

# **D.A. Intake Management (DIM)**

A Model 204 Subsystem  
Used to File Charges against Adults  
in Harris County

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## **Overview of the D.A. Intake Management System**

DIM has been used since November 1992 to file charges against adults in Harris County. Texas House Bill 2335, Chapter 60 of the Code of Criminal Procedures requires that agencies in Texas report criminal history to the Department of Public Safety in Austin. DIM automates the Criminal Justice Information System (CJIS) reports required by DPS.

DIM builds a database of officer, defendant, charge, witness and complainant information. It allows agencies to share information and greatly reduces repetitive data entry. Harris County is working toward a single-point-of-entry system that will further expedite and automate the process of initiating criminal records.

For more information about DIM, call D.A. Intake at (713) 755-6149.

### **FILING CHARGES**

#### **Complete the following steps in order:**

1. Run the defendant's TCIC/NCIC criminal history. If the person has prior arrests (class B or above), you will enter the person's FBI number and/or criminal state ID (SID) number in DIM. Your agency must include a SID with any fingerprint card sent to DPS.
2. Contact an assistant D.A. at (713) 755-5894 to determine probable cause.
3. If the defendant is in custody, fingerprint the person using the Harris County Automated Fingerprint Identification System (AFIS). If you receive any identifying numbers in response to the fingerprinting, enter those numbers in DIM. For example, if you retrieve a Harris County system person number and/or Sheriff's Office number for the defendant, enter those numbers in DIM, and this will reduce the time needed to file and process the charge. The AFIS may also reveal the person's true name, which you can use when filing charges.
4. Access the DIM 10 screen and begin filing the charge. Enter all available information in DIM. The data you enter will be used by several different departments and agencies to locate, track and process the defendant. It will also be used to locate complainants and witnesses. The more information you enter, the more efficient the criminal justice system is for everyone involved.

#### **Defendant Identification:**

It is extremely important that you identify the defendant by obtaining all available criminal history on the person and by waiting for the AFIS response. The individual may be using an alias name, may be wanted by your own or by another agency, and/or may have prior convictions that will cause bond to be denied or raised.

### **Recalling an Entry:**

You may begin filing a charge in DIM using any terminal connected to Harris County JIMS. You may suspend the process at any time without losing the information you've saved. If you have successfully completed an entry by typing the required data and pressing Enter or F2, that data will be saved even after you log off. You may recall the record using the DIM 90 General Inquiry screen.

### **Completing an Entry:**

As long as you have not sent the charge to the D.A.'s Office, you may inquire on it using DIM 90, transfer to an entry screen, and complete the DIM entry. For example, you may begin filing charges from one terminal, stop and take the defendant to an AFIS site, then recall the record from any other JIMS terminal and update your DIM entry with the information obtained from AFIS. If the AFIS response reveals that the person has a Harris County SPN, enter the name and main ID numbers obtained from AFIS when filing the charge. Remember to designate that the defendant is in custody and enter the AFIS ID number on the DIM 20 screen.

## **DIM ENTRY SCREENS**

To file charges, use the following computer transactions in this order.

DIM 10	Officer Information	Screen 1 of 9
DIM 20	Defendant Descriptors	Screen 2 of 9
DIM 2010	Defendant Descriptors Continued	Screen 3 of 9
DIM 2020	Defendant Descriptors Continued	Screen 4 of 9
DIM 2030	Defendant Identification Method	Screen 5 of 9
DIM 30	Charge Information (one charge per page)	Screen 6 of 9
DIM 40	Summary of Facts	Screen 7 of 9
DIM 50	Witness/Complainant Data (one record per page)	Screen 8 of 9
DIM 55	Complainant Property Info	Screen 9 of 9

## **THE MESSAGE LINE**

At the bottom of each screen is a message line designated ==>. When you press the Enter or F2 key, a message displays on that line. If the entry is incomplete, the message prompts you to type the required information. If the entry is complete, the following message will display:

**INFORMATION SAVED - READY TO CONTINUE.**

## **ACCESSING THE NEXT SCREEN**

Press the **F2** key to move forward through the DIM entry screens. If your terminal does not have a F2 key, type the number 2 in the field labeled **PF=**\_ at the bottom right of the screen.

## SENDING CHARGES TO THE D.A.'S OFFICE

After you have entered all available information on the DIM entry screens and checked that all data is accurate, send the charge to the D.A.'s Office. On Option **55** (Screen 9 of 9), you will see the following notation: F6 = SEND D.A. Press **F6** to send the charge to the D.A.'s Office.

Once you send the charge, you can no longer change, add or delete any information in the record. **IF ANY INFORMATION NEEDS TO BE CHANGED, CONTACT THE D.A.'S OFFICE AS SOON AS POSSIBLE.**

Always **clear** the screen when finished filing charges; otherwise, the next computer user may unknowingly file charges that are linked to your entry as co-defendant records.

## TRAINING AND PRACTICE

Use subsystem DMT - D.A. Intake Training to practice filing charges and to teach others how to file charges using this system.

Do not use DMT to file actual charges.

## JOT

Use the Juvenile Offender Tracking system (JOT) to file charges against juveniles in Harris County. JOT has been used since January 1, 1996 to comply with CJIS regulations for reporting juvenile offenses to the state.

Use DIM to file charges against adults.

## DIM INQUIRY SCREENS

Use the following computer transactions to inquire on records in DIM:

DIM 6010	Detail Log Information	DIM 94	Case/CJIS Inquiry
DIM 88	Hate Crime Inquiry	DIM 95	AFIS Inquiry
DIM 89	Case Type Inquiry	DIM 96	Family Violence Inquiry
DIM 90	General Inquiry		
DIM 91	Witness Inquiry		
DIM 92	Offense Inquiry		
DIM 93	Agency Inquiry		

## **SENDING THE CJIS REPORT TO THE DEPARTMENT OF PUBLIC SAFETY**

All agencies except Harris County agencies and the Department of Public Safety are responsible for submitting their own CJIS reports to the state.

1. Access the DIM 90 screen and inquire on the record.
2. If an asterisk (\*) displays in the SENT column AND the defendant has been arrested, select the record and press F9 (PRINT CJIS). For information about printing DIM reports, see page 78.
3. Attach the fingerprint card to the report and mail to:  
Texas Department of Public Safety  
PO Box 4143  
Austin TX 78765-4143

Note: CJIS reports should only be printed when the sent status is \* on DIM 90. The asterisk means that the District Clerk's Office has processed the charge.

### **Rejected Charges**

If a message displays stating that the report cannot be printed, the entry may have been rejected by the D.A.'s Office.

To check the reject status, transfer to the Detail Log screen (DIM 6010). Make this transfer from DIM 90 by selecting the record and pressing F5. If the letter R appears under STATUS, the charge has been rejected.

## Model 204 Log-On Procedures

There are three ways to log on to the system:

1. Directly into Model 204. (Follow the steps in the next section.)
2. Into Model 204 through CICS. (Follow the steps on the next page.)
3. Through the Multi-Session Environment. (Type HCP and follow the steps in the JIMS Log-on Procedures handout.)

Use the log-on procedure that works best for you.

### LOGGING ON DIRECTLY TO MODEL 204

1. Screen displays: **READY FOR LOGON**  
  
Type: **M4P2**  
  
Press Enter key
2. Screen displays: **>**  
  
Type: **LOGON JU\_ \_ \_**  
(your individual log-on ID)  
  
Press Enter key
3. Screen displays: **LOGON JU\_ \_ \_**  
**\*\*\* M204.0347:PASSWORD**  
**>**

Type password as indicated below:

If you are already a JIMS user, type your current password. (Your password will not display on the screen.) Press the Enter key.

If you have never signed on to CICS or M204 before, your password is TEST. You must change your password the first time you log on.

### Changing your password in Model 204:

- a. Type your current password, a colon, and your choice for a new password. Choose a password that consists of four to eight letters and/or numbers.



Example: **TEST:SECRET**

- b. Press Enter key.

In this example, **SECRET** would be your new password. The next time you log on, you would type only the word **SECRET** at the password prompt in Step 3.

4. Screen displays: >

- a. Press Enter key

\* NOTE: If you do not have your own personal log-on ID and password, your agency should have a generic log-on ID and password assigned to a terminal. You will use those codes to access DIM. You will NOT change the password.

#### **LOGGING ON THROUGH THE MULTI-SESSION ENVIRONMENT (Tubes)**

1. Type **HCP** on the "READY FOR LOGON" screen and press Enter.
2. Type your log-on ID in the Logon ID field.
3. Press the Tab key.
4. Type your password in the Password field.
5. Press Enter.
6. From the JIMS Main Menu screen select **M4P2 (Model 204 - Criminal)** by pressing the appropriate F key.
7. When the status screen displays with the > symbol at the bottom of the screen, press Enter or Clear.

#### **LOGGING ON TO MODEL 204 THROUGH CICS**

From DIM Option 90, the F3 key transfers to the LNAM screen in the Harris County Criminal System (CICS2). To use this F-key option, you must log on to CICS2 first and then log on to Model 204:

1. Type **CICS2** and press Enter.
2. Type your log-on ID and password on the appropriate lines. Press Enter.
3. Once you are logged on to CICS and a blank screen appears, type **M4P2** and press Enter.
4. Type your log-on ID and password on the appropriate lines. Press Enter. The M204 Main Menu screen should display. See page 8 for an explanation of the Main Menu.

## **LOG-ON FAILED**

If you do not get logged on, one of the following messages will display:

<u>Message</u>	<u>Solution</u>
PASSWORD EXPIRED	It is time for you to change your password while you log on. You must change your password every 60 days.
PASSWORD NOT MATCHED	You have typed your password incorrectly. Try logging on again.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your JIMS Project Analyst or the JIMS training section. You have made ten invalid log-on attempts and your password needs to be reset.

See the handout titled "JIMS Log-on Procedures" for more detailed information.

## **Log-Off Procedures**

### **Logging Off Model 204**

#### **Method 1**

From a Model 204 menu screen: F10 = LOGOFF. Press the F10 key.

#### **Method 2**

From a Model 204 option screen: Type an **L** in any OPT (option) field and press Enter. See Appendix A for an explanation of the option field.

### **Logging off Tubes**

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

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

### **Exiting Tubes Sign-on Panel**

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

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

## Accessing the DIM Subsystem

Once you log on to the Model 204 system, the Master Subsystem Selection screen displays (see sample screen below).

### TO SELECT A SUBSYSTEM

#### METHOD 1

Type DIM (the subsystem ID for D.A. Intake Management) in the SELECTION field at the bottom of the screen (field 8) and press Enter. The DIM Menu will appear.

#### METHOD 2

Using the Tab key, move the cursor to the blank line beside DIM (field 5) and press Enter. The DIM Menu will appear.

#### METHOD 3

To go directly to an option screen and bypass the DIM menu, type DIM in the first blank of the SELECTION field. Type the option number in the second blank of the SELECTION field (for example, DIM 10). Press Enter. The requested option will appear.

```
*****
[1]
JUBAU (SEC2)  JUSTICE INFORMATION MANAGEMENT SYSTEM      JUL 08, 1992 (P)
[2]
JPMNU                MASTER SUB-SYSTEM SELECTION        [3]
                                                           PAGE: 1 OF 1
                                                           [4]
                                                           SCROLL: ____

[5]  [6]          [7]
      DIM D.A. INTAKE MANAGEMENT
      -  DMT D.A. INTAKE ** TRAINING **
      -  MSG MESSAGE SUBSYSTEM

                               [8]
                               SELECTION: ____ ____

-----
MAKE SELECTION AND PRESS <ENTER>  7=BACK  8=FORWARD  10=LOGOFF  11=HELP
-----
*****
```

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

For information about the SCROLL field (top right corner of the screen), see Appendix A.

1. JUBAU: Log-on ID of person accessing the system.
2. JPMNU: Code identifying displayed transaction.
3. PAGE 1 OF 1: Displayed page number and total number of pages in displayed transaction.
4. SCROLL: See Appendix A.
5. \_: Selection field for access method 2 above.
6. DIM: Subsystem ID.
7. D.A. INTAKE: Subsystem name.
8. SELECTION: Selection field for access method 1 above.

## F-KEY OPTIONS

- 7=BACK: Press F7 to access the previous page if there is more than one page of options.
- 8=FORWARD: Press F8 to access the next page if there is more than one page of options.
- 10=LOGOFF: Press F10 to log off Model 204.
- 11=HELP: Press F11 to access Help.

## DIMMM — Main Menu

Use this screen to select and transfer to options in the DIM subsystem.

### TO SELECT AN OPTION

#### METHOD 1

Type the number of the desired option in the SELECTION field at the bottom of the screen (field 4) and press Enter.

#### METHOD 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter.

Begin with Option 10 and move forward through the transactions.

