

HOW TO USE JUVENILE INCIDENTS

Navigate to Jail Incidents under Records -> Back Office -> Juvenile/SRO -> Juvenile Incidents and click on it



If you cannot click on Juvenile Incidents in iSoms menu, you will need to ask an administrator for permissions to this module before you can use it.

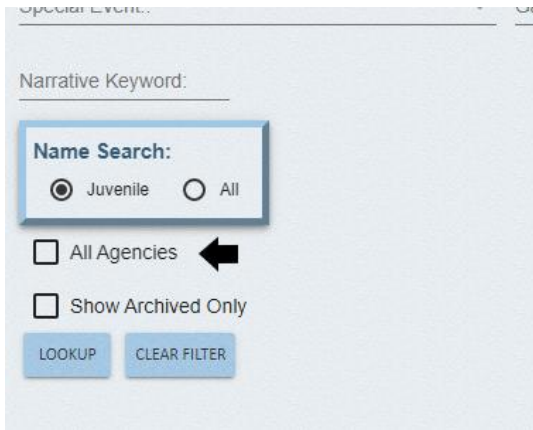
You are greeted with the search screen, where you can navigate to any Juvenile Incidents that have already been added and access them.

A screenshot of the 'Juvenile Incident: Search' screen. The screen has a header bar with the title 'Juvenile Incident: Search' and four buttons: 'NEW JUVENILE INCIDENT', 'AUDITS', 'MAPS', and 'REPORTS'. Below the header, there are three tabs: 'LAST 30 DAYS', 'LAST 30 DAYS - ME', and 'LAST 30 DAYS DISPOSED'. The main area contains various search filters: 'Reports From:' and 'Reports Through:' with calendar icons; 'Case Number:' and 'Report By:' with a dropdown and a search icon; 'Disposed From:' and 'Disposed Through:' with calendar icons; 'Disposition:' with a dropdown; 'Case Type:' and 'Suspected Abuse:' with dropdowns; 'Last Name:', 'First Name:', 'Race:', 'Sex:', and 'Student ID:' with text input fields; 'Zone:' and 'School:' with dropdowns; 'City:', 'Common Name:', and 'Street Name:' with text input fields; 'Campus:' and 'Building:' with dropdowns; 'Special Event:' and 'Gang/Social Group:' with dropdowns; and a 'Narrative Keyword:' text input field at the bottom.

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At the top of the search you have three quick search buttons that you can utilize to find Incidents in the last 30 Days, Last 30 Days by ME, and Last 30 Days Disposed.

You can also search by keyword, BOLO type, and entry dates, then click the lookup button at the bottom. (Notice that All Agencies is not selected by default, if you want to search All Agencies, check this option before search)



Special Entry:

Narrative Keyword: _____

Name Search:

☒ Juvenile ☐ All

☐ All Agencies ←

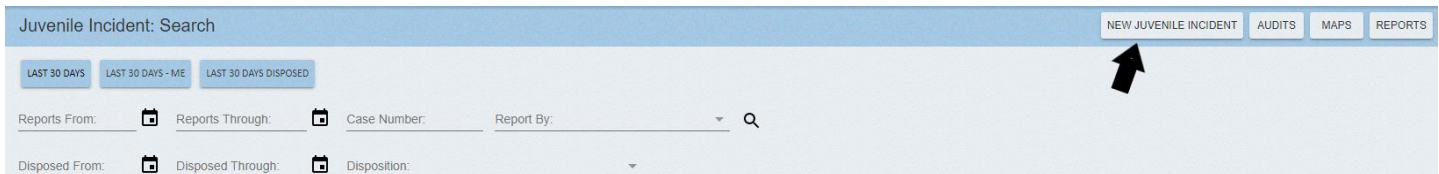
☐ Show Archived Only

LOOKUP CLEAR FILTER

If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

HOW TO ADD JUVENILE INCIDENTS

To add new Juvenile Incidents, from the search screen, navigate to the top right where it says NEW JUVENILE INCIDENT. Click on that button.



Juvenile Incident: Search

NEW JUVENILE INCIDENT AUDITS MAPS REPORTS

LAST 30 DAYS LAST 30 DAYS - ME LAST 30 DAYS DISPOSED

Reports From: [calendar icon] Reports Through: [calendar icon] Case Number: Report By: [dropdown icon] [search icon]

Disposition: [dropdown icon]

Disposed From: [calendar icon] Disposed Through: [calendar icon]

This will take you to Master Name lookup, where you can look up someone who has been entered into Master Name before. You can also add a new Master Name if they have never been entered before with the NEW MASTER NAME button in the top right.

