Juvenile Probation Officer Tips for JIMS2 Juvenile Warrants System

Purpose	This handout provides tips for **Juvenile Probation Officers** using the JIMS2 Juvenile Warrants System.

Topics included

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Calling Juvenile Intake	**The automated system does not take the place of the phone call to Juvenile Intake** to determine how to process the juvenile. Contact Intake at 713-755-3540.
JJS referrals	**A VOP referral must still be created in JJS** before initiating a warrant.
Paperwork to support a warrant	Paper work that is currently faxed to the DA to support a warrant on a referral must still be faxed.
Historical warrant data	**Only active and pending warrants can be viewed** in the system. Once a warrant is recalled, it is removed from the system.
Juvenile photos	If requested by law enforcement, **a Juvenile's photo can be printed** from the view warrant option by printing the generic warrant.

Juvenile Probation Officer Tips for JIMS2 Juvenile Warrants System, Continued

Creating a JIMS2 officer profile	**Never create an officer profile in the system** when serving a warrant or entering release details. All juvenile probation officers will have a JIMS2 logon ID which is connected to existing officer profile information.
Closing JJS referrals	If a juvenile is never located on a VOP warrant, the VOP warrant is inactivated, and **the JJS referral should be closed as NOA.**
Dissemination of data	**Data in the Juvenile Warrants system is not public information** and should never be disseminated to the public. It should be used for law enforcement purposes only.