\*\*\*\*\*

```
JUBAU (SEC2) JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (P)
DIMMM              D.A. INTAKE MANAGEMENT                PAGE: 1  OF 1
                  DIM MENU                               SCROLL: ____
                                                         OPT:  _____ - DIM
```

```

[1]  [2]          [3]
-    10. OFFICER INFO (ENTRY ONLY)      -    91. WITNESS INQUIRY
-    20. DEFENDANT DESCRIPTORS          -    92. OFFENSE INQUIRY
-    30. CHARGE INFORMATION              -    93. AGENCY INQUIRY
-    40. SUMMARY OF FACTS                -    94. CASE / CJIS INQUIRY
-    50. WITNESS/COMPLAINANT DATA       -    95. AFIS INQUIRY
-    55. COMPLAINANT PROPERTY            -    96. FAMILY VIOLENCE INQUIRY
-    88. HATE CRIME INQUIRY
-    89. CASE TYPE INQUIRY
-    90. GENERAL INQUIRY
```

```

[4]
SELECTION:  _____
```

```
TYPE IN SELECTION AND PRESS <ENTER>   7=BACK  8=FWRD  10=LOGOFF  11=HELP
```

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

For information about the SCROLL field and OPT field (top right corner of the screen), see Appendix A.

1. \_: Selection field for access method 2 above.
2. 10: Option number.
3. OFFICER INFO: Option name.
4. SELECTION: Selection field for access method 1 above.

## F-KEY OPTIONS

- 7=BACK: Press F7 to access the previous page if there is more than one page of options.
- 8=FWRD: Press F8 to access the next page if there is more than one page of options.
- 10=LOGOFF: Press F10 to log off Model 204.
- 11=HELP: Press F11 to access Help.

## DIM 10 — Officer Information

Use DIM 10 to begin filing charges.

### ACCESS METHOD

Select Option 10 from the DIM Menu. Press Enter.

\*\*\*\*\*

```
JUBAU          JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (C2)
DIM10          D.A. INTAKE MANAGEMENT                          OPT: _____ - DIM
SCREEN 1 OF 9   OFFICER INFO (ENTRY ONLY)
```

```
[1]
TRANSACTION DATE: 19950508  TRANSACTION #: _____  COPY FROM LOG#: _____
[4]          [5]
ADD A CHARGE: _          D.A. LOG NUMBER: _____  CO-DEFENDANT: _____
[7]
LOGON-ID.....: JUAAA
[8]
OFFICER'S LAST NAME.....: DUNCAN _____
[9]
OFFICER'S FIRST NAME.....: KERRY _____
[10]
OFFICER'S AGENCY.....> HPD HOUSTON POLICE DEPARTMENT _____
[11]
OFFICER'S PHONE NUMBER.....: ____ - ____ - ____
[12]
OFFICER'S BEEPER NUMBER.....: ____ - ____ - ____
[13]
OFFICER'S FAX NUMBER.....> ____ - ____ - ____ _____
[14]
OFFICER'S BADGE ID NUMBER...: _____
[15]
OFFICER'S PAYROLL ID NUMBER.: _____

[16]
ASSISTANT DA LAST NAME> _____  FIRST> _____
```

```
[17]
==>
```

```
2=NEXT SCREEN  3=GENERAL INQ          PF= _____
9=PRINT        10=REFRESH            11=HELP
```

\*\*\*\*\*

After completing officer information on the DIM10 screen and pressing Enter, the prompt **\*\*VERIFY OFFICER PHONE NUMBER IS CORRECT – PRESS ENTER TO CONFIRM\*\*** will display on the bottom of the screen at the message line. This feature has been added as a checkpoint for users to verify that their telephone number is current. Press Enter a second time to confirm that the listed data is correct. With all required information included, the prompt

“INFORMATION SAVED - READY TO CONTINUE” will display. Press F2 to proceed to the next screen.

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11). Help screens are also available for fields ending with >. See Appendix A for more information.

1. TRANSACTION DATE: Automatically defaults to current date.
2. TRANSACTION #: Six-digit tracking number that is automatically generated for each new entry. It will display after you complete the screen and press Enter. This number is used to connect multiple defendants to a particular DIM entry.
3. COPY FROM LOG #: Avoid retyping the information on this screen by copying a record you previously entered. Type a log number for one of your previous entries and press Enter. The officer data and the D.A.'s name will display automatically. If any of this information needs to be changed, type over it and press Enter.
4. ADD A CHARGE: For D.A.'s Office use only. If charge needs to be added after record has been sent to the D.A.'s Office, call D.A. Intake at (713) 755-6149.
5. D.A. LOG NUMBER: Six-digit tracking number that identifies co-defendant records attached to one transaction number. To access an existing record, type a log number and press Enter. To add a record, leave blank. System will generate the log number automatically.
6. CO-DEFENDANT: If more than one defendant is associated with an entry, create a co-defendant record using one of the following methods:
  - a. After completing DIM 55 (screen 9 of 9) press the F4 key and follow the directions on the message line.OR
  - b. In this field, type the transaction number with which the co-defendant should be associated and press Enter. A new D.A. log number will be generated.



When one of these methods is complete, information from Options 10, 40, 50 and 55 is copied, including officer, summary of facts, first witness/complainant and complainant property data. Information about the co-defendant will need to be entered using Options 20, 2010, 2020 and 2030. Information about the charge or charges will need to be entered using Option 30 (one charge per screen).

7. LOGON-ID: Optional. Log-on ID of officer filing charges. If operator logged on with his or her personal log-on ID, that person's name and department code will display automatically. To change the officer information, type over it, or simply type a different log-on ID and press Enter.
8. LAST NAME: Required. Type officer's last name unless filled in automatically.
9. FIRST NAME: Required. Type officer's first name unless filled in automatically.
10. AGENCY>: Required. Type three-digit agency code. For list of codes, type a ? and press F11.
11. PHONE NUMBER: Required. Type officer's area code and phone number.
12. BEEPER NUMBER: Optional, but recommended in case D.A. Intake needs to contact the officer regarding the entry.
13. FAX NUMBER>: For a list of agency fax numbers in DIM, type a ? and press F11.
14. BADGE ID #: Required unless payroll ID number is entered.
15. PAYROLL ID #: Required unless badge ID number is entered.
16. ASST. D.A.>: Required. Type the full or partial name of the assistant D.A. accepting the charges. For a list of all D.A. names in DIM, type a ? and press F11. From a displayed list, select the appropriate name by typing an **X** in the selection field to the left of the name and pressing Enter.

17. ==>: Message line. After you type the necessary information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

### **F-KEY OPTIONS**

2=NEXT SCREEN: Press F2 to access DIM 20 - Defendant Descriptors.

3=GENERAL INQ: Press F3 to access DIM 90 - General Inquiry.

PF=\_\_\_: Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.

9=PRINT: Press F9 to print the Filing Officer Information Sheet. See page 78 for information about Printer Selection screen.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

### **NOTE**

Before the next entry screen displays, a message appears stating that TCIC/NCIC (state and national) criminal history must be run on every defendant entered into DIM. Press Enter to continue.

## DIM 20 — Defendant Descriptors SCREEN 1

Use DIM 20, screen 1 to begin entering information about the defendant. If a SPN is entered in field 7, identification information associated with that number will display automatically.

### ACCESS METHOD

After completing Option 10, press F2 for "Next Screen."

\*\*\*\*\*

```
JUBAU          JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (C2)
DIM20          D.A. INTAKE MANAGEMENT                      OPT: _____ - DIM
SCREEN 2 OF 9   DEFENDANT DESCRIPTORS
```

```
      [1]                                [2]
TRANSACTION # : 088138                  D.A. LOG #.....: 088138
      [3]                                [4]
IN CUSTODY....:                         ID BY PRINTS.....:   
      [5]                                [6]
DATE OF ARREST:                         TIME OF ARREST....:       
      [7]                                [8]
SPN #.....:                             AFIS ID #.....:       
```

CUSTODY STATUS :

"Y" - DEFENDANT IS IN CUSTODY FOR THIS CHARGE

"N" - DEFENDANT IS NOT IN CUSTODY

"H" - DEFENDANT IS IN "HARRIS COUNTY HOSPITAL"

(NOT TO BE USED UNLESS DEF IS BEING BOOKED IN JAIL WARD AT HOSPITAL.)

"J" - DEFENDANT IS IN "HARRIS COUNTY JAIL"  
ON OTHER CHARGES - CLASS B OR ABOVE

"P" - PSYCHIATRIC EVALUATION The suspect is in or has been taken to NPC for evaluation at Harris County Hospital District; The suspect is or will be evaluated for psychiatric issues; and; The suspect has not been admitted into the Psych ward at Ben Taub or another Harris County Hospital District Facility.

NOTE: OFFICER MUST ENTER ALL DEFENDANT INFORMATION -  
(I.E., SO#, SPN#, DPS#, SS#, ETC.) ON AN  
IDENTIFICATION BY AFIS

====>> OFFICERS ARE RESPONSIBLE FOR RUNNING TCIC/NCIC INQUIRIES

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available. Press F11.

1. TRANSACTION #: Displays automatically. Computer-generated tracking number identifying DIM entry.
2. D.A. LOG #: Displays automatically. Computer-generated tracking number identifying defendant connected to DIM transaction.
3. IN CUSTODY: Required.  
**Y** = Defendant is in custody for this charge. Causes a CJIS tracking number to be created automatically. This number displays in field 7 on Option 30.  
**N** = Defendant is not in custody.  
**H** = Defendant is in a Harris County Hospital.\*  
**J** = Defendant is in a Harris County jail on other charges, class B or above.  
**P**= PSYCHIATRIC EVALUATION The suspect is in or has been taken to NPC for evaluation at Harris County Hospital District; The suspect is or will be evaluated for psychiatric issues; and; The suspect has not been admitted into the Psych ward at Ben Taub or another Harris County Hospital District Facility.

\* NOTE: If defendant is in Ben Taub or LBJ Hospital, enter all information in DIM then call the Sheriff's Transportation Division at 713-921-8700 to inform them of the defendant's status.

If defendant is in a hospital other than Ben Taub or LBJ, special arrangements must be authorized by the Harris County Sheriff's Department before charges are filed. Call 713-921-8700 to discuss the issue with the Transportation Division. They will advise you whether they will be able to "blind-book" the defendant into jail.

4. ID BY PRINTS: Was defendant identified by fingerprints? Type **Y** for yes or **N** for no.  
  
If defendant in custody has not yet been taken to an AFIS site:
  - a. Type **N** for no in this field and complete the DIM entry. **DO NOT SEND THE CHARGE TO THE D.A.'s OFFICE.**
  - b. Take the defendant to an AFIS site and scan the person's prints.
  - c. Access the DIM 90 screen and inquire on the DIM entry.
  - d. Transfer to this screen by typing an X beside the listing and pressing F2.
  - e. Type **Y** (yes) in this field, and type the AFIS ID # in field 8.

- f. If the AFIS response reveals a true name and/or true main ID numbers for the defendant, type over any incorrect information you have entered in DIM. Also enter the defendant's alias names on DIM 20, Screen 2.
  - g. Once all information is correct, access the DIM 55 screen and send the charge to the D.A.'s Office by pressing F6.
- 5. DATE OF ARREST: If defendant is in custody, this field is required. Type date in MMDDYY or MMDDYYYY format (example, for April 10, 1998 type 041098 or 04101998).
- 6. TIME OF ARREST: If defendant is in custody, this field is required. Type time in military format (example, 1:30 p.m. = 1330).
- 7. SPN #: If applicable, type defendant's Harris County system person number (SPN). Leading zeroes can be omitted. Press Enter. Information such as name, race, sex, and date of birth will display automatically.

If multiple names are linked to a SPN, a list displays. Select the name you want to use by typing an X to the left of the listing and pressing Enter.

SPNs are currently eight digits; however, nine-digit SPNs will be used in the future.

- 8. AFIS ID #: Number generated by Harris County's Automated Fingerprint Identification System when fingerprints are scanned. This number identifies the AFIS location and date. It is used in addition to a Sheriff's Office number when prints are archived to disk.

If the AFIS response contains a name and/or SPN that is different from the information provided by the defendant, fill in the alias name on Dim 20, screen 2, and fill in the alias SPN on DIM 2010.

After completing this screen, press Enter. Additional fields will appear. See next page for sample screen.

## DIM 20 — Defendant Descriptors SCREEN 2

Use DIM 20, screen 2 to enter the defendant's name, physical descriptors, address, and other information.

### ACCESS METHOD

Complete DIM 20, screen 1, then press Enter. Fields 9 - 29 will display.

\*\*\*\*\*

```
JUBAU          JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (C2)
DIM20          D.A. INTAKE MANAGEMENT                    OPT: _____ - DIM
SCREEN 2 OF 9   DEFENDANT DESCRIPTORS
```

```

[1 - 8]
TRANSACTION # : 000340          D.A. LOG NUMBER.....: 000340
IN CUSTODY....: -              ID BY PRINTS (Y/N).. : -
DATE OF ARREST: _____    TIME OF ARREST.....: _____
SPN #.....: _____        AFIS ID #.....: _____
[9]
DEF LAST NAME : _____    FIRST: _____    M: _____
[10]
ALIAS NAME....: _____
[11]
US CITIZEN....: -            [12] ALIEN STATUS (L/I): -    [13] ILLEGAL CODE> _____ [14] INS#: _____
[15]
PLACE OF BIRTH> _____    [16] CITY OF BIRTH: _____
[17]
RACE.....> _____    [18] SEX.....> _____    [19] DOB.....: _____
[20]
MARITAL STATUS> _____    [21] BUILD.....> _____    [22] HEIGHT.....: _____    [23] WEIGHT: _____
[24]
HAIR.....> _____    [25] SKIN.....> _____    [26] EYES.....> _____
[27]
SCARS.....> _____
[28]
STREET #.....: _____    STREET NAME: _____    APT # _____
CITY .....: _____    STATE> _____    ZIP: _____ - _____
[29]
PHONE.....: ( _____ ) _____ - _____
[30]
==>
1=PREV SCREEN 2=NEXT SCREEN          9=PRINT          10=REFRESH          PF=_____
                                     11=HELP
```

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11). Help screens are also available for fields ending with >. See Appendix A for more information.

