iSOMS

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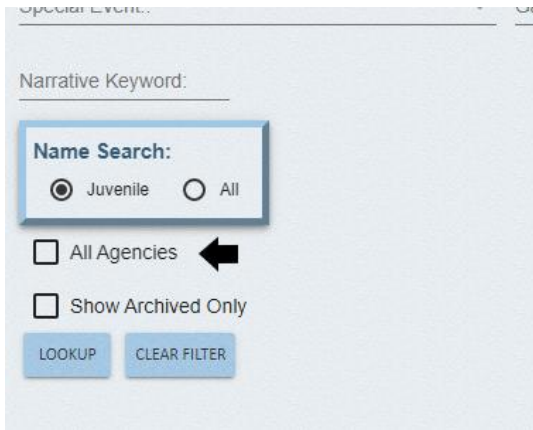
You are greeted with the search screen, where you can navigate to any Juvenile Incidents that have already been added and access them.

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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)
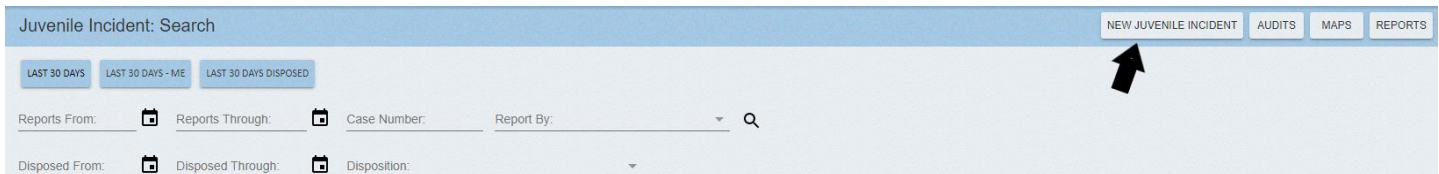

If any fields are missing, to enter something for those fields, they will be located in Maintain files in the top right. (If you cannot see this button, it is because you do not have permission) Ask administration to add something in the field you are needing.

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.

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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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.

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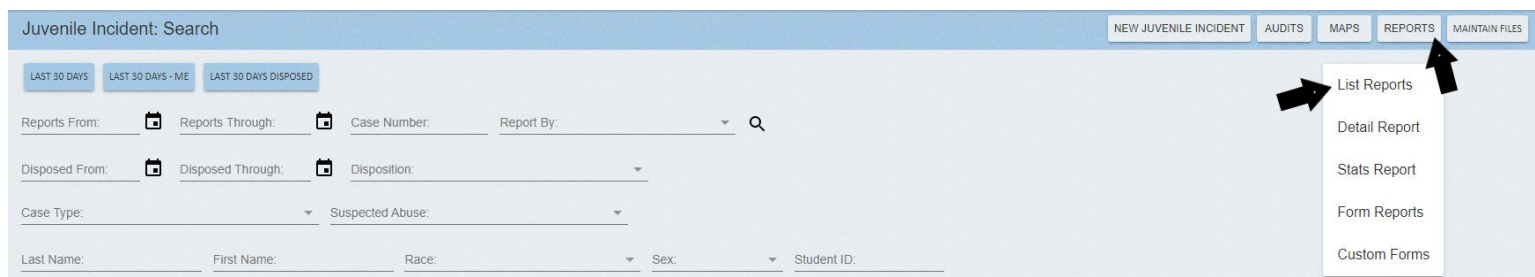
When done entering new Juvenile Incident record, click the save button in the top middle. This will add your new Booking record.

