Juvenile Offender Tracking System (JOT)

A Model 204 Subsystem
Used to File Charges Against Juveniles
in Harris County

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Overview of the Juvenile Offender Tracking System

JOT is used to track juvenile offenses in Harris County. Specifically, it is used to track class B misdemeanors or above that have been committed since January 1, 1996 by a child who was older than 9 and less than 17 when the offense was committed.

The Texas Family Code, Chapter 58 requires that agencies in Texas report juvenile criminal history to the Department of Public Safety in Austin beginning January 1, 1996. JOT automates the Criminal Justice Information System (CJIS) reports required by DPS.

JOT builds a database of officer, juvenile, charge, witness and complainant information. It allows agencies to share information and 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 records.

For more information about JOT, call the D.A. Juvenile Division at 713-755-5874 or D.A. Communications at 713-755-6149.

FILING CHARGES

Complete the following steps in order:
1. Run the juvenile's TCIC/NCIC criminal history. If the juvenile has prior arrests (class B or above), you will enter the juvenile's criminal state ID (SID) number in JOT. Your agency must include a SID with any fingerprint card sent to DPS. If a juvenile with a prior arrest record was certified as an adult, he or she will also have an FBI number.

2. Contact an assistant D.A. to determine probable cause. From 8 a.m. - 5 p.m. Monday through Friday call 713-755-5874. When that office is closed, call 713-755-5894.

3. Call the Juvenile Probation Intake Division at 713-512-4100 to find out if the juvenile has prior arrests for class B misdemeanors or above, to find out if the juvenile is wanted, and to discuss detention if the juvenile is in custody. (You will need to enter this information into JOT.)

4. If the juvenile is in custody, use Harris County's Automated Fingerprint Identification System (**AFIS**) to scan the person's fingerprints. You will need to enter the AFIS number into JOT. In the AFIS response, you may receive the person's true name and/or identifying numbers such as a Sheriff's Office number or a juvenile number. Enter those numbers in JOT and this will reduce the time needed to file and process the charge. The AFIS may reveal that the person is actually an adult, in which case the charge must be filed in the DIM system.

5. Access the JOT 10 screen and begin filing the charge. Enter all available information in JOT. The data you enter will be used by several different departments and agencies to locate, track and process the juvenile. It will also be used to locate complainants and

witnesses. The more information you enter, the more efficient the criminal justice system will be for everyone involved.

Juvenile Identification:
It is extremely important that you identify the person as accurately as possible. The person 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 the person to be detained.

Recalling an Entry:
You may begin filing a charge in JOT using any terminal connected to Harris County JIMS. You may suspend the process at any time without losing the information you've entered. All screens that you have successfully completed will be saved even after you log off. You may reaccess the record using the JOT 90 General Inquiry screen.

Completing an Entry:
Do not send your entry to the D.A.'s Office until it is complete. To access and complete an entry, inquire on the charge using JOT 90, transfer to an entry screen, and fill in the appropriate information. For example, you may begin filing charges from one terminal, stop and take the juvenile to an AFIS site, then recall the record from any other JIMS terminal and update the entry with the information obtained from AFIS.

If the AFIS response contains a Harris County juvenile number for the individual, enter the name and main ID numbers obtained from AFIS when filing the charge. Make sure your entry is complete before you send it.

JOT ENTRY SCREENS

Use the following computer transactions to file charges. Complete these screens in the following order.

JOT 10	Officer Information	Screen 1 of 10
JOT 20	Juvenile Descriptors	Screen 2 of 10
JOT 2010	Juvenile Descriptors Continued	Screen 3 of 10
JOT 2020	Juvenile Descriptors Continued	Screen 4 of 10
JOT 2025	Juvenile Descriptors Continued	Screen 5 of 10
JOT 2030	Juvenile Identification Method	Screen 6 of 10
JOT 30	Charge Information	Screen 7 of 10
JOT 40	Summary of Facts	Screen 8 of 10
JOT 50	Witness/Complainant Data	Screen 9 of 10
JOT 55	Complainant Property Info	Screen 10 of 10

THE MESSAGE LINE

At the bottom of each screen is a message line designated ==>. When you press the Enter or PF2 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 message "**INFORMATION SAVED - READY TO CONTINUE**" will display.

ACCESSING THE NEXT SCREEN

Press the **PF2** key to move forward through the JOT entry screens. If your terminal does not have a PF2 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 JOT entry screens and checked that all data is accurate, send the charge(s) to the D.A.'s Office. From Option **55** (Screen 10 of 10), press the **PF6** key that is labeled SEND D.A.

Once you send the charge(s), 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-actor records.

TRAINING AND PRACTICE

A practice subsystem called DMT - D.A. Intake Training is used to teach officers how to file charges against adults. DMT is very similar to JOT and can be used to practice filing charges and to teach others how to use the automated system. There are some differences between DMT and JOT; however the basic procedures are the same in both subsystems. To request clearance for DMT, call the JIMS training supervisor at 713-755-7766.

Do not use DMT to file actual charges.

REMEMBER

Use DIM to file charges against adults.

Use JOT to file charges against juveniles.

JOT INQUIRY SCREENS

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

JOT 41	Notes
JOT 65	Juvenile Log Inquiry
JOT 6510	Log Detail/Query Only
JOT 84	Hate Crime Inquiry
JOT 85	Judicial Data Inquiry
JOT 90	General Inquiry
JOT 91	Witness Inquiry
JOT 92	Offense Inquiry
JOT 93	Agency Inquiry
JOT 94	Case/CJIS Inquiry
JOT 96	Family Violence 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 JOT 90 screen and inquire on the record.
2. Select the record and press PF9 (PRINT CJIS). For information about printing JOT reports, see page 84.
3. Attach the fingerprint card to the report and mail to:
   Texas Department of Public Safety
   PO Box 4143
   Austin, TX 78765-4143

CJIS reports can only be printed for charges that have been accepted and processed by the D.A.'s Office.

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, access the Log Detail screen (JOT 6510). You may transfer to 6510 from JOT 90 by selecting the record and pressing PF5. If the letter R appears under STATUS, the charge has been rejected.

See Chapter 58 of the Texas Family Code for follow-up procedures regarding rejected charges. (The code states that if a child is not referred to juvenile court intake within ten days of being taken into custody, all records created by the arrest, including photographs and fingerprints, must be destroyed.) Also, see Chapter 58 for details regarding juveniles referred to first offender or informal disposition programs.

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.

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	Start over beginning with step 2 and change your password using the procedures in step 3. You must change your password every 60 days.
PASSWORD NOT MATCHED	You have typed your password incorrectly. Start over beginning with step 2.
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.

LOGGING ON TO MODEL 204 THROUGH CICS

From DIM Option 90, the PF3 key transfers to the LNAM screen in the Harris County Criminal System (CICS2). To use this PF-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 10 for an explanation of the Main Menu.

Model 204 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.

Alternative: Complete step 1 above. Then, type **QQ** (quick quit) in the ENTER COMMAND field and press Enter.

Exiting Tubes Sign-on Panel

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

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

Alternative: Instead of pressing F3 from the Sign-On Panel, type **LOGOFF EXIT** (or **LOG E**) in the ENTER COMMAND field, and then press Enter.

Accessing the JOT 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 JOT (the subsystem ID for Juvenile Offender Tracking System) in the SELECTION field at the bottom of the screen (field 8) and press Enter. The JOT Menu will appear.

METHOD 2
Using the Tab key, move the cursor to the blank line beside JOT (field 5) and press Enter. The JOT Menu will appear.

