



Community Service Guide

Community Service Overview

Community Service allows you to track community service for individuals. You can record credits for the work performed, what program they are involved in, the employer, and more. You will also be able to keep a detailed record of the times and places they worked. This guide will explain searching existing community service records, creating a new community service record, and filling out a community service record.

The screenshot shows a web form titled "Community Service: View Record". At the top right are buttons for "LOOKUP" and "NEW COMMUNITY SERVICE". Below the title bar are navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". To the right of these are "SAVE" and "DELETE" buttons. The form contains several fields for personal and contact information:

Last Name:	ELDER	First Name:	MARTIN	Middle Name:	WILLIAM	Jr/Sr:	▼	CASES	CHARGES		
House #:	1905	Direction:	HIGH PARK	Apt/Lot #:	B12	City:	MARYVILLE	State:	TN X ▼	ZipCode:	37803-
Race:	WHITE X ▼	Sex:	MALE X ▼	Height:	0	Weight:	0	Hair Color:	▼	Eye Color:	▼
Build:	▼	Complexion:	▼								
Social Security #:	123-45-6789	Date of Birth:	01/01/1965								
Home Phone:	865-111-1111	Cell Phone:		Work Phone:	865-222-2222	Email:					

The first part of this guide explains searches. If you need explanations on an already existing record, see the *Filling Out a Community Service Record* to get more information on the different fields and tabs available.



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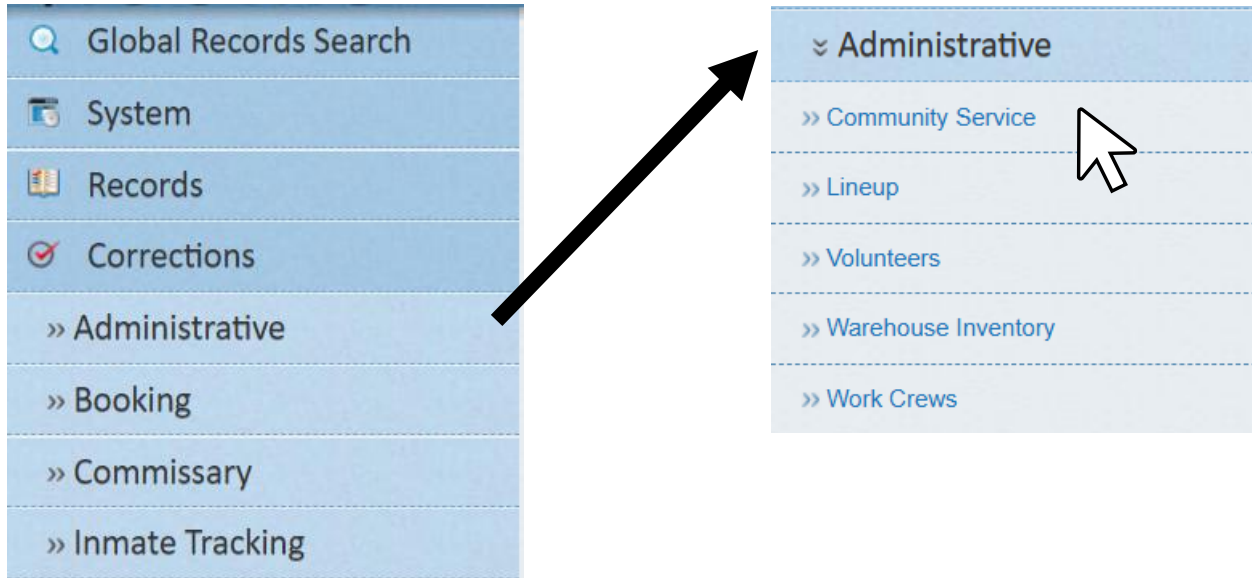
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Searching for Existing Community Service Records

To search existing records, begin on the iSOMS home screen.

Navigate to:

Corrections → **Administrative** → **Community Service**



This will open the **Community Service: Search** screen. Here you can search and filter for different community service records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

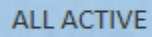
The image shows the 'Community Service: Search' screen. At the top, there are three blue buttons: 'ALL ACTIVE', 'LAST 7 DAYS ACTIVITY', and 'LAST 30 DAYS ACTIVITY'. Below these is a 'Record Status' section with three radio buttons: 'Active' (selected), 'Disposed', and 'Any Status'. Further down are three dropdown menus for 'Program Type:', 'Program Level:', and 'Judge:'. Below these are four date pickers: 'Start Dates From:', 'Start Dates Through:', 'Disposition From:', and 'Disposition Through:'. At the bottom, there are input fields for 'Last Name:', 'First Name:', 'Middle Name:', 'City:', 'Social Security #:', 'Driver License #:', 'Restrictions:', and 'Narrative Keyword:'.



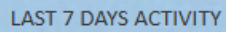
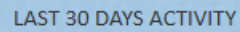
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Quick Searches

A few different quick searches are available by using the blue buttons.

A blue rectangular button with the text "ALL ACTIVE" in white, uppercase letters.

All Active simply returns all records that are active (i.e. no **Disposition Date**).

A blue rectangular button with the text "LAST 7 DAYS ACTIVITY" in white, uppercase letters.A blue rectangular button with the text "LAST 30 DAYS ACTIVITY" in white, uppercase letters.

Last 7 Days Activity and **Last 30 Days Activity** will show you all the records in the specified recent time periods.



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Standard Searches

Various fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

Field Explanations

Program Type: [dropdown] Program Level: [dropdown] Judge: [dropdown]

These fields let you search for community service records based on classification or judge. **Program Type** usually includes *Work Release* and *Two for One* options.

Program Level has options such as *Anytime* or *Weekends*. Judge lets you pick the judge marked on the record.

Narrative Keyword: [input field]

The **Narrative Keyword** field lets you search for words in the narrative of reports.

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view, edit, or approve the report.

