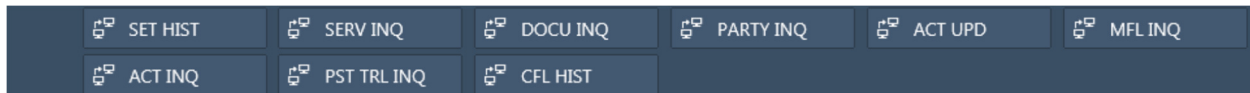
NOTE: The transfer keys change from screen to screen.

When the user hovers the mouse over the transfer keys at the bottom of the screen, the associated ToolTip will be formatted with the [PF-Key number] + [Page short-name] + [Full-page description].

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

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)	**LQY9/**CDI**/**Case Number (For multi-count cases or ancillary action, use 12-digit case number)
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**

DIRECT ACCESS METHODS (Continued)

TRANSACTION	TRAN ID and ACCESS METHOD*
Main ID Numbers Inquiry **	**LOOK**

** Most common screens in J-Web.

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.

Harris County District Clerk Website

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

http://www.hcdistrictclerk.com

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 9.0 or greater)
- An account with an Internet service provider (ISP)
- Clearance to use the public access transactions.

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, Bond Forfeiture Case Inquiry.

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.

LNAM (LNQY) – SPN/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.)

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 key 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**.

Access LNAM by typing "LNAM" in the Options field and press **Enter**.

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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.)

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Name Inquiry Response Screen

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

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| JWEB | LNAM | CRIMINAL SYSTEM GENERAL INQUIRY BASIC ID INFORMATION INQUIRY | | | | | | | | LNAM SPENCER, PAULA JANUARY 8, 2016 |

ℹ (8) RECORD(S) FOUND.

🔍 SPN/Name Inquiry

📄 LNAM

NAME	PTY	RACE	SEX	DOB	JAIL	WARRANT	CAUTION	SPN	CLS
☐ PETERSON, ALEX WILLIAM JR	D	W	M	060656	H	H		00856866	999
☐ PETERSON, JEFFREY ALEXANDER	D	W	M	091766	H	H		00629795	992
☐ PETERSON, JEFFREY ALEXANDER	D	W	M	091766	H	H		00629795	993
☐ PETERSON, JEFFREY ALEXANDER	D	W	M	091766	H	H		00629795	996
☐ PETERSON, JEFFREY ALEXANDER	D	W	M	091766	H	H		00629795	997
☐ PETERSON, JEFFREY ALEXANDER	D	W	M	091766	H	H		00629795	998
☐ PETERSON, MARK ALEXANDER	D	W	M	031959	H			02704880	998
☐ PETERSON, MARK ALEXANDER	D	W	M	031959	H			02704880	999

| 1 | Total Pages | ≪ | ＜ | 1 ▼ | ＞ | ≫ | Records Per-Page | 20 ▼ |

| CASE INFO | BOOKING INQUIRY | WARRANT INQUIRY | PERSON MASTER DISPLAY | PRETRIAL ENTRY |

Harris County Information Technology Center (ITC) Justice Applications   JIPMS   M204C2(5)

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To transfer to detailed information:
1. Select the applicable listing.
2. Press Enter to access Case Summary (the NQY3 screen), or select the applicable transfer key to navigate to one of the transactions listed at the bottom of the screen.

EXPLANATION OF FIELDS

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

Fields 2 - 10 are optional.

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 STATUS: 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.

9. DATE OF BIRTH: 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. WARRANT STATUS: Warrant/Want status. Codes are:

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

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

11. 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.)

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 are not used*. 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 more than ten displayed the individual's recent addresses.

Access LNAI by entering "LNAI" in the Option field and pressing Enter. LNAI can also be accessed from the Subsystem Main Menu.

Once the LNAI screen displays, enter the Last Name and First Name and press **Enter**.

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To transfer to detailed information:
1. Select a SPN from the list view on the screen (SPNs are listed to the left of the screen under the SPN column).
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 clicking the appropriate transfer button.

