


CAD VERSION 8

ARREST VIOLATIONS/ JAIL BOOKING ENTRY

The functions of Arrests, Juvenile Arrests, Citations, ECITES, and Jail Booking have been combined into one module.

By Selecting Arrests or Jail Booking you will arrive at the following screen:

The screenshot shows a software window titled "Violations" with a complex form for data entry. The form is organized into several sections: "Person Details" (SSN, Driver's Lic #, State, Title, First Name, Middle Name, Last Name, Suffix, Date of Birth, Age, Height, Weight, Hair, Eyes, Sex, Race, Ethnicity, Build, Skin, Married, Photos), "Arrest / Citation Location" (House #, Street Name, Apt, Municipality, State, Zip, Spouse, Birth City, Birth St, Birth Country, Religion, E-Mail, FBI #, BCI #, Master ID #, Arrest Type, Alias - Street Name, Accident #, CAD #, Incident / OCA, Ref Arrest, Citation #, Case Number, Scars), and "Arrest / Citation Location" (Street Numbers / Cross Street, Street Name, Municipality, Suite, State, Zone, Offense Date, Offense Time). There are also checkboxes for "Warrant Served", "Processes", "Evidence", "License Held", "Repeat Offender", "Vehicle Forfeiture", "Traffic Accident", and "Case Exclude". A "Court" section includes "Bond Amount", "Bond Type", "Court Date", and "Court Time". An "Attorney" section includes "Attorney Phone", "Court Transfer Status", "Entry ID", "Proof Ins", and "Status". At the bottom right, there are buttons for "Expunge", "Upload Failed", and "Go To Incident". The bottom of the window features a toolbar with various icons and a "1 of 0" indicator.

With all new modules the screen will start greyed out allowing no data entry. By pressing the  button the screen will become available for data entry.

This screenshot shows the same CAD software interface as the previous one, but with a "Record Warning" dialog box open in the center. The dialog box has a question mark icon and the text "Do You Want To Add A New Record". It has two buttons: "Yes" and "No". The background form is partially obscured by the dialog box.


After answering the question the screen will change to allow entry of the new arrest record:

The screenshot shows the 'Violations' software interface. At the top, there are tabs for 'Event Type', 'Adult/Juvenile', 'Violation Number' (53899), 'First Name', 'Middle Name', and 'Last Name'. Below this is a 'Person Details' section with various input fields for SSN, Driver's Lic #, State, Title, First Name, Middle Name, Last Name, Suffix, Date of Birth, Age, Height, Weight, Hair, Eyes, Sex, Race, Ethnicity, Build, Skin, Married, Photos, House #, Street Name, Apt, Municipality, State, Zip, Spouse, Birth City, Birth St, Birth Country, Religion, E-Mail, FBI #, BCI #, Master ID #, Arrest Type, Alias - Street Name, Accident #, CAD #, Incident / OCA, Ref Arrest, Citation #, Case Number, and Scars. There are also checkboxes for 'Beard', 'Eye Glasses', and 'Mustache'. The 'Arrest / Citation Location' section includes fields for Street Numbers / Cross Street, Street Name, Municipality, Suite, State, Zone, Offense Date, and Offense Time. At the bottom, there are checkboxes for 'Warrant Served', 'Processes', 'Evidence', 'License Held', 'Repeat Offender', 'Vehicle Forfeiture', 'Traffic Accident', and 'Case Exclude'. There are also fields for Court, Bond Amount, Bond Type, Court Date, Court Time, Attorney, Attorney Phone, Court Transfer Status, Entry ID, Proof Ins, and Status. A toolbar at the bottom contains various icons and a '1 of 1' indicator.

The event type drop down begins data entry

The screenshot shows the 'Violations' software interface with the 'Event Type' dropdown menu open. The menu options are: 'CHARGED PERSON', 'CITATION', 'PHYSICAL ARREST', 'WARNING CITE', and 'WARRANT'. The rest of the form is the same as in the previous screenshot, but the 'Event Type' field is now highlighted in blue.

Entry choice must then be made reference juvenile or adult arrest.

Entry can be made by entering the social security number and tabbing through the field or if the suspect has been run through LEADS on the terminal you have the ability to use the import  button to fill in basic information.

All basic information reference the arrestee is filled in the Person Details Tab. To associate the arrested person to an incident filling in the Incident/OCA box with the cad/ incident/oca number is required

The Charges TAB:

The Charges TAB has a separate control at the bottom of the screen that allows for addition of multiple charges



The button will allow for the addition of charges

License Suspended From - 10 Points Bill Agency Charge Disposition text
Posted Speed Actual Speed BAC Refused BAC Given BAC Type BAC Results UCR Code

Be careful not to press this add button as will create an entirely new record.