Search Criteria ▶

Search Results

2 Records

EXPORT GRID TO FILE VIEW ALL AGENCIES

Last Name	First Name	Middle Name	Race	Sex	Program Type	Program Level	Start Date	Disposition Date	Address	City	State		
ELDEN				MALE	WORK RELEASE	WEEKENDS				PHILADELPHIA	TENNESSEE		
ELDER	MARTIN	WILLIAM	WHITE	MALE	WORK RELEASE	ANYTIME		2025-08-22T00:00:00		MARYVILLE	TENNESSEE		

DUI 2nd



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Creating a New Community Service Record

To create a new community service record, click **New Community Service** in the upper right corner of the Community Service search screen:

The screenshot shows the "Community Service: Search" interface. At the top right, there are four buttons: "NEW COMMUNITY SERVICE", "AUDITS", "REPORTS", and "MAINTAIN FILES". Below these are three filter buttons: "ALL ACTIVE", "LAST 7 DAYS ACTIVITY", and "LAST 30 DAYS ACTIVITY". A "Record Status:" section contains three radio buttons: "Active" (selected), "Disposed", and "Any Status". Below this are dropdown menus for "Program Type:", "Program Level:", and "Judge:". There are also date pickers for "Start Dates From:", "Start Dates Through:", "Disposition From:", and "Disposition Through:". Text input fields are provided for "Last Name:", "First Name:", "Middle Name:", "City:", "Social Security #:", "Driver License #:", "Restrictions:", and "Narrative Keyword:". A checkbox labeled "All Agencies" is present. A "Type of Match:" section contains three radio buttons: "Begins" (selected), "Contains", and "Ends". At the bottom, the "NEW COMMUNITY SERVICE" button is highlighted with a blue border.

You will make an Community Service record using the Master Name entry of the individual involved.



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Community Service: Search REPORTS MAINTAIN FILES

Community Service: Master Name Search NEW MASTER NAME MAINTAIN FILES

[BACK TO COMMUNITY SERVICE](#)

Last Name: _____ First Name: _____ Jacket #: _____ Last 4 SSN: _____

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

Type of Match:

Begins Contains Ends

ALL LOOKUP CLEAR FILTER

Search for the person for which you are creating a Community Service record, using *at least two* identifying pieces of information. You want to verify that the individual matches with the Master Name.

Click **LOOKUP** when you have the information you need.

Last Name: DOE First Name: _____ Jacket #: _____

Social Security #: 123-45-6789 Date of Birth: _____ Driver License #: _____ Restrictions: _____

Type of Match:

Begins Contains Ends

ALL LOOKUP CLEAR FILTER



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Double-click the appropriate Master Name from the results to open their record.

Search Criteria ▾
Search Results VIEW MY AGENCY

48 Records

Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DLN	Jacket #	Last Booking	Height
	Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE			82614	0	502
	Shared	DOE	JOHN	(ALIAS)							16279		0
	Shared	DOE	JANE	F		05/15/1995	WHITE	FEMALE	505-55-050		818255	0	501

Verify the Master Name information is filled out correctly. If you don't have the person in the Master Names, you should create a new one.

Community Service: Master Name View Record LOOKUP BACK TO RESULTS NEW MASTER NAME MAINTAIN FILES

SAVE & CREATE COMMUNITY SERVICE RECORD BACK TO COMMUNITY SERVICE

Jacket Number: 82614

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr: SCAN DL CHECK NCIC

Race: WHITE Sex: MALE Height: 502 Weight: 201 Hair Color: AUBURN Eye Color: BLACK

Build: Complexion: Facial Hair: Glasses:

Social Security #: Date of Birth: 01/01/1965 Age From: 0 Age Through: 0 Place of Birth: City of Birth:

Click **Save & Create Community Service Record** when you are finished.

SAVE & CREATE COMMUNITY SERVICE RECORD

This will create and open the new record.

Community Service: View Record

<< FIRST < PRIOR NEXT > LAST >>

Last Name: DOE First Name: JAMES



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Community Service: View Record

LOOKUP NEW COMMUNITY SERVICE AUDITS REPORTS MAINTAIN FILE

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

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr:

House #: Direction: Street: Apt/Lot #: City: State: ZipCode:

Race: WHITE Sex: MALE Height: 502 Weight: 201 Hair Color: AUBURN Eye Color: BLACK

Build: Complexion:

Social Security #: 01/01/1965 Date of Birth:

Home Phone: Cell Phone: Work Phone: Email:

Registration Info Employer Work History Notes Images Attachments

There are two primary sections of the report:

1. The *fields* in the upper part of the screen. These record details about the individual, their address, identifying info, and contact information.

Community Service: View Record

LOOKUP NEW COMMUNITY SERVICE AUDITS REPORTS MAINTAIN FILE

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

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr:

House #: 123 Direction: N Street: MAIN ST Apt/Lot #: City: KNOX State: TN ZipCode: 37912

Race: WHITE Sex: MALE Height: 502 Weight: 201 Hair Color: AUBURN Eye Color: BLACK

Build: Complexion:

Social Security #: 123-45-6789 Date of Birth: 01/01/1965

Home Phone: 865-555-5678 Cell Phone: 865-555-4567 Work Phone: 865-555-3456 Email: FAKEEMAIL@FAKEWEBSITE.COM

2. The *tabs* record information about the community service registration, the employer, work history records, notes, images, and attachments.

Registration Info Employer Work History Notes Images Attachments

Program Type: Program Level:

Judge:

Arrest Date: 08/25/2025 Transport By: Furlough Date:

Final Sentence Date:

Fill out the fields at the top of the screen and then make sure to fill out the following tabs as appropriate: **Registration Info**, **Employer**, and **Work History**. If other notes or attachments are needed, you can add them to **Notes**, **Images**, and **Attachments**. This process is covered in detail in the next section, *Filling Out a Community Service Record*.

After you enter new details, make sure to click **Save** at the top of the screen.