For explanation of fields 1 - 8 (TRANSACTION # - AFIS ID #), see DIM 20, screen 1 explanation beginning on page 17.

9. DEF LAST NAME,  
FIRST NAME, M: Required or LNU, FNU (last name unknown, first name unknown). Usually fills in automatically if SPN is entered. To change name, type over it.

The following fields may be left blank. However, enter the information if known.

10. ALIAS NAME: Type defendant's alias name or names if known.
11. US CITIZEN: Y = yes, N = no, blank if unknown.
12. ALIEN STATUS(L/I): If the defendant is not a U.S. citizen, type an L (legal) or an I (illegal) to identify the defendant's alien status.
13. ILLEGAL CODE>: If the defendant is an illegal alien, type the single-character code identifying how the defendant's illegal alien status was determined. For a list of valid codes, type a ? and press F11.
14. INS #: Immigration and Naturalization Service number.
15. PLACE OF BIRTH>: For a list of valid codes, type a ? and press F11.
16. CITY OF BIRTH: Type defendant's city of birth if known.

If the defendant is in custody, race, sex, date of birth, build, height, weight, hair color, skin tone, and eye color are required.

17. RACE>: Usually displays automatically if SPN is entered. For a list of valid race codes, type a ? and press F11.
18. SEX>: Usually displays automatically if SPN is entered. For a list of valid codes, type a ? and press F11.
19. DOB: Usually displays automatically if SPN is entered. Type date of birth in MMDDYY or MMDDYYYY format, (example, 110498 or 11041998).

- 20. MARITAL STATUS>: For a list of valid codes, type a ? and press F11.
- 21. BUILD>: NCIC codes. For a list of valid codes, type a ? and press F11.
- 22. HEIGHT: Type height as a three-digit number (example, 5'9" = 509).
- 23. WEIGHT: Defendant's weight.
- 24. HAIR>: For valid hair color codes, type a ? and press F11.
- 25. SKIN>: For valid skin tone codes, type a ? and press F11.
- 26. EYES>: For valid eye color codes, type a ? and press F11.
- 27. SCARS>: For valid scar, mark, tattoo and trait codes, type a ? and press F11.
- 28. STREET #: Defendant's address (street number, street name, apartment number, city, state and ZIP code).
- 29. PHONE: Defendant's phone number.
- 30. ==>: Message line. After you type the required information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access DIM 10 - Officer Information.
- 2=NEXT SCREEN: Press F2 to access DIM 2010 - Defendant Descriptors Continued.
- PF=\_\_\_: Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.
- 9=PRINT: Press F9 to print the Defendant Descriptors Report. See page 78 for information about the DIM Printer Selection screen.



10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## DIM 2010 — Defendant Descriptors Continued

Use DIM 2010 to enter the defendant's main ID numbers.

### ACCESS METHOD

After entering required information on DIM 10 and 20, press F2, and DIM 2010 will display.

```
*****
JUBAU                JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (C2)
DIM2010              D.A. INTAKE MANAGEMENT                    OPT: _____ - DIM
SCREEN 3 OF 9        DEFENDANT DESCRIPTORS CONTINUED

      [1]
DEFENDANT: MCMULLEN, JACK
RACE.....: _ SEX: _ DOB: ***** TRANSACTION#: 000340 D.A. LOG#: 000340

      [2]                [3]                [4]
PRIOR ARREST?.....: _ FBI#: _____ STATE ID #: _____
      [5]                [6]
AGENCY ID#.....> C11 898989__ SSN #: _____
      [7]
SO#.....: _____ THIS FIELD REQUIRED IF DEFENDANT IS IN CUSTODY
      [8]
ALIAS SPN NUMBER(S) ..: _____
      [9]                [10]
DL#.....: _____ DL ST> ____
[11]
==>
1=PREV SCREEN 2=NEXT SCREEN                9=PRINT        10=REFRESH        PF=____
                                           11=HELP
*****
```

### EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11). Help screens are also available for fields ending with >. See Appendix A for more information.

1. DEFENDANT: Information from previous screens automatically displays on the first two lines.
2. PRIOR ARREST: Required. If the defendant has prior arrest records for class B offenses or above, type **Y** for yes. If not, type **N** for no. To obtain this information, run the defendant's TCIC/NCIC criminal history.

3. FBI #: If defendant has a prior arrest record for class B offenses or above, his or her FBI number or criminal state ID (SID) number are required. To obtain these numbers, run the defendant's TCIC/NCIC criminal history.
4. STATE ID #: Criminal state ID number. See explanation of FBI number above.
5. AGENCY ID #>:  
The number the arresting agency uses to identify the defendant. The filing officer's agency code displays automatically.
  - a. Type the agency's ID number for the defendant on the blank line.OR
  - b. To enter an ID number from a different agency, type that agency's code over the code displaying, then type that agency's ID number for the defendant. For a list of valid agency codes, type a ? and press F11.
6. SSN #: Type defendant's Social Security number if known.
7. SO#: If defendant is in a Harris County jail, this field is required. Type defendant's Harris County Sheriff's Office number. This number is contained in the AFIS response.
8. ALIAS SPN NUMBER(S): Type additional Harris County system person numbers for the defendant if applicable.
9. DL #: Type defendant's driver's license number or state ID card number if known.
10. DL ST>: Identify state issuing defendant's driver's license or ID card if known. For a list of valid state codes, type a ? and press F11.
11. ==>: Message line. After you type the necessary information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

## F-KEY OPTIONS

1=PREV SCREEN:

Press F1 to access DIM 20 - Defendant Descriptors.

2=NEXT SCREEN:

Press F2 to access DIM 2020 - Defendant Descriptors Continued.

PF=\_\_\_:

Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.

9=PRINT:

Press F9 to print the Defendant Descriptors Report. See page 78 for information about the DIM Printer Selection screen.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## DIM 2020 — Defendant Descriptors Continued

Use DIM 2020 to continue entering defendant information.

### ACCESS METHOD

After entering required information on DIM 10, 20, and 2010, press F2, and DIM 2020 will display.

```
*****
JUBAU                JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (C2)
DIM2020              D.A. INTAKE MANAGEMENT SYSTEM              OPT: _____ - DIM
SCREEN 4 OF 9        DEFENDANT DESCRIPTORS CONTINUED

      [1]
DEFENDANT.: MCMULLEN, JACK
RACE.....: _ SEX: _ DOB: *****__ TRANSACTION #: 000340 D.A. LOG#: 000340

      [2]
EMPLOYER.....: _____

      [3]
OCCUPATION.....: _____

      [4]
EMPLOYER/OTHER ADDRESS: _ (E/O)
      [5]
STREET #.....: _____ STREET NAME: _____ APT #: _____
      [6]
CITY.....: _____ STATE> __ ZIP: _____ - _____
      [7]
PHONE.....: ( ___ ) ___ - ___

      [8]
CO-DEFS: _____

      [9]
GANG MEMBER (Y/N): _ IF YES, ENTER GANG NAME...: _____
      [10]
MENTAL ILLNESS .....: _

      [11]
DEFENDANT WANTED OUT OF COUNTY/STATE?: _ ENTER AGENCY: _____
      [12]
AGENCY CONTACT.....: _____

      [13]
AGENCY PHONE.....: ( ___ ) ___ - ___
[14]
==>
1=PREV SCREEN 2=NEXT SCREEN
                                     9=PRINT          10=REFRESH      PF=_____
                                     11=HELP
```

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11). Help screens are also available for fields ending with >. See Appendix A for more information.

1. DEFENDANT: Information from previous screens automatically displays on first two lines.
2. EMPLOYER: Name of employer or other location where defendant might be found.
3. OCCUPATION: Defendant's occupation.
4. EMPLOYER/OTHER ADDRESS: If entering an employer's address and/or phone number in fields 5 - 7, type **E**. If entering some other address or phone number for the defendant, type **O**. Leave blank if no other address or phone number is available.
5. STREET #/NAME: Street number, street name and apartment number. Required if E or O is entered in field 4.
6. CITY/STATE/ZIP: City, state and ZIP code of address. For state codes, type a **?** and press F11. Required if E or O is entered in field 4.
7. PHONE: Area code and phone number for defendant's employer or other address.
8. CO-DEFS: Required. Enter names of co-defendants connected to this DIM entry or type NONE if there are no co-defendants.
9. GANG MEMBER: Required. Type **Y** (yes) or **N** (no) to indicate if offense is gang-related. If yes, type name of gang. The case will be prosecuted by an assistant D.A. specializing in gang cases.
10. MENTAL ILLNESS: **Y** = yes, **N** = no. Leave blank if unknown.
11. DEFENDANT WANTED?: Required. **Y** = yes, **N** = no. If **Y**, type name of out-of-county or out-of-state agency that wants defendant.
12. AGENCY CONTACT: If defendant is wanted, type name of person to contact in agency issuing warrant.

13. AGENCY PHONE: If defendant is wanted, type phone number for the agency issuing warrant.
14. ==>: Message line. After you type the required information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access DIM 2010 - Defendant Descriptors Continued.
- 2=NEXT SCREEN: Press F2 to access DIM 2030 - Defendant Identification Method.
- PF=\_\_\_: Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.
- 9=PRINT: Press F9 to print the Defendant Descriptors Report. See page 78 for information about the DIM Printer Selection screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## DIM 2030 — Defendant Identification Method

Use DIM 2030 to designate how the defendant was identified. Select all methods that apply. Type **X** in the appropriate fields. At least one method of identification must be designated.

### ACCESS METHOD

After entering required information on DIM 10, 20, 2010, and 2020, press F2 and DIM 2030 will display.

\*\*\*\*\*

JUBAU JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 08, 1995 (C2)  
DIM2030 D.A. INTAKE MANAGEMENT SYSTEM OPT: \_\_\_\_\_ - DIM  
SCREEN 5 OF 9 DEFENDANT IDENTIFICATION METHOD PAGE: 1 OF 1

[1]

DEFENDANT: MCMULLEN, JACK \_\_\_\_\_  
RACE: \_ SEX: \_ DOB: \_\_\_\_\_ TRANSACTION#: 000340 D.A. LOG#: 000340

[2]

- ( X ) ARRESTED DURING COURSE OF OFFENSE
- ( \_ ) EYEWITNESS KNOWS DEFENDANT
- ( \_ ) ORAL CONFESSION LEADING TO EVIDENCE
- ( \_ ) BROUGHT BACK TO SCENE AND IDENTIFIED BY EYEWITNESS
- ( \_ ) LINEUP
- ( \_ ) WRITTEN CONFESSION
- ( \_ ) COMPLAINANT KNOWS DEFENDANT
- ( \_ ) PHOTO ARRAY
- ( \_ ) OTHER EXPLAIN: \_\_\_\_\_

[3]

==>

1=PREV SCREEN 2=NEXT SCREEN

PF= \_\_\_\_\_  
10=REFRESH 11=HELP

\*\*\*\*\*



## EXPLANATION OF FIELDS

Type an **X** (not Y or N) in applicable fields to select one, several, or all methods of identification. General assistance with this option is available through Help (press F11).

1. DEFENDANT: Information from previous screens automatically displays on first two lines.
2. ( \_): Selection field. To select a listing, type an **X**.
3. ==>: Message line. After you type the necessary information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

## F-KEY OPTIONS

- 1=PREV SCREEN: Press F1 to access DIM 2020 - Defendant Descriptors Continued.
- 2=NEXT SCREEN: Press F2 to access DIM 30 - Charge Information.
- PF=\_\_\_: Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## DIM 30 — Charge Information

Use DIM 30 to enter charge information for the DIM entry. Type one charge per screen. If co-defendants will be entered, type the common charge first. To enter another charge for displayed defendant, press F8 and access the next screen (or page) of DIM 30. Repeat these steps until you have entered all charges for the DIM record.

### ACCESS METHOD

After completing DIM 2030 - Defendant Identification Method, press F2 for "Next Screen."

OR

Transfer from DIM 90 after inquiring on the record, selecting the listing with an **X** and pressing F4.

(Records cannot be inquired upon from DIM options 20 - 55. A transfer must be made from a screen where the records already display.)

