JIMS 2

Common Supervision

Process Adult Supervision Order (PASO)



User Guide for CSOs and CLOs

Version 2.0

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Process Adult Supervision Order (PASO)

User Guide for CSOs and CLOs

Overview

Introduction	 This user guide explains the Process Adult Supervision Order (PA that CSOs/CLOs will use to: Create amended supervision orders Update supervision orders Delete and withdraw supervision orders View order versions and order chain versions Resolve impacted orders 	ASO) functionality
Audience for this User Guide	The audience for this user guide is CSOs and CLOs in the Comm and Corrections Department.	unity Supervisions
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Amend a Supervision Order Introduction This training module will cover how to amend a supervision order in JIMS2 using the JIMS2 functionality called Process Adult Supervision Order (PASO). CSOs & CLOs will use PASO to create amended supervision conditions for a defendant. Module The objectives of this training module are to teach CSOs / CLOs to: **Objectives** • Understand migrated orders • Create and amend a supervision order for a case • Print a supervision order Audience Community Supervision Officers and Community Liaison Officers What is a When JIMS2 first goes live, all existing active supervision orders in the legacy Migrated system will be migrated to JIMS2. Order When a case with an active migrated supervision order is viewed in JIMS2, however, the conditions will simply say "See Paper Order" and the actual details will not display. Therefore, when a migrated supervision order needs to be amended in JIMS2 the entire order, not just the amended conditions will have to be created in JIMS2. *Continued on next page*

Step	Action
1	Access the Process Adult Supervision Order page:
	a. In the left navigation tree expand Common
	Supervision by clicking the plus sign beside it (+).
	b. Expand Process Adult Supervision Order.
	c. Click the Supervision Order link.
2	From the Process Supervision Order Search page, select search
	SPN number or case number and CDI.
	Calendar Tasks Process Orders Caseload Setup Casenotes
	Process Supervision Order - Search • Select Search by to change the search type.
	Enter the required field(s) and click Submit to see results. Indicates Required //rields Saarch By SPN
	Search By SPN Advanced Supervisee Search
	• SPN 0043352
	Submit Refresh
3	Enter the SPN number or case number and CDI.
	NOTE: Valid CDIs are: 002=class A or B misdemeanor case 003=Felony cases.
	005-Pelony cases.
4	Click the Submit button.
5	Select the Active supervision order:
5	Select the Active supervision order: a. Look for the word "Active" in the Order Status
5	▲ ·
5	a. Look for the word "Active" in the Order Status column.
5	a. Look for the word "Active" in the Order Status column.b. Click the round button to the left of that listing. (T button is called a radio button).
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5	a. Look for the word "Active" in the Order Status column. b. Click the round button to the left of that listing. (1 button is called a radio button). Ceerdsr Tasks Process offer Caseda Better Process Supervision Order - Associated Case(s) • Select an Order/Case click appropriate buttor. Select an Order/Case click approprise click approprise click approprise click approprime click appr
5	 a. Look for the word "Active" in the Order Status column. b. Click the round button to the left of that listing. (To button is called a radio button). Click the round button to the left of that listing. (To button is called a radio button).

Amend a	Step	Action
supervision	6	Click View Order Versions to view the original order before
order (continued)		amending. The following screen displays for the case you selected.
		Calendar Tasks Process Orders Caseload Setup Casenotes
		Process Supervision Order - View Version Click the appropriate button below.
		Name SPN CON CDI Case # CRT Offense Pretrial Interview Case Filed Order Status Version Status Change Date HENDERSON, RONALD WESLEY 00043352 DEF 002 137107401010 101 JA MEMBER ASSAULT-FAMLY Not available yet 0525/2006 ACTIVE ORIGINAL 05/30/2006
		Other Versions Order Activated Version Order Title
		05/30/2006 12:01 PM QRSIMUL DEFERRED - SECTION 5 Order Presentation
		Version Type ORIGINAL Order Tide DEFERRED - SECTION 5
		Offense Code 131420 ASSAULTFAMLY MEMBER Disposition Type DEFERED
		Fine Amount 0 00 Supervision Length
		Supervision Regin Date 05/29/2007
		Conditions
		Condition 1 See the paper order in the caselile.
		X had Coaddens spury has the condex was remended compared to prior version P Bus Coaddens spury has the condex has been specified compared to prior version C Busing Coaddens spury has the condex has been specified compared to prior version C Busing Coaddens spury has the condex has been solded compared to prior version
		Print Process Other Documents
		Back To Search Back to Case)Order Search Results Cancel
		NOTE: Migrated active orders will only say "See the paper order in the casefile" as indicated by the red arrow above. The specific conditions for all ACTIVE migrated orders will not display in the JIMS2 system and must be recreated when an amendment is made so that both versions of the conditions will be available in JIMS2. For cases that have a migrated ACTIVE and 1 st AMENDED order, if a 2 nd AMENDED order is needed, then the CLO would recreate the most recent version of the order prior to the new amended version.
	7	After viewing the order you need to return to the original search
		results so you can select the order to be created and amend in JIMS2
		a. Click Back to Case/Order Search Results.
		b. Click the radio button for the active migrated case you need to
		update in JIMS2.
		c. Click Update Order.
	8	On the Prepare Order Presentation page, click the drop-down
		list for Version Type and click on Amended. Also, if
		necessary, select an Order Title from the drop-down menu
		provided, and enter a Version # for the order.

Amend a	Step	Action
supervision	9	Fill in all required fields that are not already filled in. Required
order		fields are denoted by the diamond (\bullet) .
(continued)		Enter a summary such as:
		Judge ordered alcohol and drug testing and an increase in
		community service.
		Collendar Tasks Process Orders Caseload Setup
		Update Migrated Supervision Order - Prepare Order Presentation
		Enter Required Fields and Click Next.
		- Conditionality Required Fields "All date fields must be in the format of mm/ddygyge. Name SPN CON CDI Case # CRT Offense Pretrial Interview Case Filed Order Status Change Date
		GARCIA, CHARLES 00044303 DEF 003 089616501010 263 OFFENDER available 12/08/2001 ACTIVE ORIGINAL 02/25/2009 RAY BAC.08 yet
		Order Presentation 0
		•Version Type AMENDED •Version #
		Order Title DEFERRED-SECTION 5 Offense Code 540423 DWI 3RD OFFENDER BAC.08 Validate Find Offense Code
		Disposition Type PROBATION
		Fine Amount 700.00 •Confinement Length 00 Years 00 Months 00 Days
		Supervision Length O Years Months Days
		Supervision Begin Date 04/11/2002 Supervision End Date 04/10/2009
		Plea
		Summary of Changes for Printed Order Judge ordered alcohol and drug testing and an increase in community service.
		Click Next. Select the suggested order template to be used by clicking the appropriate radio button. NOTE: There should be a MAIN suggested order template which contains all the standard conditions for the court for which the current offense is assigned.
		HENDERSON, RONALD 00013552 DEE 002 13207/10100 03 ASSAULT-FAMLY Metworkelway 05252006 ACTIVE ODIGINAL 05002006
		Order Presentation
		Suggested Order Suggested Order Suggested Order Cancel Back Save & Contrue Customize Suggested Order Cancel Concel Con
	11	Click Customize Suggested Order.