METHOD 3
To go directly to an option screen and bypass the JOT menu, type JOT in the first blank of the SELECTION field. Type the option number in the second blank of the SELECTION field (for example, JOT 10). Press Enter. The requested option will appear.

```
**************************************************************************
 [1]
JUBAU (SEC2)   JUSTICE INFORMATION MANAGEMENT SYSTEM          DEC 08, 1998(C2)
 [2]                                                          [3]
JPMNU                  MASTER SUB-SYSTEM SELECTION            PAGE: 1 OF 1
                                                             [4]
                            MAIN MENU                        SCROLL: ___


    [5]  [6]        [7]
     _    DIM  D.A.  INTAKE MANAGEMENT
     _    DMT  D.A.  INTAKE ** TRAINING **
     _    JOT  JUVENILE OFFENDER TRACKING SYSTEM
     _    MSG  MESSAGE SUBSYSTEM




                           [8]
                 SELECTION: ___  ___

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

**************************************************************************
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EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

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. JUVENILE OFFENDER
     TRACKING SYSTEM: Subsystem name.

8. SELECTION: Selection field for access method 1 above.

F-KEY OPTIONS

7=BACK: Press PF7 to access the previous page if there is more than
                                               one page of options.

8=FORWARD: Press PF8 to access the next page if there is more than one
                                               page of options.

10=LOGOFF: Press PF10 to log off Model 204.

11=HELP: Press PF11 to access Help.

JOTMM — Main Menu

Use this screen to select and transfer to options in the JOT 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.

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**************************************************************************

JUBAU (SEC2) JUSTICE INFORMATION MANAGEMENT SYSTEM        DEC 08, 1995(C2)
JOTMM                   JUVENILE OFFENDER TRACKING         PAGE: 1  OF 1
                              JOT MENU                     SCROLL: ___
                                                          OPT: _____ - JOT


     [1]  [2]          [3]
      _    10. OFFICER INFO (ENTRY ONLY)       _   90. GENERAL INQUIRY
      _    20. JUVENILE DESCRIPTORS            _   91. WITNESS INQUIRY
      _    30. CHARGE INFORMATION             _   92. OFFENSE INQUIRY
      _    40. SUMMARY OF FACTS               _   93. AGENCY INQUIRY
      _    41. NOTES                           _   94. CASE/CJIS INQUIRY
      _    50. WITNESS/COMPLAINANT DATA        _   96. FAMILY VIOLENCE INQUIRY
      _    55. COMPLAINANT PROPERTY
      _    65. JUVENILE LOG INQUIRY
      _    84. HATE CRIME INQUIRY
      _    85. JUDICIAL DATA INQUIRY
      _    87. DISPOSITION SUMMARY


                                [4]
                      SELECTION: ____  ____


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

**************************************************************************
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EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

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 PF7 to access the previous page if there is more than one page of options.

8=FWRD: Press PF8 to access the next page if there is more than one page of options.

10=LOGOFF: Press PF10 to log off Model 204.

11=HELP: Press PF11 to access Help.

JOT 10 — Officer Information

Use JOT 10 to begin filing charges.

ACCESS METHOD

Select Option 10 from the JOT Menu. Press Enter.

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*************************************************************************

JUBAU  (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM        DEC 08, 1995(C2)
JOT10                    JUVENILE OFFENDER TRACKING           OPT: _____ - JOT
SCREEN 1 OF 10           OFFICER INFO (ENTRY ONLY)


       [1]                         [2]                         [3]
TRANSACTION DATE: 19951208  TRANSACTION #: _____     COPY FROM LOG#: _____
       [4]                         [5]                         [6]
ADD A CHARGE: _          JOT LOG NUMBER: _____   CO-ACTOR: _____
       [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......: 713 - 247 - 0000
       [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

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11). 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 co-actors to a particular JOT 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 713-755-5874 or 713-755-6149.

4. JOT LOG NUMBER: Six-digit tracking number that identifies co-actor 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-ACTOR: If more than one juvenile is associated with an entry, create a co-actor record using one of the following methods:

a. After completing JOT 55 (screen 10 of 10) press the PF4 key and follow the directions on the message line.
OR
b. In this field, type the transaction number with which the co-actor should be associated and press Enter. A new JOT log number will be generated.

When these steps are complete, information from JOT 10, 40, 50 and 55 will be copied, including officer, summary of facts, first witness/complainant and complainant property data. Information about the co-actor will need to be entered using JOT 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 code, name, department and phone number 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 PF11.

11. PHONE NUMBER: Required. Type officer's area code and phone number unless filled in automatically.

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 JOT, type a **?** and press PF11.

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 JOT, type a **?** and press PF11. 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 indicator. After you type the necessary information and press Enter, the following message displays: "INFORMATION SAVED - READY TO CONTINUE."

14

F-KEY OPTIONS

2=NEXT SCREEN: Press PF2 to access JOT 20 - Juvenile Descriptors.

3=GENERAL INQ: Press PF3 to access JOT 90 - General Inquiry.

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

9=PRINT: Press PF9 to print the Filing Officer Information Sheet. See page 84 for information about the Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 20 — Juvenile Descriptors
Screen 1

Use JOT 20, screen 1 to begin entering information about the juvenile.

ACCESS METHOD

After completing Option 10, press PF2 for "Next Screen."

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JUBAU (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 08, 1995(C2)
JOT20                   JUVENILE OFFENDER TRACKING         OPT: _____ - JOT
SCREEN 2 OF 10             JUVENILE DESCRIPTORS


     [1]                              [2]
TRANSACTION  #..: 088138          JOT LOG #.....: 088138
     [3]                              [4]
CUSTODY STATUS..: _               FINGERPRINTS?.: _
     [5]                              [6]
DATE OF ARREST..: _____       TIME OF ARREST: ____
     [7]                              [8]
H.C. PROBATION #: _____       AFIS ID #.....: _____

CUSTODY STATUS :
                "Y" - JUVENILE IS IN CUSTODY FOR THIS CHARGE

                "N" - JUVENILE IS NOT IN CUSTODY

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

                "D" - JUVENILE IS IN "HARRIS COUNTY DETENTION CENTER"

                "J" - JUVENILE IS IN "HARRIS COUNTY DETENTION CENTER"
                      ON OTHER CHARGES - CLASS B OR ABOVE

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

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

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EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

1.   TRANSACTION #:   Displays automatically. Computer-generated tracking
                              number identifying JOT entry.

2. JOT LOG #:   Displays automatically. Computer-generated tracking
                                  number identifying juvenile connected to JOT transaction.

3. IN CUSTODY: Required.
                                  Y = Juvenile is currently in custody for this charge but will
                                      be released.*
                                  N = Juvenile is not in custody.
                                  H = Juvenile is in a Harris County Hospital.*
                                  D = Juvenile is in custody for this charge and will be
                                      transported to the Harris County Detention Center.*
                                  J = Juvenile is in a Harris County detention center on other
                                      charges, class B or above.

                                  * Causes a CJIS tracking number to be generated
                                  automatically. The CJIS number displays in field 6 on JOT
                                  30.

                                  NOTE: If juvenile is in a hospital, call Juvenile Probation's
                                  Intake Division at 713-512-4100 and ask about necessary
                                  procedures.

4. FINGERPRINTS?:   Were juvenile's fingerprints scanned by an AFIS device?
                                  Type **Y** for yes or **N** for no.

                                  If juvenile in custody has not yet been taken to an AFIS
                                  site:
                                  a. Type **N** for no in this field and complete the JOT entry.
                                       DO NOT SEND THE CHARGE TO THE D.A.'s
                                      OFFICE.
                                  b. Take the juvenile to an AFIS site and scan the person's
                                      prints.
                                  c. Access the JOT 90 screen and inquire on the JOT
                                      entry.
                                  d. Transfer to this screen, type **Y** in this field, and type
                                      the AFIS ID # in field 8.
                                  e. If the AFIS response reveals a true name and/or true
                                      main ID numbers for the juvenile, update any alias
                                      information entered in JOT.
                                  f. Once all information is correct, send the charge to the
                                      D.A.'s Office by pressing PF6 from the JOT 55 screen.

5. DATE OF ARREST: If juvenile is in custody, this field is required. Type date in MMDDYY or MMDDYYYY format (example, for January 5, 1999 type 010599 or 01051999).

6. TIME OF ARREST: If juvenile is in custody, this field is required. Type time in military format (example, 1:30 p.m. = 1330).

7. H.C. PROBATION #:   If known, type the number the Harris County Juvenile Probation Department has issued for the person. Leading zeroes may be omitted. (Do not enter the HPD or other agency juvenile number in this field. That information should be entered on screen 3, JOT 2010, instead.) Press Enter.

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 replaced by a Sheriff's Office number when prints are archived to disk.

    If the AFIS response contains a name that is different from the one given by the juvenile, enter the alias name on the JOT 20 screen.

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

JOT 20 — Juvenile Descriptors
Screen 2

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

ACCESS METHOD

Complete Option 20, screen 1, then press Enter. Fields 9-27 will display.

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JUBAU (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM       DEC 08, 1995(C2)
JOT20                  JUVENILE OFFENDER TRACKING           OPT: _____ - JOT
SCREEN 2 OF 10           JUVENILE DESCRIPTORS
     [1]
TRANSACTION  #..: 000340              JOT LOG #.....: 000340
CUSTODY STATUS..:_                    FINGERPRINTS?.: _
DATE OF ARREST..: _____            TIME OF ARREST: ____
H.C. PROBATION #: _____            AFIS ID #.....> _____
     [2]
JUV LAST NAME : _____ FIRST: _____ M: _____
     [3]
ALIAS NAME....: _____
     [4]                    [5]
US CITIZEN....: _    IF NOT US CITIZEN, INS#..........: _____
     [6]                                  [7]
PLACE OF BIRTH> __ _____   CITY OF BIRTH: _____
     [8]              [9]             [10]
RACE.........> _    SEX........> _    DOB..........: _____
     [11]            [12]             [13]                [14]
MARITAL STATUS> _   BUILD......> ___  HEIGHT.......: ___      WEIGHT: ___
     [15]            [16]             [17]
HAIR.........> ___  SKIN.......> ___  EYES.........> ___
     [18]
SCARS........> _____
     [19]
STREET #......: _____ STREET NAME: _____ APT #: _____
CITY .........: _____ STATE> __ ZIP: _____ - ____ KEYMAP: ____
     [20]
PHONE.........: ( ___ ) ___-_____
     [21]                                [22]
SCHOOL DIST...> ___ SCHOOL> _____ GRADE: __ NOTIFIED: _ (Y/N)
[23]
==>  ***LAST NAME IS REQUIRED***
1=PREV SCREEN 2=NEXT SCREEN 3=KEYMAP SEAR                       PF=____
                                9=PRINT    10=REFRESH    11=HELP


***************************************************************************
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EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11). Help screens are also available for fields ending with >. See Appendix A for more information.

For explanation of field 1 (TRANSACTION # - AFIS ID #), see JOT 20, screen 1 explanation beginning on page 16.

2.	JUV LAST NAME, FIRST NAME, M:	Required or LNU, FNU (last name unknown, first name unknown).

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

3.	ALIAS NAME:	Type juvenile's alias name or names if known.
4.	US CITIZEN:	**Y** = yes, **N** = no, blank if unknown.
5.	INS #:	Immigration and Naturalization Service number.
6.	PLACE OF BIRTH>:	For a list of valid codes, type a **?** and press PF11.
7.	CITY OF BIRTH:	Type juvenile's city of birth if known.

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

8.	RACE>:	For a list of valid race codes, type a **?** and press PF11.
9.	SEX>:	For a list of valid gender codes, type a **?** and press PF11.
10.	DOB:	Type date of birth in MMDDYY or MMDDYYYY format, (example, 110483).
11.	MARITAL STATUS>:	For a list of valid codes, type a **?** and press PF11.
12.	BUILD>:	NCIC codes. For a list of valid build codes, type a **?** and press PF11.
13.	HEIGHT:	Type height as a three-digit number (example, 5'3" = 503).
14.	WEIGHT:	Juvenile's weight.
15.	HAIR>:	For valid hair color codes, type a **?** and press PF11.
16.	SKIN>:	For valid skin tone codes, type a **?** and press PF11.

17.	EYES>:	For valid eye color codes, type a **?** and press PF11.

18. SCARS>: For valid scar, mark, tattoo and trait codes, type a **?** and press PF11.

19. STREET #...KEYMAP: Juvenile's address (street number, street name, apartment number, city, state, ZIP code and Key Map page and cell).

NOTE: After you type the address and press Enter, the Key Map page and cell will display automatically. If there is more than one address matching the entered address, a list of addresses will display. Select the appropriate address by typing an X in the selection field and pressing enter.

20. PHONE: Juvenile's phone number.

21. SCHOOL DIST>: School district and school where juvenile is enrolled and the juvenile's grade level. For valid school district and school codes, type a **?** and press PF11.

22. NOTIFIED: Was school informed of juvenile's arrest? **Y** = Yes, **N** = No.

23. ==>: Message line indicator. 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 PF1 to access JOT 10 - Officer Information.

2=NEXT SCREEN: Press PF2 to access JOT 2010 - Juvenile Descriptors Continued.

3=KEYMAP SEAR: Press PF3 to perform a Key Map search for the address in field 26.

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

9=PRINT: Press PF9 to print the Juvenile Descriptors Report. See page 84 for information about the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 2010 — Juvenile Descriptors Continued

Use JOT 2010 to enter the juvenile's main ID numbers.

ACCESS METHOD

After entering required information on JOT 10 and 20, press PF2, and JOT 2010 will display.

```
******************************************************************************
JUBAU (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      SEP 01, 1998(C2)
JOT2010                  JUVENILE OFFENDER TRACKING        OPT: _____ - JOT
SCREEN 3 OF 10        JUVENILE DESCRIPTORS CONTINUED

 [1]
JUVENILE: MCMULLEN, JIMMY_____
RACE.....: _ SEX: _ DOB: ******* TRANSACTION#: 000340   JOT LOG# : 000340

 [2]                  [3]                  [4]                  [5]
PRIOR ARREST?: _ (Y/N)   FBI#: _____   STATE ID #: _____   SO#: _____
 [6]                                         [7]
AGENCY ID#.........> HPD   898989_           SSN #: ___ __ ____
 [8]                                          [9]
DL#................: _____         DL ST> __

 [10]
GANG MEMBER (Y/N): _ IF YES, ENTER GANG NAME: _____
 [11]                                   [12]
MEMBER ID#.........: _____             GANG ID#: _____ - __
 [13]
MENTAL ILLNESS .................: _
 [14]                                   [15]
JUVENILE WANTED OUT OF COUNTY/STATE?: N ENTER AGENCY: _____
 [16]
AGENCY CONTACT.................: _____
 [17]
AGENCY PHONE...................: ( ___ )  ___ - ____
[18]
==>
 1=PREV SCREEN 2=NEXT SCREEN 3=GANG SEARCH                          PF= ___
                                     9=PRINT     10=REFRESH   11=HELP

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11). Help screens are also available for fields ending with >. See Appendix A for more information.

1.   JUVENILE: Information from previous screens automatically displays
                               on the first two lines.

2. PRIOR ARREST: Required. If the juvenile has prior arrest records for class B offenses or above, type **Y** for yes. If not, type **N** for no.

3. FBI #:   If a juvenile with a prior arrest record was certified as an adult, he or she will have an FBI number.

4. STATE ID #:   If juvenile has prior arrest record (class B or above), type his or her criminal state ID number.

5. SO#:   If juvenile has prior arrest record in Harris County, type his or her Sheriff's Office number.

6. AGENCY ID #>:   Required for charges from the Houston, Houston I.S.D., and Metro Police Departments. The number the arresting agency uses to identify the juvenile. The filing officer's agency code displays automatically.

    a. Type the displayed agency's ID number for the juvenile 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 juvenile. For a list of valid agency codes, type a **?** and press PF11.

7. SSN #:   Type juvenile's Social Security number if known.

8. DL #:   Type juvenile's driver's license number or state ID card number if known.

9. DL ST>:   Identify state issuing juvenile's driver's license or ID card if known. For a list of valid state codes, type a **?** and press PF11.

10. GANG MEMBER: Required. Type a **Y** (yes) or an **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.

11. MEMBER ID#:   If field 10 is **Y** (yes), type juvenile's G.R.I.T.S. member ID number, if known. See PF3 explanation for more information.

12. GANG ID#:   If field 10 is **Y** (yes), type the G.R.I.T.S ID number of the gang to which the juvenile is associated, if known. See PF3 explanation for more information.