Charges are then entered by typing either the city or state code violation. If the exact code is not in the lookup system the pop up list will allow for a search:

Violations

Event Type: PHYSICAL ARREST, Adult/Juvenile: ADULT, Violation Number: 53899, First Name: JANE, Middle Name: , Last Name: BLACK

Person Details | Charges | E-Cite | Jail | Juvenile | Notes | Media | Officers | Phone | Employer | Vehicle

Charge	Charge Description	Poc
4506.16A	COMMERCIAL MOTOR VEHICLE-OUT-OF-SERVICE	5477S
4507.02	OPERATOR LICENSE	5477
4507.05	TEMPORARY INSTRUCTION PERMIT	5477D
4507.14	RESTRICTIONS OF LICENSE BY REGISTRAR	5476
4507.30	LICENSE PROHIBITED ACTS	5476B
4507.31	ALLOW UNLICENSED OPERATOR TO DRIVE	5477C
4507.35	DISPLAY OF LICENSE	5477B
4507.38	OPERATOR LICENSE	5478
4509.77	FAILURE TO RETURN LICENSE	5476D
4510.16	DRIVING UNDER SUSPENSION	5476C

Search Text:

Buttons: Search, Select, Exit

Charges: 45, POC Code: , Ticket Number: , Court Date: // : // : , License Suspended From: // : // : , Posted Speed: , Actual Speed: , BAC Refused: , BAC Given: , BAC Type: , BAC Results: , UCR Code:

The Charge is then entered and appropriate fields are filled in:

The screenshot shows the 'Violations' application window. At the top, the 'Event Type' is 'PHYSICALARREST', 'Adult/Juvenile' is 'ADULT', 'Violation Number' is '53899', 'First Name' is 'JANE', 'Middle Name' is blank, and 'Last Name' is 'BLACK'. Below this is a tabbed interface with 'Charges' selected. A table lists one charge: ORC / ORD 4511.191, Charge Description 'DRIVING UNDER THE INFLUENCE-DRUGS-IMPLIED CONSENT', Counts 1, and POC 5403B. The form below the table is populated with details for this charge: POC Code 5403B, Charge Text 'DRIVING UNDER THE INFLUENCE-DRUGS-IMPLIED CONSENT', Degree M1, Counts 1, Charging Badge SP2, NIBRS 90D, Ticket Number 12345, Court Date 11/21/2012, Court Time 19:30:00, Bond Amount 500, Bond Type CASH. Other fields like 'Grand Jury', 'True Bill', 'Case Exclude', and various sentencing options are also visible.

Additional charges are entered by pressing the  and fields are filled out. The grid will be updated to show all charges entered

This screenshot shows the 'Violations' application with two charges entered. The 'Charges' tab now shows 3 items. The table lists: ORC / ORD 4511.191, Charge Description 'DRIVING UNDER THE INFLUENCE-DRUGS-IMPLIED CONSENT', Counts 1, POC 5403B; and ORC / ORD 4303.15, Charge Description 'LIQUOR SALES - AFTER HOURS', Counts 2, POC 4102E. The form below is updated to show details for the second charge: POC Code 4102E, Charge Text 'LIQUOR SALES - AFTER HOURS', Degree M3, Counts 2, Charging Badge SP2. A blue arrow points to the back and forward navigation buttons in the bottom right corner of the form area.

The back and forward buttons control which charge you looking at

Jail TAB Entry

The screenshot shows the 'Violations' software interface with the 'Jail' tab selected. The 'Event Type' is 'PHYSICAL ARREST', 'Adult/Juvenile' is 'ADULT', 'Violation Number' is '53899', 'First Name' is 'JANE', 'Middle Name' is blank, and 'Last Name' is 'BLACK'. The 'Booking #' field contains '1200342' and 'Booking Officer' is '014'. Other fields include 'Cell Number' (8), 'Pod', 'Incarcerated' (checked), 'Sent. Days', 'Scheduled Release', 'Agency Held For', 'Commitment Authority', 'Hearing Date', 'SO Number', 'ITN Number', 'Booking Reason' (ARREST), 'Classification', 'Risks' (NO RISK), 'Holders', 'DNA Sample Taken', 'DNA Date', 'Photo #', and 'PIN #'. There are 'Live Scan' and 'Send County' buttons at the bottom right. A toolbar with various icons is at the bottom.