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Filling Out a Community Service Record – Fields

This section explains in detail the different fields and tabs for a community service record. The top section of the report with fields should always be filled out when relevant information is available, and the tabs should be filled out as needed.

Most of these fields will be filled out automatically from the Master Name. If a given field is not being filled in, it likely is not filled in the Master Name.

Fields

Last Name:	First Name:	Middle Name:	Jr/Sr:	CASES	CHARGES	
DOE	JAMES	RANDAL				
House #:	Direction:	Street:	Apt/Lot #:	City:	State:	ZipCode:
123	N	MAIN ST		KNOX	TN	37912

These fields relate to the name and address of the individual. You will also notice two buttons where you can add notes on the **Cases** and **Charges**. These can be used to summarize the cases and charges the individual is involved in if you wish.

CASES	CHARGES
Cases Note	
Notes:	

Race:	Sex:	Height:	Weight:	Hair Color:	Eye Color:
WHITE	MALE	502	201	AUBURN	BLACK
Build:	Complexion:				

These fields relate to the appearance of the individual.

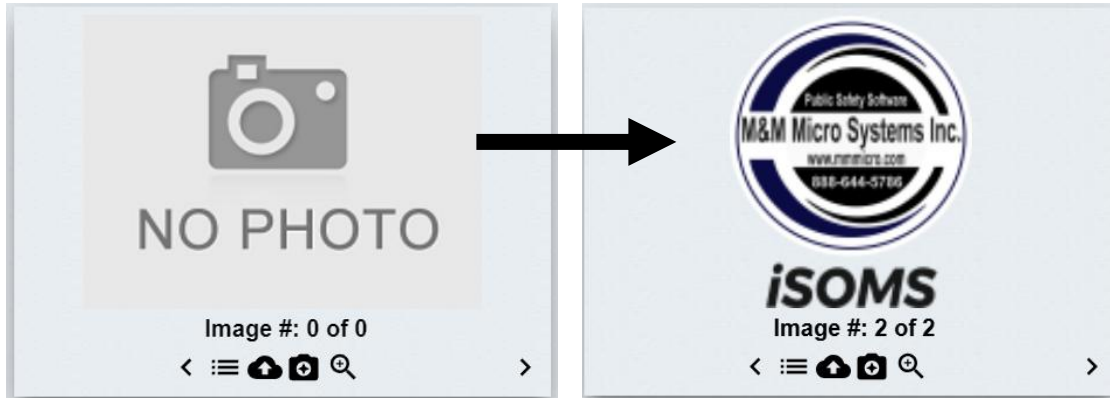
Social Security #:	Date of Birth:			
123-45-6789	01/01/1965			
Home Phone:	Cell Phone:	Work Phone:	Email:	
865-555-5678	865-555-4567	865-555-3456	FAKEEMAIL@FAKEWEBSITE.COM	

These fields relate to the identifying information and contact information of the individual.



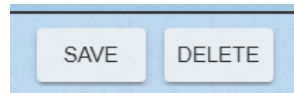
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If you would like to add an image of the individual, you can click **Upload Image** (📷) or **Take New Photo** (📷) on the right. Select or take the image and it will be added.



Remember to hit **Save** at the top of the screen often as you fill out the record to avoid losing information.

Save is located at the top of the screen.





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Filling Out a Community Service Record – Tabs

Summary

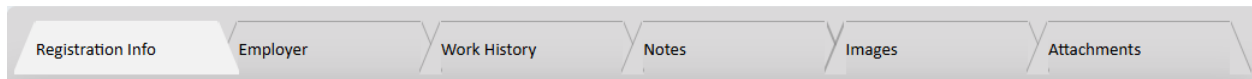
Fill out the tabs below the fields as needed.

The **Registration Info** tab contains fields for details about the Community Service Program, arrest and disposition info, credits, and more.

Employer lets you record the employer for the community service, the occupation, supervisor, and employment details.

Work History lets you log instances of work and details about them. You can also use the *Update Total Program Credits* button to add to the individual's program credits.

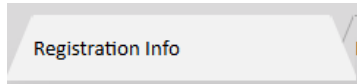
Notes, **Images**, and **Attachments** tabs are available if you need to take additional notes or upload images and documents.





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Registration Info Tab



The **Registration Info** tab contains information on the community service registration, the program details, credit calculations, arrest date, transport officer, and disposition. Fill out this tab when you first create the entry, and then add additional details as needed.

Program Type: TWO FOR ONE	Program Level: ANYTIME
------------------------------	---------------------------

First, add the **Program Type** for the community service program the person is involved in, such as *Two for One* or *Work Release*. Then add the **Program Level**, such as *Weekends* or *Anytime*.

Judge: THOMAS	Arrest Date: 08/26/2025
------------------	----------------------------

Now you can add the **Judge** and **Arrest Date** related to this service, if applicable.

Start Date: 08/27/2025

Start Date is for the start of the community service and will auto-populate with the current date.

Transport By: OFFICER SMITH

Transport By lets you list who is transporting the individual to work.

Furlough Date: 08/28/2025	Final Sentence Date: 08/29/2025
------------------------------	------------------------------------

You can add a **Furlough Date** and the **Final Sentence Date** if they are needed.

Disposition Date: 09/05/2025	Disposition: TIME SERVED
---------------------------------	-----------------------------

Once the Community Service is finished or abandoned, add a **Disposition Date** and **Disposition**. The date is the field that makes this record inactive. (i.e. it will not show in **All Active** searches.)



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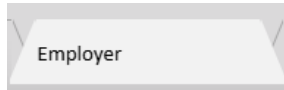
Days To Serve:	Credit Days In Jail:	Days Worked:	Days Remaining:	
20	0	3	17	
Hours To Serve:	Hours Worked:	Hours Remaining:	Original Amount Owed:	Current Balance:
6	2	4	0	0

These fields are for manually calculating credit earned and days left to serve. These fields are not calculated automatically, but you can enter information and calculate manually.