13.	MENTAL ILLNESS:	**Y** = yes, **N** = no. Leave blank if unknown.
14.	JUVENILE WANTED OUT OF COUNTY/STATE?:	**Y** = juvenile is wanted by another county or state. **N** = juvenile is not wanted outside of Harris County.
15.	ENTER AGENCY:	If **Y** is entered in field 11, type name of out-of-county or out-of-state agency that wants juvenile.
16.	AGENCY CONTACT:	If juvenile is wanted, type name of person to contact in agency issuing warrant.
17.	AGENCY PHONE:	If juvenile is wanted, type phone number of agency issuing warrant.
18.	==>:	Message line indicator. 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 PF1 to access JOT 20 - Juvenile Descriptors.
2=NEXT SCREEN:	Press PF2 to access JOT 2020 - Juvenile Descriptors Continued.
3=GANG SEARCH:	If field 10 is **Y** (yes), press PF3 to search for the juvenile's name and the gang's name in the Harris County Gang-Related Information Tracking System (GRITS).
	If an exact match is found in GRITS for the juvenile's and/or the gang's name, the juvenile's member ID number will display in field 11 and/or the gang ID number will display in field 12.
	If more than one name record is found for the juvenile's and/or the gang's name, a list will display. Type an X beside the correct listing and press Enter. The juvenile's member ID number from GRITS will display in field 11 and/or the gang ID number from GRITS will display in field 12.

PF=___:	Alternate method of transferring. Instead of pressing an F key, you can type the number that corresponds with the PF key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.
9=PRINT:	Press PF9 to print the Juvenile Descriptors Report. See page 84 for information about the JOT Printer Selection screen.
10=REFRESH:	Press PF10 to erase input.
11=HELP:	Press PF11 to access Help.

JOT 2020 — Juvenile Descriptors Continued

Use JOT 2020 to enter information about the juvenile's parents.

ACCESS METHOD

After entering required information on JOT 10, 20, and 2010, press PF2, and JOT 2020 will display.

```
******************************************************************************
 JUBAU  (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM       DEC 08, 1995(C2)
 JOT2020                 JUVENILE OFFENDER TRACKING           OPT: _____ - JOT
 SCREEN 4 OF 10        JUVENILE DESCRIPTORS CONTINUED

  [1]
 JUVENILE.: MCMULLEN, JIMMY_____
 RACE......: _ SEX: _ DOB: _____    TRANSACTION #: 000340 JOT LOG#: 000340

  [2]                                              [3]
 MOTHER: _____ SSN: ___ __ ____
  [4]
 STREET #......: _____   STREET NAME: _____ APT #: _____
  [5]
 CITY..........: _____   STATE> ___   ZIP: _____-____
  [6]                                        [7]
 PHONE.........: ( ___ )  ___ - ____       KEYMAP: ____
  [8]
 EMPLOYER: _____ PHONE: ( ___ ) ___-____

  [9]                                             [10]
 FATHER: _____ SSN: ___ __ ____
  [11]
 STREET #......: _____   STREET NAME: _____ APT #: _____
  [12]
 CITY..........: _____   STATE> ___   ZIP: _____-____
  [13]                                       [14]
 PHONE.........: ( ___ )  ___ - ____       KEYMAP: ____
  [15]
 EMPLOYER: _____ PHONE: ( ___ ) ___-____
  [16]
 ==>
 1=PREV SCREEN 2=NEXT SCREEN 3=KEYMAP SEAR                           PF= ____
                                    9=PRINT       10=REFRESH     11=HELP

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

IMPORTANT NOTE:

Accurate and complete adult contact information is required because the court must send court setting notices to the responsible adult. If the juvenile has no mother or father, information about the child's guardian must be entered on JOT 2025. Harris County will reject the charge if the adult's address record is incomplete.

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11). Help screens are also available for fields ending with >. See Appendix A for more information.

1. JUVENILE: Information from previous screens automatically displays on first two lines.

2. MOTHER: Mother's name.

3. SSN: Mother's social security number.

4. STREET #/NAME: Street number, street name and apt. # of mother's residence.

5. CITY/STATE/ZIP: City, state and ZIP code of mother's address. For state codes, type a **?** and press PF11.

6. PHONE: Mother's area code and phone number.

7. KEYMAP: Key Map page and cell of mother's residence.

                        NOTE: After you type the address and press Enter, the Key Map page and cell will display automatically. If there is more than one address matching the entered address, a list of addresses will display. Select the appropriate address by typing an **X** in the selection field and pressing enter.

8. EMPLOYER   Mother's employer and work phone number.

9. FATHER: Father's name.

10. SSN: Father's social security number.

11. STREET #/NAME: Street number, street name and apt. # of father's residence.

12. CITY/STATE/ZIP: City, state and ZIP code of father's address. For state codes, type a **?** and press PF11.

13. PHONE: Father's area code and phone number.

14. KEYMAP:	Key Map page and cell of father's residence.	

NOTE: After you type the address and press Enter, the Key Map page and cell will display automatically. If there is more than one address matching the entered address, a list of addresses will display. Select the appropriate address by typing an **X** in the selection field and pressing enter.

15. EMPLOYER   Father's employer and work phone number.

16. ==>:   Message line indicator. 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 PF1 to access JOT 2010 - Juvenile Descriptors Continued.

2=NEXT SCREEN: Press PF2 to access JOT 2025 -Juvenile Descriptors Continued.

3=KEYMAP SEAR: Press PF3 to perform a Key Map search for the address entered.

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

9=PRINT: Press PF9 to print the Juvenile Descriptors Report. See page 84 for information about the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 2025 — Juvenile Descriptors Continued

Use JOT 2025 to continue entering juvenile information.

ACCESS METHOD

After entering required information on JOT 10, 20, 2010 and 2020, press PF2, and JOT 2025 will display.

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

JUBAU  (SEC20    JUSTICE INFORMATION MANAGEMENT SYSTEM       DEC 08, 1995(C2)
JOT2025                   JUVENILE OFFENDER TRACKING         OPT: _____  - JOT
SCREEN 5 OF 10        JUVENILE DESCRIPTORS CONTINUED

[1]
JUVENILE.: MCMULLEN, JIMMY_____
RACE......: _ SEX: _ DOB: ********__   TRANSACTION #: 000340 JOT LOG#: 000340

 [2]                                              [3]
OTHER: _____  SSN: ___ __ ____
 [4]
STREET #......: _____   STREET NAME: _____  APT #: _____
CITY..........: _____ STATE> __   ZIP: _____ - ____
 [5]                                         [6]
PHONE.........: ( ___ )  ___ - ____          KEYMAP: ____
 [7]
EMPLOYER: _____  PHONE: ( ___ ) ___ - ____

 [8]
ADULT CO-ACTOR(S):
      LAST NAME, FIRST NAME MI            RACE    SEX     AGE

      _____       _       _      __
      _____       _       _      __
      _____       _       _      __
      _____       _       _      __

 [9]
==>
 1=PREV SCREEN 2=NEXT SCREEN 3=KEYMAP SEAR                       PF= ____
                              9=PRINT       10=REFRESH   11=HELP

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

IMPORTANT NOTE:

Accurate and complete adult contact information is required because the court must send court setting notices to the responsible adult. If the juvenile has no mother or father, information about the child's guardian must be entered on JOT 2025. Harris County will reject the charge if the adult's address record is incomplete.

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11). Help screens are also available for fields ending with >. See Appendix A for more information.

1. JUVENILE: Information from previous screens automatically displays on first two lines.

2. OTHER: Name of person (other than mother or father) to contact about juvenile.

3. SSN: Contact's Social Security number.

4. STREET #/NAME/CITY
    STATE/ZIP: Contact's street number, street name, apt. #, city, state and ZIP code of address. For state codes, type a **?** and press PF11.

5. PHONE: Contact's area code and phone number.

6. KEYMAP: Key Map location of contact's address.

                               NOTE: After you type the address and press Enter, the Key Map page and cell for the entered address will display. If there is more than one address matching the entered address, a list of addresses will display. Select the appropriate address by typing an X in the selection field and pressing enter.

7. EMPLOYER: Name and phone number of employer or other location where juvenile might be found.

8. ADULT CO-ACTOR(S):   Enter name, race, sex and age of adult co-actor(s) connected to this charge or type NONE if there are no adult co-actors. (Charge information against adults is entered into DIM - the D.A. Intake Management system.)

9. ==>:   Message line indicator. 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 PF1 to access JOT 2020 - Juvenile Descriptors Continued.

2=NEXT SCREEN: Press PF2 to access JOT 2030 - Juvenile Identification Method.

3=KEYMAP SEAR: Press PF3 to perform a Key Map search for the address entered.

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

9=PRINT: Press PF9 to print the Juvenile Descriptors Report. See page 84 for information about the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 2030 — Juvenile Identification Method

Use JOT 2030 to designate how the juvenile was identified. Select all methods that apply by typing an **X** in the appropriate fields. At least one method of identification must be designated.

ACCESS METHOD

After entering required information on JOT 10, 20, 2010, 2020, and 2025, press PF2 and JOT 2030 will display.

```
**************************************************************************
JUBAU  (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 08, 1995(C2)
JOT2030                  JUVENILE OFFENDER TRACKING          OPT: _____  - JOT
SCREEN 6 OF 10      JUVENILE IDENTIFICATION METHOD           PAGE:   1 OF   1

   [1]
JUVENILE:  MCMULLEN, JIMMY_____
RACE: _   SEX: _   DOB: _____      TRANSACTION#: 000340  JOT LOG#: 000340


             [2]
             ( X )   ARRESTED DURING COURSE OF OFFENSE
             ( _ )   EYEWITNESS KNOWS JUVENILE
             ( _ )   ORAL CONFESSION LEADING TO EVIDENCE
             ( _ )   BROUGHT BACK TO SCENE AND IDENTIFIED BY EYEWITNESS
             ( _ )   LINEUP
             ( _ )   WRITTEN CONFESSION
             ( _ )   COMPLAINANT KNOWS JUVENILE
             ( _ )   PHOTO ARRAY
             ( _ )   AFIS/NCIC CHECK
             ( _ )   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 PF11).

1. JUVENILE: Information from previous screens automatically displays on first two lines.

2. (_):   Selection field. To select a listing, type an **X**.

3.   ==>:   Message line indicator. 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 PF1 to access JOT 2025 - Juvenile Descriptors Continued.

2=NEXT SCREEN: Press PF2 to access JOT 30 - Charge Information.

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

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 30 — Charge Information

Use JOT 30 to enter charge information for the JOT entry. Type one charge per screen. If co-actors will be entered, type the common charge first. To enter another charge for displayed juvenile, press PF8 and access the next screen (or page) of JOT 30. Repeat these steps until you have entered all charges for the JOT record.

ACCESS METHOD

After completing JOT 2030 - Juvenile Identification Method, press PF2 for "Next Screen."
  OR
Transfer from JOT 90 after inquiring on the record, selecting the listing with an **X** and pressing PF4.