Amend a	Step	Action
supervision order	12	Notice that the order Status is now INCOMPLETE.
-	12	Notice that the order status is now inccontribute. NOTE: If you click the + sign next to the section of the screen titled Order Presentation, the information you entered previously displays. If the section of the section of the screen titled If the section of the section of the screen titled If the section of the section of the section of the screen titled If the section of the section of the section of the screen titled If the section of the se

Amend a	Step		Action		
supervision	14	Click Submit. A section titled	Conditions – Sea	arch Results dis	splays
order (continued)		on the current screen.			
()		NOTE: A new button labeled displays. See <i>Appendix A</i> for a conditions.			
		IST POSITIVE <u>View Sample</u> ALCOHOLDRUGS - EVALUATION <u>View Sample</u> ALCOHOLDRUGS - EVALUATION 60 DAYS (SALCE) <u>View Sample</u> Add Selected Saw	ALCOHOLIDRUGS ALCOHOLIDRUGS ALCOHOLIDRUGS e & Create Special Condition	×	
	15	Select a condition(s) from the clicking the check box for any supervisee's order.			•
	16	Click Add Selected to add the Notice that each condition of a checkbox to the left and a the checkbox(s) and Remov conditions. Click the View S for a condition. Also, notice Link is selected, and the lite Hide Sample .	on the Condition <u>View Sample</u> line <u>re Selected</u> butto <u>Sample</u> links to below that once	s – Selected L nk to the right. on to remove th view the literal the <u>View San</u>	Click lese l text nple
		Conditions - Selected List Condition Name	Group 1	Group 2 Group	3 ^
		Remove ABIDE BY RULES View Sample Remove AVOID PERSONS AND PLACES View Sample	GENERAL ASSOCIATIONS	ABIDE RULES	
		Remove AVOID PERSONS AND PLACES View sample Remove FEES HEADER View sample Remove FEUSATION SKILL (FSL) EVALUATION View Sample	FEES	GENERIC	
		Conditions - Selected List	areap .	FILE ALLIN	3
		Remove AVOID PERSONS AND PLACES Hide sample	ASSOCIATIONS	ha anna dalan andar hut dara ant	
		apply to supervisee		CENERGIC	
		Remove AVOID PERSONS AND PLACES Hide sample Avoid persons or places of disreputable or harmful character, specifica	lly: Mary Smith This condition appears on t FEES	GENERIC	-

Amend a	Step	Action	1	
supervision order (continued)	17	Click Save and Continue.		
		NOTE: At this point, instead of clicking Save and Continue you have other choices.		
		• You can click Save & Create Special Condition if the judge has included special conditions for this order that you would like to create. See <i>Appendix A</i> for more information on creating special conditions.		
		• You can click Resequence Conditions if you want to reorder the conditions on your supervision order. See <i>Appendix B</i> for more information on re-sequencing conditions.		
		• You can click Preview Order to view the current order in a separate window.		
	18	On the Set Details Page that displays, all fields except the << <comments>> fields are required. Fill in all fields. It is recommended that the Validate Fields button be selected and you complete the fields as needed.</comments>	On the Con move a con to move	nditi
		In the Modification Reason for Casenote section, enter notes or comments about the order. These notes will print on the order.		
	19	Click the Save & Continue button.		
		NOTE: At this point you can click Add/Remove Conditions if you need to go back and add or remove conditions on this order.		
ł	20	On the Summary page verify that the changes are accurate.		

Step	Action
21	Click Finish.
	The following screen displays with the message: <i>Migrated Order</i>
	Successfully Updated. NOTE: The order status is now DRAFT.
	Celendar Tasks Process Orders Caseload Setup Casenotes
	Create Supervision Order - Confirmation Supervision Order successfully created.
	Name SPN CON CDI Case # CRT Offense Pretrial Interview Case Filed Order Status Version Status Change Date HERNANDEZ_JORGE 0050721 DEF 002 DRIVING V/HLE INTOXICATED Not available yet 12/09/1983 DRAFT ORIGINAL
	Order Presentation O
	Version Type ORIGINAL Order Title DEFERRED - SECTION 5
	Offense Code 540401 DRIVING WHILE INTOXICATED Disposition Type DEFERRED
	Fine Amount 50 00 Supervision Length 02 Years 00 Months 00 Days
	Supervision Begin Date 03/21/2009
	Supervision End Date 03/18/2011 Plea guilty
	Conditions
	Condition Commit no offense against the laws of this or any other State or of the United States.
	Avoid injurious or vicious habits. You are forbidden to use, possess, or consume any controlled substance, dangerous drug, marijuana, alcohol or prescription drug not specifically prescribed to you by lawful prescription. You are forbidden to use, consume, or possess alcoholic beverages.
	3 Avoid persons or places of disreputable or harmful character, specifically: jane doe. Submit to an evaluation of your educational skill level by <u>0.22100001</u> . If it is determined that you have not attained the average skill of students who have completed the intermined that you have not attained the average skill of students who have completed the intermined that you have not attained the average skill of students who have completed the intermined that you have not attained the second of the second students who have completed the intermined that you have not attained the second of the second students who have completed the intermined that you have not attained the second students who have completed the second students who have completed the intermined that you have not attained the second students who have completed the intermined that you have not attained the second students who have completed the intermined that you have not attained the second students who have completed the intermined that you have not attained the second students who have completed the intermined that you have not attained the second students who have completed the intermined that you have not be second at the second students who have completed the intermined that you have not students who have completed the second students who have completed the intermined that you have not students who have completed the second students who have completed the intermined that you have a student student student student students who have completed the intermined that you have a student stud
	ixish grade in public schools in this State, you shall participate in the HOCS&CD program that teaches functionally literate persons to read. Participate in the HCCS&CD Maximum Supervision Program any time that you are assessed by HCCS&CD to require maximum supervision. Comply with all program index, regulations and quicklines with scientishing of relaxed by Hhord red of the Cost.
	6 Report in person to HCCS&CD by 0.02112009 for the purpose of creating and obtaining your Offender Identification Card. You are to carry this identification card on your person at all times.
	7 Pay a Fine of \$500.00 at the rate \$10.00 per DAY beainning 03/21/2009 to Harris County through HCCS&CD.
22	Click Duanana ta Fila Tha Duanana Sun aminian Andar Duanana ta
22	Click Prepare to File. The <i>Process Supervision Order – Prepare to</i>
	File screen displays.
	File screen displays.
	<i>File</i> screen displays.NOTE: If the error message "<i>Condition(s) exist which do not have</i>
	<i>File</i> screen displays.NOTE: If the error message "Condition(s) exist which do not have all variable details set, please update to fix this problem."
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23	 <i>File</i> screen displays. NOTE: If the error message "Condition(s) exist which do not have all variable details set, please update to fix this problem." displays, that means you failed to fill in all the details on the set details page. TO fix this problem: reselect the radio button for the DRAFT, Amended case click UPDATE ORDER Click Save and Continue from the Presentation screen. Fill in all the condition details and continue through the screens the finish the order and select the Prepare to File button again. It is recommended that the Validate Fields button be selected and yo complete the fields as needed. On the Prepare to File screen, fill in the Signed Date.
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	 <i>File</i> screen displays. NOTE: If the error message "Condition(s) exist which do not have all variable details set, please update to fix this problem." displays, that means you failed to fill in all the details on the set details page. TO fix this problem: reselect the radio button for the DRAFT, Amended case click UPDATE ORDER Click Save and Continue from the Presentation screen. Fill in all the condition details and continue through the screens the finish the order and select the Prepare to File button again. It is recommended that the Validate Fields button be selected and yo complete the fields as needed. On the Prepare to File screen, fill in the Signed Date. NOTE: The current date displays but can be changed.