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Employer Tab



The **Employer** tab keeps information about the person's employment for community service. If you already have the business in your records, simply type the name (such as **CHICK-FIL-A**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business / Organization Records* on page 35.

Employer:	CHICK-FIL-A	SEARCH	EDIT	ADD
Address 1: 555 CHICKEN WAY				
Address 2:		Apt/Suite #:		
City: KNOXVILLE	State: TN	Zip Code: 37912		
Phone: (865) 555-1234	Email: EATMORECHIKN@CFA.COM			
Latitude: 36.0091467	Longitude: -83.9797173 			

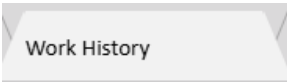
You should also fill out some minor details about the position and employment history:

Occupation:	WORKER	Supervisor:	BOSS MAN
Employment Length:	2 years	Normal Hours:	40



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Work History Tab

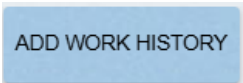


The **Work History** tab lets you record the work history of the inmate, days credited per work instance performed, and more.

To view, edit, or delete a current entry, double-click an entry from the table.

7 Work Histories										UPDATE TOTAL PROGRAM CREDITS	EXPORT GRID TO FILE	ADD WORK HISTORY
Start Date	End Date	Days Credit	Hours Credit	Work Agency	Receipt Number	Fee Paid	Entry Date	Entry By				
04/27/2022 20:23	04/27/2022 20:23	1	1			0	04/27/2022 20:23	ELDER, MARTIN				
04/27/2022 20:22	04/27/2022 20:22	1	1			0	04/27/2022 20:22	ELDER, MARTIN				
04/27/2022 20:18	04/27/2022 20:18	1	1	COUNTY NURSING HOME		0	04/27/2022 20:18	ELDER, MARTIN				
04/27/2022 20:18	04/27/2022 20:18	1	1	COUNTY NURSING		5	04/27/2022 20:18	ELDER, MARTIN				

In order to add a new entry, click the **Add Work History** button. Confirm you wish to add a new entry, and then fill in the details.



View Work History

Start Date: 08/26/2025 Time: 12:42:46 End Date: 08/26/2025 Time: 12:42:46 Days Credit: 1 Hours Worked/Credit: 0

Supervisor: _____ Supervisor(legacy): _____

Work Agency: _____ SEARCH EDIT ADD

Address 1:
Address 2: **Apt/Suite #:**
City: **State:** **Zip Code:**
Phone: **Email:**
Latitude: **Longitude:**

Work Location: _____ Work Type: _____

Work Grant: _____

Payment Type: _____ Amount: 0 Receipt #: _____ Check/Document #: _____

GENERATE RECEIPT PRINT REPORT



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Start Date:	Time:	End Date:	Time:	Days Credit:	Hours Worked/Credit:
08/26/2025	12:42:46	08/26/2025	12:42:46	1	0

First, add the **Start Date** and **Time**, then the **End Date** and **Time** for the work performed, and then how much credit that translates to in **Days Credit** and **Hours Worked / Credit**.

Supervisor:
MARTIN ELDER

Now add the **Supervisor** in the dropdown available.

Work Agency:
STREET DEPT

SEARCH EDIT ADD

Address 1: 123 N MAIN ST

Address 2: **Apt/Suite #:**

City: KNOX **State:** TN **Zip Code:** 37912

Phone: (865) 555-5555 **Email:** EMAIL@EMAIL.COM

Latitude: 36.22158 **Longitude:** -84.1573875

Add the work agency or location for work. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business / Organization Records* on page 35.

Work Location: Work Type:

411 TRAVEL CENTER INTERSECTION MOWING

Now add the **Work Location** and **Work Type**.

Work Grant:
AMERICA THE BEAUTIFUL 2019

If this work was funded, add the **Work Grant** in the dropdown.

Payment Type:	Amount:	Receipt #:	Check/Document #:
CHECK	100.00	12345	6789

GENERATE RECEIPT PRINT REPORT

For payment info, add **Payment Type**, **Amount**, **Receipt #**, and **Check / Document #** (if needed).

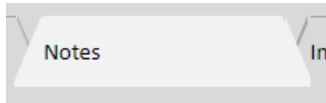


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Notes Tab



The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

Narrative

1 Note

Entry Date	Note Date	Employee	Note Type	Notes
08/23/2024 14:22:56	08/23/2024 14:22:56			TAKE NOTE

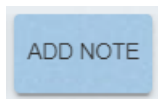
TAKE NOTE

Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

Main Narrative

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis

Use **Add Note** to add a new note.





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Add Note

Note Type
NOTE X Show On View Note Date (leave blank to d... Time:

Notes:
IN THE BEGINNING...]

MAINTAIN FILES DRAFTS

ADD EXIT

The **View Story** button will show all notes (except Narrative) that have been added on one page.

VIEW STORY

View Story

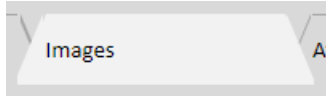
07/15/2024 15:35:19 - - MAIN
A NOTE ON NOTES