\*\*\*\*\*

JUBAU (SJI2) JUSTICE INFORMATION MANAGEMENT SYSTEM AUG 31, 1995 (C2)  
DIM30 D.A. INTAKE MANAGEMENT OPT: \_\_\_\_\_ - DIM  
SCREEN 6 OF 9 CHARGE INFORMATION PAGE: 1 OF 1

[1]

DEFENDANT: **MCMULLEN, JACK**

RACE.....: \_ SEX: \_ DOB: \_\_\_\_\_ TRANSACTION# **00340** D.A. LOG#: **00340**

[2]

[3]

FEDERAL AGENCY INITIATE INVESTIGATION?: \_ (Y/N) FEDERAL AGENCY CODE>: \_\_\_\_\_

[4]

[5]

[6]

[7]

FEL/MISD: \_ CHARGE: \_\_\_\_\_ HATE CRIME? \_ OFFENSE DATE: \_\_\_\_\_

[8]

[9]

[10]

[11]

OFF REPT#: \_\_\_\_\_ CTG> \_ FAMILY VIOLENCE? \_ REQUESTING MOEP? \_

[12]

[13]

[14]

CJIS TRACKING #: \_\_\_\_\_ - A001 HAZARD MATL: \_ COMM. VEHICLE: \_

[15]

OFFENSE STREET #: \_\_\_\_\_ STREET NAME: \_\_\_\_\_ APT#: \_\_\_\_\_

[16]

OFFENSE CITY.....: \_\_\_\_\_ STATE> \_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

[17]

[18]

TYPE OF WEAPON...> \_ IF NOT LISTED: \_\_\_\_\_

[19]

[20]

[21]

[22]

DEF INFL OF DRUG?: \_ ALCOHOL?: \_ OPEN CONTAINER: \_ BREATHALYZER REFUSED \_ Y/N

[23]

[24]

IF DWI, LIST BLOOD ALCOHOL CONTENT: \_\_\_\_\_ TEST TYPE: \_

[25]

[26]

IF DRUG CHARGE FIELD TESTED POSITIVE? \_ (Y/N) VEH TAG #: \_\_\_\_\_ STATE> \_

[27]

[28]

OFFENSE> \_ IF NOT LISTED: \_\_\_\_\_

[29]

[30]

TYPE...> \_\_\_\_\_ AMOUNT.....> \_\_\_\_\_

[Screen continued on next page.]

```

[31]
IS DEFENDANT PROPERTY SUBJECT TO FORFEITURE? _ (Y/N)
[32] [33]
PROPERTY.....> _ IF NOT LISTED: _____
[34] [35]
STATE/FEDERAL: _ (S/F) ESTIMATED VALUE: _____
[36]
==>
1=PREV SCREEN 2=NEXT SCREEN PF=_____
7=PREV CHARGE 8=NEXT CHARGE 9=PRINT 10=REFRESH 11=HELP

```

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11). Help screens are also available for fields ending with >. See Appendix A for more information.

1. DEFENDANT: Defendant information displays automatically.
2. FEDERAL AGENCY INITIATE INVESTIGATION?: Required. Type a **Y** if a federal agency has initiated or is participating in the investigation of the offense. Type an **N** if there is no federal agency involvement.
3. FEDERAL AGENCY CODE>: If a federal agency is involved, this field is required. Type the appropriate federal agency code in this field. For a list of valid codes, type a ? and press F11.
4. FEL/MISD: Required. **F** = felony, **M** = misdemeanor.
5. CHARGE: Required. Enter what you think is the correct charge. This field will be updated automatically when the District Clerk's Office enters the NCIC offense code.
6. HATE CRIME?: Required. Type a **Y** if the offense is categorized as a hate crime. Type an **N** if the offense is not a hate crime.
7. OFFENSE DATE: Required. Type the date of offense in MMDDYY format (example, 041098).
8. OFF REPT #: Required. Type the offense report number assigned by the filing agency. The user's department code displays automatically in this field.
9. CTG>: Charge type group code. If the offense is assigned to a special task force group, type the appropriate group type code in this field. For a list of valid codes, type a ? and

press F11. **IMPORTANT NOTE: This field is used only for specialty group charges. Do not type a code in this field unless you are CERTAIN that your charge is assigned to a specialty group.**

10. FAMILY VIOLENCE?: Required. Type a **Y** if the charge involved family violence. Type an **N** if the charge did not involve family violence.
- If a **Y** is entered, a message automatically displays on the defendant release screens when the defendant is released. This message contains complainant information that the officer must use to notify the victim that the defendant is being released.
11. REQUESTING MOEP?: Required if a **Y** (yes) is entered in the Family Violence field. Has a magistrate's order for emergency protection been requested? **Y** = yes, **N** = no. If a **Y** (for yes) is entered in this field, a message will display before you can advance to the next DIM screen. The message reminds you to fax the MOEP application to D.A. Intake. The fax number is also provided in the message.
12. CJIS TRACKING #: Criminal Justice Information System tracking number required on fingerprint cards sent to DPS beginning January 1, 1993. Used for felonies and class A and B misdemeanors. Computer will generate this number automatically if defendant is in custody. The suffix attached to this number (A001) automatically counts the number of charges.
13. HAZARD MATL: Did the offense involve hazardous materials? **Y** = yes, **N** = no, or leave blank.
14. COMM. VEHICLE: Did the offense involve a commercial vehicle? **Y** = yes, **N** = no, or leave blank.
15. OFFENSE STREET NUMBER,NAME and APT: Type street number, street name and apartment number where offense occurred, if applicable.
16. OFFENSE CITY, STATE AND ZIP: Type city, state and/or ZIP code where offense occurred, if applicable.
17. TYPE OF WEAPON>: For a list of valid weapon codes, type a **?** and press F11. If type of weapon is not listed, use the code **99** for OTHER.

18. IF NOT LISTED: If type of weapon is not listed on the code table, describe weapon.
19. DEF INFL OF DRUG? **Y** = yes, **N** = no. If charge is DWI, **Y** is required.
20. ALCOHOL?: **Y** = yes, **N** = no. If charge is DWI, **Y** is required.
21. OPEN CONTAINER?: If DWI, was there an open container in the vehicle? **Y** = yes, **N** = no.
22. BREATHALYZER REFUSED: **Y** = yes, **N** = no. If charge is DWI, **Y** or **N** must be entered.
23. BLOOD ALCOHOL CONTENT: If DWI, enter blood alcohol content. **R** = refused, **0** = not available.
24. TEST TYPE: If blood alcohol content is entered, designate which type of test was given:  
  
**1** = breathalyzer  
**2** = blood test  
**3** = urine sample
25. IF DRUG CHARGE FIELD TESTED POSTIVE: If drug charge, was the drug tested for identification during arrest? Enter **Y** if drug was tested. Enter **N** if drug was not tested at the scene.
26. VEH TAG # and STATE: If offense involves a vehicle (example, DWI), type license plate number and state registration of vehicle being driven.
27. OFFENSE>: If drug charge, offense type code is required. For a list of valid codes, type a **?** and press F11. If offense is not listed, use the code **9** for OTHER.
28. IF NOT LISTED: If drug offense is not listed on the code table, enter type of offense.
29. TYPE>: If drug charge, enter code for type of drug. For a list of valid codes, type a **?** and press F11. If type is entered, the offense field is required.

30. AMOUNT>: If drug charge, enter code for amount defendant had in possession. For a list of valid codes, type a ? and press F11.
31. IS DEFENDANT PROPERTY SUBJECT TO FORFEITURE?: Required. **Y** = yes, **N** = no.
32. PROPERTY>: If **Y** is entered in field 27, a code for the type of property is required. For a list of valid property codes, type a ? and press F11.
33. IF NOT LISTED: If property subject to forfeiture is not listed on the code table, enter description.
34. STATE/FEDERAL: If property is subject to forfeiture, was or will the seizure be filed in state court or federal court? **S** = state, **F** = federal.
35. ESTIMATED VALUE: Estimated value of defendant's property subject to forfeiture.
36. ==>: Message line. After you type the required information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

### F-KEY OPTIONS

- 1=PREV SCREEN: Press F1 to access DIM 2030 - Defendant Identification Method.
- 2=NEXT SCREEN: Press F2 to access DIM 40 - Summary of Facts.
- PF=\_\_\_: Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.
- 7=PREV CHARGE: Press F7 to access the previous page of DIM 30 if more than one charge was entered.
- 8=NEXT CHARGE: If more than one charge needs to be entered for this defendant, press F8 to access the next page of DIM 30.
- 9=PRINT: Press F9 to print list of charges. See page 78 for

information about the DIM Printer Selection screen.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.





- Include facts such as who, what, where, when, how, and why. **Be specific.** For example, list the amount of drugs that were found, how any property was damaged, what type of bodily injury was inflicted, etc. Include the name of the witnessing officer, if not you. For example, include the name of the officer who took delivery of drugs or was solicited.
- Include any notes or special information that you need to convey to the D.A.'s Office.
- If summary is longer than one page, press **F8** to access the next page of this transaction.
- To edit the entry, use **F4** to insert a line.  
To delete one or more characters, use the delete key.  
To insert one or more characters, use the insert key.

NOTE: Press the **Enter** key every few minutes to save the summary. Users are automatically logged off after 15 minutes of inactivity. (Pressing Enter transmits the data to the mainframe and keeps your session active.)

### F-KEY OPTIONS

1=PREV SCREEN:	Press F1 to access DIM 30 - Charge Information.
2=NEXT SCREEN:	After entering summary of facts, press F2 to access DIM 50 - Witness/ Complainant Data.
4=INSERT LINE:	Press F4 to insert a line at the cursor position.
PF=___:	Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type <b>2</b> and press Enter to transfer to the next screen.
7=PREV PAGE:	Press F7 to access previous page of summary if more than one page was entered.
8=NEXT PAGE:	Press F8 to access next page of summary if more than one page was entered or needs to be entered.
9=PRINT:	Press F9 to print summary of facts. See page 78 for information about the DIM Printer Selection screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## DIM 50 — Witness/Complainant Data

Use DIM 50 to enter information about witnesses and/or complainants. PLEASE ENTER ALL AVAILABLE INFORMATION. This information is extremely valuable when witnesses or complainants need to be located.

Enter one witness or complainant per screen. To enter information about an additional person, access the next page of DIM 50 by pressing F8.

### ACCESS METHOD

After completing DIM 40 - Summary of Facts, press F2 for "Next Screen."

\*\*\*\*\*

JUBAU JUSTICE INFORMATION MANAGEMENT SYSTEM AUG 31, 1995 (C2)  
DIM50 D.A. INTAKE MANAGEMENT OPT: \_\_\_\_\_ - DIM  
SCREEN 8 OF 9 WITNESS/COMPLAINANT DATA PAGE: 1 OF 1

[1]  
DEFENDANT: **MCMULLEN, JACK**  
RACE.....: \_ SEX: \_ DOB: \_\_\_\_\_ TRANSACTION#: **000340** D.A. LOG#: **000340**  
[2]  
STATE OF TEXAS COMPLAINANT: \_\_\_\_\_  
[3] [4] \_  
COMPLAINANT/WITNESS: \_ CHOICE OF LANGUAGE FOR VINE NOTIFICATION \_  
[5]  
LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ M: \_\_\_\_\_  
[6] [7]  
RELATION TO DEFENDANT> \_\_\_\_\_ AGE: \_ DOB: \_\_\_\_\_  
[8] [9] [10]  
SEX> \_ SSN: \_ - \_ - \_ DL#: \_\_\_\_\_ DL ST> \_  
[11]  
STREET#: \_\_\_\_\_ STREET NAME: \_\_\_\_\_ APT#: \_\_\_\_\_  
[12] [13]  
CITY: \_\_\_\_\_ STATE> \_ ZIP: \_\_\_\_\_ - \_\_\_\_\_ PHONE: \_ - \_ - \_  
[14]  
OTHER ID NUMBERS....: \_\_\_\_\_  
[15]  
EMPLOYER.....: \_\_\_\_\_  
[16]  
OCCUPATION.....: \_\_\_\_\_  
[17] [18]  
EMPLOYER/OTHER ADDRESS: \_ (E/O) PHONE: \_ - \_ - \_  
[19]  
STREET#: \_\_\_\_\_ STREET NAME: \_\_\_\_\_ APT#: \_\_\_\_\_  
CITY.....: \_\_\_\_\_ STATE> \_ ZIP: \_\_\_\_\_ - \_\_\_\_\_  
[20]  
==>  
1=PREV SCREEN 2=NEXT SCREEN PF= \_\_\_\_\_  
7=PREV COMPL 8=NEXT COMPL 9=PRINT 10=REFRESH 11=HELP

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

1. **DEFENDANT:** Defendant information displays.
2. **STATE OF TEXAS COMPLAINANT:** Required. Is the state of Texas the complainant? Type **Y** for yes or **N** for no. NOTE: The state of Texas is NOT always the complainant. For victimless crimes such as DWI, DWLS, and drug possession cases, type **Y** for yes; otherwise, type **N** for no and enter information about the complainant below.
3. **COMPLAINANT/WITNESS:** Required if **N** is entered in field 2.

**C** = complainant

**W** = witness

When entering complainants, enter the first complainant on page 1. If co-defendants are connected to the DIM entry, enter the common complainant on page 1. Press F8 to access the next page. After complainant records are entered, begin entering witnesses, one witness per page. Continue this process until all complainant and witness information has been entered.

4. **CHOICE OF LANGUAGE FOR VINE NOTIFICATION:** Required if a "Y" is entered in the Family Violence Field on DIM 30. This field indicates which language the victim or complainant wishes to be notified in through the automated Victim Information and Notification Everyday (VINE) telephone system. The VINE system notifies victims or complainants when anything happens with the defendant's pending release/transfer or change in case status. Valid entries are: E=English and S=Spanish.
5. **LAST, FIRST, M:** Required if **N** is entered in field 2. Type the last, first and middle name of the witness or complainant if known. Use the person's true name as listed in the indictment. Do NOT enter a company name. This record must identify a person who can testify in court. When the state of Texas is the complainant, the officer can be entered as a witness.