<div align="center">

EXPLANATION OF FIELDS

</div>

1. SPN: Eight-digit system person number.

2. NAME: Name of individual.

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

<div align="center">

TRANSFER BUTTON OPTIONS

</div>

Type SPN and select the **WARRANT INQ** button to transfer to the LWRI WARRANT INQUIRY screen.

Type SPN and select the **BOOKING INQ** button to transfer to the LBKI BOOKING INQUIRY screen.

Type SPN and select the **CONST CASE INITI** button to transfer to the LWCI CONSTABLE CASE INITIATION screen.

Type SPN and select the **PERSON MASTER** button to transfer to the LPER PERSON MASTER DISPLAY screen.

Type SPN and select the **PRETRIAL ENTRY** button to transfer to the PRETRIAL DEFENDANT REPORT ENTRY screen.

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. You can access NQY3 from the General Inquiry subsystem main menu.

You can also access NQY3 by transferring from LNQY, LNAM, or LNAI.

To access NQY3 from LQY6, LQY8 or LQY9:
1.   Select the transfer key that corresponds to NQY3 – CASE INFO.

To access NQY3 from LBKI (the Booking inquiry screen), select the "CASE INFO" transfer key.

If accessing NQY3 from LNAM, go to LNAM page.

****

****

Enter the name.

****

****

Click the Search icon. Click the checkbox beside the applicable name.

****

****

Click on the CASE INFO - NQY3 transfer button.

****

****

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. US Citizen: United States Citizenship. Codes are:
    Y = Yes
    N = No
    U = Unknown
    _ = Unknown

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

4. RACE: 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. WARRANT: Warrant/Want (W/W) 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.

TRANSFER BUTTON OPTIONS

Select applicable checkbox and click on the **BOOKING INQ** button to transfer to the LBKI – BOOKING INQUIRY screen.

Select applicable checkbox and click on the **PERSON MASTER** button to transfer to the LPER – PERSON MASTER screen

Select applicable checkbox and click on the **CASE PARTIES** button to transfer to the LQY6 – CASE PARTIES screen.

Select applicable checkbox and click on the **CASE SETTINGS** button to transfer to the LQY8 – CASE SETTINGS screen.

Select applicable checkbox and click on the **CASE ACTIVITY** button to transfer to the LQY9 – CASE ACTIVITY screen.

Select applicable checkbox and click on the **ORDERS AND DISPOS** button to transfer to the LDSP – ORDERS AND DISPOSITIONS APPOINTMENTS screen.

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

PF1 – BFS70

PF5 – LCDP

PF10 - LATT

PF11 – LAPI

PF12 – CSR30

LQY6 - PERSONS CONNECTED WITH A CASE

After selecting a line number by clicking the checkbox and pressing the **Enter key** from the NQY3 screen, then clicking the CASE PARTIES transfer button, the LQY6 page will display information about persons connected with a case.
To access LQY6 from the General Inquiry main menu page, select LQY6 – PERSONS CONNECTED WITH CASE.

Enter CDI/Case number and press **Enter** or click the Search icon.

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.

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EXPLANATION OF FIELDS

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

2. FILING-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 = File room
   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 at the time the displayed case was entered. 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 transfer buttons below.

TRANSFER BUTTON OPTIONS

After entering applicable information, select the **CASE SETTINGS** transfer button to transfer to LQY8 – CASE SETTINGS screen.

After entering applicable information, select the **CASE MASTER** transfer button to transfer to LDUM – CASE MASTER screen.

After entering applicable information, select the **PERSON MASTER** transfer button to transfer to LPER – PERSON MASTER screen.

After entering applicable information, select the **CASE INFO** transfer button to transfer to NQY3 – CASE INFORMATION screen.

After entering applicable information, select the **CASE ACTIVITY** transfer button to transfer to LQY9 – CASE ACTIVITY screen.

After entering applicable information, select the **LCCP** transfer button to transfer to LCCP – ADD/CHANGE CONNECTION screen.

After entering applicable information, select the **BOOKING INQ** transfer button to transfer to LBKI – BOOKING INQUIRY screen.

After entering applicable information, select the **ORDERS & DISPOS** transfer button to transfer to LDSP – ORDERS & DISPOSITIONS screen.

After entering applicable information, select the **LCDP** transfer button to transfer to LCDP – ADD FOR FELONY CASES screen.