Amend a	Step	Action
supervision order (continued)	25	Select the Judge from the drop-down menu provided for Who Signed Order?
		NOTE: The Judge field will default to the judge assigned to the court that the case is assigned to, but this name can be changed if necessary.
	26	Click Next.
	27	The <i>Process Supervision Order – Prepare to File Summary</i> screen displays. Verify that everything is accurate.
	28	Click Finish. The <i>Process Supervision Order – Prepare To File</i> <i>Confirmation</i> screen displays with the message: <i>Supervision Order</i> <i>prepared for filing.</i>
		NOTE: The order status is now PENDING. From this screen you can Print the order.
	29	The amended order is now in PENDING status.
		Normally the assigned CLO will activate it. Because the order needs to be Active for other exercises in class today, please activate it yourself by completing the steps below.
		 Activate the order: a. From the Confirmation page, click the button labeled Activate Order. b. A popup window displays "Are you sure you want to
		 activate this order?" c. Click the button labeled OK to activate the order or cancel button to cancel the action. d. Verify that the following message displays: "Supervision Order Successfully Activated."

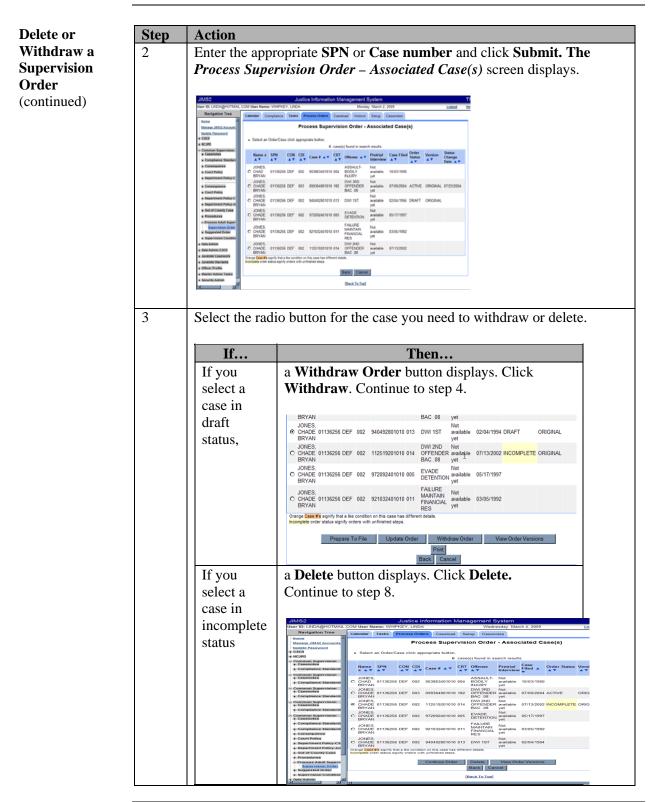
Print the Supervision Order

Step	Action
1	Select the Supervision Order link in the left navigation tree and sear
	by SPN or case number and CDI. The following screen will display.
	Calendar Tasks Process Orders Caseload Setup Casenotes
	Process Supervision Order - Associated Case(s)
	Select an Order/Case click appropriate button.
	5 case(s) found in search results Name x A Y SPN A CON CDI Name x A Y SPN A CON CDI A Y Case # A Y Offense A Y Pretrial Thereives A Y Status A Y A Y Date A Y Date A Y
	HERNANDEZ, JORE 00503721 DEF 002 07443210101R 006 EXPARTE Vet 09/14/1984 Vet
	HERMANDEZ, JORGE 00503721 DEF 002 07443210101 006 DRIVING WHILE INTOXICATED Not available yet 12/09/1983 ACTIVE ORIGINAL 03/21/2009
	O JORGE LUIS 00503721 DEF 002 069252001010 006 DRIVING WHILE LICENSE SUSP. Vet 02/06/1983
	O HERNANDEZ, 00503721 DEF 002 06925210101 006 DRIVING WHILE Not available 02/06/1983
	O HERNANDEZ, 00503721 DEF 003 107507701010 185 DWI 3RD OFFENDER Not available 07/01/2006 BAC 08 vet
	Orange Case #5 signify that a like condition on this case has different details. Incomplete order status signify orders with unfinished steps.
	Create Order Update Order View Order Versions
	Print
	Back Cancel
3	 Select the radio button next to the case you want to print. Click Print. The following screen displays in a separate window. To print the order – click the Open button.
3	 Click Print. The following screen displays in a separate window. To print the order – click the Open button. To close the Window – click the red X in the right corner.
3	 Click Print. The following screen displays in a separate window. To print the order – click the Open button.
3	 Click Print. The following screen displays in a separate window. To print the order – click the Open button. To close the Window – click the red X in the right corner.
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file?
3	Click Print. The following screen displays in a separate window. To print the order – click the Open button. To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file?
3	Click Print. The following screen displays in a separate window. To print the order – click the Open button. To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf
3	Click Print. The following screen displays in a separate window. To print the order – click the Open button. To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net
3	Click Print. The following screen displays in a separate window. To print the order – click the Open button. To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel While files from the Internet can be useful, some files can potentially
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or
	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or
3	Click Print . The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
3	Click Print . The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk? NOTE: The order will display in PDF format in Adobe Reader. rScroomed and the source of the source
3	Click Print. The following screen displays in a separate window. • To print the order – click the Open button. • To close the Window – click the red X in the right corner. File Download Do you want to open or save this file? Name: DEFERREDSECTION_5_119426801010.pdf Type: Adobe Acrobat Document, 61.9KB From: pt.jims2.hctx.net Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or