Jail Booking numbers are automatically generated by pressing

Fill other boxes in as required. Remember that drop down boxes will have available option for that field.

This screenshot is identical to the one above, but with three blue arrows pointing from the text above to specific fields: one to the 'Booking #' field, one to the 'Hearing Date' field, and one to the 'Med Quest 2' field in the 'Booking' sub-tab.

Inmate Release TAB

When appropriate complete this screen

The screenshot shows the 'Inmate Release Info' tab in a software application. The top section contains fields for 'Event Type' (PHYSICALARREST), 'Adult/Juvenile' (ADULT), 'Violation Number' (53899), 'First Name' (JANE), 'Middle Name', and 'Last Name' (BLACK). Below this is a navigation bar with tabs for 'Person Details', 'Charges (3)', 'E-Cite', 'Jail', 'Juvenile', 'Notes', 'Media', 'Officers', 'Phone', 'Employer', and 'Vehicle'. A secondary navigation bar includes 'Booking', 'Medical', 'Property', 'Med Quest 1', 'Med Quest 2', 'Visitor Log', 'Incident Log', 'Emergency Contacts', 'Telephone Log', 'Events', 'Keep Sep', 'Discipline', and 'Allow Visit'. The main content area is divided into three sections: 'Inmate Booking Info', 'Inmate Release Info', and 'Health Question'. The 'Inmate Release Info' section contains fields for 'Release Date', 'Release Time', 'Officer', 'Release Type' (with radio buttons for Waiver, Bond, and Other), 'Transferred', 'Notify Date', 'Notify Time', and 'Holders'. The bottom of the window features a toolbar with various icons and a '1 of 1' indicator.

Health Questions TAB

This TAB is specific to certain county jails and does not need to be used:

The screenshot shows the 'Health Question' tab in the same software application. The top section and navigation bars are identical to the previous screenshot. The main content area is divided into three sections: 'Inmate Booking Info', 'Inmate Release Info', and 'Health Question'. The 'Health Question' section contains a table with columns for 'Health Question', 'Yes', and 'No'. Below the table are 'Health Screening Questions' and 'Instructions' sections. There is a 'Populate Questions' button, a 'Comments' text area, and radio buttons for 'Yes' and 'No'. The bottom of the window features a toolbar with various icons and a '1 of 1' indicator.

Medical TAB

Medical TAB is used for the issuance of medicine:

The screenshot shows the 'Medical' tab in the 'Violations' application. At the top, there are fields for 'Event Type' (PHYSICAL ARREST), 'Adult/Juvenile' (ADULT), 'Violation Number' (53899), 'First Name' (JANE), 'Middle Name', and 'Last Name' (BLACK). Below these are tabs for 'Person Details', 'Charges (3)', 'E-Cite', 'Jail', 'Juvenile', 'Notes', 'Media', 'Officers', 'Phone', 'Employer', and 'Vehicle'. The 'Medical' tab is active, showing a table with columns: Medication, Quantity, Measure, Agency Held For, and Special. Below the table are input fields for 'Medication', 'Qty', 'Measure', 'Special', and 'Agency'. There are also checkboxes for 'Medication Times' (First, Second, Third). At the bottom right, there are navigation icons: a green plus sign, a blue left arrow, a blue right arrow, and a red X.

Jail Property

Fill in fields as allowed:

The screenshot shows the 'Jail Property' tab in the 'Violations' application. At the top, there are fields for 'Event Type' (PHYSICAL ARREST), 'Adult/Juvenile' (ADULT), 'Violation Number' (53899), 'First Name' (JANE), 'Middle Name', and 'Last Name' (BLACK). Below these are tabs for 'Person Details', 'Charges (3)', 'E-Cite', 'Jail', 'Juvenile', 'Notes', 'Media', 'Officers', 'Phone', 'Employer', and 'Vehicle'. The 'Jail' tab is active, showing various input fields for property tracking. These include 'Wallet:' (with a dropdown menu showing 'ABCDEFGHIJKLMNQRSTUWV'), 'Watch:', 'Keys:', and 'Rings:'. There are also fields for 'Clothing:', 'Credit Cards:', 'Other:' (with a text area containing 'this', 'jskks', 'sklks'), 'Property Bag #:', and 'Booking:'. Below these are input fields for 'Ones:', 'Fives:', 'Twenties:', 'Tens:', 'Fifties:', 'Hundreds:', and 'Change:'. There is also a 'Total' field. To the right, there is a section for 'Issued Items:' with checkboxes for 'Mattress', 'Blanket', 'Towel', 'Wash Cloth', 'Hygiene Kit', 'Shoes', 'Uniform', and 'Sheet'. At the bottom right, there are navigation icons: a green plus sign, a blue left arrow, a blue right arrow, a red X, a circular arrow, a blue right arrow, and a blue right arrow. The text '1 of 1' is visible at the bottom right.

