



Jail Incidents Guide

Jail Incidents Overview

Jail Incident Reports allow you and your agency to track any incidents that may occur. iSOMS allows you to write up a jail incident report so that it can be reviewed, approved, and referred to later. You can quickly reference any inmates and employees and track any issues that would need to be recorded for filling out P.R.E.A. reports. This guide will explain searching existing jail incident reports, creating a new jail incident report, and filling out a jail incident report.

Jail Incident: View Record

LOOKUP NEW JAIL INCIDENT AUDITS BACK TO SEARCH

« FIRST < PRIOR NEXT > LAST »

SAVE DELETE

Case Number: 2018-0001	Incident Date: 03/01/2018	Time: 15:12:00	Department Incident#:	Initiated By: OTHER
Report Status: READY FOR REVIEW	Incident Status: PENDING HEARING	Incident Type: FIGHT WITH GUARDS		
Area: C	Pod: C	Cell: 101	Location: 300 N DENVER	Incident Location: MEDICAL
Report Date: 03/05/2018	Time: 09:49:00	Report By: 603 ELDER, MARTIN W	SEARCH APPROVE X	
Approved Date:	Time:	Approved By:	SEARCH	
Cleared Date:	Time:	Cleared By:	SEARCH	

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



Jail Incidents Guide

Contents

Jail Incidents Overview	1
Searching for Existing Incident Records	4
Quick Searches	5
Standard Searches.....	6
Creating a New Jail Incident Report.....	8
Filling Out a Jail Incident Report – Fields	10
Filling Out a Jail Incident Report – Tabs	13
Inmate Tab	13
Officer Tab	22
Others Involved Tab	26
Admin Tab	33
View Use of Force Tab.....	34
View Injuries Tab	35
Investigations Tab	36
Notes Tab	38
Images Tab	40
Attachments Tab	41
PREA Classification Tab	43
PREA Attachments Tab.....	45
PREA Supplements Tab	47
Jail Incident Reports.....	49
List Reports.....	50
Detail Report	53
Stat Reports.....	55
Appendix A: Business Records.....	58
Appendix B: Maintain Files Entries	61



Jail Incidents Guide

For More Information63



Jail Incidents Guide

Searching for Existing Incident Records

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

Navigate to:

Corrections → **Inmate Tracking** → **Jail Incident Reports**



This will open the **Jail Incident Search** screen. Here you can search and filter for different incident reports. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

The 'Jail Incident: Search' screen features a top navigation bar with buttons for NEW JAIL INCIDENT, AUDITS, REPORTS, and MAINTAIN FILES. Below this are several search filters: LAST 7 DAYS, LAST 30 DAYS, UN-APPROVED, UN-ASSIGNED, ALL ACTIVE CASES, REPORTED BY ME LAST 30, ASSIGNED TO ME (ACTIVE), INVOLVING ME (ACTIVE), UNAPPROVED SUPPLEMENTS, HEARING DATES TODAY, PREA LAST 7, PREA LAST 30, LOOKUP, and CLEAR FILTER. A 'Incident Status:' section contains radio buttons for Active, Cleared Only, and All. The main search area includes fields for Case Number, Booking #, Jacket #, and a checkbox for P.R.E.A. Only. Below these are fields for Report Date From, Time, Report Date Through, Time, and Reported By, along with a search icon. Similarly, there are fields for Incident Date From, Time, Incident Date Through, Time, and Assigned To, also with a search icon.



Jail Incidents Guide

Quick Searches

Several different quick searches are available by using the blue buttons.

LAST 7 DAYS

LAST 30 DAYS

PREA LAST 7

PREA LAST 30

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

PREA Last 7 and **PREA Last 30** show cases with PREA incidents for the last 7 and 30 days respectively.

UN-APPROVED

UN-ASSIGNED

Unapproved lets you quickly find reports that have been written but haven't been approved by a supervisor. **Unassigned** lets you see reports that do not have an investigator or supervisor who is assigned to looking into the incident. This can be very useful for supervisors trying to ensure all reports have been approved or assigned in a timely manner.