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Juvenile Incident: Master Name Search NEW MASTER NAME

BACK TO JUVENILE INCIDENT **SKIP MASTER NAME AND CREATE JUVENILE INCIDENT RECORD**

Last Name: _____ First Name: _____

Social Security #: _____ Date of Birth: _____ Driver License #: _____

Type of Match:
☒ Begins ☐ Contains ☐ Ends

ALL **LOOKUP** **CLEAR FILTER**

For example, I am going to do a lookup. Once you have done your lookup press the lookup button at the bottom and double click on the person you are searching for.

This will open the Master Name record where you can make any changes that you need to make before creating the Booking record. When you are done here, click the **SAVE & CREATE JUVENILE INCIDENT RECORD** in the top left.

Juvenile Incident: Master Name View Record LOOKUP BACK TO RESULTS NEW MA

SAVE & CREATE JUVENILE INCIDENT RECORD **BACK TO JUVENILE INCIDENT** **SKIP MASTER NAME AND CREATE JUVENILE INCIDENT RECORD**

Jacket Number: 366573

Last Name: **BUNNY** First Name: **BUGS** Middle Name: _____ Jr/Sr: _____

Race: **WHITE** Sex: **MALE** Height: **58** Weight: **145** Hair Color: **BLACK** Eye Color: **BROWN** Build: _____ Complexion: _____ Facial Hair: _____

Glasses: _____

Social Security #: **999-99-9999** Date of Birth: **01/14/2011** Age From: **0** Age Through: **0** Place of Birth: _____ City of Birth: _____ State of Birth: _____ Country of Birth: _____ NCIC POB: _____

Citizen: **Y** Here Legally: **(Y/N)** Foreign Born: **(Y/N)** Veteran: **(Y/N)** Resident: _____ Ethnicity: **NOT HISPANIC OR LATINE** Dominant Hand: **UNKNOWN**

A new screen will appear where you can add your new Juvenile Incident record. Some information will be filled in from the Master Name record, but there will be something you can enter like Business Name, Phone Numbers, and more. There are also many tabs below the main information at the top to go through and enter more information like Case Details, Incident Location, Others Involved, Charges, and more.

Juvenile Incident: View Record LOOKUP NEI

<< FIRST **< PRIOR** **NEXT >** **LAST >>** **SAVE** **DELETE**

Case #: **2020-0004** **Report Date:** **03/05/2020** **Time:** **09:31** **Reporting Offid:** **000 MYERS, DREW**

Last Name: **BUNNY** First Name: **BUGS** Middle Name: _____ Jr/Sr: _____ Social Security #: **999-99-9999** Date of Birth: **01/14/2011**

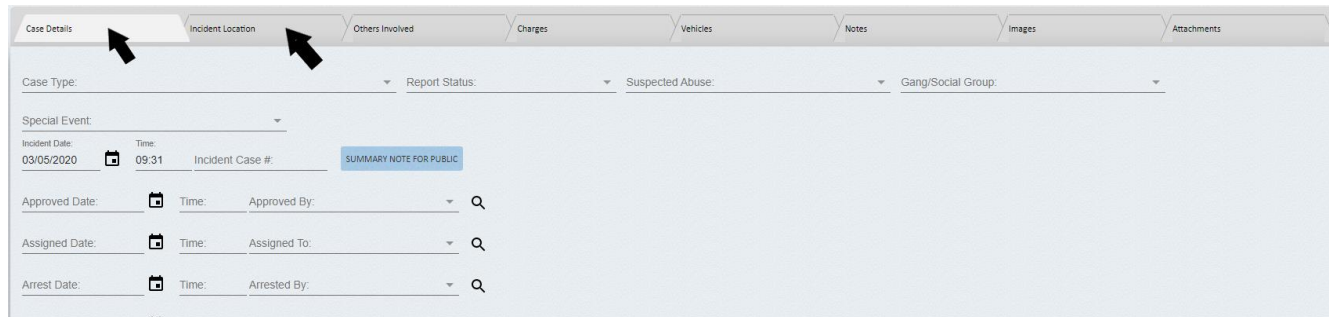
Race: **WHITE** Sex: **MALE** Height: **58** Weight: **145** Hair Color: **BLACK** Eye Color: **BROWN**