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

```
**************************************************************************
 JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      AUG 31, 1995(C2)
 JOT30                    JUVENILE OFFENDER TRACKING          OPT: _____ - JOT
 SCREEN 7 OF 10              CHARGE INFORMATION               PAGE:  1 OF   1

   [1]
 JUVENILE: MCMULLEN, JIMMY_____ TRAN #: 000340 JOT LOG #: 000340
 RACE.....: _ SEX: _ DOB: _____ PETITION: _____ COURT: ___
   [2]                             [3]            [4]
 CHARGE....: _____ HATE CRIME? _  (Y/N) OFFENSE DATE: _____
    [5]                    [6]           [7]
 OFF REPT #: _____  CTG> ___   FAMILY VIOLENCE? _ (Y/N)
    [8]                               [9]            [10]
  CJIS TRACKING #: _____ - A001  HAZARD MATL: _  COMM. VEHICLE: _
    [11]
 OFFENSE STREET #: _____  STREET NAME: _____ APT#: _____
    [12]
 OFFENSE CITY....: _____    STATE> __   ZIP: _____ - ____ KEYMAP: _____
    [13]                                    [14]
 WEAPON..> __ _____        IF NOT LISTED: _____
    [15]                                      [16]
  JUVENILE UNDER INFLUENCE OF DRUGS? _  ALCOHOL? _ OPEN CONTAINER: _
       [17]                             [18]
  IF DWI, LIST BLOOD ALCOHOL CONTENT: _____  TEST TYPE: _ _____
       [19]                                  [20]
  IF DRUG CHARGE FIELD TESTED POSITIVE? _ (Y/N) VEH TAG #: _____ STATE> __
    [21]                            [22]
    OFFENSE> __ _____  IF NOT LISTED: _____
    [23]                          [24]
    TYPE...> __ _____  AMOUNT.......> __ _____
```

(Screen continued on next page)

```
             [25]                                      [26]            [27]
  IS JUV. PROPERTY SUBJECT TO FORFEIT? _ (Y/N) ST/FED: _ (S/F) EST VAL: _____
        [28]                                      [29]
     PROPERTY.....> __ _____  IF NOT LISTED: _____
        [30]                                                         [31]
  DID OFFENSE OCCUR ON SCHOOL GROUNDS? _____ (OCAM/SPRT/OTHR/N) SCHL> _____ _____
   [32]
  ==>
  1=PREV SCREEN 2=NEXT SCREEN                                 5=JUV. LOG   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 PF11). Help screens are also available for fields ending with >. See Appendix A for more information.

1.	JUVENILE:	Juvenile information displays automatically.
2.	CHARGE:	Required. Enter what you think is the correct charge. This field will be updated automatically when the D.A.'s Office enters the NCIC offense code.
3.	HATE CRIME? (Y/N):	Required. Type a **Y** if the offense is categorized as a hate crime. Type an **N** if the offense is not a hate crime.
4.	OFFENSE DATE:	Required. Type the date of the offense in MMDDYY format (example, 041099).
5.	OFF REPT #:	Required. Type the offense report number assigned by the filing agency. The user's department code displays automatically in this field.
6.	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.**
7.	CHARGE DUE TO FAMILY VIOLENCE? (Y/N):	Required. Type a **Y** if the charge involved family violence. Type an **N** if the charge did not involve family violence.

8. CJIS TRACKING #:   Criminal Justice Information System tracking number
                             required on juvenile fingerprint cards sent to DPS
                             beginning January 1, 1996. Used for felonies and class A
                             and B misdemeanors. Computer will generate this number
                             automatically if juvenile is in custody. The suffix attached
                             to this number (A001) automatically counts the number of
                             charges.

9. HAZARD MATL: Did the offense involve hazardous materials? **Y** = yes, **N** =
                             no.

10. COMM. VEHICLE: Did the offense involve a commercial vehicle? **Y** = yes, **N**
                             = no.

11. OFFENSE STREET
    NUMBER and NAME: Type street number, street name and apartment number
                             where offense occurred, if applicable.

12. OFFENSE CITY,   Type city, state and ZIP code where offense occurred,
    STATE and ZIP: if applicable.

13. WEAPON>:   For a list of valid weapon codes, type a **?** and press PF11.
                             If type of weapon is not listed, use the code **6** for OTHER.

14. IF NOT LISTED: If type of weapon is not listed on the code table, describe
                             weapon.

15. JUV. UNDER INFLUENCE   **Y** = yes, **N** = no. If charge is DWI, **Y** is required.
    OF DRUGS? ALCOHOL?:

16. OPEN CONTAINER?:   If DWI, was there an open container in the vehicle? **Y** =
                             yes, **N** = no.

17. BLOOD ALCOHOL   If DWI, enter blood alcohol content.
    CONTENT: **R** = refused, **0** = not available.

18. TEST TYPE: If blood alcohol content is entered, designate which type of
                             test was given:

                             1 = breathalizer
                             2 = blood test
                             3 = urine sample

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19. IF DRUG CHARGE
    FIELD TESTED
    POSITIVE? (Y/N):   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.

20. VEH TAG # and
    STATE: If offense involves a vehicle (example, DWI), type license plate number and state registration of vehicle being driven.

21. OFFENSE>:   If drug charge, offense type code is required. For a list of valid codes, type a **?** and press PF11. If offense is not listed, use the code **8** for OTHER.

22. IF NOT LISTED: If drug offense is not listed on the code table, enter type of offense.

23. TYPE>:   If drug charge, enter code for type of drug. For a list of valid codes, type a **?** and press PF11. If type is entered, the offense field is required.

24. AMOUNT>:   If drug charge, enter code for amount juvenile had in possession. For a list of valid codes, type a **?** and press PF11.

25. IS JUV. PROPERTY
    SUBJECT TO
    FORFEITURE?:   Required. **Y** = yes, **N** = no.

26. ST/FED: If property is subject to forfeiture, was or will the seizure be filed in state court or federal court? **S** = state, **F** = federal.

27. EST VAL: Estimated value of juvenile's property subject to forfeiture.

28. PROPERTY>:   If **Y** is entered in field 23, code for type of property is required. For a list of valid property codes, type a **?** and press PF11.

29. IF NOT LISTED: If property subject to forfeiture is not listed on the code table, enter description.

30. DID OFFENSE
OCCUR ON
SCHOOL GROUNDS?: Required. Valid entries:

OCAM	=	on campus
SPRT	=	sporting event
OTHR	=	other
N	=	no

31. SCHL>: School district and school where offense occurred. Required if field 28 is anything but **N**. For a list of valid codes, type a **?** and press PF11.

32. ==>: Message line indicator. 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 PF1 to access JOT 2030 - Juvenile Identification Method.

2=NEXT SCREEN: Press PF2 to access JOT 40 - Summary of Facts.

5=JUV. LOG: Press PF5 to access JOT 65 - Juvenile Log Inquiry.

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

7=PREV CHARGE: Press PF7 to access the previous page if more than one charge was entered.

8=NEXT CHARGE: If more than one charge needs to be entered for displayed juvenile, press PF8 to access the next page of JOT 30.

9=PRINT: Press PF9 to print list of charges. See page 84 for information about the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 40 — Summary of Facts

Use JOT 40 to enter specific facts about the case. A summary must be entered or the message "MUST GIVE MORE INFORMATION" will display at the bottom of the screen. "SEE REPORT" will not be accepted.

If co-actors are connected to the JOT entry, the summary should include enough information to establish probable cause regarding each co-actor.

ACCESS METHOD

After completing JOT 30 - Charge Information, press PF2 for "Next Screen."


```
**************************************************************************
 JUBAU (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 08, 1995(C2)
 JOT40                  JUVENILE OFFENDER TRACKING          OPT: _____  - JOT
 SCREEN 8 OF 10             SUMMARY OF FACTS                PAGE: 1   OF   5

 JUVENILE: MCMULLEN, JIMMY_____
 RACE: _    SEX: _    DOB: _____     TRANSACTION#: 000340  JUV. LOG#: 000340

                       ** SUMMARY OF FACTS **
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 ==>

  1=PREV SCREEN  2=NEXT SCREEN  3=DELETE LINE  4=INSERT LINE 5=JUV. LOG    PF=____
                 7=PREV PAGE    8=NEXT PAGE    9=PRINT       10=REFRESH    11=HELP

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


EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

Summary of Facts should include who, what, where, when, how, and why. Be specific. For example, include the amount of drugs, 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.

Press Enter every few minutes to save the summary.

If summary is longer than one page, press PF8 to access the next page of this transaction.

To edit the entry, use PF3 to delete a line and PF4 to insert a line.

F-KEY OPTIONS

1=PREV SCREEN:	Press PF1 to access JOT 30 - Charge Information.
2=NEXT SCREEN:	After entering summary of facts, press PF2 to access JOT 50 - Witness/ Complainant Data. **OR** After viewing summary of facts, press PF2 to access JOT 41 - Notes.
3=DELETE LINE:	Press PF3 to delete the line on which the cursor appears.
4=INSERT LINE:	Press PF4 to insert a line at the cursor position.
5=JUV. LOG:	Press PF5 to access JOT 65 - Juvenile Log Inquiry.
PF=___:	Instead of pressing a F key, you can type the number that corresponds with the PF-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.
7=PREV PAGE:	Press PF7 to access previous page of summary if more than one page was entered.
8=NEXT PAGE:	Press PF8 to access next page of summary if more than one page was entered or needs to be entered.
9=PRINT:	Press PF9 to print summary of facts. See page 84 for information about the JOT Printer Selection screen.
10=REFRESH:	Press PF10 to erase input.
11=HELP:	Press PF11 to access Help.

JOT 50 — Witness/Complainant Data

Use JOT 50 to enter information about witnesses and/or complainants. Much of this information is optional; however, it is extremely valuable when witnesses or complainants need to be located. PLEASE ENTER ALL AVAILABLE INFORMATION.

If co-actors are connected to the JOT entry, enter the common complainant on page 1.

Enter one witness or complainant per screen. To enter information about an additional person, access the next page of JOT 50 by pressing PF8.

ACCESS METHOD

After completing JOT 40 - Summary of Facts, press PF2 for "Next Screen."

```
***************************************************************************
JUBAU (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM     DEC 31, 1995(C2)
JOT50                   JUVENILE OFFENDER TRACKING         OPT: _____ - JOT
SCREEN 9 OF 10          WITNESS/COMPLAINANT DATA           PAGE:  1 OF   1

   [1]
JUVENILE: MCMULLEN, JIMMY_____
RACE....: _ SEX: _ DOB: _____  TRANSACTION#: 000340 JOT LOG#: 000340
   [2]
STATE OF TEXAS COMPLAINANT: _ (Y/N USE Y ONLY FOR VICTIMLESS CRIME)
   [3]
COMPLAINANT/WITNESS: _ (C/W)
   [4]
LAST: _____ FIRST: _____ M: _____
   [5]                                               [6]
RELATION TO JUVENILE> __ _____ AGE: __ DOB: _____
[7]                               [8]
SSN..........: ___ - __ - ____ DL#: _____ DL ST> __
   [9]
STREET#: _____  STREET NAME: _____ APT#: _____
  [10]                                     [11]
CITY: _____ STATE> __ ZIP: _____ - ____ PHONE: ___ - ___ - ____
  [12]
OTHER ID NUMBERS...: _____
  [13]
EMPLOYER...........: _____
  [14]
OCCUPATION.........: _____
  [15]                          [16]
EMPLOYER/OTHER ADDRESS: _ (E/O)  PHONE: ___ - ___ - ____
  [17]
STREET#: _____  STREET NAME: _____ APT#: _____
CITY.........: _____ STATE> __   ZIP: _____ - ____
[18]
==>
1=PREV SCREEN 2=NEXT SCREEN                                   PF= ____
          7=PREV COMPL  8=NEXT COMPL  9=PRINT     10=REFRESH  11=HELP
***************************************************************************
```

42

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

1. JUVENILE: Juvenile information displays.

2. STATE OF TEXAS   Required. Is the state of Texas the complainant?
    COMPLAINANT: Type **Y** for yes or **N** for no.

                          IMPORTANT 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-actors are connected to the JOT entry, enter
                          the common complainant on page 1. Press PF8 to access
                          the next page. After complainant records are entered, begin
                          entering witnesses, one witness per page. Continue this
                          process until all complainants and witnesses have been
                          entered.

4. 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.

5. RELATION TO   Witness or complainant's relationship to juvenile.
    JUVENILE>:   Required if a family violence case is entered. For a list of
                          valid relationship codes, type a **?** and press PF11.

6. AGE/DATE OF BIRTH: Person's age and/or date of birth.

7. SSN: Social Security number.

8.   DL# and STATE: Driver's license number and state code. For a list of all valid state codes, type a **?** and press PF11.

9.   STREET#/NAME/APT#:   Person's street number, street name and apartment number.

10.   CITY/STATE/ZIP: City, state and ZIP code of address.

11.   PHONE: Area code and phone number for witness or complainant.

12.   OTHER ID NUMBERS: Other useful ID numbers for witness or complainant.

13.   EMPLOYER: Name of witness's or complainant's employer.

14.   OCCUPATION: Witness's or complainant's occupation.

15.   EMPLOYER/OTHER ADDRESS (E/O):   If entering employer's address and/or phone number in fields 16 and 17, type an **E**. If entering some other address and/or phone number for the witness or complainant, type an **O**.