Medical Questions

The standard Medical questions are under these tabs

Violations

Event Type: PHYSICAL ARREST | Adult/Juvenile: ADULT | Violation Number: 53899 | First Name: JANE | Middle Name: | Last Name: BLACK

Person Details | Charges (3) | E-Cite | Jail | Juvenile | Notes | Media | Officers | Phone | Employer | Vehicle

Booking | Medical | Property | Med Quest 1 | Med Quest 2 | Visitor Log | Incident Log | Emergency Contacts | Telephone Log | Events | Keep Sep | Discipline | Allow Visit

BOOKING OFFICER'S VISUAL

1. Is the inmate conscious?
2. Does the inmate have obvious pain, bleeding or other symptoms that suggest need for Emergency Services?
3. Are there any signs of trauma or illness requiring immediate care?
4. Are there any signs of infection which might spread through the jail?
5. Does inmate appear to be under the influence of alcohol or drugs?
6. Is inmate carrying medication?
7. Does inmate's behavior suggest risk of assault to staff or other inmates?
8. Are you contemplating suicide at this time?
9. Are you presently taking medication for diabetes, heart disease, arthritis, asthma, ulcers, high blood pressure or psychiatric disorder?

Medication Type:

Primary Doctor:

10. Do you have a special diet prescribed by a physician?
Diet Type:
11. Do you have a history of venereal disease or abnormal discharge?
Disease type:
12. Have you recently been hospitalized or recently seen a medical doctor or psychiatric doctor?
13. Are you allergic to any medication?
Describe:
14. Have you fainted recently or had a recent head injury?

1 of 1

Violations

Event Type: PHYSICAL ARREST | Adult/Juvenile: ADULT | Violation Number: 53899 | First Name: JANE | Middle Name: | Last Name: BLACK

Person Details | Charges (3) | E-Cite | Jail | Juvenile | Notes | Media | Officers | Phone | Employer | Vehicle

Booking | Medical | Property | Med Quest 1 | Med Quest 2 | Visitor Log | Incident Log | Emergency Contacts | Telephone Log | Events | Keep Sep | Discipline | Allow Visit

15. Do you have Epilepsy? HIV? Tuberculosis?
Hepatitis? Diabetes? Dental?
16. Have you ever attempted suicide?
17. Has a member of your immediate family committed suicide?
18. Are you pregnant?
19. Are you on birth control pills?
20. Have you recently delivered?
21. Do you have health insurance? If so attach copy!
22. Do you consent to be seen and/or treated by medical personnel if needed, except in emergency circumstance?
23. Chronic Cough (greater than three weeks)
24. Production of Sputum
25. Do you Have Blood Streaked Sputum?
26. Have You Had Unexplained Weight Loss?
27. Do you have a Fever?
28. Are You Fatigue / Tiredness?
29. Do You Have Night Sweats?
30. Do you have Shortness of Breath?

Remarks:

1 of 1

Emergency Contacts

Entry of emergency contacts requires use of the add button as the number of emergency contacts are now unlimited:

The screenshot shows the 'Violations' software interface. At the top, there are fields for 'Event Type' (PHYSICAL ARREST), 'Adult/Juvenile' (ADULT), 'Violation Number' (53899), 'First Name' (JANE), 'Middle Name', and 'Last Name' (BLACK). Below this is a navigation bar with tabs: 'Person Details', 'Charges (3)', 'E-Cite', 'Jail', 'Juvenile', 'Notes', 'Media', 'Officers', 'Phone', 'Employer', and 'Vehicle'. The 'Emergency Contacts' tab is selected. The main area contains a table with columns: 'First Name', 'Last Name', 'Phone Number', and 'Relation'. Below the table is a form with fields for 'First Name', 'Middle', 'Last Name', 'Relation', 'Address (Street Number, Street Name, Apt/Suite #)', 'City', 'State', 'Zip', 'Badge', 'License Number', 'Lic State', 'SSN', and 'Phone'. At the bottom right of the form area, there is a green plus button, a left arrow, a right arrow, and a red X button. A blue arrow points from the text above to the green plus button. The bottom of the window has a toolbar with various icons and a '1 of 1' indicator.