Common/Business Name: _____ House #: **818** Direction: _____ Street: **RED HILL DRIVE APT C** Apt/Lot #: **1725** City: **LOUISVILLE** State: **TN**

ZipCode: **37777** Latitude: _____ Longitude: _____

Home Phone: **(865)-980-9177** Cell Phone: _____ Work Phone: _____ DL State: **TN** Driver License #: **85737074** Expiration Date: _____ Student ID: **1234**

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Case Details Incident Location Others Involved Charges Vehicles Notes Images Attachments

Case Type: Report Status: Suspected Abuse: Gang/Social Group:

Special Event:

Incident Date: 03/05/2020 Time: 09:31 Incident Case #: SUMMARY NOTE FOR PUBLIC

Approved Date: Time: Approved By: Q

Assigned Date: Time: Assigned To: Q

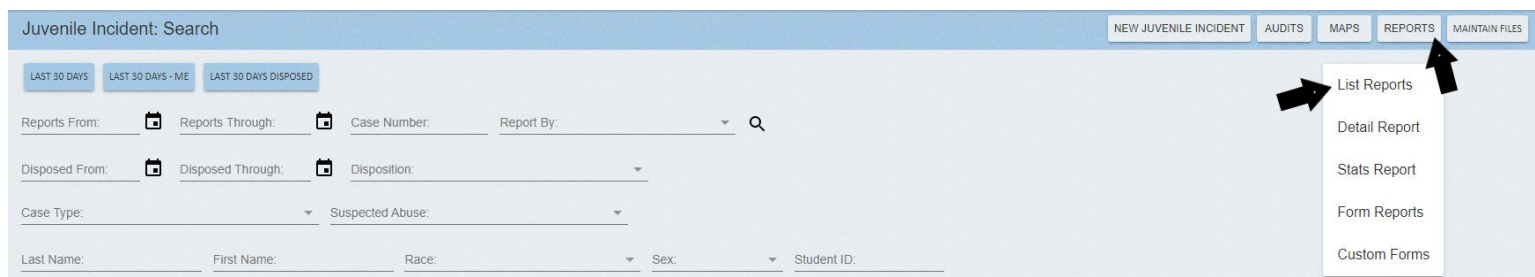
Arrest Date: Time: Arrested By: Q

When done entering new Juvenile Incident record, click the save button in the top middle. This will add your new Booking record.

HOW TO ACCESS JUVENILE INCIDENT REPORTS

When on the Jail Incident search screen, in the top right next to the NEW JUVENILE INCIDENT button, find the REPORTS button and click on that.

There are many different kinds of reports here to choose from, but they all work the same. (For example, go to List reports)



Juvenile Incident: Search

NEW JUVENILE INCIDENT AUDITS MAPS REPORTS MAINTAIN FILES

LAST 30 DAYS LAST 30 DAYS - ME LAST 30 DAYS DISPOSED

Reports From: Reports Through: Case Number: Report By: Q

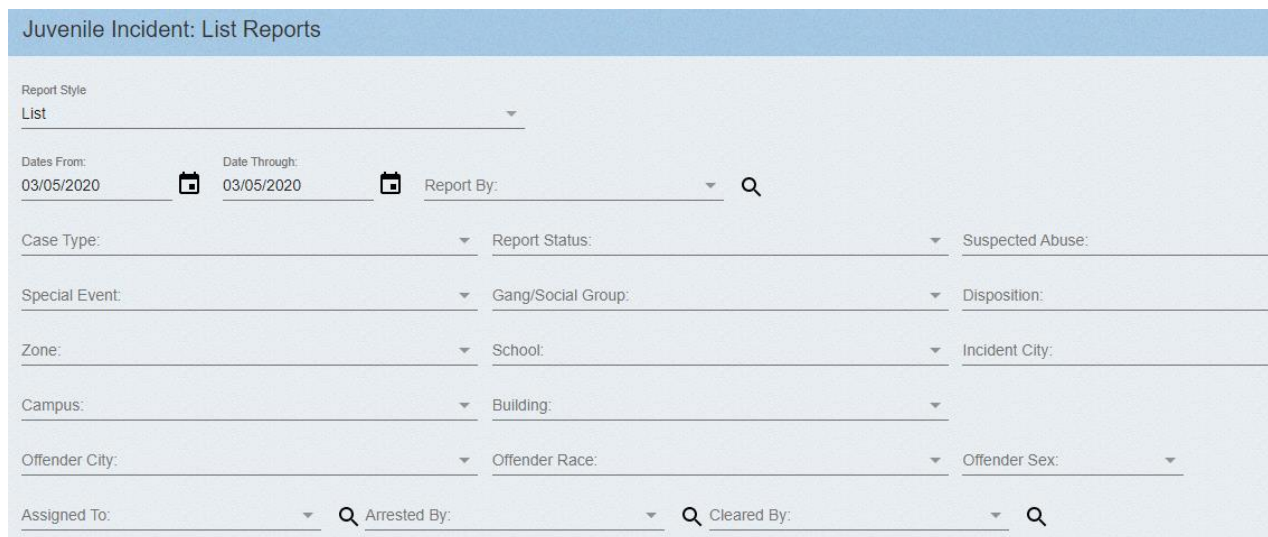
Disposed From: Disposed Through: Disposition:

Case Type: Suspected Abuse:

Last Name: First Name: Race: Sex: Student ID:

List Reports
Detail Report
Stats Report
Form Reports
Custom Forms

This will direct you to the Booking list reports page.



Juvenile Incident: List Reports

Report Style
List

Dates From: 03/05/2020 Date Through: 03/05/2020 Report By: Q

Case Type: Report Status: Suspected Abuse:

Special Event: Gang/Social Group: Disposition:

Zone: School: Incident City:

Campus: Building:

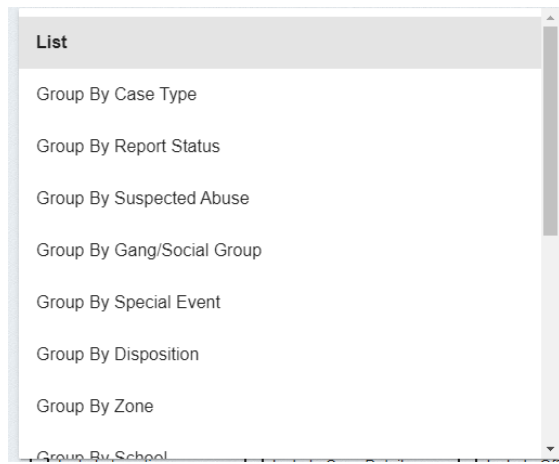
Offender City: Offender Race: Offender Sex:

Assigned To: Q Arrested By: Q Cleared By: Q

There are many things to sort by on the report like Case Type, Report Status, Suspected Abuse, and many more.

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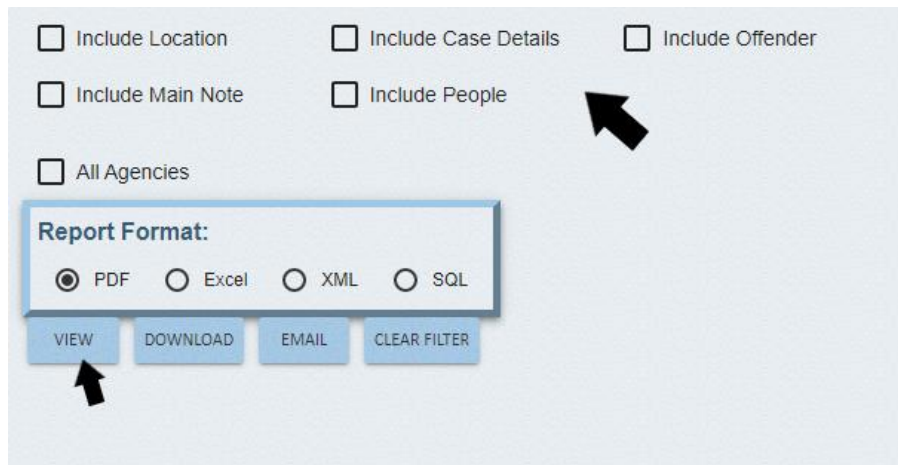
Make sure to choose the correct Report Style at the top from the dropdown.



You also have the option to choose to see all agencies, but you will have to check that checkbox if you want to see list reports from all agencies.

There are checkboxes at the bottom, above view, to Include things like Location, Case Details, Offenders and more. If you want these things included make sure to check these boxes.

Once you have the right criteria entered that you want to see for your list reports, click view at the bottom to view. (Make sure PDF is selected in report format to view)



Version 1.1

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