16.   PHONE: Employer or other area code and phone number for witness or complainant.

17.   STREET#/STREET NAME/APT#/CITY/ STATE/ZIP: Employer or other address information for witness or complainant.

18.   ==>:   Message line indicator. 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 PF1 to access JOT 40 - Summary of Facts.

2=NEXT SCREEN: Press PF2 to access JOT 55 - Complainant Property Information.

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

7=PREV COMPL: Press PF7 to move backward through pages of
                                 witness/complainant records.

8=NEXT COMPL: To enter or access additional pages of witness/complainant
                                 records press PF8 to move forward through the pages.

9=PRINT: Press PF9 to print data. See page 84 for information about
                                 the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 55 — Complainant Property Information

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

To create a co-actor record, press PF4 from this screen.

Before sending the charges to the D.A.'s Office, first make sure all information on JOT 10 - 55 is accurate, then press PF6.

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 JOT 50 - Witness/Complainant Data, press PF2 for "Next Screen."

```
****************************************************************************
JUBAU (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM        DEC 08, 1995(C2)
JOT55                    JUVENILE OFFENDER TRACKING           OPT: _____  - JOT
SCREEN 10 OF 10             COMPLAINANT PROPERTY              PAGE: 1   OF   1

   [1]
JUVENILE: MCMULLEN, JIMMY_____
RACE: _    SEX: _   DOB: _____    TRANSACTION #: 000340  JOT LOG#: 000340

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

   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
   _  _____   _____ __
 [6]_
 ==>
 1=PREV SCREEN                             4=CO-ACTOR                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 (PF11).

1. JUVENILE: Juvenile 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.

5. VALUE: Type dollar amount with no punctuation marks or symbols.

6. ==>:   Message line indicator. 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 PF6 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. After filling in the displayed screen, press **Enter**.
2. Press **PF10** 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 PF1 to access JOT 50 - Witness/ Complainant Information.

4=CO-ACTOR: To create a co-actor record for the current JOT entry,
1. Press PF4.
2. A message will instruct you to press PF4 again.
3. Information from JOT 10, 40, 50 and 55 will be copied, and JOT 10 (Officer Info) will display.
4. Move through the entry screens by pressing PF2.
5. Fill in all available information about the co-actor.

6.   Repeat these steps until all co-actor records have been created for this JOT entry.

PF=___: Alternate method of transferring. Type the number that corresponds with the PF- key option you need and press Enter.

6=SEND D.A.:   After all information has been entered correctly, press PF6 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 PF7 to access previous page of existing records. (PF7 does not function during data entry).

8=FORWARD: Press PF8 to access next page of existing records. (PF8 does not function during data entry.)

9=PRINT: Press PF9 to print complainant property information. See page 84 for information about the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input in order to add records on a fresh page.

11=HELP: Press PF11 to access Help.

JOT 41 — Notes

Use JOT 41 to view notes entered by District Attorney or Juvenile Probation personnel.
Notations may include charge rejection reason, out-of-county charges or notice that juvenile is
subject to TYC authority.

ACCESS METHOD

Access JOT 90, inquire on a juvenile, select the appropriate record and type 41 in the OPTION
field. Press Enter.

```
**************************************************************************
JUBAU (SEC2)       JUSTICE INFORMATION MANAGEMENT SYSTEM     MAR 27, 1996(C2)
JOT41                   JUVENILE OFFENDER TRACKING           OPT: _____  - JOT
SCREEN 9 OF 11                    NOTES                       PAGE:   1 OF   5

  [1]
JUVENILE: MCMULLEN, JIMMY_____
RACE....: _ SEX: _ DOB: _____  TRANSACTION# 000340 JUV. LOG#: 000340

                            [2]
                   ** PROBATION SUMMARY **

JUVENILE IS NOT HARRIS COUNTY RESIDENT._____
_____
JUVENILE IS KNOWN BY DIFFERENT NAME (HENRY SIMPSON)._____
_____
_____
_____
_____
_____
_____
_____

[3]
==>

1=PREV SCREEN  2=NEXT SCREEN  3=DELETE LINE  4=INSERT LINE 5=JUV. LOG    PF= ___
6=JOT LOG      7=PREV PAGE    8=NEXT PAGE    9=PRINT          10=REFRESH  11=HELP

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

NOTES: JOT 41 may also be accessed from JOT 90 by selecting the appropriate record, and
pressing PF1, 2, or 4 to transfer to JOT 10, 20 or 30 respectively. Then from the
displayed option, press PF2 to transfer forward through the entry screens. If notes
have been entered, JOT 41 will display after JOT 40. If notes have not been
entered, JOT 50 will display instead.

When a NOTES screen has been created for a charge, it will increase the
SCREEN__OF__ count by one. Instead of 10 screens in the series, there will be
11.

EXPLANATION OF FIELDS

1. JUVENILE: Juvenile information displays.

2. PROBATION SUMMARY: Notes or special instructions entered by District Attorney or Juvenile Probation personnel.

3. ==>:   Message line indicator.

F-KEY OPTIONS

1=PREV SCREEN: Press PF1 to access JOT 40 - Summary of Facts.

2=NEXT SCREEN: After viewing notes, press PF2 to access JOT 50 - Witness/Complainant Data.

3=DELETE LINE: Available during data entry only. Press PF3 to delete the line where the cursor is positioned.

4=INSERT LINE: Available during data entry only. Press PF4 to insert a line above the line where the cursor is positioned.

5=JUV. LOG: Press PF5 to access JOT 65 - Juvenile Log Inquiry.

PF=___: Instead of pressing a F key, you can type the number that corresponds with the PF-key option you need and press Enter. For example, type **2** and press Enter to transfer to the next screen.

7=PREV PAGE: Press PF7 to access previous page of notes if more than one page was entered.

8=NEXT PAGE: Press PF8 to access next page of notes if more than one page was entered.

9=PRINT: Press PF9 to print notes. See page 84 for information about the JOT Printer Selection screen.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 65 — Juvenile Log Inquiry

After a JOT entry has been processed by the District Clerk's Office, use JOT 65 to inquire on the status of the charge.

ACCESS METHOD

Select Option 65 from the JOT Menu. Press Enter.

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

 JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM       DEC 18, 1995(C2)
 JOT65                    JUVENILE OFFENDER TRACKING            OPT: _____  - JOT
                           JUVENILE LOG INQUIRY                 PAGE:   1 OF   1

 [1]               [2]            [3]                                [4]
 TRANS#: 000051  LOG#: 000051 JUVENILE'S NAME: _____  AGENCY> ___
 [5]             [6]                              [7]
 STATUS> _       DATE: _ _____ - _____      JUV: _____
 [8]
 STATE ID: _____
 ==<$>==========================================================================
 [9][10]  [11]    [12]          [13]            [14]                     [15]
    TRANS#      DATE IN       DATE OUT      JUVENILE'S NAME               JUV #
 _  000051 Y 01/18/96 0816  01/20/96 1505  SMITH, BRIAN JAMES           1959595
            [16]                                 [17]
             AGENCY: HOUSTON POLICE DEPARTMENT    STATUS: JUVENILE IDENTIFIED_




 [18]
 ==> *** (1) JUVENILES FOUND ***

 1=OFFICER    2=JUV DESC    3=DETAIL LOG  4=CHRGE INFO  5=PRINT CHAR  PF= ___
 6=JUV UPDATE 7=BACKWARD    8=FORWARD     9=RE-SORT     10=REFRESH    11=HELP

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

NOTE: When this screen is accessed, all charges that have been sent to the D.A. but not accepted, rejected, printed or referred to Juvenile Probation will display automatically.

To inquire,
1.   Type the appropriate information in any combination of fields 1 - 8.
2.   Press Enter. The corresponding record(s) will display.

EXPLANATION OF FIELDS

Inquiry Fields

1. TRANS #:   System-generated tracking number used to associate co-actors to a JOT entry.

2. LOG #:   System-generated number used to identify co-actors attached to a JOT entry. Inquiring with a JOT log number causes the associated transaction number and a list of all the co-actors to display.

3. JUVENILE'S NAME: Name of juvenile.

4. AGENCY>:   Agency that filed the charge. For a list of valid agency codes, type a **?** and press PF11.

5. STATUS: Status of the charge. Valid codes are:

    A = D.A. accepted charge
    C = Probable cause information printed
    D = District Clerk has assigned petition number
    J = Assigned Harris County juvenile number by Juvenile Probation
    P = Referred to Juvenile Probation
    R = Rejected

6. DATE: In first blank field, type an **I** (Date In) to inquire on charges submitted to the D.A.'s office (charges are sent when PF6 is pressed from JOT 55), or type an **O** (Date out) to inquire on charges accepted, rejected or referred to Juvenile Probation by the D.A.'s Office. Then, type the date or date range during which charges were sent to the D.A.'s Office or were processed by the D.A.'s Office.

7. JUV: Person's juvenile number as issued by the Juvenile Probation Department.

8. STATE ID: Person's identification number issued by the Texas Department of Public Safety.

Display Fields

9. _:
Selection field. Type an **X** to select a record and then press the appropriate PF key to transfer to another option.

10. TRANS#:
System-generated tracking number used to associate co-actors to a JOT entry.

11. {CUSTODY STATUS}:
Single-character custody status code.

Y = Juvenile is currently in custody for this charge but will be released.
N = Juvenile is not in custody.
H = Juvenile is in a Harris County Hospital.
D = Juvenile is in custody for this charge and will be transported to the Harris County Detention Center.
J = Juvenile is in the Harris County Detention Center on other charges, class B or above.

12. DATE IN:
Date and time charges were sent to the D.A. by the filing agency.

13. DATE OUT:
Date and time charges were accepted, rejected or referred to Juvenile Probation by the D.A.'s Office.

14. JUVENILE'S NAME:
Name of juvenile.

15. JUV #:
Person's juvenile number as issued by the Juvenile Probation Department.

16. AGENCY:
Agency that filed the charge.

17. STATUS:
Status of the charge.

18. ==>:
Message line indicator and alternative transfer method. After selecting a juvenile's record, position the cursor on the message line and type 41 to access JOT 41 - Notes.

F-KEY OPTIONS

1=OFFICER:	Select a listing and press PF1 to transfer to JOT 10 - Officer Information.
2=JUV DESC:	Select a listing and press PF2 to transfer to JOT 20 - Juvenile Descriptors.
3=DETAIL LOG:	Select a listing and press PF3 to access JOT 6510 - Log Detail/Query Only.
4=CHRGE INFO:	Select a listing and press PF4 to transfer to JOT 30 - Charge Information.
5=PRINT CHAR:	Select a listing and press PF5 to print.
PF=___:	Alternate method of transferring. Instead of pressing an F key, type the number that corresponds with the PF-key option you need and press Enter.
6=JUV UPDATE:	Restricted access. Select a listing and press PF6 to transfer to JOT 61 - Juvenile Probation Update.
7=BACKWARD:	Press PF7 to access previous page.
8=FORWARD:	Press PF8 to access next page.
9=RE-SORT:	To view the list of charges in a different order, position the cursor on or below one of the column headings and press PF9. The <S> symbol appears above the column used to sort the list.
10=REFRESH:	Press PF10 to erase input.
11=HELP:	Press PF11 to access Help.

JOT 6510 — Detail Log Information

After a JOT entry has been processed by the District Clerk's Office, JOT 6510 will reveal information such as the court number and Harris County petition number for the charge.