6. **RELATION TO DEFENDANT>:** Witness or complainant's relationship to defendant. Required if a family violence case is entered. For a list of valid relationship codes, type a ? and press F11.
7. **AGE/DATE OF BIRTH:** Person's age and/or date of birth.
8. **SEX>:** Person's gender code:  
**F** = Female  
**M** = Male  
**U** = Unknown
9. **SSN:** Social Security number.
10. **DL# and STATE:** Driver's license number and state code. For a list of all valid state codes, type a ? and press F11.
11. **STREET#/NAME/APT#:** Person's street number, street name and apartment number.
12. **CITY/STATE/ZIP:** City, state and ZIP code of address.
13. **PHONE:** Area code and phone number for witness or complainant.
14. **OTHER ID NUMBERS:** Other useful ID numbers for witness or complainant.
15. **EMPLOYER:** Name of witness' or complainant's employer.
16. **OCCUPATION:** Witness' or complainant's occupation.
17. **EMPLOYER/OTHER ADDRESS (E/O):** If entering employer's phone number and/or address in fields 18 and 19, type an **E**. If entering some other phone number and/or address for the witness or complainant, type an **O**.
18. **PHONE:** Area code and phone number for witness' or complainant's employer or other address.
19. **STREET#/STREET NAME/APT#/CITY/STATE/ZIP:** Address information for witness's or complainant's employer or other address.
20. **==>:** Message line. After you type the required information and press Enter, the following message displays:  
"INFORMATION SAVED - READY TO CONTINUE."

## F-KEY OPTIONS

1=PREV SCREEN:	Press F1 to access DIM 40 - Summary of Facts.
2=NEXT SCREEN:	Press F2 to access DIM 55 - Complainant Property Information.
PF=___:	Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter. For example, type <b>2</b> and press Enter to transfer to the next screen.
7=PREV COMPL:	Press F7 to access a preceding page of witness/complainant records.
8=NEXT COMPL:	To enter or access additional pages of witness/complainant records press F8 for the next page.
9=PRINT:	Press F9 to print data. See page 78 for information about the DIM Printer Selection screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## DIM 55 — Complainant Property Information

Use DIM 55 to enter information about the complainant's property loss or damage, if applicable.

To create a co-defendant record, press F4 from this screen.

Before sending the charges to the D.A.'s Office, first make sure all information on DIM 10 - 55 is accurate, then press F6.

After the records are sent, they can no longer be changed by anyone outside the D.A.'s Office. Notify D.A. Intake as soon as possible if records that have been sent need to be changed.

### ACCESS METHOD

After completing DIM 50 - Witness/Complainant Data, press F2 for "Next Screen."

\*\*\*\*\*

```
JUBAU          JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1995 (C2)
DIM55          D.A. INTAKE MANAGEMENT SYSTEM           OPT: _____ - DIM
SCREEN 9 OF 9   COMPLAINANT PROPERTY                          PAGE: 1 OF 1
```

```
      [1]
DEFENDANT: MCMULLEN, JACK _____
RACE:  _   SEX:  _   DOB:  _____ TRANSACTION #: 000340 D.A. LOG#: 000340
```

```

                                     [2]
TOTAL RESTITUTION (AMOUNT OF DAMAGE): _____
[3]                                     [4]                                     [5]
                                     DESCRIPTION OF PROPERTY                               VALUE
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
```

```
[6]
==>
1=PREV SCREEN          4=CODEFENDANT          PF= _____
6=SEND DA             7=BACKWARD           8=FORWARD            9=PRINT             10=REFRESH          11=HELP
```

\*\*\*\*\*

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (F11).

1. DEFENDANT: Defendant information displays.
2. TOTAL RESTITUTION: Total amount of property loss or damage will be calculated by the computer.
3. \_\_\_: Selection field. To add or change a listing, type an **X**. To delete a listing, type a **D**.
4. DESCRIPTION OF PROPERTY: Type description of property. Be specific.  
  
List the most expensive property first. You can list just enough for a felony (\$1500), then quit. Details will be included in the offense report.
5. VALUE: Type dollar amount with no punctuation marks or symbols.
6. ==>: Message line. After you press Enter, the following message displays: "INFORMATION SAVED - READY TO SEND TO D.A." Once the entry has been sent, the message: "LOG NUMBER \_\_\_\_\_ HAS BEEN SENT TO THE D.A." displays. See explanation of F6 below.

### ADDING MORE THAN 1 PAGE OF PROPERTY

If you fill in every line on this screen and still have more property to enter, follow the steps below to create another page.

1. Fill in the displayed screen and press **Enter**.
2. Press **F10** to refresh the screen.
3. Type the additional property information and press **Enter**.
4. Repeat this process as many times as necessary.

## F-KEY OPTIONS

- 1=PREV SCREEN: Press F1 to access DIM 50 - Witness/ Complainant Information.
- 4=CODEFENDANT: To create a co-defendant record for the current DIM entry, press F4 and follow the instructions on the message line. Information from DIM 10, 40, 50 and 55 will be copied, and the DIM 10 (Officer Info) screen will display. Move forward through the screens by pressing F2. Fill in all available information about the co-defendant. Repeat these steps until all co-defendant records have been entered for this DIM entry.
- PF=\_\_\_: Alternate method of transferring. Type the number that corresponds with the F- key option you need and press Enter.
- 6=SEND D.A.: After all information has been entered correctly, press F6 to send the charges to the D.A.'s Office.
- Once the charges have been sent, only personnel in D.A. Intake may update them. Notify D.A. Intake AS SOON AS POSSIBLE if records need to be changed. Once the D.A.'s Office forwards the charges to the District Clerk's Office, it is MUCH MORE difficult to get the records changed.
- 7=BACKWARD: Press F7 to access previous page of existing records. (F7 is not used for data entry.)
- 8=FORWARD: Press F8 to access next page of existing records. (F8 is not used for data entry. See NOTE above if more than one page of property needs to be entered.)
- 9=PRINT: Press F9 to print complainant property information. See page 78 for information about the DIM Printer Selection screen.
- 10=REFRESH: Press F10 to erase input in order to add records on a fresh page.
- 11=HELP: Press F11 to access Help.



## DIM 6010 — Detail Log Information

After a DIM entry has been processed by the District Clerk's Office, DIM 6010 will reveal information such as the bond amount, court number and Harris County case number for the charge.

### ACCESS METHOD

Access DIM 90, inquire on records, select a listing and press F5.

```
*****
JUBAU          JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08,1995 (C2)
DIM6010        D.A. INTAKE MANAGEMENT SYSTEM              OPT: _____ -DIM
               DETAIL LOG INFORMATION                    PAGE: 1 OF 1

[1]
DEFENDANT: MILTON, CHRIS E
RACE: W      SEX: M      DOB: 08/09/1961  TRANSACTION #: 000320  LOG #: 000320

[2] [3]      [4]      [5]      [6]      [7]      [8]      [9]      [10]
      STATUS   CHARGE      CJIS      BOND      CRT      CASE #   FEL      NCIC
      TRESPASS CLASS B  900004104X-A001 004000 002 924205701010  M
570303

[11]      [12]
      COURT/CASE NUMBER ENTERED DATE: 05/08/95  TIME: 03:02:23

[13]
==> (1) CHARGE FOUND
1=OFFICER      2=DEF DESC      5=SUMMARY      PF= _____
6=WITNESS      7=BACKWARD      8=FORWARD      11=HELP
*****
```

### EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

For information about the OPT field (top right corner of screen), see Appendix A.

1. DEFENDANT: Defendant's last name, first name, middle name, race, sex, and date of birth display at the top of the screen if that information was entered into the system. The transaction number and D.A. log number identifying the DIM entry also display.
2. \_: Selection field. Type an **X** to select a record.
3. STATUS: If the charge has been rejected by the D.A.'s Office, the letter R displays under this column heading.
4. CHARGE: Charge filed against defendant.
5. CJIS NUMBER: Criminal Justice Information System tracking number required by DPS.
6. BOND AMOUNT: Displays if bond has been set and entered into system.
7. CRT: Court where case was assigned.
8. CASE #: Harris County case number.
9. FEL/MISD: **F** = felony, **M** = misdemeanor.
10. NCIC: National Crime Information Center offense code entered by the District Clerk's Office.
11. COURT/CASE NUMBER ENTERED DATE: The date the court and case number were entered into the system.
12. TIME: The time the court and case number were entered into the system.
13. ==>: Message line.

### **F-KEY OPTIONS**

- 1=OFFICER: Press F1 to transfer to DIM 10 - Officer Information.
- 2=DEF DESC: Press F2 to transfer to DIM 20 - Defendant Descriptors.

5=SUMMARY:	Press F5 to transfer to DIM 40 - Summary of Facts.
PF=___:	Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the F-key option you need and press Enter.
6=WITNESS:	Press F6 to transfer to DIM 50 - Witness/Complainant Data.
7=BACKWARD:	Press F7 to access previous page.
8=FORWARD:	Press F8 to access next page.
11=HELP:	Press F11 to access Help.

## DIM 88 — Hate Crime Inquiry

Use DIM 88 to inquire on charges classified as hate crimes.

### ACCESS METHOD

Select Option 88 from the DIM Menu. Press Enter.

\*\*\*\*\*

```
JURIY (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 31, 2001 (C2)
DIM88             D.A. INTAKE MANAGEMENT                      OPT: _____ - DIM
                  HATE CRIME INQUIRY                    PAGE: _____ 1 - 1
```

[1]  
LOG DATE: 120101\_\_ - 123101\_\_

[2]  
AGENCY> \_\_\_\_\_

[3] TRAN NUMBER	[4] LOG NUMBER	[5] LOG DATE	[6] DEFENDANT NAME	[7] AGY	[8] CHARGE
<S>					
[9]	000097	000097	12/17/01 COX, JACK COLLIN_____	HPD	VANDALISM_____
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

[10]  
==> (1) RECORDS FOUND

```
1=GENERAL INQ  2=WITNESS INQ      4=D. A. LOG  5=CHRGs REC`D PPF=____
6=RE-SORT     7=BKWD             8=FWRD      10=REFRESH   11=HELP
```

\*\*\*\*\*

### EXPLANATION OF FIELDS

#### Inquiry Fields

1. LOG DATE: Required. Date or date range indicating when charges were sent to the D.A.'s Office.
2. AGENCY>: Three-character code identifying the agency that filed the

charge. For a list of valid agency codes, type a ? and press F11.

### **Display Fields**

- |                    |  |
|--------------------|--|
| 3. TRAN NUMBER:    | System-generated tracking number used to associate co-defendants to a DIM entry.   |
| 4. LOG NUMBER:     | System-generated number used to identify co-defendants attached to a DIM entry.  |
| 5. LOG DATE:       | Date the charges were sent to the D.A.'s Office.   |
| 6. DEFENDANT NAME: | Defendant's last name, first name, middle name displays.   |
| 7. AGY:            | Three-character code identifying the agency that filed the charge.   |
| 8. CHARGE:         | Description of original offense for which defendant was charged.   |
| 9. _:              | Selection field. To select a record and transfer to another screen, type an X and press a F key. See F-Key Options for more information. |
| 10. ==>:           | Message line indicator.  |

### **F-KEY OPTIONS**

- |                |   |
|----------------|---|
| 1=GENERAL INQ: | Select a listing and press F1 to transfer to DIM 90 - General Inquiry.                          |
| 2=WITNESS INQ: | Select a listing and press F2 to transfer to DIM 91 - Witness Inquiry.                          |
| 4=D.A. LOG:    | Select a listing and press F4 to transfer to DIM 60 – D.A. Log Summary.                         |
| 5=CHRGs REC'D: | Press F5 to transfer to DIM 80 – Charges Received By Shift. Access restricted to D.A.'s Office. |

PF=\_\_\_: Alternate method of transferring. Type a number that corresponds with an F-key option and press Enter. For example, type **1** and press Enter to transfer to DIM 90.

6=RESORT: To view the list of charges in a different order, position the cursor on or below one of the column headings (TRAN NUMBER – AGY) and press F6. The <S> symbol appears above the column used to sort the list.

7=BKWD: Press PF7 to access previous page.

8=FWRD: Press PF8 to access next page.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access general Help screen explaining this transaction.

## DIM 89 — Case Type Inquiry

Use DIM 89 to inquire with a case type code on cases that are tracked by crime units and task forces (for example, cases involving gang members, narcotics, etc.).

**NOTE:** To request that a new case type category be created for your agency, contact Kermit Kurtz in the District Attorney's Office at 713-755-5072.

