

iSOMS Booking Release Checks / Warrant Update from Charges

These settings represent the items that can be checked when you release an inmate in the booking system.

It triggers when the Release Date is updated on the booking record.

The validation is on by default and can be turned off completely in company setup under the setting tab.

VERIFY-RECORDS-PRIOR-TO-RELEASE = Setting it to N-NO will turn off ALL validations.

Setting	Value
VERIFY-CONTACTS-PRIOR-TO-RELEASE	YESNO
VERIFY-DNA-PRIOR-TO-RELEASE	YESNO
VERIFY-HOLDS-PRIOR-TO-RELEASE	YESNO
VERIFY-RECORDS-PRIOR-TO-RELEASE	YESNO
VERIFY-TEMPORARY-RELEASE-PRIOR-TO-RELEASE	YESNO
VERIFY-VICTIMS-PRIOR-TO-RELEASE	YESNO

Default = Yes. Used to check Releasing Records are completed, Hold, Charges, DNA Required, Victims have been notified

The settings below with * are set to Yes/On by default

* **VERIFY-HOLDS-PRIOR-TO-RELEASE** (set to N-No) to not verify.

Checks holds with a Holds by (pick list), Hold Date but no release date

* **VERIFY-ACTIVE-WARRANTS-PRIOR-TO-RELEASE** (set to N-No) to not verify "**POSSIBLE WARRANTS**"

Exact Last Name + Exact First Name + Date of Birth or SSN if inmate has this on their record

* **VERIFY-ACTIVE-PAPERS-SHOW-EVEN-IF-ZERO** - connected to above Warrant/Civil Checks

VERIFY-ACTIVE-CIVIL-PRIOR-TO-RELEASE (set to N-No) to not verify **RELEASE** (set to N-No) to not verify
“POSSIBLE CIVIL PAPER”

Exact Last Name + Exact First Name + Date of Birth or SSN if inmate has this on their record

VERIFY-VICTIMS-PRIOR-TO-RELEASE –

Checks any victim with a Last Name that does not have a Contacted Date

VERIFY-CONTACTS-PRIOR-TO-RELEASE –

Checks any Release Contact with the a Name that does not have a Contacted Date

VERIFY-CHARGES-PRIOR-TO-RELEASE –

Specific. Check any charge without a Disposition Date. To use this you would have to have a policy that if I bonded out the current disposition of that charge would have to have a Date and Disposition of something like Bond Out. This is something specific written for an Arkansas facility that may not be practical for your agency.

VERIFY-DNA-PRIOR-TO-RELEASE –

If Setup on each Charge to require a DNA Sample be collected. When you add charges to the inmate from the Booking program only, it will mark the inmate record as requiring a DNA Sample. If it is a mistake they can go to the Medical Tab and click on the DNA Sample button and remove the checkbox for Sample required. Otherwise this test is looking to see if a Sample was required, there is a Collected on Date populated on that record.

VERIFY-CHECKLIST-PRIOR-TO-RELEASE –

Checks for any Non-Completed/Non-Canceled Checked List Item that is marked as Required Prior to release.

VERIFY-TEMPORARY-RELEASE-PRIOR-TO-RELEASE –

Mainly this is a data quality check for sentencing and billing. If YES the system will check all Temporary release records for the inmate and make sure they all have a Return Date on them.

Sample Message when releasing in Inmate with data validation entries. Based on the selections above.

Data Entry Warnings

Inmate Has Active Holds!!
Hold For: DICKSON COUNT
Hold For: MARSHALL SERVCIE

Inmate Has Active Check List Items!!
Check List Item: BAIL CONDITIONS

Inmate Has Active Victims To Contact/Call !!
Victim Name: DOE, JANE

Inmate Has Active Release Contacts !!
Release Contact Name: MARTIN

Inmate Has Incomplete Temporary Release Records!!
Released On: 06/21/2017 00:00 - To: RELEASED TO
ORIGINAL COUNTY

Inmate Is Marked As Requiring DNA Sample be Collected!!
Collected On Date Required or Un-Check Sample Required
Medical Tab, DNA Sample Collection Button.

CLOSE

When releasing an inmate, IF all the above validations pass, it will display the possible Active Warrant/Civil. The screenshot displays how we do the comparison its only possible warrants and the officer should also do a check to confirm

Data Entry Warnings

Tested On Exact: last+first+dob or SSN if present

Warrant Checked On: ELDER, MARTIN
Date Of Birth: 04/07/1965
SSN: 413-19-4653

Possible Active Warrant Count: 2

Possible Active Civil Count: 2

CLOSE

Auto Navigate to Active Warrant from Booking Charge to Update

Setting - **UPDATE-ACTIVE-WARRANTS-ON-CHARGES** default Is NO, ***Must YES to turn on***

Note: Booking Officer / User must have Edit rights to Booking and Warrants.

These conditions are tested after a user clicks save on a booking charge.

1. Setting must be on
2. User logged in must have edit rights to both Booking and Warrants
3. Inmate Must be still in Jail (no release date)
4. Charge must have Warrant Number populated on the charge

System will query for all Active warrants with exact warrant number for users agency.

Exact Warrant Number

Warrant must have Issued Date

Warrant must have Court Type selected

Warrant must have Process / Paper type selected

Warrant must not be completed/served

Must have only one (1) match for the warrant. If your agency issues the same warrant number for more than one (1) charge and you enter separate warrant records with same Warrant Number the system ***WILL NOT*** open the warrant record. It can only open if it finds 1 (one) match based on above.

If everything matches the system will prompt user that a Warrant match has been found and ask if they want to open that warrant for update. If yes it will open the warrant in a new tab for updating.