07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY
HELLO THERE



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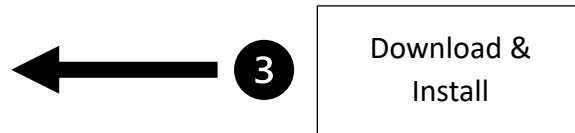
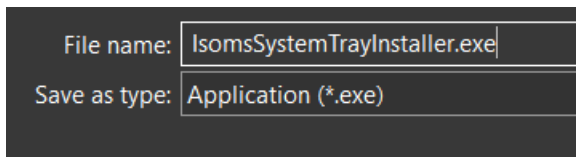
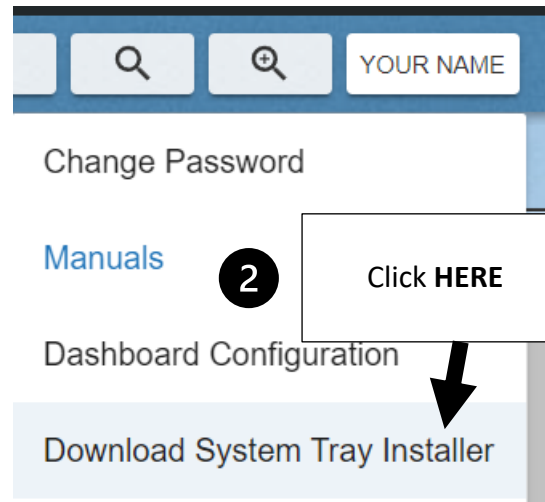
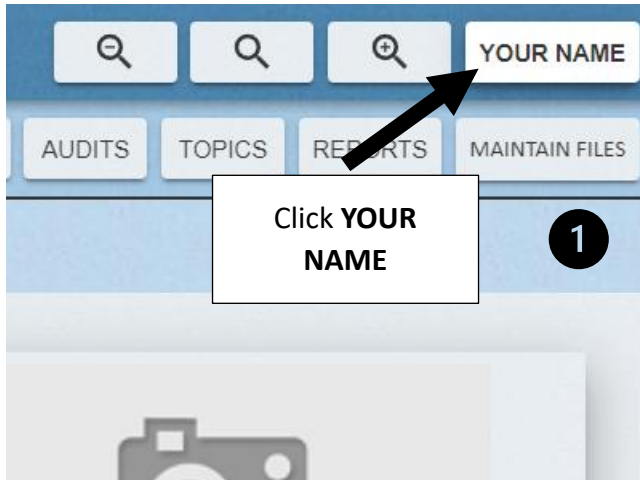
Images Tab



The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.



To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

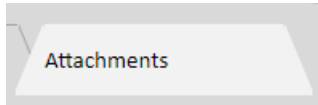



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

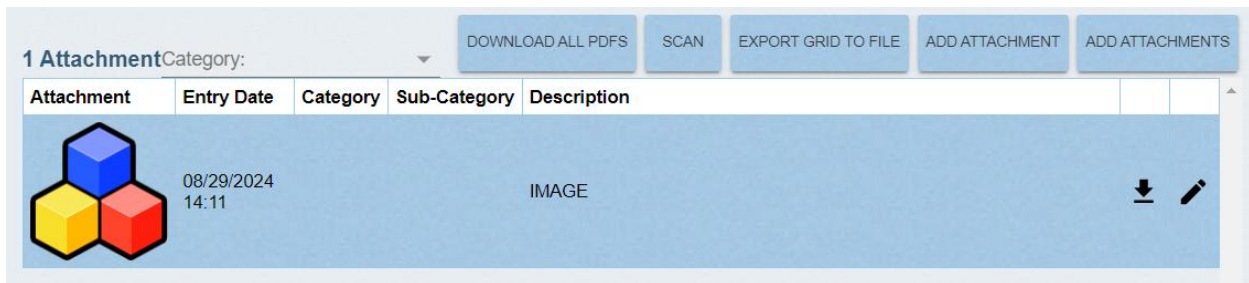


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Attachments Tab

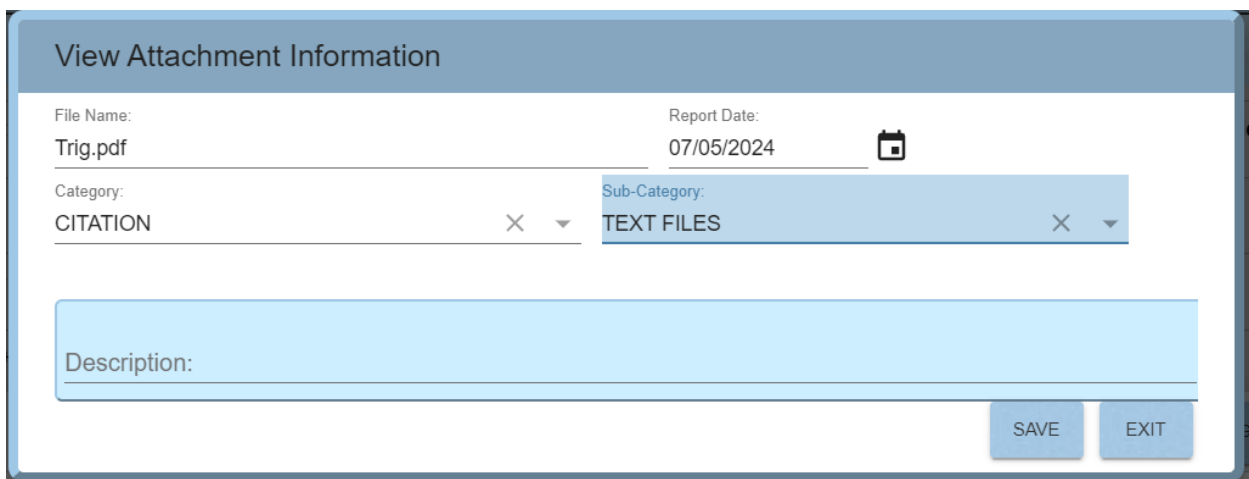
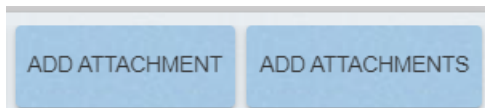


The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.





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You can also **Download All PDFs** at once by clicking the appropriate button.