After entering applicable information, select the **PRETRIAL ENTRY** transfer button to transfer to PRETRIAL DEFENDANT REPORT ENTRY screen.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

LQY8 - COURT DATES

LQY8 displays the specific offense and provides details about court dates. To access LQY8 from LQY6, click the CASE SETTINGS transfer key.

To access LQY8 from the General Inquiry main menu page, select LQY8 – COURT SETTINGS DISPLAY.

Enter CDI/Case number and press **Enter** or click the Search icon.

****

****

EXPLANATION OF FIELDS

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

2. CASE NUMBER: 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.

TRANSFER BUTTON OPTIONS

After entering applicable information, select the **CASE ACTIVITY** transfer button to transfer to LQY9 – CASE ACTIVITY screen.

After entering applicable information, select the **CASE MASTER** transfer button to transfer to LDUM – CASE MASTER screen.

After entering applicable information, select the **CASE PARTIES** transfer button to transfer to LQY6 – CASE PARTIES screen.

After entering applicable information, select the **ORDERS & DISPOS** transfer button to transfer to LDSP – ORDERS & DISPOSITIONS screen.

After entering applicable information, select the **LCDP** transfer button to transfer to LCDP – ADD FOR FELONY CASES screen.

After entering applicable information, select the **PRETRIAL ENTRY** transfer button to transfer to PRETRIAL DEFENDANT REPORT ENTRY screen.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

LQY9 - CASE TRANSACTIONS

To access LQY9 from the General Inquiry main menu page, select 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.

Enter CDI/Case number and press **Enter** or click the Search icon.

To access LQY9 from the LQY8 screen, select the CASE ACTIVITY transfer button.

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.

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LQY9 - CASE TRANSACTION SCREEN (continued)

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Date	Type	Description				
06/23/00	SERVICE ACTIVITY	BY PLACING DEF IN JAIL		ON 06/22/00		06/27/00
06/23/00		RECEIPTED BY CLERK				06/27/00
06/23/00	BOND FILED	CRT 10 TIME 0800	TYPE SURETY			06/29/00
06/23/00	BOND MADE	AMT $1500 DATE 06/22/00	RCPT #			06/29/00
06/23/00	BONDSMAN	ACTION BAIL BONDS, JOHN E MCCLUSKEY				06/29/00
06/22/00	COURT DIRECTIVE	BOND SET	STATUS N CFI 10		SNU: 999	06/22/00
06/29/00	SENTENCED IN	COURT 10 STARTING 06/29/00			SNU: 999	06/29/00
06/29/00	SENTENCE TO	2 DAYS CONFINEMENT				06/29/00
06/29/00	SENTENCED TO	A FINE IN THE AMOUNT OF $ 100				06/29/00
06/29/00	CREDIT GIVEN	DEFENDANT RECEIVED 2 DAYS	CREDIT			06/29/00
06/30/00	ORDER	INSTALLMENT PLAN APPROVED			SNU: 998	07/03/00
06/30/00	OFFENSE	THEFT-$20-200-CHECK			LEVEL MB	07/03/00
06/29/00	ORDER	RECALL ACBF 6-29-00			SNU: 999	06/29/00
06/29/00	OFFENSE	THEFT-$20-200-CHECK			LEVEL MB	06/29/00
06/29/00	JUDGEMENT	CONVICTION-PLEA OF GUILTY			SNU: 999	06/29/00
06/29/00	PENALTY	A FINE OF $ 100			SNU: 999	06/29/00
06/29/00	PENALTY	2 DAYS			SNU: 999	06/29/00
06/29/00	JUDG OFFENSE	THEFT-$20-200-CHECK			LEVEL MB	06/29/00

1 Total Pages | 1 | Records Per-Page 20

LCDP | ORDERS & DISPOS | CASE PARTIES | CASE SETTINGS | CASE INFO | BOOKING INQ
WARRANT INQ | LATT | CASE MASTER | PERSON MASTER | BAIL SETTING | BOND ENTRY
BOND HISTORY | PRETRIAL ENTRY

Harris County Information Technology Center (ITC) Justice Applications | JIPMS M204C2(SV

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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
                             Veniremen).