ACCESS METHOD

Access JOT 65, inquire on records, select a listing and press PF3.
OR
Access JOT 90, inquire on records, select a listing and press PF5.

```
**************************************************************************
 JUBAU (8UE2)     JUSTICE INFORMATION MANAGEMENT SYSTEM       DEC 08, 1995(C2)
 JOT6510                   JUVENILE OFFENDER TRACKING         OPT: _____  - JOT
                          DETAIL LOG INFORMATION              PAGE:   1 OF   1

    [1]
 JUVENILE: ADAMS, JOE FREDRICK
 RACE....: W  SEX: M  DOB: 10/21/1982  TRANSACTION #: 000320  LOG #: 000320

  [2]          [3]                  [4]          [5]      [6]        [7]
                                    CJIS                  PETITION
 STATUS       CHARGE                NUMBER       CRT      NUMBER     NCIC
       TRESPASS CLASS B             900004104X-A001  314    9518868    570303
              [8]                                     [9]
      COURT/PETITION NUMBER ENTERED DATE: 01/08/96  TIME: 03:02:23




 [10]
 ==> ***(1) CHARGES FOUND ***
 1=OFFICER    2=JUV 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 PF11).

1. JUVENILE: Juvenile'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 log number identifying the JOT entry also display.

2. STATUS: Status of the charge. **R** = rejected. Blank means accepted.

3.   CHARGE: Charge filed against juvenile.

4.   CJIS NUMBER: Criminal Justice Information System tracking number
                                required by DPS.

5.   CRT: Court where case was assigned.

6.   PETITION NUMBER: Harris County petition number.

7.   NCIC: National Crime Information Center offense code.

8.   COURT/CASE NUMBER   The date the court and petition number
     ENTERED DATE: were entered into the system.

9.   TIME: The time the court and petition number were entered into
                                the system.

10. ==>:   Message line indicator.

F-KEY OPTIONS

1=OFFICER: Press PF1 to transfer to JOT 10 - Officer Information.

2=JUV DESC: Press PF2 to transfer to JOT 20 - Juvenile Descriptors.

5=SUMMARY: Press PF5 to transfer to JOT 40 - Summary of Facts.

PF=___: Alternate method of transferring. Instead of pressing an F
                                key, type the number that corresponds with the PF-key
                                option you need and press Enter.

6=WITNESS: Press PF6 to transfer to JOT 50 - Witness/Complainant
                                Data.

7=BACKWARD: Press PF7 to access previous page.

8=FORWARD: Press PF8 to access next page.

11=HELP: Press PF11 to access Help.

JOT 84 — Hate Crime Inquiry

Use JOT 84 to inquire on charges classified as hate crimes.

ACCESS METHOD

Select Option 84 from the JOT Menu. Press Enter.

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

 JURIY (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 31, 2001(C2)
 JOT84                    JUVENILE OFFENDER TRACKING          OPT: _____  - JOT
                           HATE CRIME INQUIRY                 PAGE:    1 -    1

  [1]
 LOG DATE: 120101__ - 123101__
  [2]
 AGENCY> ___ _____
 ---------------------------------------------------------------------------
      [3]    [4]    [5]          [6]              [7]      [8]
     TRAN   LOG    LOG
    NUMBER NUMBER  DATE      JUVENILE NAME        AGY     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              PF= ___
 6=RE-SORT     7=BKWD      8=FWRD                    10=REFRESH   11=HELP

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

EXPLANATION OF FIELDS

Inquiry Fields

1. LOG DATE: 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-actors to a JOT entry.

4.   LOG NUMBER: System-generated number used to identify co-actors attached to a JOT entry.

5.   LOG DATE: Date the charges were sent to the D.A.'s Office.

6.   JUVENILE NAME: Juvenile'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 juvenile was charged.

9.   _: Selection field. Type an **X** next to a record and press the appropriate F-key. See F-Key Options below for more information.

10.   ==>:   Message line indicator.

F-KEY OPTIONS

1=GENERAL INQ: Select a listing and press F1 to transfer to JOT 90 - General Inquiry.

2=WITNESS INQ: Select a listing and press F2 to transfer to JOT 91 - Witness Inquiry.

4=D.A. LOG: Select a listing and press F4 to transfer to JOT 60 - Juvenile Log Summary.

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 JOT 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.

JOT 85 — Judicial Data Inquiry

Use JOT 85 to view the decision of the courts for adjudicated juvenile cases. The data is entered by the court coordinators using a civil subsystem.

ACCESS METHOD

Select Option 85 from the JOT Menu. Press Enter.

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

JUBAU (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 31, 1996(C2)
JOT85                    JUVENILE OFFENDER TRACKING         OPT: _____ - JOT
                          JUDICIAL DATA INQUIRY             PAGE:   1 OF   2

 [1]                         [2]
 JUV NUMBER: 1234567    PETITION NUMBER: 9999999_
 -------------------------------------------------------------------------
 [3]
 JUVENILE NAME: HAZELTON, WALTER_____
 RACE: W  SEX: M   DOB: 09141981  TRANS#: 004041  JOT LOG#: 004041
 [4]                                     [5]
 OFFENSE: THEFT-200-750-CHECK_____    PETITION ALLEG: 230608_
 [6]                                 [7]
 GUIDELINE SANCTION: 2 LEVEL 2       ADJUSTMENT REASON: ___
 [8]                                     [9]
 ASSIGNED SANCTION LEVEL: _ _____    REASON FOR DEVIATION: __

 [10]
 JUDICIAL DECISION DATE: 03201996
 [11]
 JUDICIAL PROVISION: DED8 DID ENGAGE IN DELINQUENT CONDUCT-JUDGE___
 [12]                     [13]                [14]
 DISPOSITION DATE: _____ END DATE: _____ TIME: ___ _ (Y/M/D)
 [15]                                    [16]
 TYC DATE     : 03201996              TYC TIME: 010 Y (Y/M/D)
 [17]              [18]
 COST: 020.00 DISPOSITION PROVISION: 639_ DETERMINATE TYC_____

 [19]
 ==> **  (2) RECORDS FOUND  **

 1=REQ PROG
           7=BACK         8=FORWARD                10=REFRESH    11=HELP

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

EXPLANATION OF FIELDS

Inquiry Fields

1.   JUV NUMBER: Person's juvenile number as issued by the Juvenile

		Probation Department.
2.	PETITION NUMBER:	Harris County petition number.

Display Fields

3.	JUVENILE NAME... JOT LOG#:	Juvenile'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 log number identifying the JOT entry also display.
4.	OFFENSE:	Description of original offense for which juvenile was charged.
5.	PETITION ALLEG:	Petition allegation. Number code of offense for which juvenile was prosecuted. Displays only if D.A. decided to change original offense.
6.	GUIDELINE SANCTION:	The single-character code for the penalty established by House Bill 327 for the offense and the level of the offense.
7.	ADJUSTMENT REASON:	The two- or three-character code identifying the reason the sanction level was increased. Adjustments apply only to increases in a sanction level and are only performed for previously adjudicated juveniles.
8.	SSIGNED SANCTION LEVEL:	The single-character code indicating the sanction that was assessed, if it is different from the guideline sanction.
9.	REASON FOR DEVIATION:	The single- or two-character code identifying the reason a sanction, other than the guideline, was assigned.
10.	JUDICIAL DECISION DATE:	Date the action or order was signed for sentencing activities other than those that require incarceration at a Texas Youth Commission facility or probation.
11.	JUDICIAL PROVISION:	Displays the CJIS code and the literal meaning of the code indicating the results of the court's deliberations.
12.	DISPOSITION DATE:	Date the action or order was signed for a probated sentence.

13.	END DATE:	Date the juvenile's probation will end.
14.	TIME:	
	____ _ (Y/M/D):	The amount of time the juvenile will be on probation. The number of days, months or years will display followed by the single-character code for the type of sentence.

D = Days   **M** = Months   **Y** = Years

| 15. | TYC DATE: | Date the action or order was signed for commitment to a TYC facility. |

| 16. | TYC TIME: | |
| | ____ _ (Y/M/D): | The amount of time the juvenile is sentenced to serve in a TYC facility. The number of days, months or years will display followed by the single-character code for the type of sentence. |

D = Days   **M** = Months   **Y** = Years

| 17. | COST: | Court cost, in dollars and cents, to be paid to the Juvenile Probation Diversion Fund. |

| 18. | DISPOSITION PROVISION: | The code and literal description of the disposition of the juvenile's body and any other court activities. |

If more than one activity was assessed to the juvenile, the user may page through the records by pressing PF8 and PF7.

| 19. | ==>: | Message line indicator. |

F-KEY OPTIONS

| 1=REQ PROG: | Press PF1 to transfer to JOT 86 - Required Programs for adjudicated cases. |

| 7=BACK: | 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. |

JOT 87 — Disposition Summary

Use JOT 87 to view a summary of the disposition for a single case or multiple cases.

ACCESS METHOD

Select Option 87 from the JOT Menu. Press Enter.

```
*************************************************************************
JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 04, 1997(C2)
JOT87                    JUVENILE OFFENDER TRACKING          OPT: _____ - JOT
                          DISPOSITION SUMMARY                PAGE:  1 OF  17

    [1]                 [2]            [3]            [4]
JUVENILE #: _____  TRAN#: _____  LOG#: _____  DISP DATE: 05011997 - 05101997
    [5]                                             [6]         [7]
JUVENILE NAME: _____     AGENCY: _  LAW AGENCY> ___


----------------------------------------------------------------------------
[8] [9]     [10]    [11]            [12]          [13]        [14]         [15]
    TRAN    LOG               JUDICIAL ACTION
    NUM     NUM   ALLEG AGY   INTAKE/RESULT    DATE      DISPOSITION     DATE
----------------------------------------------------------------------------
_   014598 014598 THFTMB C ADJUDICATED        05081997 CUSTODY TO MOTHE 05081997
_   015005 015005 GP1USA C ADJUDICATED        05081997 CUSTODY TO MOTHE 05081997
_   014575 014575 BURCAR C ADJUDICATED        05081997 COMMITTED TO TYC 05081997
_   012743 012743 THFTMB C ADJUDICATED        05081997 CUSTODY TO CJPO- 05081997
_   001012 001012 UNUSMC C _____    05081997 EARLY TERMINATIO 05081997
_   004445 004445 THFTMB C ADJUDICATED        05081997 COMMITTED TO CUS 05081997
_   013305 013305 POTUS3 C ADJUDICATED        05081997 CUSTODY TO PAREN 05081997
_   012655 012655 AGASDW C ADJUDICATED        05081997 COMMITTED TO TYC 05081997
_   _____ 012655 ASBOIN C ADJUDICATED        05081997 COMMITTED TO CUS 05081997
_   007229 007229 BURHBT C ADJUDICATED        05081997 COMMITTED TO CUS 05081997

==>
1=LOG INQ                  3=PREADJ UPDT 4=PRINT CHAR               PF= ___
6=JUD INQUIRY 7=BACKWARD   8=FORWARD     9=PRINT CJIS  10=REFRESH   11=HELP

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

To view a case's disposition,
1.   Type information into any combination of fields 1 - 7.
2.   Press Enter.
3.   If multiple records exist, press PF8 and PF7 to page through the records.

To print probable cause information,
1.   Inquire as explained above.
2.   Type an **X** in the selection field (field 8) and press PF4. The PRINTER SELECTION
      screen displays.
3.   Type an **X** in the selection field for the appropriate printer where the report should print.

4.   Press Enter.

EXPLANATION OF FIELDS

Inquiry Fields

1.   JUVENILE #:   Person's juvenile number as issued by the Juvenile
                                Probation Department.

2.   TRAN#:   System-generated tracking number used to associate co-
                                actors to a JOT entry.

3.   LOG#:   System-generated number used to identify co-actors
                                attached to a JOT entry.

4.   DISP DATE: Disposition date. Date the action or order was signed
                                affecting the status of the case.

5.   JUVENILE NAME: Juvenile's name.

6.   AGENCY: Code indicating the agency that ordered the disposition.

                                C = Court
                                P = Probation

7.   LAW AGENCY>:   Code for agency that filed charges. For a list of valid
                                agency codes, type a **?** and press PF11.

Display Fields

8.   _: Selection field. Type an **X** and press the appropriate PF
                                key. See PF-key explanations below for more information.

9.   TRAN NUM: System-generated tracking number used to associate co-
                                actors to a JOT entry.