Delete or Withdraw Supervision Orders

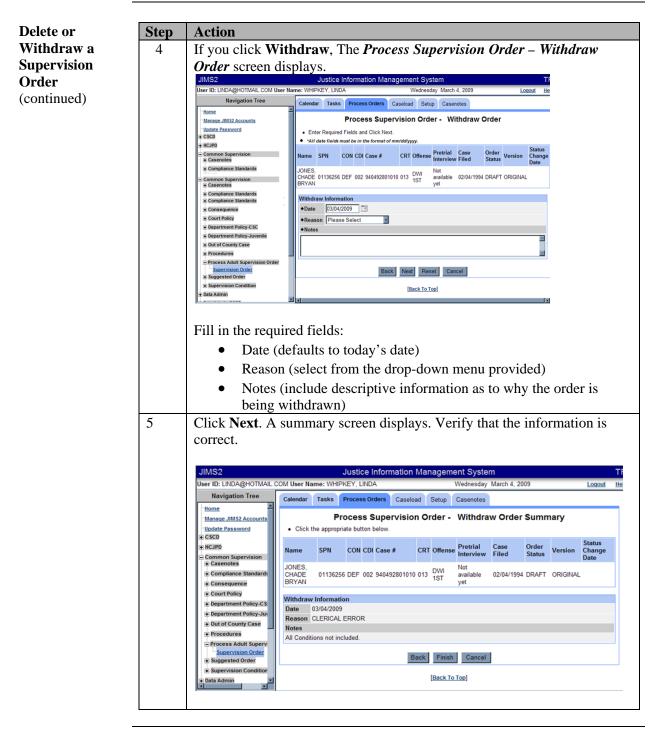
Introduction	This training module explains how to deleting or withdrawing the order.	remove a supervision order from JIMS2 by
	Supervision orders cannot be deleted of ACTIVE status.	or withdrawn once they are in PENDING or
	Only orders with a status of INCOMP withdrawn.	LETE or DRAFT may be deleted or
Module Objectives	The objectives of this training module orders in certain statuses.	are to teach CSOs how to delete or withdraw
Delete vs.		pervision orders can be deleted or withdrawn.
Withdraw	If	Then
	an order is in INCOMPLETE status,	it can be deleted.
	an order is in DRAFT status,	it can be withdrawn.
	an order is in PENDING status,	it cannot be deleted or withdrawn.
	an order is in ACTIVE status,	it cannot be deleted or withdrawn.
		a casefile closing option will be available to
Withdraw a	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders.	
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to d not in ACTIVE status.	a casefile closing option will be available to
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders.The steps below demonstrate how to d not in ACTIVE status.StepAction	a casefile closing option will be available to lelete or withdraw a supervision order that is
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders.The steps below demonstrate how to d not in ACTIVE status.StepAction	a casefile closing option will be available to lelete or withdraw a supervision order that is om the left navigation tree. The <i>Process</i>
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders.The steps below demonstrate how to d not in ACTIVE status.StepAction 11Select Supervision Order from Supervision Order – Search	a casefile closing option will be available to lelete or withdraw a supervision order that is om the left navigation tree. The <i>Process</i>
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to d not in ACTIVE status. Step Action 1 Select Supervision Order – Search Image: Step State of Displayer State	a casefile closing option will be available to lelete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: Step Status Usic Information Order - Search Image: Step Status Select Supervision Order - Search Image: Step Status Image: Step Status 1 Select Supervision Order - Search Image: Step Status Image: Step Status Image: Step Status Image: Step Status	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: Step Status and States a	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: Step Status and States a	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The <i>Process</i> a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Ver B: LBAAgeTOTAAL CON Ver Ham: WERKY, URA Wind Content on Supervision Order (States) Ver B: LBAAgeTOTAAL CON Ver Ham: WERKY, URA Ver B: LBAAgeTOTAAL CON VER Ham Ver B: LBAAGETO	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The <i>Process</i> a screen displays.
Delete or Withdraw a Supervision Order	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to d not in ACTIVE status. Step Action 1 Select Supervision Order - Search Supervision Order - Search Supervision Order - Search Image: State States Step 1 Select Supervision Order - Search Image: States States Image: St	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The <i>Process</i> a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: State of the steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: State of the second below of the service of the second below of the service of the second below of the service of the second below of the second below of the service of the second below o	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: Status and St	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search Image: Steps Below demonstrate how to do not in ACTIVE status. 1 Select Supervision Order - Search Image: Steps Below demonstrate how to do not in ACTIVE status. 1 Select Supervision Order - Search Image: Steps Below demonstrate how to do not in ACTIVE status. 1 Select Supervision Order - Search Image: Status demonstrate how to do not in ACTIVE status. 1 Select Supervision Order - Search Image: Status demonstrate how to close the status demonstrate how to close th	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.
Withdraw a Supervision	NOTE: In a future release of JIMS2, a close ACTIVE supervision orders. The steps below demonstrate how to do not in ACTIVE status. Step Action 1 Select Supervision Order - Search 1 Select Supervision	a casefile closing option will be available to delete or withdraw a supervision order that is om the left navigation tree. The Process a screen displays.