### ACCESS METHOD

Select Option 89 from the DIM Menu. Press Enter.

```

*****
JUBAU (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      FEB 18, 1999 (C2)
DIM89              D.A. INTAKE MANAGEMENT                OPT: _____ - DIM
                   CASE TYPE INQUIRY                    PAGE: 1 OF 3

      [1]              [2]              [3]
TRANSACTION #: _____ D.A. LOG #: _____ LOG DATE: 010199__ - 011599__
      [4]              [5]
CASE TYPE> GC_ DEF NAME: _____
      [6]              [7]              [8]
STATE OF TEXAS: N AGENCY> _____ SENT: _____
-----
   TRAN  LOG  LOG  COMPLAINANT/WITNESS  DEFENDANT
   NUMBER NUMBER DATE SENT NAME NAME AGY
   <S>
-----
[9]
- 483361 483361 01/02/99 Y DOMINGUEZ, JOE _____ C SANCHEZ, MARCO EDWA HPD
- 483498 483498 01/03/99 Y SHINE, CYNTHIA KAY _____ W HELTON, SEAN PATRIC HPD
- 483895 483895 01/05/99 Y BEACH, CHARLES _____ W GONZALES, EUFEMIO J HPD
- 483909 483909 01/05/99 Y HENDERSON, RICHARD _____ C LOREDO, PABLO ALFON HPD
- 483992 483992 01/06/99 Y KELLY, TILLA _____ C WEST, ADAM _____ HPD
- 484263 484263 01/06/99 Y TORRES, ROBERT _____ C GOMEZ, GABRIEL GARC HPD
- 484371 484371 01/07/99 Y MASSEY, C B _____ C BROOKS, ZACHARY D HPD
- 484643 484643 01/08/99 Y WEBSTER, MICHAEL EUG C HELTON, SEAN PATRIC HPD

==> *** (18) RECORDS FOUND ***

1=GENERAL INQ 2=OFFENSE INQ 3=PRINT SEL 4=D.A. LOG 5=CHRG REC`D PF= _____
6=RESORT 7=BACKWARD 8=FORWARD 9=PRINT ALL 10=REFRESH 11=HELP
*****

```

### To inquire,

1. In field 4, type a case type code.
2. Optional. To narrow the inquiry, type information into any combination of fields 1 - 3 and/or 5 - 8.
3. Press Enter.
4. If multiple pages exist, press F8 and F7 to page through the records.

## EXPLANATION OF FIELDS

### INQUIRY FIELDS

1. TRANSACTION #: System-generated tracking number used to associate co-defendants to a DIM entry.
2. D.A. LOG #: System-generated number used to identify co-defendants attached to a DIM entry. Inquiring with a D.A. log number causes the associated transaction number and a list of all the co-defendants to display.
3. LOG DATE: Transmit date or date range indicating when charges were sent to the D.A.'s Office. (Charges are sent when F6 is pressed from DIM 55.)
4. CASE TYPE>: Type the two- to three-character case type code. For a list of valid codes, type a ? and press F11.
5. DEF NAME: Defendant's name. Type LAST NAME, FIRST NAME or inquire with a partial name. See Appendix B for more information on name inquiries.
6. STATE OF TEXAS: Defaults to **N** for no (the state of Texas is not the complainant). May be changed to **Y** for yes (the state of Texas is the complainant), or may be left blank.
7. AGENCY>: Agency that filed the charge. For a list of valid agency codes, type a ? and press F11.
8. SENT: Leave blank to inquire on all charges filed or inquire with **N** (not sent), **Y** (sent), **U** (unsent), or **A** (approved).
9. \_: Selection field. To select a record and transfer to another screen, type an **X** and press a F key. See F-Key Options for more information.



## DISPLAY FIELDS

Records matching the inquiry criteria will display below the column headings.  
For an explanation of the SENT column, see page 56.

## F-KEY OPTIONS

To select a record before making a transfer, type an **X** in the selection field (field 9).

- |                |   |
|----------------|---|
| 1=GENERAL INQ: | Select a listing and press F1 to transfer to DIM 90 - General Inquiry.  |
| 2=OFFENSE INQ: | Press F2 to transfer to DIM 92 - Offense Inquiry.   |
| 3=PRINT SEL:   | Select a listing and press F3 to print a Probable Cause Information report.   |
| 4=D.A. LOG:    | Select a listing and press F4 to transfer to DIM 60 - D. A. Log.  |
| 5=CHRGs REC'D: | Used by the D.A.'s Office to transfer to DIM 80 - Charges Received.   |
| PF=___:        | Alternate method of transferring. Type a number that corresponds with a F-key option and press Enter. For example, type <b>1</b> and press Enter to transfer to DIM 90.   |
| 6=RESORT:      | To view the list of charges in a different order, position the cursor on or below the Tran Number, Log Number, Log Date or Defendant Name column and press F6. The <S> symbol appears above the column used to sort the list. |
| 7=BACKWARD:    | Press F7 to access preceding page.  |
| 8=FORWARD:     | Press F8 to access next page.   |
| 9=PRINT ALL:   | Press F9 to print a report of all listings in the response. A maximum of 400 listings may be printed at one time.   |
| 10=REFRESH:    | Press F10 to erase input.   |
| 11=HELP:       | Press F11 to access Help.   |



**To inquire on a charge or charges,**

1. Type information into any combination of fields 1 - 9.
2. Press Enter.

**To transfer to a DIM entry screen,**

**(Note: a charge can be changed until it is sent to the D.A.'s Office. Use these steps to recall and finish an unsent charge.)**

1. Inquire as explained above.
2. Select the appropriate record by typing an **X** to the left of the listing.
3. Press **F1** to transfer to DIM 10, **F2** to transfer to DIM 20, or **F4** to transfer to DIM 30.
4. The entering agency can update a charge as needed until it is sent to the D.A.'s Office.

If changes are needed after a charge has been sent, call D.A. Intake at (713) 755-6149.

**To print the charge,**

1. Inquire as explained above.
2. Select the appropriate record by typing an **X** to the left of the listing.
3. Press **F9**.
4. For more information about printing, see the explanation of the DIM 9980 screen.

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

### INQUIRY FIELDS

Type information into any combination of fields and press Enter.

1. TRANSACTION #: System-generated tracking number used to associate co-defendants to a DIM entry.
2. D.A. LOG NUMBER: System-generated number used to identify co-defendants attached to a DIM entry. Inquiring with a D.A. log number causes the associated transaction number and a list of all the co-defendants to display.
3. TRAN DATE: Transmit date or date range indicating when charges were sent to the D.A.'s Office. (Charges are sent when F6 is pressed from DIM 55.)
4. DEF-NAME: Defendant's name. Type LAST NAME, FIRST NAME or inquire with a partial name. See Appendix B for more information on name inquiries.
5. OFFICER NAME: Officer's name. Type LAST NAME, FIRST NAME or

inquire with a partial name. See Appendix B for more information on name inquiries.

6. AGENCY>: Agency that filed the charge. For a list of valid agency codes, type a ? and press F11.
7. SENT: Leave blank to inquire on all charges filed or inquire with a code:
- N = Not sent
  - Y = Sent
  - U = Unsent
  - A = Approved
- See below for more information about these codes.
8. CJIS #: Criminal Justice Information System tracking number.
9. CUST: Custody status. Leave blank to inquire on all defendants or type one of the following codes:
- Y = In custody when charged
  - N = Not in custody when charged
  - H = In Harris County hospital when charged
  - J = In jail on other charges, class B or above, when charged.
  - P = Psychiatric Evaluation The suspect is in or has been taken to NPC for evaluation at Harris County Hospital District; The suspect is or will be evaluated for psychiatric issues; and; The suspect has not been admitted into the Psych ward at Ben Taub or another Harris County Hospital District Facility.
10. ==>: Message line.

## DISPLAY FIELDS

Records matching the inquiry criteria will display below the column headings.

The following codes may appear in the SENT column:

- N = The charge has not been sent to the D.A.'s Office by the entering agency.
- Y = The charge has been sent to the D.A.'s Office by the entering agency.
- A = The charge has been approved by the District Attorney's Office and the District Clerk's Office is processing it.

\* = The charging process is complete. The District Clerk's Office has assigned a Harris County case number and a court, and the Sheriff's Department will accept person for booking.

U = The charge has been marked unsent by the D.A.'s Office to allow the officer who filed the charge to make corrections.

OR

The charge has been marked unsent because the officer filed a "to be" (defendant needs to be arrested), and the officer did not go to the D.A.'s Office to pick up the warrant.

NOTE: Charges cannot be marked unsent after they've been forwarded to the District Clerk's Office.

### F-KEY OPTIONS

To select a record before making a transfer, type an **X** on the blank line to the left of the listing.

1=OFFICER: Select a listing and press F1 to transfer to DIM 10 - Officer Information (entry screen 1 of 9).

2=DEF DESC: Select a listing and press F2 to transfer to DIM 20 - Defendant Descriptors (entry screen 2 of 9).

3=CICS QUERY: Use to check Harris County criminal history for a defendant. You must be cleared to access Harris County criminal records, and you must be logged on to both CICS2 and M204 (see page 6 for instructions).

- a. After performing an inquiry, select a listing by typing an X beside it, then press F3.
- b. The Name Inquiry Menu (LNAME) will display in the Harris County Criminal System. Defendant information from DIM will appear in the appropriate fields. (For example, the defendant's name, race, sex, and date of birth will display if that information was entered in DIM.) You may change, add or delete the displayed information as needed.
- c. Press Enter to inquire on record.
- d. The name inquiry response screen should display.
- e. Access details about a displayed record by typing a two-digit line number over the =N and pressing Enter.

To re-access Model 204 from CICS, clear the screen, type M4P2 and press Enter. The Main Menu will display.

4=CHARGE INFO: Select a listing and press F4 to transfer to DIM 30 - Charge Information (entry screen 6 of 9).

5=DETAIL LOG: Select a listing and press F5 to transfer to DIM 6010 - Detail Log.

PF=\_\_\_: Alternate method of transferring. Type a number that corresponds with a F-key option and press Enter. For example, type **1** and press Enter to transfer to DIM 10.

6=RESORT: To view the list of charges in a different order, position the cursor on or below one of the column headings and press F6. The <S> symbol appears above the column used to sort the list.

7=BKWD: Press F7 to access previous page.

8=FWRD: Press F8 to access next page.

9=PRINT CJIS: To print the charge, run an inquiry, type an X in the selection field to the left of the appropriate listing and press F9. For more information about printing, see the explanation of the DIM 9980 screen. DIM 90 prints the CJIS report that is sent to DPS in Austin.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## DIM 91 — Witness Inquiry

Use DIM 91 to inquire on witnesses and complainants and to transfer to other DIM transactions.

### ACCESS METHOD

Select Option 91 from the DIM Menu. Press Enter.

\*\*\*\*\*

JUBAU (SJI2) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 08, 1995 (C2)  
DIM91 D.A. INTAKE \*\* TRAINING \*\* OPT: - DIM  
WITNESS INQUIRY PAGE: 1 OF 1

[1] [2] [3]  
TRANSACTION #: 000320 D.A LOG #: LOG DATE: -  
[4] [5]  
COMPL/WITNESS: DEF NAME:  
[6] [7] [8]  
STATE OF TEXAS: N AGENCY> SENT: \_

```
-----  
      TRAN  LOG  LOG      COMPLAINANT/WITNESS  DEFENDANT  
      NUMBER NUMBER  DATE  SENT      NAME          LANG      NAME          AGY  
      <S>  
-----  
_ 000320 000320 11181992  Y  SCOTT, CARLA  _  GUNNELS, CHRISTINE  DAO  
_ _____ _____ _____ - _____ - _____ -  
_ _____ _____ _____ - _____ - _____ -  
_ _____ _____ _____ - _____ - _____ -  
_ _____ _____ _____ - _____ - _____ -  
_ _____ _____ _____ - _____ - _____ -  
_ _____ _____ _____ - _____ - _____ -  
_ _____ _____ _____ - _____ - _____ -  
-----
```

[9]  
==> (1) RECORDS FOUND

1=GENERAL INQ 2=OFFENSE INQ 3=PRINT SEL 4=D.A. LOG 5=CHRGs REC'D PF=  
6=RESORT 7=BKWD 8=FWRD 9=PRINT ALL 10=REFRESH 11=HELP

\*\*\*\*\*

### To inquire,

1. Type information into any combination of fields 1 - 8.
2. Press Enter.

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

### INQUIRY FIELDS

1. TRANSACTION #: System-generated tracking number used to associate co-defendants to a DIM entry.
2. D.A. LOG NUMBER: System-generated number used to identify co-defendants attached to a DIM entry. Inquiring with a D.A. log number causes the associated transaction number and a list of all the co-defendants to display.
3. LOG DATE: Date or date range indicating when the charge was sent to the D.A.'s Office. (Records are sent when F6 is pressed from DIM 55.)
4. COMPL/WITNESS: Complainant's or witness's name. Type LAST NAME, FIRST NAME or inquire with a partial name.
5. DEF NAME: Defendant's name. Type LAST NAME, FIRST NAME or inquire with a partial name.
6. STATE OF TEXAS: Defaults to **N** for no (the state of Texas is not the complainant). May be changed to **Y** for yes (the state of Texas is the complainant), or may be left blank.
7. AGENCY>: Agency that filed the charge. For a list of valid agency codes, type a **?** and press F11.
8. SENT: Type **Y** (yes) to inquire on charges sent to the D.A.'s Office. Type **N** (no) to inquire on charges not yet sent. Leave blank to inquire on all records.
9. ==>: Message line.



## DISPLAY FIELDS

Records matching the inquiry criteria will display below the column headings. After the displayed name, **C** = complainant, **W** = witness. The column labeled LANG will display the code for the language the victim or complainant wants used with the automated Victim Information and Notification Everyday (VINE) telephone system. The VINE system notifies victims or complainants when anything happens with the defendant's pending release/transfer or change in case status. Valid entries are: E=English, and S=Spanish.