ALL ACTIVE CASES

All Active Cases simply returns all case reports that are active (i.e. have not yet been closed.) This *does* include unapproved and unassigned cases.

REPORTED BY ME LAST 30

ASSIGNED TO ME (ACTIVE)

INVOLVING ME (ACTIVE)

These buttons let you find cases relevant to yourself. **Reported by Me Last 30** will show all reports you've entered in the last 30 days. **Assigned to Me (Active)** displays all *active* cases that you have been assigned to investigate underneath the *Investigations* tab. **Involving Me (Active)** lists any *active* case where you have been added as involved under *Officers Involved* or *Others Involved*.

UNAPPROVED SUPPLEMENTS

The **Unapproved Supplements** search allows you to view cases where supplements (notes or observations added later) have not yet been approved. This can be useful for supervisors to find cases where they need to approve supplements added to a report.

HEARING DATES TODAY

Hearing Dates Today only shows cases with today's date for the hearing.



Jail Incidents Guide

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

Case Number: _____ Booking #: _____ Jacket #: _____

These fields let you search for specific cases and reports involving specific people. **Case Number** is to search for a specific case if you know the case number for the report.

Booking # and Jacket # let you search for cases that have people with a certain booking # and jacket #. This can be useful to look up past incidents by person or booking report.

P.R.E.A. Only

The **PREA Only** checkbox is used to find cases where an incident is marked as P.R.E.A.

Report Date From:	<input type="button" value="Calendar"/>	Time:	Report Date Through:	<input type="button" value="Calendar"/>	Time:	Reported By:	<input type="button" value="▼"/>	<input type="button" value="Search"/>
Incident Date From:	<input type="button" value="Calendar"/>	Time:	Incident Date Through:	<input type="button" value="Calendar"/>	Time:	Assigned To:	<input type="button" value="▼"/>	<input type="button" value="Search"/>
Hearing Date From:	<input type="button" value="Calendar"/>	Time:	Hearing Date Through:	<input type="button" value="Calendar"/>	Time:			

These fields let you find cases that happened, were reported, or have a hearing during a specified time period. You can also search for who wrote the report or who is assigned to the case.

Incident Type:	<input type="button" value="▼"/>	Report Status:	<input type="button" value="▼"/>
Incident Status:	<input type="button" value="▼"/>	Incident Location:	<input type="button" value="▼"/>

Incident Type searches for certain incident types, such as a fight, PREA, use of force, etc.

Incident Status relates to whether the case is active, inactive, closed, or pending a hearing.

Report Status lists the state of report, whether it is under review, assigned, is pending, etc.

Incident Location is simply for the location of the incident as listed in the report.



Jail Incidents Guide

Findings:	▼	Action Taken:	▼
Violation Code:			

Findings searches for the result of the investigation. **Action Taken** finds reports where a selected action was taken based on the findings of the investigation. This would include, for example, termination or write ups for employees.

Violation Code searches reports where specified violations have taken place and been noted in the report.

Inmate:	▼	
Employee Involved:	▼	

These fields let you search for reports involving a specific inmate or employee. Use the magnifying glass to search for specific people in your system.

PREA Incident Type:	▼	PREA Incident Status:	▼
---------------------	---	-----------------------	---

The **PREA Incident Type** and **Status** fields let you search for reports containing PREA incidents.

Narrative Keyword:	▼
--------------------	---

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										
250 Records										
Case Number	Report Date	Officer Count	Inmate Count	Reported By	Report Status	Incident Status	Incident Type	Incident Date	Ap	▲
4	01/10/2024 10:15	0	0	Shared Agency,				01/10/2024 10:15		
3	12/18/2023 13:36	0	0	Shared Agency,				12/18/2023 13:36		
2	11/09/2023 16:48	0	0	Shared Agency,				11/09/2023 16:48		
1	10/18/2023 16:32	1	1	Shared Agency,				10/18/2023 16:32		



Jail Incidents Guide

Creating a New Jail Incident Report

To create a new jail incident report, click **New Jail Incident** in the upper right corner of the Jail Incident search screen:

Jail Incident: Search

NEW JAIL INCIDENT AUDITS REPORTS MAINTAIN FILES

LAST 7 DAYS LAST 30 DAYS UN-APPROVED UN-ASSIGNED ALL ACTIVE CASES REPORTED BY ME LAST 30 ASSIGNED TO ME (ACTIVE) INVOLVING ME (ACTIVE)

UNAPPROVED SUPPLEMENTS HEARING DATES TODAY

PREA LAST 7 PREA LAST 30

LOOKUP CLEAR FILTER

Incident Status:

Active Cleared Only All

Case Number: Booking #: Jacket #: P.R.E.A. Only

Report Date From: Report Date Through: Reported By:

Incident Date From: Incident Date Through: Assigned To:

NEW JAIL INCIDENT

You will be asked to confirm creating a new incident report. Click **Yes** and you will see a new Jail Incident report screen.

Jail Incident: View Record

LOOKUP NEW JAIL INCIDENT AUDITS REPORTS MAINTAIN FILES

Case Number: 8 Incident Date: 08/05/2024 Time: 11:39:23 Department Incident#: Initiated By:

Report Status: Incident Status:

Area: Pod: Cell: Location:

Approved Date: Approved By: APPROVE

Cleared Date: Cleared By:

Inmates **Officers Involved** **Others Involved** **Admin** **View Use Of Fo...** **View Injuries** **Investigations** **Notes** **Images** **Attachments**

Pre Classification **Pre Attachments** **Pre Supplements**



Jail Incidents Guide

There are two primary sections of the report:

1. The *fields* in the upper part of the screen. These record details about when the report was filed, what type of incident occurred, and the current status of the incident and report.

Case Number: 2019-0011	Incident Date: 11/28/2019	Time: 11:54:00	Department Incident#: C-2019-0011	Initiated By: CITIZEN	X ▾
Report Status: READY FOR REVIEW	X ▾	Incident Status: ACTIVE	X ▾	Incident Type: ADMINISTRATIVE COMPLAINT	X ▾
Area: AREA1	Pod: POD1	Cell: CELL1	Location: PROTECTION SYSTEM	Incident Location: MEDICAL	X ▾
Report Date: 11/25/2019	Time: 12:05:00	Report By: X	🔍		
Approved Date: 11/26/2019	Time: 08:00:00	Report By: X	🔍 APPROVE X		
Cleared Date: X	Time: X	Cleared By: X	🔍		

2. The *tabs* record information about inmates or officers involved, the investigation of the incident, notes, images, PREA details, and more.

This screenshot shows the PREA classification and attachments section of the report. It includes tabs for Inmates, Officers Involved, Others Involved, Admin, View Use Of Fo..., View Injuries, Investigations, Notes, Images, and Attachments. Below these tabs, there are sections for PREA Classification (DRUGS), PREA Attachments, and PREA Supplements. There are also fields for Assigned Date, Time, Assigned To, Case Type (DRUGS), Case How Cleared (LOCK DOWN), and P.R.E.A. Classification (NON-SEX RELATED CLASS I).

Inmates	Officers Involved	Others Involved	Admin	View Use Of Fo...	View Injuries	Investigations	Notes	Images	Attachments
PREA Classification		PREA Attachments		PREA Supplements					
Assigned Date: X	Time: X	Assigned To: X	🔍						
Case Type: DRUGS	X	Case How Cleared: LOCK DOWN	X	X	<input type="checkbox"/> Restricted				
P.R.E.A. Classification: NON-SEX RELATED CLASS I	X								

Fill out the fields at the top of the screen and then make sure to fill out the following tabs as appropriate: **Inmates**, **Officers Involved**, and **Others Involved**. If other details are needed, you can fill out **Investigations**, **Notes**, **Images**, **Attachments**, and the **PREA** tabs as appropriate. This process is covered in detail in the next section, *Filling Out a Jail Incident Report*.