Delete or Withdraw Supervision Orders, Continued

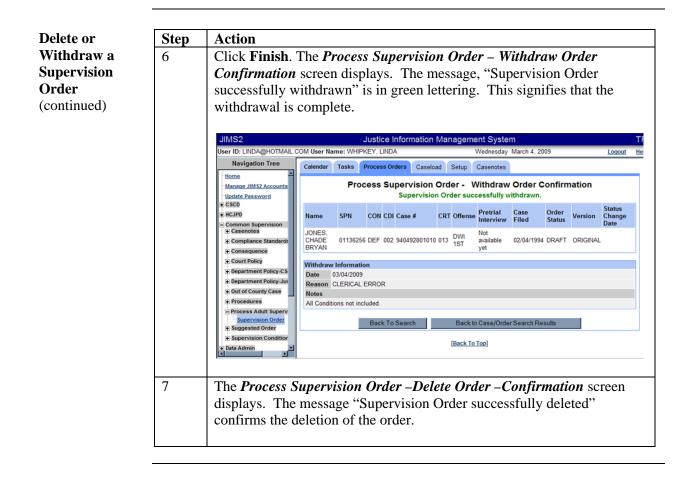


Continued on next page

Delete or Withdraw Supervision Orders, Continued



Delete or Withdraw Supervision Orders, Continued



Introduction	This training module explains how to update or make changes to a supervision order that is not yet in ACTIVE status.												
	Original Supervision Orders can be updated without creating an amended or modified order as long as the order is still in INCOMPLETE, DRAFT or PENDING status.Once a supervision order is activated, an amended or modified version of the order must be created.												
Update Supervision Orders	-		strate how you would update a supervision order if change he order being activated.										
	Step	Action											
	1	Access the S	upervision Order search link from the left navigation tree										
		Tanglete	a and an that has material been a stress of a Data data of the 1 st										
		-	n order that has not yet been activated, click the radio button ng to the order. In the example below, the order in DRAF										
		status will be											
			1										
		JIMS2	Justice Information Management System TF										
		Navigation Tree	vigation Tree Calendar Tasks Process Orders Caseload Setup Casenotes										
		Manage JIMS2 Account	Process Supervision Order - Associated Case(s)										
		CSCD HCJPD	Select an Order/Case click appropriate button.										
		Common Supervision	2 case(s) found in search results Name x SPN CON CDL Case # ▲ ▼ CRT Offense Pretrial Case Filed Status Change										
		Compliance Standarc Consequence											
		Court Policy Department Policy-C Department Policy-Ju	2000 LBS. yet										
		Out of County Case Procedures	OELACRUZ, GONZOLO 01574553 DEF 003 062321501101 180 BURG VEHICLE Not wailable yet 02/09/1992 DRAFT ORIGINAL Crange Disset % signify that a like condition on this case has different details 02/09/1992 DRAFT ORIGINAL										
		Process Adult Super Supervision Order	incomplete order status signify orders with unfinished steps.										
		Suggested Order	Prepare To File Update Order Withdraw Order View Order Versions										
		Supervision Conditio	Print										
		Supervision Conditio Data Admin Data Admin-CSCD	Back Cancel										
		Supervision Conditio Data Admin Data Admin-CSCD Juvenile Casework Juvenile Warrants											
		Supervision Conditio Data Admin Data Admin Data Admin-CSCD Juvenile Casework Juvenile Varrants Officer Profile Master Admin Tasks	Back Cancel										
		Supervision Conditio Data Admin Data Admin Data Admin-CSCD Juvenile Casework Juvenile Varrants Officer Profile	Back Cancel										

Update Supervision Orders

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PASO User Guide for CSOs and CLOs

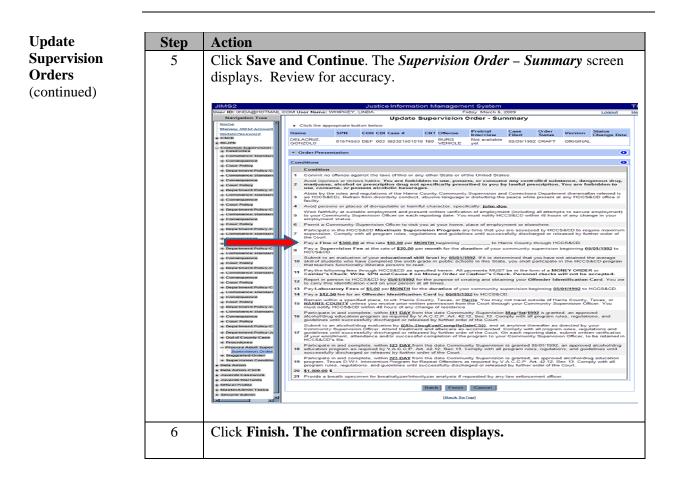
Update Supervision Orders, Continued

odate	Step	Action
pervision ders	3	The Supervision Order – Prepare Order Presentation screen disp
ntinued)		JIMS2 Justice Information Management System
intiliaea)		User ID: LINDA@HOTMAIL.COM User Name: WHIPKEY, LINDA Friday March 6, 2009 Logout
		Navigation Tree Calendar Tasks Process Orders Caseload Setup Casenotes
		Manage JIM52 Account Update Supervision Order - Prepare Order Presentation
		ECRO Conditionally Required Fields and Click Next. Conditionally Required Fields */II date fields must be in the format of mmiddlyggy. KIPP0
		Common Supervision Common Supervision Case of Common Supervision Case of Common Supervision Case of Common Supervision Case of Case of
		Compliance Standard Compliance Standard Consequence Consequence Consequence
		Court Policy Order Presentation Order Presentation Order Network Version Type ORIGINAL
		Department Policy-Jk Order Title DEFERRED - SECTION 5
		Outrof County Case Offense Code 220075 BURG VEHICLE Validate Find Offense Code Olisposition Type DEFERRED
		Supervision Order Fine Amount 0.00
		Suggested Order Supervision Conditio Supervision Conditio
		Data Admin Supervision Begin Date 05/01/1992 Supervision End Date 04/30/1997
		Juvenile Casework Plea
		+ Officer Profile + Master Admin Tasks Back Save & Continue Reset Cancel
		9: Security Admin [Back To Top]
	4	Click Save and Continue . The <i>Update Supervision Order – Cont</i> <i>–Set Details</i> screen displays. Make the necessary changes, as app
	4	1 1
	4	-Set Details screen displays. Make the necessary changes, as app
	4	-Set Details screen displays. Make the necessary changes, as app
	4	-Set Details screen displays. Make the necessary changes, as app
	4	-Set Details screen displays. Make the necessary changes, as applied to the set of the s
	4	-Set Details screen displays. Make the necessary changes, as appro-
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	4	-Set Details screen displays. Make the necessary changes, as app.
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PASO User Guide for CSOs and CLOs

Update Supervision Orders, Continued



View Supervision Order Versions and Version Chains

Introduction	This training module explains what order versions are, how they are created and how to view all the versions and version chains of a supervision order.
Order versions vs. Version Chains	A supervision order may have several amendments or versions. A supervision order may also have more than one order chain if, for example, a defendant is placed originally on a deferred probation that is then revoked and given a straight probation.
Create Order Versions and Version Chains	 To display the active orders available for a defendant, select <u>Supervision</u> <u>Order</u> from the left navigation tree, type in a SPN and click <u>Submit</u>. The defendant's cases will display. To create an amended order version, select the radio button next to a case with an ACTIVE supervision order and click <u>Update Order</u>.

• To create a new order chain, select the radio button next to a case with an ACTIVE supervision order and click Create Order.

	Select an Order/Case click appropriate button. 8 case(s) found in search results														
	Name 🔺 🔻	SPN			Case # ▲▼	CRT	Offense ▲ ▼	Pretrial Interview	Case Filed	Order Status	Version	Status Chan Date			
۲	GRIFFIN, JAMES OSCAR	00179801	DEF	010	098377000000	INF	DWI THIRD	Not available yet	02/17/1999	ACTIVE	ORIGINAL	02/17/1999			
0	GRIFFIN, JAMES OSCAR	00179801	DEF	002	048485601010	007	DRIVING WHILE	Not available yet	04/12/1977	INCOMPLETE	ORIGINAL				
0	GRIFFIN, JAMES OSCAR	00179801	DEF	002	051853901010	007	DRIVING WHILE	Not available yet	04/02/1978	DRAFT	ORIGINAL				
0	GRIFFIN, JAMES OSCAR	00179801	DEF	003	032314101010	182	DELIVER MARIJUANA	Not available yet	10/03/1980						
0	GRIFFIN, JAMES OSCAR	00179801	DEF	002	944142701010	014	DRIVING WHILE	Not available yet	10/11/1994						
0	GRIFFIN, JAMES OSCAR	00179801	DEF	003	038059801010	182	POSS MARIJ 40Z- 5LB	Not available yet	05/17/1983						
0	GRIFFIN, JAMES OSCAR	00179801	DEF	010	027621000000	INM	DRIVING WHILE	Not available yet	09/30/1986						
0	GRIFFIN, JAMES OSCAR	00179801	DEF	003	032314201010	182	DELIVER MARIJUANA	Not available yet	10/03/1980						
					e has different deta steps.	ils.									