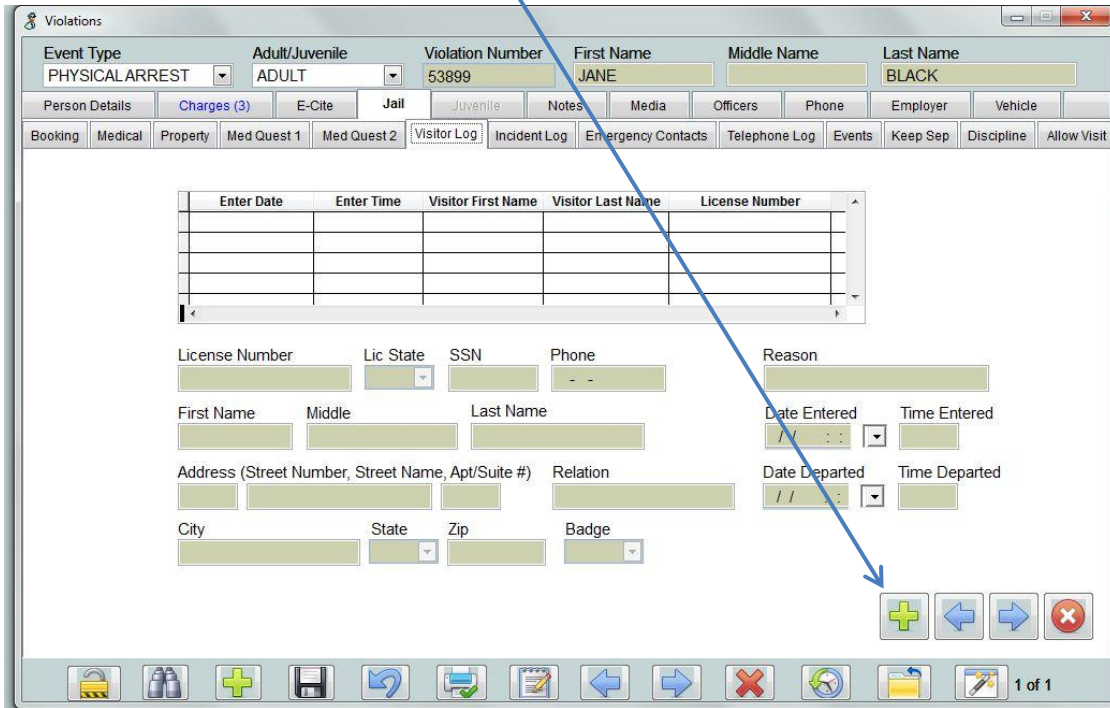
Telephone Log

Telephone log entries are logged by pressing the add button

The screenshot shows the 'Violations' software interface. At the top, there are fields for 'Event Type' (PHYSICAL ARREST), 'Adult/Juvenile' (ADULT), 'Violation Number' (53899), 'First Name' (JANE), 'Middle Name', and 'Last Name' (BLACK). Below this is a navigation bar with tabs: 'Person Details', 'Charges (3)', 'E-Cite', 'Jail', 'Juvenile', 'Notes', 'Media', 'Officers', 'Phone', 'Employer', and 'Vehicle'. The 'Telephone Log' tab is selected. The main area contains a table with columns: 'Date Called', 'Time Called', 'Called First Name', 'Called Last Name', and 'Number Called'. Below the table is a form with fields for 'Date Called', 'Time Called', 'Badge', 'First Name', 'Middle', 'Last Name', 'Relation', and 'Phone'. At the bottom right of the form area, there is a green plus button, a left arrow, a right arrow, and a red X button. A blue arrow points from the text above to the green plus button. The bottom of the window has a toolbar with various icons and a '1 of 1' indicator.