DOWNLOAD ALL PDFS


File name:	files.pdf
Save as type:	PDF File (*.pdf)

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

SCAN

Scan Attachment

ISOMS Windows App Must Be Running

File Name: _____ Report Date: _____ 

Category: _____ Sub-Category: _____

Description: _____

CANCEL SCAN DUPLEX SCAN AUTO



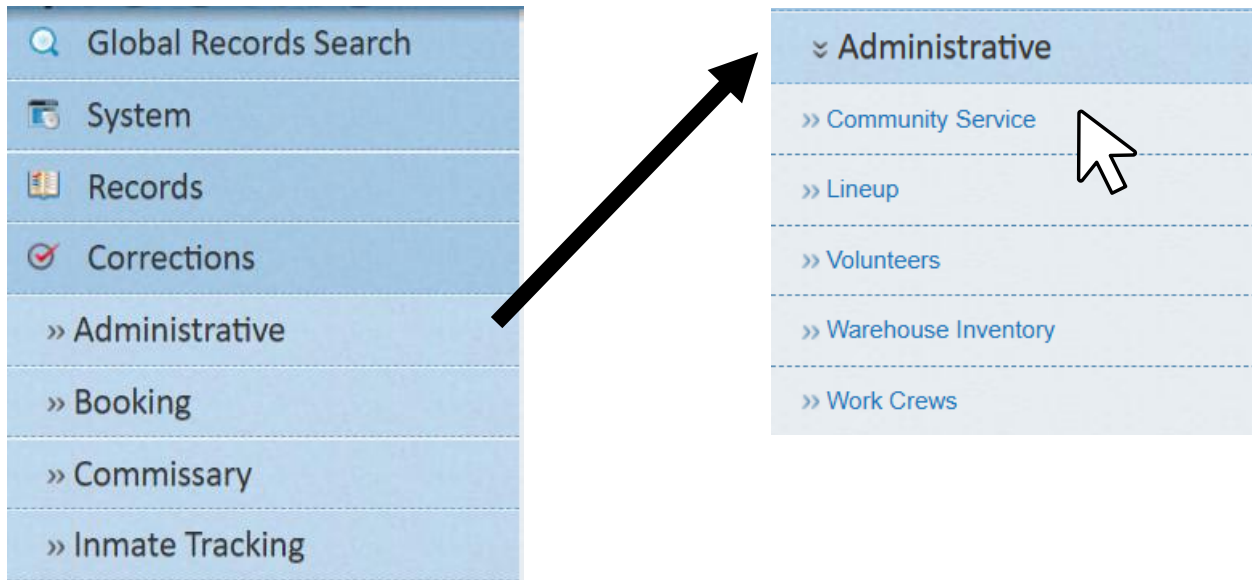
Community Service Guide

Community Service Reports

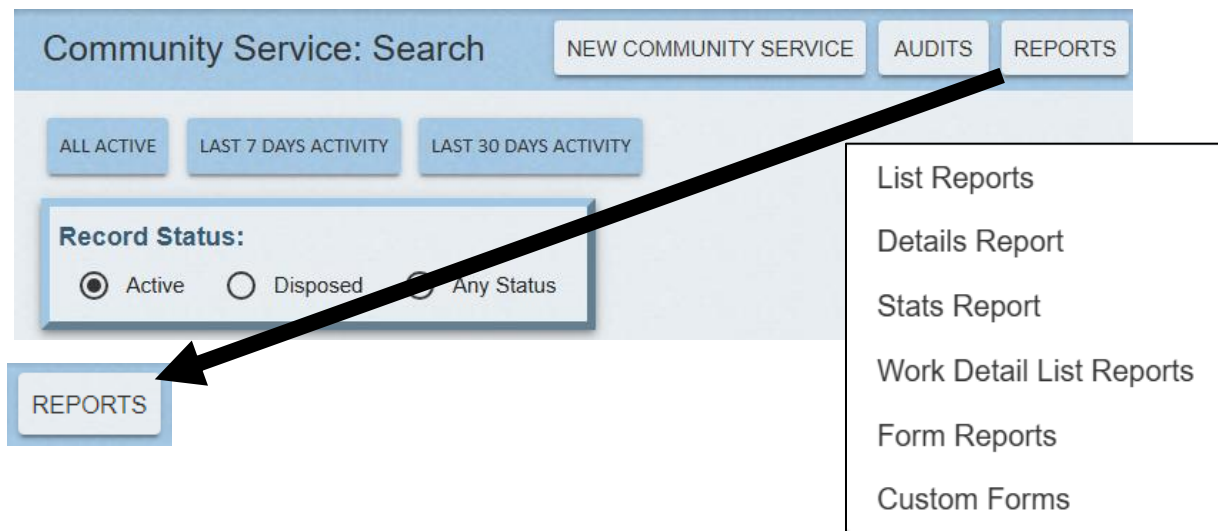
iSOMS has the capability to allow you to print different types of reports for community service records.

To access the reports, begin on the iSOMS home screen. Navigate to:

Corrections → **Administrative** → **Community Service**



Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.





Community Service Guide

List Reports

This report displays community service records in iSOMS over a certain date range. In this way you can see an overview of community service over your chosen time period. Add the start dates in **Start Dates From** and **Start Dates Through**, or the disposition dates in **Disposition From** and **Disposition Through**.

The screenshot shows the 'Community Service: List Reports' interface. It includes a 'Report Style' dropdown set to 'Current', date pickers for 'Start Dates From' and 'Start Dates Through', and date pickers for 'Disposition From' and 'Disposition Through'. There are also dropdowns for 'Program Type', 'Program Level', 'Judge', and 'Disposition'. A 'City' dropdown is present, along with checkboxes for 'Hide Notes' (checked), 'Hide Details', and 'All Agencies'. Two highlighted boxes are present: one for 'Sort By' with radio buttons for 'Defendant Name' (selected) and 'Start Date', and another for 'Report Format' with radio buttons for 'PDF' (selected), 'Excel', 'XML', and 'SQL'. At the bottom are buttons for 'VIEW', 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER'.

Report Style has many different layout and sorting options, such as *Current*, *List*, *Current by City*, *List by City*, *Current with Image*, and more. Pick the one most relevant to your desired result.