Continued on next page

PASO User Guide for CSOs and CLOs

View Supervision Order Versions and Version Chains, Continued

View Order Versions	Process S	below demonstrate how you would search for a defendant by SPN on the supervision Order – Search screen and then view the order versions for defendant's cases.
	Step	Action
	1	Select Supervision Order from the left navigation tree. The Process Supervision Order – Search screen displays.
	2	Supersonal Content Supersonal Content Supersonal Textures Supersonal

View Supervision Order Versions and Version Chains, Continued

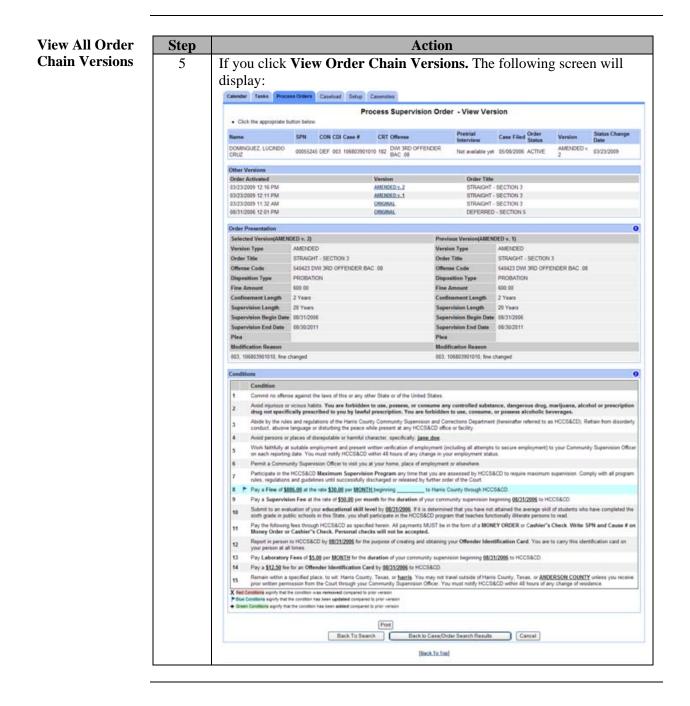
View Order	Step				Ac	ction					
Versions (continued)	3	Click Subm	it. The	follo	wing scree	n will displ	ay:				
(continued)		Select the rachains for the NOTE: The Versions but case has vers	at case. View (ttons di	O rde splay	r Versions once a car	s and View se is selecte	All Or	der C	hain		
				Caseload	Setup Casenotes	18.					
					Process Super	vision Order - As	sociated C	ase(s)			
		Select an Order/Cas	e click appropria	ON CDI	7 Case # A V CRT	case(s) found in search re	Pretrial	Case Filed	Order	Version	Statu
		CRUZ, LUCINDO D.			923316101010 002	ASSAULT-BODILY	Interview Not available	07/10/1992	Status 🔺 🔻	**	Date
			00055245 DE	EF 002	045676801010 008	POSS MARIJUANA 0- 2 0Z	yet Not available yet	04/24/1976			
			00055245 DE	EF 002	941813901010 001	DRIVING WHILE LICENSE SUSP.	Not available yet	05/05/1994			
			00055245 DE	EF 002	065603601010 006	DRIVING WHILE	Not available yet	05/22/1982			
		CRUZ, LUCINDO DOMINGUEZ	00055245 DE	EF 002	092792201010 004	POSS MARIJ 0-2 OZ	Not available yet	01/03/1987			
		 DOMINGUEZ, LUCINDO CRUZ 	00055245 DE	EF 003	106803901010 182	DWI 3RD OFFENDER BAC .08		05/08/2006	ACTIVE	AMENDED v. 2	03/23
							Not available				
		DOMINGUEZ, LUCINDO CRUZ	00055245 DE	EF 002	930268001010 005	DWI 1ST	yet	01/18/1993			
			like condition on thi	is case has d		DWI 1ST		01/18/1993			
		Crange Case #s signify that	like condition on thi	is case has d shed steps.		DWI 1ST	yet	v All Order Cha	in Versions		
		Crange Case #s signify that	like condition on thi y orders with unfinis	is case has d shed steps.	fferent details.		yet		in Versions		

View Supervision Order Versions and Version Chains, Continued

View Order	Step	Action												
Versions (continued)	4	If you Click View Order Versions. The following screen will display:												
		Click the appropriate bu	lion	1										
		Name	SPN	CON COI Case #	CR	RT Offense	Pretrial	Case Filed Order Version Status Chang						
		DOMINGUEZ, LUCINDO CRUZ	00055245	DEF 003 106003901	010 183	2 DWI 3RD OFFENDER BAC 08	Not available yet	05/08/2006 ACTIVE	AMENDED v 2	03/23/2009				
		Other Versions Order Activated Version Order Title												
		Order Activated 03/23/2009 12 16 PM				ension RENOED y, 2		+ SECTION 3						
		03/23/2009 12 10 PM				NINDED 1.1		+ SECTION 3						
		03/23/2009 11 32 AM				BGINAL		- SECTION 3						
		OS23/2009 11/22 AM DESERVEL STRACHT - SECTION 3												
		Order Presentation O Selected Version(AMENDED v. 2) Previous Version(AMENDED v. 1)												
		Version Type	AMENDED	0			on Type	AMENDED						
		Order Title		+ SECTION 3			Title	STRAIGHT - SECTION						
				M 3RD OFFENDER B	AC de		se Code	540423 DWI 3RD OFF	ENDER BAC .08					
			PROBATIC	201			sition Type	PROBATION						
			500.00 2 Years				Amount noment Length	600.00 2 Years						
			2 Years 20 Years				noment Length relation Length	2 Years 20 Years						
		Supervision Begin Date					rvision Congos rvision Begin Date							
		Supervision End Date					rvision End Date							
		Plea			Supervision End Da Plea			66.36.40.1						
		Modification Reason				Modif	Addification Reason							
		003, 196803901010, fine cl	hanged			003, 1	06803901010, fine c	hanged						
		Conditions								0				
		Condition												
						ate or of the United States.	controlled substan	and damagenet damage	marilumna alex	hal ar prescription				
		Anpd injunces or wiceus tables. You are forbidden to use, possess, or consume any controlled substance, dangerous drug, marijuans, alcohol or prescription drug net specifically prescribed to you by tawful prescription. You are fastidate to use, comume, or possess alcoholic beverages. Abide by the nies and regulations of the Hans County Community pontion and Corrections Department theremate referred to as HCCS&CD). Refain from disorderly conduct, above impage or distributions the present at any HCCS&CD office or facility.												
		A second s					e or tacety.							
		4 Avid parsons or places of disreputable or hamful cheaster, specifically: jane.doe. 5 Work faithully at suitable employment and present written verification of employment (including all attempts to secure employment) to your Community Supervision Office is each reporting data. Your writt employment and your complexity of your employment status.												
		and the second se		1		r home, place of employment								
		7 Participate in the rules, regulations 8 Pay a Fine of \$83	and guidelin	we until successfully o	Sischarg	gram any time that you are a ged or released by further orde	esessed by HCCS& er of the Court. aunty through HCCS		supervision. Con	nply with all program				
									CS&CD					
		9 Pay a Supervision Fee at the rate of \$50,00 per month for the duration of your community supervision beginning \$65352006 to HCCS&CD. Solume to an evaluation of your educational skill level by \$60312006. If it is determined that you have not attained the average skill of students who show pade in public achoes in the State, you shall participate in the HCCS&CD organization that teaches functionally illevate persons to read.												
		Pay the following	fees through		ed here	en. All payments MUST be in				PN and Cause # on				
		re Aon bean at ap	to HCCS&CI times	D by <u>98/31/2005</u> for th	e purpo	ose of creating and obtaining y	our Offender Ident	ilication Card. You are	to carry this iden	tification card on				
						on of your community supervision of your community supervision of the HCC5&CD	sion beginning 98/21	2006 to HCCS&CD.						
		Remain within a s	pecified plan	ce. to wit: Harris Court	ty. Texa	as, or harris. You may not to unity Supervision Officer. You	avel outside of Hams must notify HCCS8	County, Texas, or AND CD within 48 hours of a	ERSON COUNTY	Cuniess you receive dence.				
		X Red Conditions workly that th The Conditions workly that th Conditions workly that th Conditions workly that	he condition ha	is been updated compare	e ta prior	r version.								
		1			P	vint								
				Back To Sea	rch	Back to Case/Ord	ler Search Results	Cancel						
						Itlack To Top]								