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

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.

TRANSFER KEY OPTIONS

After entering applicable information, select the **LCDP** transfer button to transfer to LCDP – ADD FOR FELONY CASES screen.

After entering applicable information, select the **ORDERS & DISPOS** transfer button to transfer to LDSP – ORDERS & DISPOSITIONS screen.

After entering applicable information, select the **CASE PARTIES** transfer button to transfer to LQY6 – CASE PARTIES screen.

After entering applicable information, select the **CASE SETTINGS** transfer button to transfer to LQY8 – CASE SETTINGS screen.

After entering applicable information, select the **CASE INFO** transfer button to transfer to NQY3 – CASE INFORMATION screen.

After entering applicable information, select the **BOOKING INQ** transfer button to transfer to LBKI – BOOKING INQUIRY screen.

After entering applicable information, select the **WARRANT INQ** transfer button to transfer to LWRI – WARRANT INQUIRY screen.

After entering applicable information, select the **LATT** transfer button to transfer to LATT – CASE ACTIVITY screen.

After entering applicable information, select the **CASE MASTER** transfer button to transfer to LDUM – CASE MASTER screen.

After entering applicable information, select the **PERSON MASTER** transfer button to transfer to LPER – PERSON MASTER screen.

After entering applicable information, select the **BAIL SETTING** transfer button to transfer to BND10 – BAIL SETTING/MODIFICATION screen.

After entering applicable information, select the **BOND ENTRY** transfer button to transfer to BND30 – CLERK'S BOND ENTRY/VERIFY screen.

After entering applicable information, select the **BOND HISTORY** transfer button to transfer to BND60 – BOND HISTORY INQUIRY screen.

After entering applicable information, select the **PRETRIAL ENTRY** transfer button to transfer to JPIN – PRETRIAL DEFENDANT REPORT ENTRY screen.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

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, click the appropriate transfer button.

To access LBKI from the General Inquiry main menu page, select LBKI – BOOKING INQUIRY.

****

****

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, and 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 the LH02 button or access the LPER Person Master screen by pressing the Person Master button.

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 40 for codes.

23. HAIR: Hair color. See page 40 for codes.

24. SKN: Complexion. See page 40 for codes.

25. BLD: Build. See page 41 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.

TRANSFER BUTTON OPTIONS

After entering applicable information, select the **LH02** transfer button to transfer to LH02 screen.

After entering applicable information, select the **PERSON MASTER** transfer button to transfer to LPER – PERSON MASTER screen.

After entering applicable information, select the **RCV40** transfer button to transfer to RCV40 screen.

After entering applicable information, select the **RCV05** transfer button to transfer to RCV05 screen.

After entering applicable information, select the **WARRANT INQ** transfer button to transfer to LWRI – WARRANT INQUIRY screen.

After entering applicable information, select the **CAUTION DISPLAY** transfer button to transfer to LP13 – CAUTION DISPLAY screen.

After entering applicable information, select the **LP93** transfer button to transfer to LP93 screen.

After entering applicable information, select the **CASE INFO** transfer button to transfer to NQY3 – CASE INFORMATION screen.

After entering applicable information, select the **LCDP** transfer button to transfer to LCDP.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

LWRI - WARRANT INQUIRY

LWRI lists warrants issued by Harris County agencies and indicates their status (open or closed). Access LWRI from other transactions by clicking the appropriate transfer button.

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Or access LWRI directly from the General Inquiry main menu.

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****

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 40 for codes.

18. HAIR: Hair color. See page 40 for codes.

19. SKN: Complexion. See page 40 for codes.

20. BLD: Build. See page 41 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.

TRANSFER BUTTON OPTIONS

After entering applicable information, select the **LE54** transfer button to transfer to LE54 – DETECTIVE ASSIGNED/LOCATION OF WARRANT screen.

After entering applicable information, select the **LE55** transfer button to transfer to LE55 – WARRANT SERVICE ATTEMPTS screen.

After entering applicable information, select the **LE56** transfer button to transfer to LE56 – WARRANT EXECUTE/RETURN/RECALL screen.

After entering applicable information, select the **WARR DETAIL INQ** transfer button to transfer to LEWA – WARRANT DETAIL INFORMATION screen.