Current	List
Current With Image	List By City
Current By City	List With Image
Current By Program Type	List By Program Type

You can add certain filters to reduce the list if desired. Also choose if you would like to hide notes and/or details on the report.



Community Service Guide

Program Type: ▼ Program Level: ▼ Judge: ▼ Disposition: ▼
 City: ▼
 Hide Notes Hide Details
 All Agencies
Sort By:
 Defendant Name Start Date

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

PDF Excel XML SQL

List Report

YOUR AGENCY Community Service List							
Page 1 of 1							
Defendant	Race	Sex	Days To Serve	Days Remaining	Hours To Serve	Hours Remaining	Program Type
DOE, JAMES RANDAL	W	M	20	17	6	4	TWO FOR ONE
Address: 123 N MAIN ST			Home Phone: (865) 555-5678				
City/State/Zip: KNOX, TN 37912			Cell Phone: (865) 555-4567				
Employer:			Work Phone: (865) 555-3456				
			2	8		-8	WORK RELEASE
			Home Phone: (865) 111-1111				
			Cell Phone:				
			Work Phone: (865) 222-2222				
ELDER, MARTIN WILLIAM	W	M	379	376	4	0	WORK RELEASE
Address: 1905 N HIGH PARK #B12			Home Phone: (865) 111-1111				
City/State/Zip: MARYVILLE, TN 37803			Cell Phone:				
Employer:			Work Phone: (865) 222-2222				

Report Count: 3



Community Service Guide

Current Report



YOUR AGENCY
Community Service List
Active Records

Page 1 of 1

Defendant	Race	Sex	Days To Serve	Days Remaining	Hours To Serve	Hours Remaining	Program Type	
				2	8	-8	WORK RELEASE	
								Home Phone: (865) 111-1111
								Cell Phone:
								Work Phone: (865) 222-2222

Report Count: 1



Community Service Guide

Detail Report

This report displays lots of details for individual community service records.

First, go to the record you want to make a detail report for and open its record in iSOMS.

The screenshot shows the "Community Service: View Record" interface. At the top, there is a blue header with the title. Below the header is a navigation bar with four buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". Underneath the navigation bar is a form with three columns: "Last Name:" with the value "DOE", "First Name:" with the value "JAMES", and "Middle Name:" with the value "RANDAL".

Then click **REPORTS** → **DETAIL REPORT** to open the Detail Report screen.

The screenshot shows a dropdown menu for the "REPORTS" button. The menu is open, showing two options: "List Reports" and "Details Report". The "Details Report" option is highlighted.

The screenshot shows the "Community Service: Detail Report" interface. At the top, there is a blue header with the title. Below the header are four checkboxes: "Hide Work Detail", "Hide Notes", "Hide Images", and "Hide Attachments". Below the checkboxes is a "Report Format:" section with four radio buttons: "PDF" (selected), "Excel", "XML", and "SQL". At the bottom of the "Report Format:" section are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Choose what you would like included on the report, such as images, work detail, images, or attachments. And with your chosen parameters, click **View** or **Download** to view the report.

The screenshot shows two buttons: "VIEW" and "DOWNLOAD".



Community Service Guide



YOUR AGENCY
Community Service Details

Community Service Details

Defendant	Start Date	End Date
DOE, JAMES RANDAL	08/27/2025	

Address: 123 N MAIN ST	Home Phone: (865) 555-5678
City/Zip: MARYVILLE, TN 37803	Cell Phone: (865) 555-4567
DL #:	Work Phone: (865) 555-3456
Email: FAKEEMAIL@FAKEWEBSITE.COM	
Program Type: TWO FOR ONE	Arrest Date: 08/26/2025 00:00
Program Level: ANYTIME	Days To Serve: 20
Judge: THOMAS	Days Worked: 3
Disposition:	Days Remaining: 17
Employer:	Hours To Serve: 6
Occupation:	Hours Worked: 2
	Hours Remaining: 4

Work History

Start Date	Entry Date	Days Credit	Hours Credit	Receipt #	Fees Paid	Supervisor	Worked For Agency
08/26/2025 12:12	08/26/2025 12:12	1	0		0.00		

Notes:

Total Work Entries:



Community Service Guide

Stat Reports

This report displays community service stats in your iSOMS records over a certain date range. In this way you can see statistics for your chosen variable over a certain period. Add the start dates in **Start Dates From** and **Start Dates Through**, or the disposition dates in **Disposition From** and **Disposition Through**.

Community Service: Stats Reports

Report Style
Current By City

Start Dates From: [calendar icon] Start Dates Through: [calendar icon]

Disposition From: [calendar icon] Disposition Through: [calendar icon]

Program Type: [dropdown] Program Level: [dropdown] Judge: [dropdown]

Disposition: [dropdown]

City: [dropdown]

All Agencies

Report Format:

PDF Excel XML SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

Report Style is where you pick which stat to report on, such as *Current by City*, *By Judge*, *By Program Type*, *By Disposition*, and more. Pick the one most relevant to your desired result.

Current By City

Current By Judge

Current By Program Type

By City

By Judge

By Program Type

By Disposition



Community Service Guide

You can add certain filters to reduce the list if desired.

Program Type: Program Level: Judge:

Disposition:


City:

All Agencies

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:


PDF Excel XML SQL

 **YOUR AGENCY**
Community Service Stats - By Person City

Page 1 of 1

City	Count	% To Total
KNOX	1	33.3333333333
MARYVILLE	1	33.3333333333
PHILADELPHIA	1	33.3333333333

Report Count: 3

 **YOUR AGENCY**
Community Service Stats - By Judge

Page 1 of 1

Judge	Count	% To Total
AKINS	1	33.3333333333
THOMAS	2	66.6666666666

Report Count: 3



Community Service Guide

Work Detail List Reports

This report displays work history entries from the **Work History** tabs in iSOMS over a certain date range. In this way you can see an overview of work history over your chosen time period. Add the start dates in **Start Dates From** and **Start Dates Through**.

