

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.

The image shows a search form titled "Juvenile Incident: Search". The form includes the following fields:

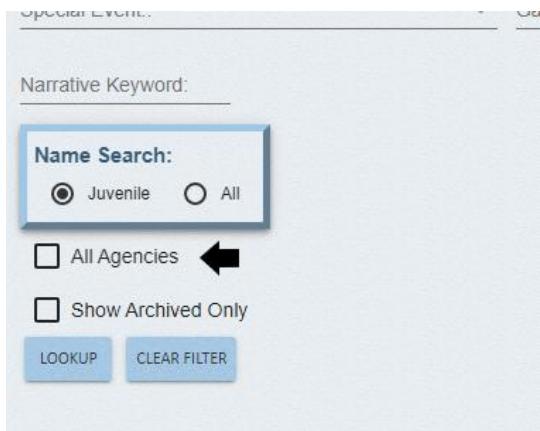
- Report Dates: LAST 30 DAYS, LAST 30 DAYS - ME, LAST 30 DAYS DISPOSED
- Report By: Case Number, Report By
- Disposition: Disposed From, Disposed Through, Disposition
- Case Type: Suspected Abuse
- Search Criteria: Last Name, First Name, Race, Sex, Student ID
- Location: Zone, School
- Address: City, Common Name, Street Name
- Building: Campus, Building
- Special Event: Special Event, Gang/Social Group
- Narrative Keyword: Narrative Keyword

Buttons at the top right include: NEW JUVENILE INCIDENT, AUDITS, MAPS, REPORTS.

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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)



Narrative Keyword: _____

Name Search:

Juvenile All

All Agencies 

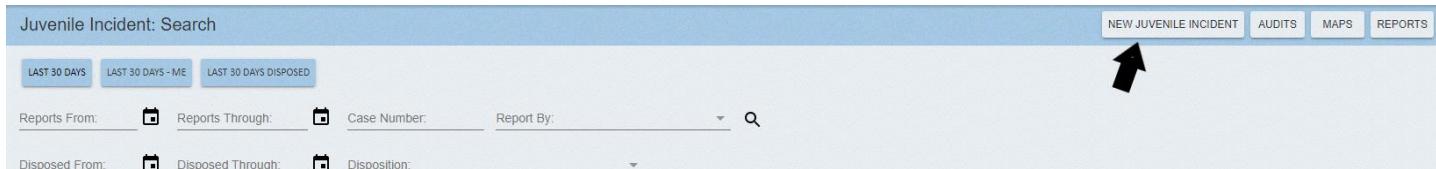
Show Archived Only

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

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

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

Disposed From: Disposed Through: Disposition:

NEW JUVENILE INCIDENT AUDITS MAPS REPORTS

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.

[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

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

[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: <input type="text"/>	Jr/Sr: <input type="text"/>					
Race: WHITE	Sex: <input type="text"/> MALE	Height: <input type="text"/> 58	Weight: <input type="text"/> 145	Hair Color: BLACK	Eye Color: BROWN	Build: <input type="text"/>	Complexion: <input type="text"/>	Facial Hair: <input type="text"/>
Glasses: <input type="text"/>								
Social Security #: 999-99-9999	Date of Birth: 01/14/2011	Age From: 0	Age Through: 0	Place of Birth: <input type="text"/>	City of Birth: <input type="text"/>	State of Birth: <input type="text"/>	Country of Birth: <input type="text"/>	NCIC POB: <input type="text"/>
Citizen: <input type="text"/> Here Illegally: Y	Foreign Born: (Y/N)	Veteran: (Y/N)	Resident: <input type="text"/>	Ethnicity: NOT HISPANIC OR LATINC	Dominant Hand: UNKNOWN	<input type="text"/>		

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](#) [NEW](#)

[<< FIRST](#) [< PRIOR](#) [NEXT >](#) [LAST >>](#)

[SAVE](#) [DELETE](#)

Case #: 2020-0004	Report Date: 03/05/2020	Time: 09:31	Reporting Offid: 000 MYERS, DREW	<input type="text"/> <input type="button" value="SEARCH"/>		
Last Name: BUNNY	First Name: BUGS	Middle Name: <input type="text"/>	Jr/Sr: <input type="text"/>	Social Security #: 999-99-9999	Date of Birth: 01/14/2011	<input type="text"/>
Race: WHITE	Sex: <input type="text"/> MALE	Height: <input type="text"/> 58	Weight: <input type="text"/> 145	Hair Color: BLACK	Eye Color: BROWN	<input type="text"/>
Common/Business Name: <input type="text"/> 818	House #: 818	Direction: RED HILL DRIVE APT C	ApL/Lot #: 1725	City: LOUISVILLE	State: TN	<input type="text"/>
ZipCode: 37777	Latitude: <input type="text"/>	Longitude: <input type="text"/>	<input type="button" value="SEARCH"/>			
Home Phone: (865)-980-9177	Cell Phone: <input type="text"/>	Work Phone: <input type="text"/> TN	DL State: TN	Driver License #: 85737074	Expiration Date: 1234	<input type="text"/> Student ID: 1234

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:

Assigned Date: Time: Assigned To:

Arrest Date: Time: Arrested By:

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

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

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

Disposed From: Disposed Through: Disposition:

Case Type: Suspected Abuse:

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

REPORTS

List Reports

Detail Report

Stats Report

Form Reports

Custom Forms

This will direct you to the Booking list reports page.

, 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: , Arrested By: , Cleared By: , and Search buttons."/>

Juvenile Incident: List Reports

Report Style

List

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

Case Type: Report Status: Suspected Abuse:

Special Event: Gang/Social Group: Disposition:

Zone: School: Incident City:

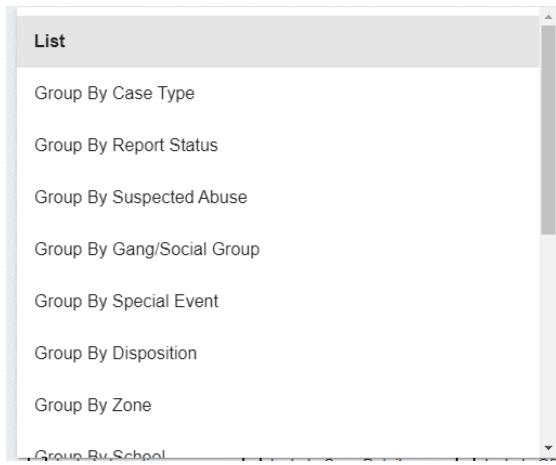
Campus: Building:

Offender City: Offender Race: Offender Sex:

Assigned To: Arrested By: Cleared By:

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)

The image shows a report configuration interface. At the top, there are several checkboxes: 'Include Location', 'Include Case Details', 'Include Offender', 'Include Main Note', 'Include People', and 'All Agencies'. Below these is a 'Report Format' section with radio buttons for PDF (selected), Excel, XML, and SQL. At the bottom are four buttons: 'VIEW' (highlighted with a blue box and an arrow pointing to it), 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER'.

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