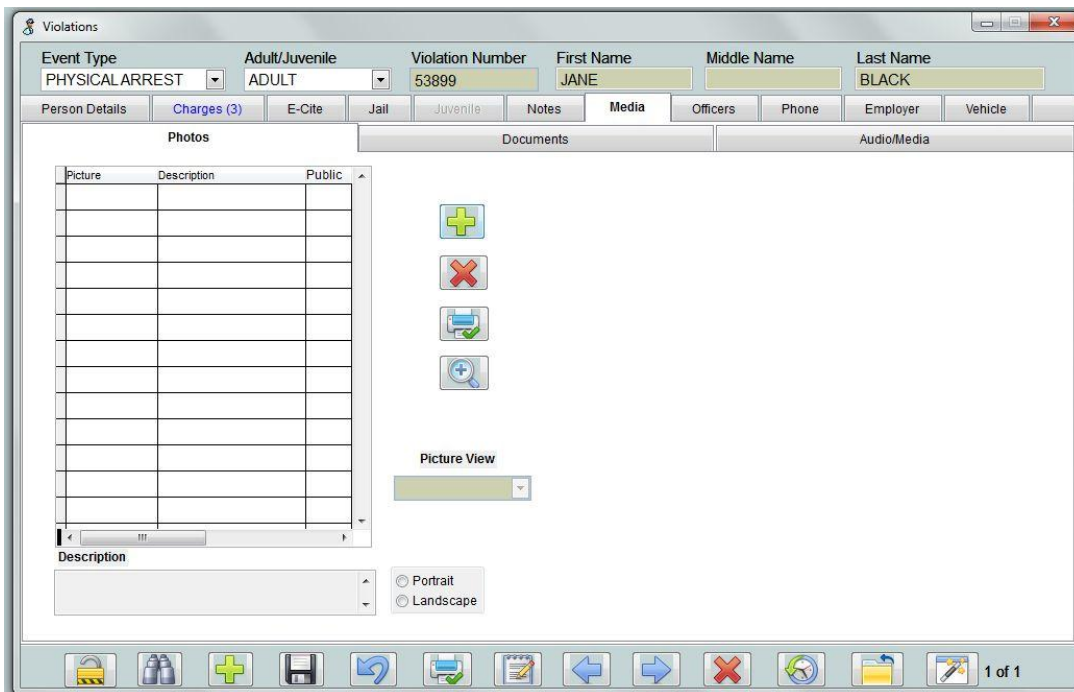
Record Visitors:

Using the Allow Visit TAB, utilize the add button to log visitors;



Media TAB

Photos, Documents, and Video are now stored under the media tab:



Phone Numbers

Phone numbers associated with an arrestee is now unlimited. By pressing the add button on the Phone TAB

Phone Type	Phone Number	Extension	Date

Number Type: Phone: Ext: Date:

Misc:

Under number Type; record whether cell, home, etc.

Employer TAB;

The employer tab now has been updated to record the multiple places of employment. Again pressing the add button allows for entry

Employer	Occupation	Years Emp.	Phone Number

Employer:

Address (Street Number, Name, Apt/Suite): City: State: Zip:

Occupation: Years Employed: Phone Number:

Comments:

ECITE TAB

This tab is not for data entry from inside the building this is used only in the MDC environment and to review ecites from vehicles

The screenshot shows a software window titled "Violations" with a tabbed interface. The "E-Cite" tab is active. The form contains the following fields and options:

- Event Type:** PHYSICAL ARREST
- Adult/Juvenile:** ADULT
- Violation Number:** 53899
- First Name:** JANE
- Middle Name:** (empty)
- Last Name:** BLACK
- Person Details:** Charges (3), E-Cite, Jail, Juvenile, Notes, Media, Officers, Phone, Employer, Vehicle
- Page 1:** License Endorsements / Restrictions (MC, CDL), Enforce Type, License Issued, Expires, DOT #, License Class (Operated, Parked, Walked), Mile Post, Municipality, State, Id Doc Attached
- Page 2:** Vehicle type (Passenger, Motor Cycle, Bicycle, Over 26001, Bus < 16, Bus > 16, Other, Hazmat), Plate, State, Type (NCIC), Make, Model, Year, Style, Vin, Vehicle Color 1 / Color 2
- Page 3:** Charge: SPEED, Posted Speed, Actual Speed, Calibrate Time, Stationary, Moving, Unsafe, Over Limits, ACDA, Radar, Laser, Air, Other
- Page 4:** Charge: OMVI, Under Influence, BAC Test Results (0.200), Blood, Breath, Urine, Refused, Years of Prior OVIs, Prior OVIs
- Page 5:** Charge: DRIVER LICENSE, None, Revoked, Suspended, Not On Person, Failed Reinstatement (6 mo. or less, Over 6 mo.)
- Page 6:** Charge: SAFETY BELT, Driver, Passenger, Child Restraint, Booster Seat
- Page 7:** Summons Date, Summons Time, Void Type, Void Reason

The bottom of the window features a toolbar with icons for navigation and actions, and a status bar showing "1 of 1".