After entering applicable information, select the **LE53** transfer button to transfer to LE53 – TCIC WANTED PERSON ENTRY screen.

After entering applicable information, select the **CONS INITIATION** transfer button to transfer LWCI – CONSTABLE CASE INITIATION screen.

After entering applicable information, select the **LWHU** transfer button to transfer to LWHU – ACTIVE WARRANTS screen.

After entering applicable information, select the **LE58** transfer button to transfer to LE58 – TCIC WANTED PERSON CLEAR.

After entering applicable information, select the **BOOKING INQ** transfer button to transfer to LBKI – BOOKING INQUIRY screen.

After entering applicable information, select the **CAUTION DISPLAY** transfer button to transfer to LP13 – CAUTION LITERAL DISPLAY SCREEN.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

LEWA - DATA ASSOCIATED WITH A WARRANT

Transaction LEWA displays information associated with a warrant. Access LEWA from the General Inquiry main menu.

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Once LEWA has been accessed, enter values in the required fields: SPN, CLS, CDI, and WNO.

****

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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 41 for codes.

13. ADDRESS: Last known address.

14. EYE: Eye color. See page 40 for codes.

15. HAI: Hair color. See page 40 for codes.

16. SKN: Complexion. See page 40 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, and 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   Date and time warrant was issued.
    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).

51. 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.

TRANSFER BUTTON OPTIONS

After entering applicable information, select the **LE54** transfer button to transfer to LE54 – DETECTIVE ASSIGNED/LOCATION OF WARRANT screen.

After entering applicable information, select the **LE55** transfer button to transfer to LE55 – WARRANT SERVICE ATTEMPTS screen.

After entering applicable information, select the **LE56** transfer button to transfer to LE56 – WARRANT EXECUTE/RETURN/RECALL screen.

After entering applicable information, select the **LE61** transfer button to transfer to LE61 – INQUIRY TO TCIC/NCIC screen.

After entering applicable information, select the **LE53** transfer button to transfer to LE53 – TCIC WANTED PERSON ENTRY screen.

After entering applicable information, select the **LWHU** transfer button to transfer to LWHU – ACTIVE WARRANTS screen.

After entering applicable information, select the **LE58** transfer button to transfer to LE58 – TCIC WANTED PERSON CLEAR.

After entering applicable information, select the **LE59** transfer button to transfer to LE59 – TCIC/NCIC ENTERED/CLEARED WARRANT.

After entering applicable information, select the **LE60** transfer button to transfer to LE60 – INQUIRY ON WARRANT SERVICE HISTORY.

After entering applicable information, select the **WARRANT INQUIRY** transfer button to transfer to LWRI – WARRANT INQUIRY screen.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

LP02 - MASTER NAME RECORD (ALIAS NAME INQUIRY)

LP02 displays all name records entered into the system for a particular person. Access LP02 by selecting it from the General Inquiry main menu.

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Enter the applicable value in the required field "SPN."

****

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EXPLANATION OF FIELDS

1. SPN: Individual's system person number.

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

3. CLS: 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:

$$\textbf{S} = \text{Single} \qquad \textbf{W} = \text{Widowed}$$
$$\textbf{M} = \text{Married} \qquad \textbf{X} = \text{Unknown}$$
$$\textbf{D} = \text{Divorced}$$

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 41 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.

20. HAIR: Hair color.

21. SKIN: Complexion.

LP32 - MAIN ID NUMBERS

LP32 displays all main identification numbers for a person. Access LP32 by selecting it from the General Inquiry main menu.

****

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

A valid SPN should be entered in the SPN field, which is a required field.

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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 FOR A 24-HOUR PERIOD

LSCF is used to view a list of cases filed in a particular court division on a particular date. Access LSCF by selecting it from the General Inquiry main menu.