## F-KEY OPTIONS

To select a record before making a transfer, type an **X** in the selection field to the left of the listing.

- |                |   |
|----------------|---|
| 1=GENERAL INQ: | Select a listing and press F1 to transfer to DIM 90 - General Inquiry.  |
| 2=OFFENSE INQ: | Select a listing and press F2 to transfer to DIM 92 - Offense Inquiry.  |
| 3=PRINT SEL:   | Select a listing and press F3 to print report.  |
| 4=D.A. LOG:    | Select a listing and press F4 to transfer to DIM 60 - D. A. Log.  |
| 5=CHRGs REC'D: | Used by the D.A.'s Office to transfer to DIM 80 - Charges Received.   |
| PF=___:        | Alternate method of transferring. Type a number that corresponds with a F-key option and press Enter. For example, type 1 and press Enter to transfer to DIM 90.                          |
| 6=RESORT:      | To view the list of charges in a different order, position the cursor on or below one of the column headings and press F6. The <S> symbol appears above the column used to sort the list. |
| 7=BKWD:        | Press F7 to access previous page.   |
| 8=FWRD:        | Press F8 to access next page.   |
| 9=PRINT ALL:   | Press F9 to print a report of all listings in the response. The maximum number of listings that may be printed is 400.  |

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## DIM 92 — Offense Inquiry

Use DIM 92 to inquire on particular types of offenses filed and to transfer to other DIM transactions.

### ACCESS METHOD

Select DIM 92 from the DIM Menu. Press Enter.

\*\*\*\*\*

JUBAU (SEC2) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 08, 1999 (C2)  
DIM92 D.A. INTAKE MANAGEMENT OPT: \_\_\_\_\_ - DIM  
OFFENSE INQUIRY PAGE: 1 OF 3

[1]  
LOG DATE: 040290\_\_ - 042593\_\_  
[2]  
AGENCY> \_\_\_\_\_  
[3]  
OFFENSE CODE> 100701 KIDNAPPING

TRAN NUMBER	LOG NUMBER	LOG DATE	DEFENDANT NAME	AGY
<S>				
- 000200	000200	11/17/92	WASHINGTON, LINTON DARN	HPD
- 011675	011675	01/18/93	ROFFE, MICHAEL DEREK	HPD
- 013712	013712	01/27/93	BEARD, LANCE ALAN	SHF
-	013718	01/27/93	SARTIN, CLINTON SHANE	SHF
- 014125	014125	01/28/93	CHACON, ROBERT	HPD
- 014526	014526	01/30/93	RAMOS, ANDRES	PPD
- 016167	016167	02/06/93	DAVIS, SAMMY DARREL	HPD
-	016171	02/06/93	WILLIAMS, LARRY ARLINGT	HPD

==> (19) RECORDS FOUND

1=GENERAL INQ 2=WITNESS INQ 4=D. A. LOG 5=CHRGs REC'D PF=\_\_\_\_\_  
6=RESORT 7=BKWD 8=FWRD 10=REFRESH 11=HELP

\*\*\*\*\*

**To inquire,**

1. In field 1, type the date range when the charges were sent to the D.A.'s Office.
2. In field 2, type the code of the agency that sent the charges.
3. In field 3, type the offense code of the charge.
4. Press Enter.

**EXPLANATION OF FIELDS**

General assistance with this option is available through Help (press F11).

**INQUIRY FIELDS**

1. LOG DATE: Type the date or date range indicating when charges were sent to the D.A.'s Office. (Charges are sent when F6 is pressed from DIM 55.)
2. AGENCY>: Agency that filed the charge. For a list of valid agency codes, type a ? and press F11.
3. OFFENSE CODE: For a list of valid offense codes, type a ? and press F11.

On the Offense Code screen, you may inquire by typing full or partial entries on the blank lines under the column headings. For example, to inquire on offense codes that begin with 2202, type that number in the OFFENSE field, or to inquire on offense codes for different types of burglaries, type BURGLARY in the DESCRIPTION field and press Enter.

To select an offense and return to DIM 92, type an X in the selection field and press Enter.

**DISPLAY FIELDS**

Records matching the inquiry criteria will display below the column headings.

## F-KEY OPTIONS

To select a record before making a transfer, type an **X** in the selection field to the left of the listing.

- |                |   |
|----------------|---|
| 1=GENERAL INQ: | Select a listing and press F1 to transfer to DIM 90 - General Inquiry.  |
| 2=WITNESS INQ: | Select a listing and press F2 to transfer to DIM 91 - Witness Inquiry.  |
| 4=D.A. LOG:    | Select a listing and press F4 to transfer to DIM 60 - D. A. Log.  |
| 5=CHRGs REC'D: | Used by the D.A.'s Office to transfer to DIM 80 - Charges Received.   |
| PF=___:        | Alternate method of transferring. Type a number that corresponds with a F-key option and press Enter. For example, type <b>1</b> and press Enter to transfer to DIM 90.   |
| 6=RESORT:      | To view the list of charges in a different order, position the cursor on or below the TRAN NUMBER, LOG NUMBER or LOG DATE column heading and press F6. The <S> symbol appears above the column used to sort the list. |
| 7=BKWD:        | Press F7 to access previous page.   |
| 8=FWRD:        | Press F8 to access next page.   |
| 10=REFRESH:    | Press F10 to erase input.   |
| 11=HELP:       | Press F11 to access Help.   |

## DIM 93 — Agency Inquiry

Use DIM 93 to inquire on charges that a particular agency has filed.

### ACCESS METHOD

Select DIM 93 from the DIM Menu. Press Enter.

\*\*\*\*\*

```
JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1999 (C2)
DIM93             D.A. INTAKE MANAGEMENT                    OPT: _____ - DIM
                  AGENCY INQUIRY           PAGE:  1 OF  2
```

[1]  
OFFENSE DATE: 040493\_\_ - 041093\_\_

[2]  
AGENCY> DAO DISTRICT ATTORNEY\_\_\_\_\_

LOG DATE	LOG #	NAME	CHARGE	AGY
04/05/93	000416	HALL, J	THEFT	DAO
04/05/93	000416	SMITH, ALFRED	THEFT	DAO
04/05/93	000417	ROFFE, MICHAEL DEREK	THEFT	DAO
04/05/93	000417	BEARD, LANCE	THEFT	DAO
04/07/93	000424	SARTIN, CLINTON SHANE	THEFT	DAO
04/07/93	000424	RAMOS, ADRES	THEFT	DAO
04/07/93	000425	WILLIAMS, LARRY	THEFT	DAO
04/07/93	000425	WASHINGTON, LINTON DARN	THEFT	DAO
04/07/93	000426	BLOCK, TERRY	THEFT	DAO
04/07/93	000426	JONES, SAMUEL	THEFT	DAO
04/07/93	000426	CRISS, FRED	THEFT	DAO

[3]  
==> (22) RECORDS FOUND

7=BKWD 8=FWRD 9=PRINT 10=REFRESH PF=\_\_\_\_\_  
11=HELP

\*\*\*\*\*

### To inquire,

1. In field 1, type the date or date range the charges were sent to the D.A.'s Office.
2. In field 2, type the code for the agency that filed the charges.
3. Press Enter.

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

### INQUIRY FIELDS

1. OFFENSE DATE: Enter the date or date range of the offense. To inquire on a single day, type the same date on both lines. The maximum date range is one month.
2. AGENCY>: Agency that filed the charge. For a list of valid agency codes, type a ? and press F11.
3. ==>: Message line.

### DISPLAY FIELDS

Records matching the inquiry criteria will display below the column headings.

### F-KEY OPTIONS

- PF=\_\_\_: Alternate method of using F key. Type a number that corresponds with a F-key option and press Enter. For example, type 9 and press Enter to print report.
- 7=BKWD: Press F7 to access previous page.
- 8=FWRD: Press F8 to access next page.
- 9=PRINT: Press F9 to a print report of all the listings in the response.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## DIM 94 — Case/ CJIS Inquiry

Use DIM 94 to access a defendant's case number and Criminal Justice Information System (CJIS) number or to inquire on a DIM record using those numbers.

### ACCESS METHOD

Select Option 94 from the Main Menu. Press Enter.

\*\*\*\*\*

```
JUBAU (SEK2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      APR 30, 1998 (C2)
DIM94             D.A. INTAKE MANAGEMENT                      OPT: _____ - DIM
                  CJIS# / CASE# INQUIRY          PAGE: 1 OF 6
```

```
[1]              [2]              [3]
TRANSACTION #: _____ D.A LOG #: _____ CASE NO: _____
[4]              [5]
DEF-NAME:  SMITH _____ TRAN-DATE: _____ - _____
[6]              [7]
AGENCY> _____ CJIS #: _____
```

```
[8]  [9]  [10]
      TRAN  LOG
      NUMBER NUMBER      [11]
      <S>      DEFENDANT NAME      [12]
                                      CASE NO
                                      [13]
                                      CJIS TRACKING NO
                                      [14]
                                      AGY
```

---

-	000897	000897	SMITH, HELEN LYNN	940017101010	9000004888 - A001	C10
-	000982	000982	SMITH, JOEY	_____	9000005922 - A001	DAO
-	001033	001033	SMITH, BOB	_____	0000940000 - 0011	DAO
-	001112	001112	SMITH, ANNA BANANA	940070101010	9000007828 - A001	JIM
-	001131	001131	SMITH, JOHN	_____	-	DAO
-	001166	001166	SMITH, GEORGE	067625501010	900000845X - A001	JIM
-	001171	001171	SMITH, GEORGE A	067626001010	9000008493 - A002	JIM
-	001183	001183	SMITH, GEORGE	067631501010	9000008611 - A001	JIM

==> (41) RECORDS FOUND

```
1=OFFICER      2=DEF DESC      3=CICS QUERY      4=CHRG INFO      5=DETAIL LOG      PF= _____
6=RESORT       7=BKWD           8=FWRD            10=REFRESH       11=HELP
```

\*\*\*\*\*

### To inquire,

1. Type data in any combination of fields 1 through 7.
2. Press Enter.



## EXPLANATION OF FIELDS

### Inquiry Fields

1. TRANSACTION #: DIM transaction number.
2. D.A. LOG #: D.A. log number for the defendant in DIM.
3. CASE NO: Harris County case number.
4. DEF-NAME: Defendant's name in last name, first name format.
5. TRAN-DATE: Transaction date.
6. AGENCY>: Code for agency that filed charges. For a list of valid codes, type a ? and press F11.
7. CJIS #: Criminal Justice Information System number.

### Display Fields

8. \_\_\_: Selection field. Type an **X** to select a record and press the appropriate F key. See F-Key Options below for more information.
9. TRAN NUMBER: DIM transaction number.
10. LOG NUMBER: D.A. log number for the defendant in DIM.
11. DEFENDANT NAME: Defendant name.
12. CASE NO: Harris County case number.
13. CJIS TRACKING NO: Criminal Justice Information System tracking number.
14. AGENCY: Code for agency that filed charge.

## F-KEY OPTIONS

To select a record, type an **X** in the selection field to the left of the listing.

- 1=OFFICER: Select a listing and press F1 to transfer to DIM 10 - Officer Information.

- 2=DEF DESC: Select a listing and press F2 to transfer to DIM 20 - Defendant Descriptors.
- 3=CICS QUERY: Used to check Harris County criminal history for a defendant. You must be cleared to access Harris County criminal records, and you must be logged on to both CICS2 and M204.
- a. After performing an inquiry, select a listing by typing an X beside it, then press F3.
  - b. The Name Inquiry Menu (LNAME) will display in the Harris County Criminal System. Defendant information from DIM will appear in the appropriate fields. (For example, the defendant's name, race, sex, and date of birth will display if that information was entered in DIM.) You may change, add or delete the displayed information as needed.
  - c. Press Enter to inquire on record.
  - d. The name inquiry response screen should display.
  - e. Access details about a displayed record by typing a two-digit line number over the =N and pressing Enter.
- To re-access Model 204 from CICS, clear the screen, type M4P2 and press Enter. The Main Menu will display.
- 4=CHARGE INFO: Select a listing and press F4 to transfer to DIM 30 - Charge Information.
- 5=DETAIL LOG: Select a listing and press F5 to transfer to DIM 6010 - Detail Log.
- PF=\_\_\_: Alternate method of transferring. Instead of pressing an F-key, type the number that corresponds with the F-key option you need and press Enter.
- 9=RESORT: To make the list of responses display in a different order, position the cursor under one of the display column headings and press F9. The <\$> symbol appears above the column used to sort the list.
- 7=BKWD: Press F7 to access previous page.

8=FWRD:

Press F8 to access next page.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## DIM 95 — AFIS Inquiry

Use DIM 95 to access information associated with an AFIS identification number.

### ACCESS METHOD

Select Option 95 from the Main Menu. Press Enter.