10.   LOG NUM: System-generated number used to identify co-actors
                                attached to a JOT entry.

11.   ALLEG: Petition allegation. Code of offense for which juvenile was
                                prosecuted.

| 12. | JUDICIAL ACTION INTAKE/RESULT: | Pre-adjudication action by Juvenile Probation or adjudication action by court. If blank, then disposition (field 14) is a modification of the original action. |

| 13. | DATE: | Date when case was adjudicated by the courts or processed by Juvenile Probation. |

| 14. | DISPOSITION: | Case disposition. |

| 15. | DATE: | Date on which the case was disposed. |

F-KEY OPTIONS

1=LOG INQ: Press PF1 to transfer to JOT 65 - Juvenile Log Inquiry.

3=PREADJ UPDT: Select the appropriate case and press PF3 to transfer to JOT 80 - Pre-Adjudication Data.

4=PRINT CHAR: Select the appropriate case and press PF4 to print probable cause information. See page 84 for information about the Printer Selection screen.

PF=___: Alternate method of transferring. Type a number that corresponds with a PF-key option and press Enter. For example, type **1** and press Enter to transfer to JOT 65.

6=JUD INQUIRY: Select the appropriate case and press PF6 to transfer to JOT 85 - Judicial Data Inquiry.

7=BACKWARD: Press PF7 to access preceding page.

8=FORWARD: Press PF8 to access next page.

9=PRINT CJIS: Select the appropriate case and press PF9 to print the CJIS report.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 90 — General Inquiry

Use JOT 90 to inquire on charges filed and to transfer to other JOT transactions.

Use JOT 90 if you have begun entering a charge and need to access it, finish it and send it.

ACCESS METHOD

Select Option 90 from the JOT Menu. Press Enter.

```
****************************************************************************
JUBAU (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM    DEC 08, 1995(C2)
JOT90                   JUVENILE OFFENDER TRACKING        OPT _____ - JOT
                           GENERAL INQUIRY               PAGE:   1 OF   1

     [1]                      [2]                [3]
  TRANSACTION #: _____    JOT LOG #: _____  TRAN-DATE: _____-_____
     [4]                                        [5]
  JUV-NAME:    _____    OFFICER NAME: _____
     [6]                                        [7]     [8]              [9]
  AGENCY>  ___ _____    SENT: _  CJIS #: _____ CUST: _
     [10]
  STATE ID: _____

    TRAN    LOG      LOG    LOG
   NUMBER  NUMBER   DATE    SENT      JUVENILE NAME         OFFICERS NAME    AGY
    <S>

   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___
   _ _____ _____  _____  _  _____  _____  ___

 [11]
 ==>
 1=OFFICER     2=JUV DESC    3=PREADJ DATA 4=CHRGE INFO  5=DETAIL LOG  PF= ___
 6=RESORT      7=BACKWARD    8=FORWARD     9=PRINT CJIS  10=REFRESH    11=HELP

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

To find and finish an unsent charge,
1. Inquire on the charge by typing information into any combination of fields 1 – 10. Press Enter.
2. Select the appropriate record by typing an **X** to the left of the listing.
3. Press PF1, PF2 or PF4 to transfer to JOT 10, 20 or 30 respectively.
4. Update the entry screens as needed.

If the charge has been sent and changes are needed, call the D.A. Juvenile Division at (713) 755-5874 or call D.A. Intake at (713) 755-6149.

To print the charge,
1. Inquire on the charge by typing information into any combination of fields 1 - 10. Press Enter.
2. Select the appropriate record by typing an **X** to the left of the listing.
3. Press PF9.
4. For more information about printing, see the explanation of the JOT 9980 screen.

<div align="center">

EXPLANATION OF FIELDS

</div>

Inquiry Fields

Type information into any combination of fields and press Enter.

1. TRANSACTION #: System-generated tracking number used to associate co-actors to a JOT entry.

2. JOT LOG #: System-generated number used to identify co-actors attached to a JOT entry. Inquiring with a log number causes the associated transaction number and a list of all the co-actors 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 PF6 is pressed from JOT 55.)

4. JUV-NAME: Juvenile'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.

6. AGENCY>: Agency that filed the charge. For a list of valid agency codes, type a **?** and press PF11.

7. SENT: Leave blank to inquire on all charges filed or inquire with **N** (not sent), **Y** (sent), **U** (unsent), ***** (complete), or **A** (approved). See next page for explanation of these codes.

8. CJIS #: Criminal Justice Information System tracking number.

9.   CUSTODY: Custody status. Leave blank to inquire on all juveniles or type one of the following codes:

Y = In custody when charged
N = Not in custody when charged
S =   In Harris County hospital when charged
J =   In detention center on other charges, class B or above, when charged.

10.   STATE ID: Person's criminal state ID number issued by the Texas Department of Public Safety.

11.   ==>:   Message line indicator.

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

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

F-KEY OPTIONS

To select a particular 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 PF1 to transfer to JOT 10 - Officer Information.

2=JUV DESC: Select a listing and press PF2 to transfer to JOT 20 - Juvenile Descriptors.

3=PREADJ DATA: Select a listing and press PF3 to transfer to JOT 80 - Pre-

Adjudication Entry.

4=CHRGE INFO:	Select a listing and press PF4 to transfer to JOT 30 - Charge Information.
5=DETAIL LOG:	Select a listing and press PF5 to transfer to JOT 6510 - Log Detail/Query Only screen.
PF=___:	Alternate method of transferring. Type a number that corresponds with a PF-key option and press Enter. For example, type **1** and press Enter to transfer to JOT 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 PF6. The <S> symbol appears above the column used to sort the list.
7=BACKWARD:	Press PF7 to access previous page.
8=FORWARD:	Press PF8 to access next page.
9=PRINT CJIS:	Press PF9 to print the CJIS report that is sent to DPS in Austin.
10=REFRESH:	Press PF10 to erase input.
11=HELP:	Press PF11 to access Help.

JOT 91 — Witness Inquiry

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

ACCESS METHOD

Select Option 91 from the JOT Menu. Press Enter.

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

JUBAU (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM          DEC 08, 1995(C2)
JOT91                    JUVENILE OFFENDER TRACKING             OPT: ___ - JOT
                              WITNESS INQUIRY                   PAGE: 1 OF  1

    [1]                      [2]                  [3]
TRANSACTION #: 000320   JOT LOG #: _____   LOG DATE: _____ - _____
    [4]                                          [5]
COMPL/WITNESS: _____  JUV NAME: _____
    [6]              [7]                                          [8]
STATE OF TEXAS: N AGENCY>    ___ _____  SENT: _

--------------------------------------------------------------------------
    TRAN   LOG    LOG    LOG   COMPLAINANT/WITNESS        JUVENILE
   NUMBER NUMBER  DATE   SENT      NAME                     NAME        AGY
   <S>
 --------------------------------------------------------------------------
 _ 000320 000320 01/18/96  Y   SCOTT, CARLA_____   C  GUNNELS, CHRISTINE  DAO
 _ _____ _____ _____  _   _____    _  _____  ___
 _ _____ _____ _____  _   _____    _  _____  ___
 _ _____ _____ _____  _   _____    _  _____  ___
 _ _____ _____ _____  _   _____    _  _____  ___
 _ _____ _____ _____  _   _____    _  _____  ___
 _ _____ _____ _____  _   _____    _  _____  ___
 _ _____ _____ _____  _   _____    _  _____  ___

[9]
==> (1) RECORDS FOUND

 1=GENERAL INQ 2=OFFENSE INQ 3=PRINT SEL   4=JUV LOG                PF= ___
 6=RESORT      7=BACKWARD    8=FORWARD     9=PRINT ALL  10=REFRESH  11=HELP

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

Inquiry Fields

Type information into any combination of fields and press Enter.

1. **TRANSACTION #:** System-generated tracking number used to associate co-actors to a JOT entry.

2. **JOT LOG #:** System-generated number used to identify co-actors attached to a JOT entry. Inquiring with a log number causes the associated transaction number and a list of all the co-actors 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 PF6 is pressed from JOT 55.)

4. **COMPL/WITNESS:** Complainant's or witness's name. Type LAST NAME, FIRST NAME or inquire with a partial name.

5. **JUV NAME:** Juvenile'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 PF11.

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 indicator.

Display Fields

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

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F-KEY OPTIONS

To select a particular 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 PF1 to transfer to JOT 90 - General Inquiry.
2=OFFENSE INQ:	Select a listing and press PF2 to transfer to JOT 92 - Offense Inquiry.
3=PRINT SEL:	Select a listing and press PF3 to print report.
4=JUV LOG:	Select a listing and press PF4 to transfer to JOT 65 - Juvenile Log Inquiry.
PF=___:	Alternate method of transferring. Type a number that corresponds with a PF-key option and press Enter. For example, type **1** and press Enter to transfer to JOT 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 PF6. The <S> symbol appears above the column used to sort the list.
7=BACKWARD:	Press PF7 to access previous page.
8=FORWARD:	Press PF8 to access next page.
9=PRINT ALL:	Press PF9 to print a report of all listings in the response. The maximum number of listings that may be printed is 400.
10=REFRESH:	Press PF10 to erase input.
11=HELP:	Press PF11 to access Help.

JOT 92 — Offense Inquiry

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

ACCESS METHOD

Select Option 92 from the JOT Menu. Press Enter.

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

JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUL 09, 1996(C2)
JOT92                   JUVENILE OFFENDER TRACKING           OPT: _____ - JOT
                             OFFENSE INQUIRY                 PAGE: 1   OF 22

  [1]
OFFENSE DATE:  010696__ - 070896__
  [2]
AGENCY> HPD HOUSTON POLICE DEPARTMENT_____
  [3]
OFFENSE CODE>  131302  ASSAULT-BODILY INJUR
  [4]                        [5]              [6]
OFFENSE LEVEL: _        OFFENSE DEGREE: _   LOG STATUS> _
  ---------------------------------------------------------------------
   TRAN   LOG    LOG                                              LOG
  NUMBER NUMBER  DATE      JUVENILE NAME        AGY  OFFENSE  L  D STAT
 ---<S>--------------------------------------------------------------
 _ 000231 000231 01/09/96  BALDERAS, PEDRO_____  HPD  131302   M  A   A
 _ 000238 000238 01/09/96  SAMPSON, LAVAR L_____  HPD  131302   M  A   J
 _ 000345 000345 01/11/96  MITCHELL, JAMES DEMOND_  HPD  131302   M  A   D
 _ 000469 000469 01/15/96  OLIVER, CORREY_____  HPD  131302   M  A   D
 _ 000515 000515 01/16/96  GRAVES, TODDRICK_____  HPD  131302   M  A   D
 _ 000621 000621 01/19/96  FLINTROY, JASON BENRIT_  HPD  131302   M  A   D
 _ 000639 000639 01/19/96  CANALES, NELLY MARISELA  HPD  131302   M  A   D
 _ 000737 000737 01/23/96  HAWKINS, MARCUS SANTEEN  HPD  131302   M  A   P
 _
 [7]
 ==> (169) RECORDS FOUND

 1=GENERAL INQ 2=WITNESS INQ               4=JUV LOG                PF= ___
 6=RESORT      7=BACKWARD   8=FORWARD              10=REFRESH      11=HELP

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

Inquiry Fields

Type information into required fields and press Enter. Required fields are indicated.

1. OFFENSE DATE: Enter the date or date range of the offense. Required if AGENCY code is not entered.

2. AGENCY>: Agency that filed charge. For a list of valid agency codes, type a **?** and press PF11. Required if OFFENSE DATE is not entered.

3. OFFENSE CODE: Required if offense level and degree are not entered. You may inquire with a partial offense code by typing at least the first two digits of the code and pressing Enter.

   For a list of valid offense codes, type a **?** and press PF11. 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 JOT 92, type an **X** in the selection field and press Enter.

4. OFFENSE LEVEL: Required if offense code is not entered. Type the level code of the offense:

   M = Misdemeanor
   F = Felony

5. OFFENSE DEGREE: Required if offense level is entered. Type the degree code of the offense:

   Misdemeanor degrees: **A, B or C.**

   Felony degrees: **S** (state jail felony) or **1**, **2** or **3.**

6. STATUS>: Type the status of the charge:

   A = D.A. accepted charge
   C = Probable cause information printed
   D = District Clerk has assigned petition number
   J = Assigned Harris County juvenile number by Juvenile Probation
   P = Referred to Juvenile Probation
   R = Rejected

7. ==>: Message line indicator.

Display Fields

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

F-KEY OPTIONS

To select a particular 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 PF1 to transfer to JOT 90 - General Inquiry.

2=WITNESS INQ: Select a listing and press PF2 to transfer to JOT 91 - Witness Inquiry.

4=JUV LOG: Select a listing and press PF4 to transfer to JOT 65 - Juvenile Log Inquiry.

PF=___: Alternate method of transferring. Type a number that corresponds with a PF-key option and press Enter. For example, type **1** and press Enter to transfer to JOT 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 OFFENSE column heading and press PF6. The <S> symbol appears above the column used to sort the list.

7=BACKWARD: Press PF7 to access previous page.

8=FORWARD: Press PF8 to access next page.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 93 — Agency Inquiry

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

ACCESS METHOD

Select Option 93 from the JOT Menu. Press Enter.

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

JUBAU (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 08, 1995(C2)
JOT93                    JUVENILE OFFENDER TRACKING          OPT: _____ - JOT
                              AGENCY INQUIRY                 PAGE:   1 OF   2

     [1]
 OFFENSE DATE:  010596__ - 012096__
     [2]
 AGENCY> HPD HOUSTON POLICE DEPARTMENT_
-----------------------------------------------------------------------
 LOG DATE   LOG #          NAME                  CHARGE            AGY
-----------------------------------------------------------------------
01/05/96  000416  HALL, J_____     THEFT_____  HPD
01/05/96  000416  SMITH, ALFRED_____      THEFT_____  HPD
01/05/96  000417  ROFFE, MICHAEL DEREK_____     THEFT_____  HPD
01/05/96  000417  BEARD, LANCE_____      THEFT_____  HPD
01/07/96  000424  SARTIN, CLINTON SHANE____      THEFT_____  HPD
01/07/96  000424  RAMOS, ADRES_____      THEFT_____  HPD
01/07/96  000425  WILLIAMS, LARRY_____      THEFT_____  HPD
01/07/96  000425  WASHINGTON, LINTON DARN__      THEFT_____  HPD
01/07/96  000426  BLOCK, TERRY_____      THEFT_____  HPD
01/07/96  000426  JONES, SAMUEL_____      THEFT_____  HPD
01/07/96  000426  CRISS, FRED_____      THEFT_____  HPD

[3]
==> (22) RECORDS FOUND
                                                                 PF= ___
        7=BACKWARD        8=FORWARD        9=PRINT       10=REFRESH  11=HELP

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

Inquiry Fields

Type information into any combination of fields and press Enter.

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 charge. For a list of valid agency codes,
                                         type a **?** and press PF11.

3.   ==>:   Message line indicator.

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 PF-key option and press Enter. For
                                        example, type **9** and press Enter to print report.

7=BACKWARD: Press PF7 to access previous page.

8=FORWARD: Press PF8 to access next page.

9=PRINT: Press PF9 to a print report of all the listings in the response.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 94 — Petition/CJIS Inquiry

Use JOT 94 to inquire on the petition and CJIS numbers attached to a charge and to transfer to other JOT transactions.

ACCESS METHOD

Select Option 94 from the JOT Menu. Press Enter.