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)
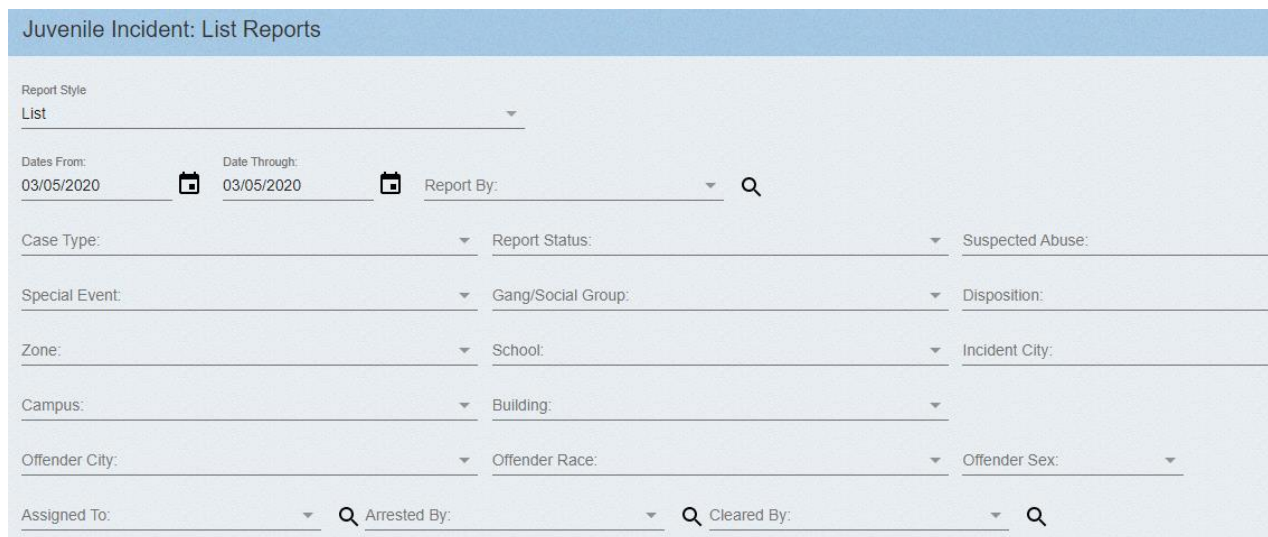
This will direct you to the Booking list reports page.

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

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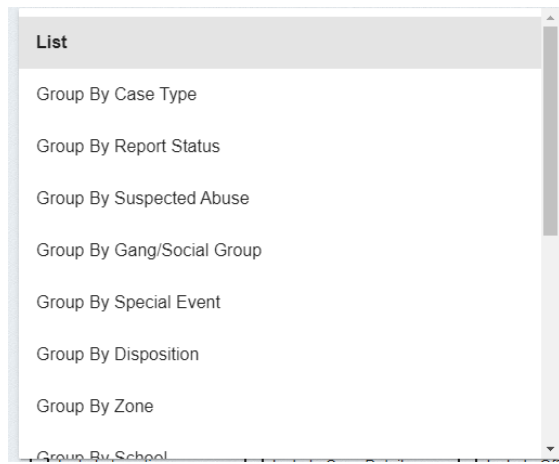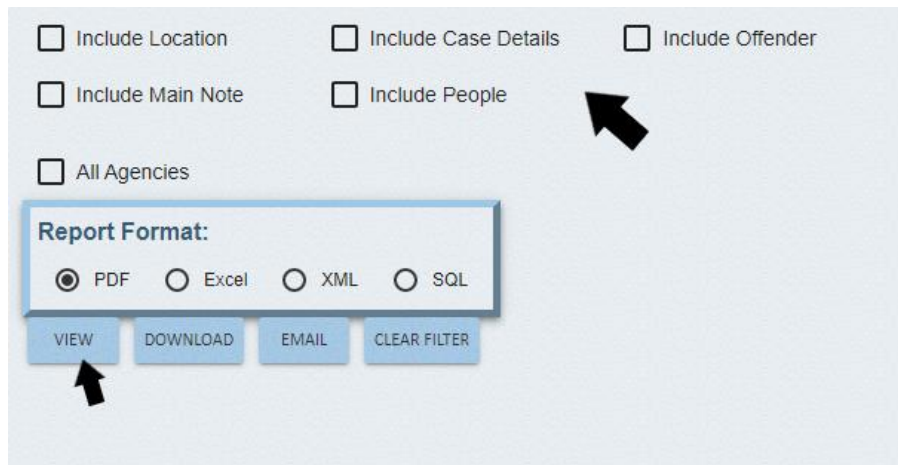

You also have the option to choose to see all agencies, but you will have to check that checkbox if you want to see list reports from all agencies.

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)

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