\*\*\*\*\*

JUBAU (SEK2) JUSTICE INFORMATION MANAGEMENT SYSTEM APR 30, 1998 (C2)  
DIM95 D.A. INTAKE MANAGEMENT OPT: \_\_\_\_\_ - DIM  
AFIS NUMBER INQUIRY PAGE: 1 OF 1

[1] TRANS DATE: 010197\_\_ - 070197\_\_ [2] AFIS NUMBER: \_\_\_\_\_  
[3] AGENCY> DAO DISTRICT ATTORNEY [4] AGENCY ID#: \_\_\_\_\_ [5] D.A LOG #: \_\_\_\_\_

[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]
AFIS NUMBER	NAME	S	R	DOB	SPN	SO #	AGY	
<S>								
631219238298	WRIGHT, CHARMAN DELEA	F	W	08081965	000001460			DAO
631229238432	ORTIZ, ROCK	M	W	08211943	000001488			DAO
_____	_____	__	__	_____	_____	_____	_____	_____
_____	_____	__	__	_____	_____	_____	_____	_____
_____	_____	__	__	_____	_____	_____	_____	_____
_____	_____	__	__	_____	_____	_____	_____	_____
_____	_____	__	__	_____	_____	_____	_____	_____
_____	_____	__	__	_____	_____	_____	_____	_____

==> (2) RECORDS FOUND  
1=DEF DESC 2=RESORT 3=ARR50 4=ARR5010 PF=\_\_\_\_\_  
7=BKWD 8=FWRD 9=PRINT 10=REFRESH 11=HELP

\*\*\*\*\*

### To inquire,

1. Type information in any combination of fields 1 - 5.
2. Press Enter.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. TRANS DATE: Transaction date or date range.
2. AFIS NUMBER: Automated Fingerprint Identification System number generated when the defendant's fingerprints were scanned.
3. AGENCY>: Code for agency that filed the charge. For a list of valid codes, type a ? and press F11.
4. AGENCY ID#: Filing agency's ID number for a defendant.
5. D.A LOG #: D.A. Log number identifying the defendant connected to the charge in DIM.

### Display Fields

6. \_\_\_: Selection field. To transfer to DIM 20 – Defendant Descriptors, type an **X** next to the appropriate record and press F1.
7. AFIS NUMBER: Automated Fingerprint Identification System number.
8. NAME: Name associated with AFIS record.
9. S: Sex code.
10. R: Race code.
11. DOB: Date of birth.
12. SPN: Defendant's Harris County system person number.
13. SO #: Defendant's Sheriff's Office number.
14. AGY: Code for agency that filed charge.

## F-KEY OPTIONS

- 1=DEF DESC: Type an **X** beside the appropriate listing then press F1 to transfer to DIM 20 - Defendant Descriptors.
- 2=RESORT: To make the list of responses display in a different order, position the cursor under one of the displayed column headings and press F2. The <\$> symbol appears above the column used to sort the list.
- 3=ARR50: Press F3 to access ARR 50 – the AFIS Arrest Record Inquiry screen.
- 4=ARR5010: Press F4 to access ARR 5010 – the Arrest Record Detail screen.
- PF=\_\_\_: Alternate method of transferring. Instead of pressing an F-key, type the number that corresponds with the F-key option you need and press Enter.
- 7=BKWD: Press F7 to access previous page.
- 8=FWRD: Press F8 to access next page.
- 9=PRINT: Press F9 to print a report of all information found in response to the inquiry.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## DIM 96 — Family Violence Inquiry

Use DIM 96 to inquire on family violence offenses and to transfer to other DIM transactions.

### ACCESS METHOD

Select DIM 96 from the DIM Menu. Press Enter.

\*\*\*\*\*

```
JUBAU (SJI2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      SEP 21, 1998 (C2)
DIM96             D.A. INTAKE MANAGEMENT                          OPT:      - DIM
                  FAMILY VIOLENCE INQUIRY              PAGE:    1 OF 43
```

```

[1]              [2]              [3]
TRANSACTION #:   _____ D.A LOG #:   _____ LOG DATE: 090195__ - 093095__
[4]              [5]              [6]
COMPL/WITNESS:  _____ RELATION TO DEF> _____ AGENCY:  HPD
-----
```

TRAN NUMBER	LOG NUMBER	LOG SENT/ DATE	CW	COMPLAINANT/WITNESS NAME	FAM/REL	DEFENDANT NAME	AGY
213231	134217	090195	Y C	BEROLLO, ALEXANDRINA	Y CW	ALANIS, AUSTIN CAMP	HPD
223244	112611	090195	Y C	RIVERA, MICHAEL L	Y WI	RIVERA, BRETT LUIS	HPD
213325	116624	090195	Y C	SMITHE, MARANNA	Y CW	FLORES, JOSE ANGEL	HPD
244353	116652	090295	Y C	STORE, SUSAN DIAN	Y WI	STROH, DAVID JOHN	SHF
215301	116721	090295	Y C	HEDGE, PATRICIA ANN	Y WI	HEDGE, DANNY WEBST	CD4
233432	116202	090395	Y C	RIMERO, AYDA	Y NO	MONTANO, ISRAEL	HPD
213449	112719	090395	Y C	CONCORAI, RONALD J	Y UM	WENDT, TRICIA MARY	CD4
213453	126723	090495	Y C	JONES, PATRICIA	Y CW	RIVAS, JESSICA	HPD

```
[7]
==> (342) RECORDS FOUND
```

```
1=GENERAL INQ  2=OFFENSE INQ  3=PRINT SEL  4=D.A. LOG  5=CHRG REC`D PF=
6=RESORT      7=BKWD          8=FWRD          9=PRINT ALL 10=REFRESH 11=HELP
```

\*\*\*\*\*

### To inquire,

1. Type information in any combination of fields 1 through 6.
2. Press Enter.

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

### INQUIRY FIELDS

1. TRANSACTION NUMBER: System-generated tracking number used to associate co-defendants to a DIM entry.
2. D.A. LOG NUMBER: System-generated number used to identify co-defendants attached to a DIM entry. Inquiring with a D.A. log number causes the associated transaction number and a list of all the co-defendants to display.
3. LOG DATE: Type the date or date range indicating when charges were sent to the D.A.'s Office. (Charges are sent when F6 is pressed from DIM 55.)
4. COMPL/WITNESS: Complainant's or witness's name. Type LAST NAME, FIRST NAME or inquire with a partial name.
5. RELATION TO DEFENDANT>: Witness's or complainant's relationship to defendant. For a list of valid relationship codes, type a ? and press F11.
6. AGENCY: Agency that filed the charge. For a list of valid agency codes, type a ? and press F11.
7. ==>: Message line.

### DISPLAY FIELDS

Records matching the inquiry criteria will display below the column headings.



## F-KEY OPTIONS

To select a record before making a transfer, type an **X** in the selection field to the left of the listing.

- 1=GENERAL: Select a listing and press F1 to transfer to DIM 90 - General Inquiry.
- 2=OFFENSE INQ: Select a listing and press F2 to transfer to DIM 92 - Offense Inquiry.
- 3=PRINT SEL: Select a listing and press F3 to print a DIM report for that charge.
- 4=D.A.LOG: Select a listing and press F4 to transfer to DIM 60 - D.A. Log Summary.
- 5=CHRGs REC'D: Used by the D.A.'s Office to transfer to DIM 80 - Charges Received.
- 6=RESORT: To view the list of charges in a different order, position the cursor on or below the TRAN NUMBER, LOG NUMBER, OFFENSE DATE or COMPLAINANT/WITNESS NAME column heading and press F6. The <S> symbol appears above the column used to sort the list.
- PF=\_\_\_: Alternate method of using F key. Type a number that corresponds with a F-key option and press Enter. For example, type **9** and press Enter to print report.
- 7=BKWD: Press F7 to access previous page.
- 8=FWRD: Press F8 to access next page.
- 9=PRINT ALL: Press F9 to print a report of all listings in the response.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## DIM 9980 — D.I.M. Printer Selection

Use DIM 9980 to designate where a DIM report should print.

### ACCESS METHOD

This screen appears automatically when a print is requested. From most DIM screens, F9 is used to print. Select a printer from the displayed list by typing an **X** in a selection field (field 1) and pressing Enter.

```
*****
JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 08, 1999 (C2)
DIM9980           D.A. INTAKE MANAGEMENT                OPT: _____ - DIM
                  D.I.M. PRINTER SELECTION          PAGE: 1 OF 1

*****
*          THE PRINTER SELECTED FROM THIS LIST WILL REMAIN IN EFFECT          *
*          UNTIL A DIFFERENT PRINTER IS SELECTED OR YOU LOGOFF                *
*****

[1]   [2]                               [3]
- RMT147   D.A. INTAKE COMMUNICATIONS OFFICE (PRINTER #2)
- RMT177   D.A. INTAKE COMMUNICATIONS OFFICE (PRINTER #1)
- RMT83    P6XVSJY2 - XEROX 4045 - 406 CAROLINE JIMS

      (SELECT A PRINTER AND PRESS ENTER)
==> (3) PRINTERS FOUND

              7=BACKWARD      8=FORWARD                               11=HELP
*****
```

If the appropriate printer is not listed, request that the printer be associated with your log-on ID. Call Kermit Kurtz in the District Attorney's Office at (713) 755-5072, or Paul Clements in JIMS at (713) 755-7919, or call any member of the JIMS training section.

## EXPLANATION OF FIELDS

General assistance with this option is available through Help (press F11).

1. \_\_\_: To select a printer, type an **X** and press Enter. The previous option screen will reappear and the report will begin printing on the designated printer. The message, "REPORT SUCCESSFULLY PRINTED ON RMT\_\_\_" should display.

The selected printer will become the destination for all your DIM printouts until you log off or choose a different printer.

2. RMT147: Printer ID code.

3. PRINTER 2: Printer location.

## F-KEY OPTIONS

7=BKWD: Press F7 to access previous page.

8=FWRD: Press F8 to access next page.

11=HELP: Press F11 to access Help.

## Appendix A — Features of Model 204

### HELP SCREENS

#### General

Once you access an option in a Model 204 subsystem, general assistance is available by pressing F11.

#### Specific Fields

Specialized Help screens are available for fields ending with >. These screens usually contain lists of valid codes.

To access a specialized Help screen:

- a. Type a ? in a field ending with > and press F11. The code table will display.
- b. Select the appropriate code by typing an X in the selection field to the left of the listing.
- c. Press Enter, and the original screen will reappear with the selected code displaying in the field.

### THE OPTION FIELD

#### Transferring to Different Options

OPT: \_\_\_\_ appears at the top right of each screen. Use this field to transfer quickly from one option to another.

Type an option number beside OPT and press Enter. The requested screen will appear.

#### Transferring to Different Subsystems

Beside OPT: \_\_\_\_ are the initials DIM. Use this field to transfer from one subsystem to another — for example, from DIM to MSG, the Message System. You may only transfer to subsystems for which you have clearance.

Type the code for another subsystem over the DIM initials and press Enter. You will access the main menu of the requested subsystem if you are cleared for it.

#### Transferring to a Specific Option Within a Subsystem

To access a specific option within a subsystem, first type the option number beside OPT, then type the subsystem code over the one which currently displays and press Enter.

#### Logging Off

Type an L in any OPT field and press Enter.

## **THE SCROLL FIELD**

### **On Option Screens**

Above the OPT field on some screens is a field labeled SCROLL. When records are contained on more than one page, this field allows you to quickly move from one page to another.

Type a page number in this field and press Enter. The requested page will appear.

### **On Help Screens**

The SCROLL field on Help screens may be used with page numbers as described above or for some screens on which data is listed in alphabetical order, it may be used with letters of the alphabet. To go to a particular part of an alphabetic list, type a letter or letters in the SCROLL field and press Enter.

## **THE PAGE NUMBER FIELD**

Below the OPT field on some screens is a field labeled PAGE \_\_ OF \_\_ (example, PAGE 1 OF 10). This field allows you to access any specific page when records are contained on more than one page.

Type desired page number over the current page number and press Enter. The requested page will appear.

## **RETURNING TO MAIN MENU**

### **From Option Screens**

Press Clear, or type MNU in the second blank of the OPT field and press Enter.

### **From Help Screens**

Press Clear.

## Appendix B — Model 204 Name Inquiries

### FULL NAME

When the person's full name is known, type the name in the following format:

LAST NAME, FIRST NAME MIDDLE NAME

Example, **SAMPLE, JOHN DAVID**

### PARTIAL NAME

When the full name is unknown, type a partial name. Also use this method when you are unsure of the spelling of the name. A minimum of one to three characters may be required for a search. A comma is not required.

Example, **SAM**

The response will list all last names beginning with the letters SAM, such as:

Sample, John  
Sampson, Edith  
Saminski, Betty  
Samuel, George

Partial first names can also be entered.

Example, **SAMPLE, J**

The response will list all names containing the letters you typed in the order you typed them.

This search will find such names as:

Sample, Jan  
Sample, John  
Sample, June

## WILDCARDS

Two “wildcard” characters can help you perform a search:

An asterisk (\*) is a wildcard that can stand for any number of characters.

A plus sign (+) is a wildcard that corresponds to only one character at a time.

If you do not know some of the letters in a name, use the wildcard characters to take their place.

Example, **SAM\*J**

This search will find such names as:

Samford, Joe  
Sample, Jimmy  
Sampson, Julie  
Samjak, Rick  
Samuelson, Jeffrey

Or

Example, **SA+PLE**

This search will find such names as:

Sample, Brian  
Sanple, Douglas  
Saple, Sarah  
Sapple, Lydia

An asterisk is assumed to be at the end of any name entered.

**NOTE:** Inquiring with a wildcard character can be time consuming. Avoid using a wildcard as the first character in a field.

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