```
**********************************************************************
 JUBAU (SEC2)    JUSTICE INFORMATION MANAGEMENT SYSTEM     DEC 18, 1995(C2)
 JOT94                   JUVENILE OFFENDER TRACKING        OPT: _____ - JOT
                         PETITION/CJIS INQUIRY             PAGE: __1 OF  1

   [1]                      [2]                    [3]
 TRANSACTION #: _____   JOT LOG #: _____   PETITION NO: _____
   [4]                                            [5]
 JUV. NAME:  _____   TRAN-DATE: _____ - _____
   [6]                                            [7]                [8]
 AGENCY> ____ _____   CJIS #: _____   COURT> ___
 --------------------------------------------------------------------------
    TRAN   LOG                                PETITION   CJIS TRACKING
   NUMBER NUMBER    JUVENILE NAME             NUMBER       NUMBER      AGY CRT
   <S>
 --------------------------------------------------------------------------

 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___
 _ _____ _____ _____ _____ _____ ____ ___ ___

 [9]
 ==>

 1=OFFICER    2=JUV DESC                  4=CHRGE INFO  5=DETAIL LOG  PF= ___
 6=RESORT     7=BACKWARD    8=FORWARD                   10=REFRESH    11=HELP

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

Inquiry Fields

Type information into any combination of fields and press Enter.

1. TRANSACTION #:   System-generated tracking number used to associate co-actors to a JOT entry.

2. JOT LOG #:   System-generated number used to identify co-actors attached to a JOT entry. Inquiring with a log number causes the associated transaction number and a list of all the co-actors to display.

3. PETITION NO: Harris County petition number.

4. JUV. NAME: Juvenile's name. Type LAST NAME, FIRST NAME or inquire with a partial name. See Appendix B for more information on name inquiries.

5. TRAN-DATE: Transmit date or date range indicating when charges were sent to the D.A.'s Office. (Charges are sent when PF6 is pressed from JOT 55.)

6. AGENCY: Agency that filed charge. For a list of valid agency codes, type a **?** and press PF11.

7. CJIS NUMBER: Criminal Justice Information System tracking number required by DPS.

8. COURT>:   Court to which case has been assigned. For a list of valid courts, type a **?** and press PF11.

9. ==>:   Message line indicator.

Display Fields

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

F-KEY OPTIONS

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

1=OFFICER: Select a listing and press PF1 to transfer to JOT 10 - Officer Info.

2=JUV DESC: Select a listing and press PF2 to transfer to JOT 10 - Juvenile Descriptors.

4=CHRGE INFO: Select a listing and press PF4 to transfer to JOT 30 -
                            Charge Information.

5=DETAIL LOG: Select a listing and press PF4 to transfer to JOT 6510 - Log
                            Detail/Query Only screen.

PF=___: Alternate method of using F key. Type a number that
                            corresponds with a PF-key option and press Enter. For
                            example, type **2** and press Enter to transfer to JOT 10 -
                            Juvenile Descriptors.

6=RESORT: To view the list of charges in a different order, position the
                            cursor on or below the column headings TRAN NUMBER
                            - AGY and press PF6. The <S> symbol appears above the
                            column used to sort the list.

7=BACKWARD: Press PF7 to access previous page.

8=FORWARD: Press PF8 to access next page.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 96 — Family Violence Inquiry

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

ACCESS METHOD

Select Option 96 from the JOT Menu. Press Enter.

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

JUBAU (SEC2)     JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 21, 1995(C2)
JOT96                     JUVENILE OFFENDER TRACKING        OPT: _____ - JOT
                           FAMILY VIOLENCE INQUIRY          PAGE:   1 OF  15

     [1]                   [2]                     [3]
TRANSACTION #: _____     JOT LOG#: _____    OFFENSE DATE: 010196__ - 013096__
     [4]                                          [5]          [6]
COMPL/WITNESS: _____ RELATION TO JUV> __ AGENCY: ___
-------------------------------------------------------------------------
    TRAN   LOG  OFFENSE SENT/  COMPLAINANT/WITNESS        JUVENILE
  NUMBER NUMBER  DATE   CW      NAME          FAM/REL     NAME          AGY
   <S>
-------------------------------------------------------------------------
_ 213231 134217 010196 Y C BEROLLO, ALEXANDRINA Y CW ALANIS, AUSTIN CAMP HPD
_ 223244 112611 010196 Y C RIVERA, MICHAEL  L__ Y WI RIVERA, BRETT LUIS_ HPD
_ 213325 116624 010196 Y C SMITHE, MARANNA ____ Y CW FLORES, JOSE ANGEL_ HPD
_ 244353 116652 010296 Y C STORE, SUSAN DIAN___ Y WI STROH, DAVID JOHN _ SHF
_ 215301 116721 010296 Y C HEDGE, PATRICIA ANN_ Y WI HEDGE, DANNY  WEBST CD4
_ 233432 116202 010396 Y C RIMERO, AYDA _____ Y NO MONTANO, ISRAEL____ HPD
_ 213449 112719 010396 Y C CONCORAI, RONALD J__ Y UM WENDT, TRICIA MARY_ CD4
_ 213453 126723 010496 Y C JONES, PATRICIA_____ Y CW RIVAS, JESSICA_____ HPD

[7]
==> (120) RECORDS FOUND

1=GENERAL INQ 2=OFFENSE INQ              4=JUV LOG               PF= ___
6=RESORT      7=BACKWARD   8=FORWARD            10=REFRESH    11=HELP

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

EXPLANATION OF FIELDS

General assistance with this option is available through Help (press PF11).

Inquiry Fields

Type information into any combination of fields and press Enter.

1.   TRANSACTION #:   System-generated tracking number used to associate co-actors to a JOT entry.

2.	JOT LOG #:	System-generated number used to identify co-actors attached to a JOT entry. Inquiring with a JOT log number causes the associated transaction number and a list of all the co-actors to display.

3.	OFFENSE DATE:	Enter the date or date range of the offense. To inquire on a single day, type the same date on both lines.

4.	COMPL/WITNESS:	Complainant's or witness's name. Type LAST NAME, FIRST NAME or inquire with a partial name.

5.	RELATION TO JUVENILE>:	Witness's or complainant's relationship to juvenile. For a list of valid relationship codes, type a **?** and press PF11.

6.	AGENCY:	Agency that filed charge. For a list of valid agency codes, type a **?** and press PF11.

7.	==>:	Message line indicator.

Display Fields

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

F-KEY OPTIONS

To select a particular 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 PF1 to transfer to JOT 90 - General Inquiry.

2=OFFENSE INQ:	Select a listing and press PF2 to transfer to JOT 92 - Offense Inquiry.

4=JUV LOG:	Select a listing and press PF4 to transfer to JOT 65 - Juvenile Log Inquiry.

PF=___:	Alternate method of using an F key. Type a number that corresponds with a PF-key option and press Enter. For example, type **2** and press Enter to transfer to JOT 92 - Offense Inquiry.

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 - OFFENSE DATE or COMPLAINANT /WITNESS NAME and press PF6. The <S> symbol appears above the column used to sort the list.

7=BACKWARD: Press PF7 to access previous page.

8=FORWARD: Press PF8 to access next page.

10=REFRESH: Press PF10 to erase input.

11=HELP: Press PF11 to access Help.

JOT 9930 — J.O.T. Printer Selection

Use JOT 9930 to designate where a JOT report should print.

ACCESS METHOD

This screen appears automatically when a print is requested. From most JOT screens, PF9 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            JUSTICE INFORMATION MANAGEMENT SYSTEM      DEC 08, 1995
 JOT9930               JUVENILE OFFENDER TRACKING            OPT: _____  - JOT
                        J.O.T. 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 Ron Knotts in the District Attorney's Office at 713-755-5840, 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 PF11).

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 JOT printouts until you log off or choose a different
                               printer.

2. RMT147:   Printer ID code.

3. PRINTER 2:   Printer location.

F-KEY OPTIONS

7=BACKWARD: Press PF7 to access previous page.

8=FORWARD: Press PF8 to access next page.

11=HELP: Press PF11 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 PF11.

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 PF11. 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 JOT. Use this field to transfer from one subsystem to another — for example, from JOT to DIM, the D.A. Intake Management System. You may only transfer to subsystems for which you have clearance.

Type the code for another subsystem over the JOT 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
Samson, Edith
Samuel, George
Saminski, Betty

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:

Sampling, Joe
Sams, Jimmy
Sampleton, Julie
Samjak, Rick
Sample, Jeff

Or

Eample, **SA+PLE**

This search will find such names as:

Sample, Beverly
Sanple, Douglas
Sapple, Lydia
Sample, Chris

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

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