JIMS2 – Juvenile Warrants System Overview

Purpose   This overview provides information necessary to understand the JIMS2 Juvenile Warrants System.

Topics included

What is the Juvenile Warrants System?

The JIMS2 Juvenile Warrants System automates the process of taking juveniles into custody and releasing them from custody in Harris County.

Additionally, the system will allow authorized users to inquire on a warrant number or juvenile's name to obtain warrant status information.

The Juvenile Warrants System is connected to the legacy subsystems known as JOT (the Juvenile Offender Tracking system) and JJS (the Juvenile Justice System) and uses data from those subsystems to create a juvenile warrant.

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Who will use the System?

Users of the Juvenile Warrants system are grouped into seven specific roles. The roles are:

- District Attorneys in the Juvenile Division (DA)
- Juvenile Probation Officers (JPO)
- Juvenile Probation Intake Officers (JPO Intake)
- District Clerk -Juvenile Intake Clerks (DC Juv Intake)
- District Clerk - Juvenile Court Clerks (DC Juv Court)
- Judges or Judges' Clerks/Coordinators
  (state district courts and juvenile district courts)
- Warrant Executors (various law enforcement agencies)

What types of warrants will be issued?

There are five different types of warrants that can be issued for a juvenile. The five warrant types are:

- **Order of Immediate Custody warrant (OIC)**
  Issued when a juvenile fails to appear for a court ordered hearing or violates a pre-adjudication release rule. This warrant may also be referred to as a writ or a court warrant.

- **Juvenile Arrest warrant (ARR or JAW)**
  Issued when any district court judge signs a warrant based on an affidavit demonstrating probable cause to believe a juvenile has committed an offense.

- **Directive to Apprehend warrant (DTA)**
  Issued when a juvenile district court judge signs a warrant based on an affidavit demonstrating probable cause to believe a juvenile has committed an offense.

- **Probable Cause warrant (PCW)**
  Issued when an assistant district attorney approves a law enforcement officer's request for probable cause for an offense by a juvenile. This is also known as a 'to be warrant.'

- **Violation of Probation warrant (VOP)**
  Issued when a juvenile violates a condition of probation and can not be located.

What system functions make up the lifecycle of a juvenile warrant?

The functions that make up the lifecycle of a juvenile warrant are listed below in the order in which they typically occur.

- The warrant is **initiated**
- The warrant is **acknowledged** (only required for the DTA warrant)
- The warrant is **activated** (not required for the PCW warrant)
- The warrant is **inactivated** (only required in certain circumstances, but must be done before successful service)
- The warrant **service is updated** (successful or unsuccessful)
- The **return of service is processed** (successful services only)
- The **return of service is filed** (must be processed first; not required for the PCW and VOP warrants)
- The juvenile **release decision is entered** (to a juvenile probation facility or to a guardian)
- The **release details are entered** (by the officer handling the juvenile)
- The **warrant is recalled** (recall is required for all warrants)

Who will initiate and activate warrants?

The table below indicates the role responsible for the functions of initiating and activating each of the five warrant types.

Warrant Type	Initiated by	Activated by
ARR	DA	District Clerk Juvenile Intake or District Clerk Juvenile Court
DTA	DA	District Clerk Juvenile Intake (this role will also acknowledge DTA before activating)
PCW	DA	Active at initiation
OIC	District Clerk Juvenile Court Clerk (and updated if necessary)	Judge or Judge's Clerk will update the OIC signature status
VOP	JPO (and updated if necessary)	DA

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Who will perform the other system functions?

After a warrant has been initiated and activated, the following functions can be performed by the roles designated in the table below:

System function	Typically Performed by	May also be Performed by
View Warrant	All roles	
Update Warrant Service	Law Enforcement Officer	JPO, District Clerk Juvenile Court Clerk, DA
Process Return of Service	Law Enforcement Officer	JPO, District Clerk Juvenile Court Clerk, DA
File Return of Service Signature	The District Clerk Juvenile Intake	
Enter Release Decision	Juvenile Probation Intake	
Enter Release Details	Law Enforcement Officer	JPO, District Clerk Juvenile Court Clerk, DA
Recall Warrants	Juvenile Probation Intake	
Inactivate Warrants	DA, JPO, District Clerk Juvenile Court Clerk	Juvenile Probation Intake

How will users know to perform a specific function?

Once a warrant is initiated, automatic email notifications are will be sent to notify users of the function they should perform throughout the lifecycle of a warrant.

For example, once a DA initiates an Arrest warrant, a district clerk in the Juvenile Intake Division will receive notification that the warrant needs to be activated. Then, once the warrant is activated, a law enforcement representative will receive notification that the warrant needs to be served.

What additional system functions are available?

The Juvenile Warrants System includes the following additional system functions:

Function	Available from	Available to
Create an Officer Profile	Warrant Initiate screen for some warrants	warrant initiators
	Update Service screen	warrant executors
	Enter Release to JP and Person Information screens	warrant executors
Add a new responsible adult or update an existing responsible adult	Warrant Confirmation screen	warrant initiators
	Enter Release to Person Information screen	warrant executors
	View warrant screen	all roles
Validate and/or research the address connected to a responsible adults	Warrant Confirmation screens	warrant initiators
	Release to Person Information screen	warrant executors
	Update Warrant Service screen	warrant executors
	View warrant screen	all roles
Print documents	Any screen with a print button displayed at the bottom of the screen. Not all screens allow printing.	warrant initiators, activators and executors
	View warrant screen	all roles
Online Help	Every screen	Every role

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Summary

- There are five types of juvenile warrants.

- There are seven different user roles defined for the Juvenile Warran
  System.

- Three roles can initiate warrants.

- Users will be notified via email that they need to perform certain
  functions on a particular warrant.

- Address validation is used when creating addresses for responsible
  that may be needed for warrant service.

- Warrants populated with the appropriate data can be printed.

- An online help system can be accessed from any page within the
  application.