View Supervision Order Versions and Version Chains,

Continued



Resolve Impacted Supervision Orders

Introduction	This training necessary	ing module explains what impacted orders are and how to resolve them if .
What are Impacted Orders	another. You may c	orders are two orders that have like condition(s) that conflict with one You may resolve this by changing the condition(s) for one of the orders or decide that the conflict is acceptable. For example, community service time reduled for the same time span on two different orders may cause one order the other.
Resolve	Step	Action
Orders		If you are creating a supervision order for a defendant who already has an active supervision order in the system, when you get to the summary screen for the order you are creating, the system will display a button labeled Compare Impacted Order(s) if any of the conditions on the order you are creating are similar to conditions on the defendant's existing order. See sample summary screen below: Create Supervision Order - Summary • Cick the appropriate botton below. Name SPH CON CDI Case # CRT Offense Pretrial Interview Case Filed Order Status Version Status Change Date OffESON, JAMES 00112253 DEF 003 090625601010 337 AGG SEX ASSLT CHILD-UNDER Not available yet 04/30/2004 INCOMPLETE ORIGINAL + Order Presentation O Conditions • Order of cashin's Check. Write SPH and Cause # on Money Order of Cashin's Check. Write SPH and Cause # on Money Order of Cashin's Check. Write SPH and Cause # on
		2 Abide by the nules and egulations of the Harric County Community Supervision and Corrections Department (hereinafter referred to as HCCS&CD). Refrain from disorderly and proceedings or disturbing the proceewing integration of the term of your supervision integration. Anota persons or places of disreputable or harmful character, specifically: <u>(Commental)</u> . You must include HCCSCD as a creditor if at any time during the term of your supervision into your accommunity. Supervision Officer by telephone and providing written notification and documentation. including the "Notice of Bankingtory filling during the term of your supervision into the CSCD of any hanolutcy (filling during the term of your supervision, which you contacting your Community. Supervision Officer by telephone and providing written notification and documentation. including the "Notice of Bankingtory Filling". to: <u>Harma County</u> . Community. Supervision Attention. General Counted J 9 San Jacinta. Suite Subin to an evaluation of your educational skill level by 09/22/2004. If is determined that you have not attained the average skill of atudents who have completed the sixth grade in policic schools in this State, you and participate in a program that teaches functionally interest persons to read. If you are not. English espains, you will participate in a program that teaches functionally interest or for source active program date, submit written verification of your educational estill persons in the sis at the your program miter scale scale should applicate persons to read. If you are not. English espains, you will participate in a program that teaches functionally there doer of the Court. One acts reporting date, submit written verification of your education and or successful of completes of the Sourt. One acts reporting date, submit written verification of your education and scale scale and and conserved there date. The scale scale and the scale scale scale and the scale scale scale and the scale scale

Resolve Impacted Supervision Orders, Continued

Resolve	Step	Action									
Impacted	2	Click Compare Impacted Order(s). The following screen displays									
Orders		with the conditions that are similar on the two orders displayed for									
(continued)		comparison.									
· · · ·		Calendar Tasks Process Orders Caseload Setup Casenotes									
		Create Supervision Order - Compare Impacted Order									
		Click Previous/Next Impacted Order to navigate through Impacted Orders. Click Udgate Current Order to go back to change Set Details.									
		Name SPN CON CDI Case # CRT Offense Pretrial Interview Case Filed Order Status Version Date									
		GIBSON, JAMES 00112253 DEF 003 098625601010 337 AGG SEX ASSLT CHILD-UNDER Not evailable yet 04/30/2004 INCOMPLETE ORIGINAL									
		Order Presentation									
		Conditions									
		Affected Orders Case #:09625501010 Impacted Case #:09625501010									
		Order Title DEFERRED - SECTION 5 Version ORIGINAL Impacted Order Title DEFERRED - SECTION 5 Impacted Version ORIGINAL Condition Literal Axoid persons or places of disreputable or harmful character. Impacted Condition Axoid persons or places of disreputable or harmful character. Impacted Condition Axoid persons or places of disreputable or harmful character.									
		specifically ((Comments)), Literal specifically. JAHE.DOE. ((Comments)), AvoidPersonPlace JAHE.DOE. ((Comments)),									
		Back Next Update Current Order Print Comparison of Impacted Order Cancel									
	3	• Click Next if no changes are necessary to the order you are									
	_	creating. The Create Supervision Order Summary screen will									
		display and you can continue through the process of creating									
		and activating the new order.									
		• Click Undets Commont Orden to make shanges to the order you									
		• Click Update Current Order to make changes to the order you									
		are currently creating. The Create Supervision Order –									
		Conditions – Set Details screen will display and you make any									
		necessary changes to the impacted conditions.									
		 Click Print Comparison of Impacted Order to open the 									
		comparison in a separate window for printing.									
	4	Notice, if you decided not to Update the order and the defendant has									
		two active orders with like conditions the cases are highlighted in									
		orange to alert you to this fact whenever you inquire on the defendant's									
		SPN on the Process Supervision Order – Search screen,									
		JIM52 Justice Information Management System TR User ID: JIORST@VAHOD COM User Name: HORST. JULHINE Findly: March 20, 2009 Loozat Item									
		Navigation Tree Calendar Tasks Process Orders Casellad Salua Casendes									
		tensor.misi2Ascrutia Process Supervision Order - Associated Case(s) todat Parameter e (KS e Science a Color Parameter Associated Case(s)									
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		x Security Admin									