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LBKI - BOOKING INQUIRY	LCAS - P. D. CASE NUMBER OR STATES CASE NUMBER
LDEA - DAILY ENTRY ACTIVITY BY OPERATOR ID	LDSP - CASE DISPOSITION DISPLAY
LDUM - CASE AND PERSON FILE DISPLAY	LEWA - WARRANT DETAIL INFORMATION
LNAI - NAME AND ADDRESS INQUIRY	LNAM - BASIC ID INFORMATION INQUIRY
LOOK - MAIN ID NUMBERS INQUIRY	LP02 - MASTER NAME INQUIRY
LP13 - CAUTION LITERAL DISPLAY SCREEN	LP32 - MAIN ID NUMBERS RECORD INQUIRY
LPER - PERSON MASTER RECORD DISPLAY	LQY6 - PERSONS CONNECTED WITH CASE
LWRI - WARRANT INQUIRY	LQY8 - COURT SETTINGS DISPLAY
LQY9 - CASE TRANSACTIONS	LSCF - SUMMARY OF CASES FILED FOR A 24-HOUR PERIOD
NQY3 - CASE SUMMARY	QLET - LETTER OF DISPOSITION PRINT

Harris County Information Technology Center (ITC) Justice Applications — JIPMS M204C2(6)

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NOTE: See Code Tables Handout for valid CDIs.

Enter values in the required fields: CDI and Date. The date must be entered as MMDDYY.

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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.

TRANSFER BUTTON OPTIONS

After entering applicable information, select the **CASE MASTER** transfer button to transfer to LDUM – CASE MASTER DISPLAY.

After entering applicable information, select the **PERSON MASTER** transfer button to transfer to LPER – PERSON MASTER DISPLAY.

After entering applicable information, select the **CASE PARTIES** transfer button to transfer to LQY6 – CASE PARTIES.

After entering applicable information, select the **CASE SETTINGS** transfer button to transfer to LQY8 – CASE SETTINGS.

After entering applicable information, select the **CASE ACTIVITY** transfer button to transfer to LQY9 – CASE ACTIVITY.

After entering applicable information, select the **CASE INFO** transfer button to transfer to NQY3 – CASE INFO.

After entering applicable information, select the **BOOKING INQ** transfer button to transfer to LBKI – BOOKING INQUIRY.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

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 selecting it from the General Inquiry main menu.

****

****

****

****

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.

TRANSFER KEY OPTIONS

After entering applicable information, select the **BOOKING INQ** transfer button to transfer to LBKI – BOOKING INQUIRY.

After entering applicable information, select the **CASE INFO** transfer button to transfer to NQY3 – CASE INFO.

After entering applicable information, select the **WARRANT INQ** transfer button to transfer to LWRI – WARRANT INQUIRY.

After entering applicable information, select the **CASE MASTER** transfer button to transfer to LDUM – CASE MASTER DISPLAY.

After entering applicable information, select the **CASE ACTIVITY** transfer button to transfer to LQY9 – CASE ACTIVITY.

After entering applicable information, select the **LAPI** transfer button to transfer to LAPI – PROBATIONER INQUIRY.

After entering applicable information, select the **PERSON MASTER** transfer button to transfer to LPER – PERSON MASTER DISPLAY.

NOTE: IF A USER DOES NOT HAVE SPECIAL AUTHORIZATION TO ACCESS EITHER OF THE TRANSFER BUTTONS, IT WILL RESULT IN A SECURITY VIOLATION.

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 crisscross names, addresses and phone numbers.

Agency Liaison: Person or persons a JIMS's user agency has authorized to request security codes and schedule personnel for JIMS's 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. NO LONGER AVAILABLE
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.
Project Analyst (PA):	Representative from a county agency or department who meets regularly with JIMS* staff to plan new systems* and to request changes and additions to existing systems. PAs can request and reset JIMS's security codes, schedule personnel for JIMS's 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*.
Transfer Buttons:	Buttons instead of PF Keys. In J-Web, you won't use the PF keys across the top of the keyboard. Instead, you would click the corresponding transfer buttons that display at the bottom of the screen. So, click the button to transfer to the page identified by the button. **NOTE:** Hovering your mouse over the transfer buttons, will display the PF-Button labels or ToolTip, which will be formatted as: [PF-Key number] + [page short-name] + [full-page description].
VLN:	Vehicle License/Name Inquiry. A Model 204 subsystem used to access vehicle registration records.

APPENDIX B
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

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.

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 C
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

INDEX