Community Service: List Reports

Report Style: **Current** Start Dates From: Start Dates Through:

Disposition From: Disposition Through:

Program Type: Program Level: Judge: Disposition:

City:

Hide Notes Hide Details

All Agencies

Sort By:

Defendant Name Start Date

Report Format:

PDF Excel XML SQL

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

Report Style has many different layout and sorting options, based on the details you'd like on the report. Pick the one most relevant to your desired result.

Detail (By Date, Name)	Detail (Work Type, Date, Name)
Detail (By Receipt #)	Detail + Hours (City, Last, First)
Detail (City, Last, First)	Detail + Hours (Grant, Date, Name)
Detail (Grant, Date, Name)	Detail + Hours (Worked For, Date, Name)
Detail (Supervisor, Date, Name)	Detail + Hours (Work Location, Date, Name)
Detail (Worked For, Date, Name)	Detail + Hours (Work Type, Date, Name)
Detail (Work Location, Date, Name)	In-Activity (use Evaluation Date)



Community Service Guide

You can add certain filters to reduce the list if desired. Also choose if you would like to include notes on the report.

A screenshot of a web application's filter interface. At the top, there are four dropdown menus: "Program Type:", "Program Level:", "Judge:", and "Disposition:". Below these is a "City:" dropdown. Underneath is an "In-Activity Evaluation Date:" field with the date "08/27/2025" and a calendar icon. A checkbox labeled "Include Notes" is present and unchecked. A "Report Format:" section contains four radio buttons: "PDF" (selected), "Excel", "XML", and "SQL". Below the radio buttons are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Now, with your chosen parameters, click **View** or **Download** to view the report.

A close-up screenshot of the "Report Format:" section from the previous image. It shows the four radio buttons: "PDF" (selected), "Excel", "XML", and "SQL". Below them are the "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER" buttons.

Continued on the next page



Community Service Guide



YOUR AGENCY

Community Service Work Detail List (By Work Type)

Start Dates From 09/01/2015 Through 08/27/2025

Page 1 of 1

Work Date	Last, First name	Cases	Receipt	Amount	Pay Type
04/27/2022		DK-1234		0.00	
04/27/2022		DK-1234		5.00	
04/27/2022		DK-1234		0.00	
04/27/2022		DK-1234		0.00	
04/27/2022		DK-1234		0.00	
08/26/2025	DOE, JAMES RANDAL			0.00	
Count: 6			Total: 5.00		

DIRT WORK RIVER					
Work Date	Last, First name	Cases	Receipt	Amount	Pay Type
11/01/2017		DK-1234	8400	50.00	CA
03/19/2022		DK-1234		0.00	
Count: 2			Total: 50.00		

MAINTENANCE-SCHOOL					
Work Date	Last, First name	Cases	Receipt	Amount	Pay Type
11/05/2017	ELDER, MARTIN WILLIAM	THE CASES	8490	30.00	MO
Count: 1			Total: 30.00		

MOWING					
Work Date	Last, First name	Cases	Receipt	Amount	Pay Type
08/26/2025		DK-1234	12345	0.00	CK
Count: 1			Total: 0.00		

Report Count: 10 Total: 1.00



Community Service Guide

Appendix A: Business / Organization Records

iSOMS has various sets of business and organization records, which works by storing records of organizations. This makes it so that you do not have to continuously re-enter the same information on the same business or agency. We will use this as an example for **Vets** in the K9 tab of *Use of Force*, but it works for all businesses and organizations that have fields that look like this. (**Employers**, etc.)

Vet:

Address 1: 123 FAKE ST

Address 2: **Apt/Suite #:**

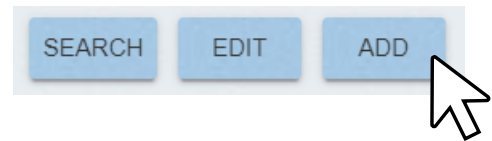
City: KNOX **State:** TN **Zip Code:** 37912

Phone: (865) 555-6789 **Email:** FAKEEMAIL@FAKEWEBSITE.COM

Latitude: 36.0091467 **Longitude:** -83.9797173

To add a new organization:

Click **Add** to add a new entry. Enter the organization information in the window, click **Add** at the bottom of the window, and then this will be marked as the animal's vet organization.



Add Veterinarian

ID #:

Animal Vet: Short Name:

House #: Direction: Suite/Apt #:

City: State: ZIP Code: Latitude: Longitude:

Address 2: Intersection:

Business Phone: Email:

Contact Info

Notes:



Community Service Guide

To edit a current organization:

Click **Edit** to edit the current organization which is selected. Click **Save** when you are done editing this organization.



View Veterinarian

ID #: 65758

Animal Vet: BEST VET CO Short Name: BVC

House #: 5000 Direction: CLINTON HIGHWAY Suite/Apt #:

City: KNOXVILLE State: TN ZIP Code: 37912 Latitude: 36.00250312 Longitude: -83.97617593

Address 2: Intersection:

Business Phone: (865)-555-7890 Email: BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

Contact Info

Notes:

SAVE DELETE EXIT



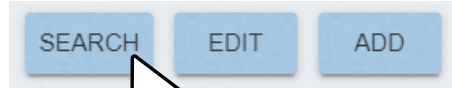
Continued on the Next Page



Community Service Guide

To use an existing organization:

Click **Search** to use an existing organization.



Enter the name or other identifying info.

1

ID #: 0

Veterinarian: VET

House #: Direction: Street:

Click the **Lookup** button near the bottom of the window in order to find existing records.



Then scroll down the window and select the correct organization from the list by double-clicking their record.

3

1 Record

Business Name!

VETCARE VILLAGE

This method can be used for any of the tabs or fields that require an organization, so that you do not have to retype information repeatedly. Examples are showing below.

Employer:
CHICK-FIL-A



Community Service Guide

For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

First Revision, August 2025

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