Appendix A – Create Special Supervision Condition

Introduction	This secti order.	on explains how to create a special supervision condition for a supervision
Create Special Supervision Condition	supervisio	Add/Remove Conditions screen when you are Creating or Updating a on order, you can click Save & Create Special Condition to display the screen. This button only appears after you have searched for a condition.
	Calendar Tasks	Process Orders Caseload Setup Casenotes
		Create Special Supervision Condition
	 Enter Require Required Fields 	rd Fields and Click Next.
	Supervision Con Condition	
	Group 1 PI	ease Select
	Notes	
		Back Next Cancel
		[Back To Top]
Steps to Create a Special Supervision	Follow th	e steps below to create a special supervision condition for a supervision
a Special		e steps below to create a special supervision condition for a supervision Action
a Special Supervision	order.	
a Special Supervision	order.	Action In the text box labeled Condition, type in the special condition as
a Special Supervision	order.	Action In the text box labeled Condition, type in the special condition as ordered by the court.
a Special Supervision	order.	Action In the text box labeled Condition, type in the special condition as ordered by the court. NOTE: A format toolbar is provided with the following functions
a Special Supervision	order.	Action In the text box labeled Condition, type in the special condition as ordered by the court. NOTE: A format toolbar is provided with the following functions available including spell check.
a Special Supervision	order.	Action In the text box labeled Condition, type in the special condition as ordered by the court. NOTE: A format toolbar is provided with the following functions available including spell check. B I U ** DO NOT select a category from the drop-down menu labeled Group 1

	Calendar Tasks Process Orders Caseload Setup Casenotes
	Create Special Supervision Condition - Summary
	Please review entries and click Continue With Order.
	Supervision Condition
	Supervision Condition any reachesh Group 1 ASSOCIATIONS
	Notes
	Back Save & Continue With Order Cancel
5	Click Save and Continue with Order
5	Click Save and Continue with Order. This will return you to the order you are currently working on and add the special condition to the selected list of conditions. NOTE: Click Back if you wish to make changes to the special condition or click Cancel to return to the order you are working in without saving the special condition.

Appendix B – Resequence Conditions

Introduction This section explains how to resequence conditions of probation.

Resequence Conditions Click **Resequence Conditions** to rearrange the sequence of conditions of the order, as needed. On the Condition Sequence page click a blue up arrow to move a condition up one position, and click a blue down arrow $\boxed{}$ to move a condition down one position.

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Appendix C – Sample of Conditions in Different States

ntroduction	This section explains how conditions display on an active order to indicate the state of the condition.
Condition Status	The sample conditions displayed below show how conditions in various states will display on the screen.
	• Conditions highlighted in red indicate that the condition was removed compared to a prior version of the order.
	 Conditions Highlighted in Blue indicate that the condition has been update compared to a prior version of the order.
	• Conditions in Green indicate that the condition has been added compared t
	a prior version of the order.
	•
	Justice Information Management System
	User Name: NUNEZ, KATHLEEN ANN Friday March 20, 2009 Logout
	unless so ordered alterently by the court.
	7 Permit a Community Supervision Officer to visit you at your home, place of employment or elsewhere.
	8 Participate in the HCCS&CD Maximum Supervision Program any time that you are assessed by HCCS&CD to require maximum supervision. Comply with all program rules, regulations and guidelines until successfully discharged or released by further order of the Court.
	9 Pay a Supervision Fee at the rate of \$50.00 per month for the duration of your community supervision beginning 06/28/1977 to HCCS&CD.
	X Pay a Fine of \$400.00 at the rate \$50.00 per DAY beginning 07/28/1977 to Harris County through HCCS&CD.
	10 Participate in the HCCS&CD Community Service Restitution Program (CSRP). You shall perform a total of 400 hours, at the rate of 20 hours per MONTH beginning 06/28/1977
	11 Support your dependents as required by law. Provide your Community Supervision Officer with a certified copy of all Court orders requiring payment of child support.
	12 Submit to an evaluation of your educational skill level by 05/28/1977 If it is determined that you have not attained the average skill of students who have completed the sixth grade in public schools in this State, you shall participate in the HCCS&CD program that teaches functionally illiterate persons to read.
	13 Pay the following fees through HCCS&CD as specified herein. All payments MUST be in the form of a MONEY ORDER or Cashier's Check. Write SPN and Cause # on Money Order or Cashier's Check. Personal checks will not be accepted.
	14 Report in person to HCCS&CD by <u>05/28/1977</u> for the purpose of creating and obtaining your Offender Identification Card. You are to carry this identification card on your person at all times.
	15 Remain within a specified place, to wit: THE STATE OF TEXAS. You may not travel outside of THE STATE OF TEXAS unless you receive prior written permission from the Court through your Community Supervision Officer. You must notify HCCS&CD within 48 hours of any change of residence.
	16 Pay Laboratory Fees of \$5.00 per MONTH for the duration of your community supervision beginning 05/28/1977 to HCCS&CD.
	17 Pay a \$12.50 fee for an Offender Identification Card by 06/28/1977 to HCCS&CD.
	Submit to an alcohol/drug evaluation by <u>08/27/1977</u> and at anytime thereafter as directed by your Community Supervision Officer. Attend treatment and aftercare as recommended. Comply with all program rules, regulations and guidelines until successfully discharged or released by further order of the Court. On each reporting date, submit written verification of your enrollment, attendance and/or successful completion of the program to your Community Supervision Officer, to be retained in HCCS&CD's file. (PER SALCE)
	19 You are not to drink alcoholic beverages during the term of supervision.
	20 Provide a breath specimen for breathalyzer/intoxilyzer analysis if requested by any law enforcement officer.
	21 You will not use, ingest, or consume any substance that will alter or adulterate any urinalysis results.
	22 You are not to enter a nightclub, bar or establishment where alcoholic beverages are primarily sold.
	23 Pay Attorney Fees of \$600.00 at the rate of \$10.00 per MONTH beginning 06/28/1977 to Harris County through HCCS&CD.
	24 + You are to erect a marker in honor of the victim, freetext by 06/28/1977
	X Red Conditions signify that the condition was removed compared to prior version Bue Conditions signify that the condition has been updated compared to prior version Green Conditions signify that the condition has been updated compared to prior version

Appendix D – Errors and Troubleshooting

Common Errors and Solutions

Error	Conditions exist which do not have all variable details set, please update to fix this problem.
Cause	Condition detail fields were left blank and when you select to Prepare to File this case, you cannot because all the details were not filled in.
Solution	Select the DRAFT case and click Update Order . Continue to the Set Details page, fill in all fields with data except comments fields, and then continue to the Confirmation page to save the changes. It is recommended that the Validate Fields button be selected and you complete the fields as needed so you do not encounter this problem.