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



Jail Incidents Guide

Filling Out a Jail Incident Report – Fields

This section explains in detail the different fields and tabs for a Jail Incident report. 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.

Fields

Case Number:	Incident Date:	Time:
9	08/12/2024	10:06:20

Case Number will automatically be filled in when you create an incident record, but if you want to use a different numbering system, feel free to change it here.

List the day and time the incident occurred under **Incident Date / Time**. If the incident was a prolonged or reoccurring event, you can add additional details under the *Notes* tab.

Department Incident#: _____

Department Incident # lets you have a separate field from case number in case you want a separate field for your department's numbering system.

Initiated By lets you record who reported this incident first. Typical options include admin, citizen, anonymous (or citizen unknown), inmate, officer, or supervisor. Additional details about who reported this incident can be added to the *Notes* tab.

Initiated By:

- ADMIN
- CITIZEN
- CITIZEN UNKNOWN
- INMATE
- OFFICER
- SUPERVISOR



Jail Incidents Guide

Report Status lets your agency keep track of the current state of the incident investigation. Use it to keep everyone clear on the current status of approval or investigation, and make sure to update it when the report is approved by a supervisor.

IMPORTANT: A supervisor should approve the report once it is filled out to verify the information is accurate and complete. See *Approval* below for more information.

Incident Status records the results of the investigation and hearing for the incident.

Incident Type lists the type of incident. If you would like to add additional options for this field, a Super User will need to use *Maintain Files*. See *Appendix B: Maintain Files Entries* on page 61 for more information.

Report Status:

- APPROVED
- FILED IN RECORDS
- JAIL INVESTIGATOR ASSIGNED
- PENDING
- PENDING ADMINISTRATIVE REVIEW
- PENDING INVESTIGATOR REVIEW
- READY FOR REVIEW

Incident Status:

- ACTIVE
- CLOSED
- INACTIVE
- PENDING HEARING

Incident Type:

- ADMINISTRATIVE COMPLAINT
- ATTEMPTED SUICIDE
- CITIZENS COMPLAINT
- CIVIL LITIGATION
- EMPLOYEE GRIEVANCE
- FIGHT WITH GUARDS
- FIGHT WITH INMATES
- INCIDENT
- PREA
- RULES VIOLATIONS
- USE OF FORCE



Jail Incidents Guide

Area:

Pod:

Cell:

Location:

These fields (**Area, Pod, Cell, Location**) are for the location where the incident occurred. You can also use the **Incident Location** drop down field for a quick selection of locations that have been added.

Incident Location:

- DAY ROOM RIGHT
- MEDICAL
- POD A
- POD B

The final section of fields lists the officers or employees involved with the report:

Report Date:	Time:	Report By:	<input type="button" value="▼"/>	<input type="button" value="🔍"/>
08/12/2024	10:06:20			
Approved Date:	Time:	Approved By:	<input type="button" value="🔍"/>	<input type="button" value="APPROVE"/> <input type="button" value="X"/>
Cleared Date:	Time:	Cleared By:	<input type="button" value="▼"/>	<input type="button" value="🔍"/>

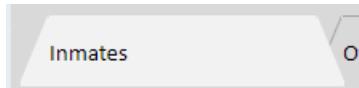
These fields list who has filled out, approved, and cleared the report.



Jail Incidents Guide

Filling Out a Jail Incident Report – Tabs

Inmate Tab



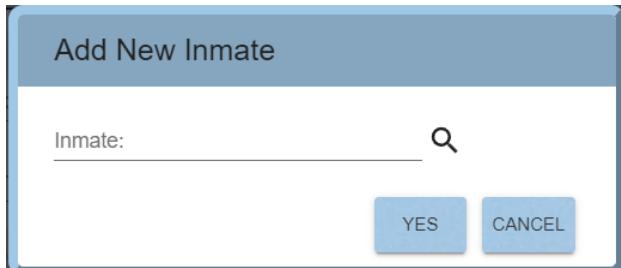
The **Inmates** tab lets you record any inmates that were involved in an incident and details relevant to the incident. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

3 Inmates											EXPORT GRID TO FILE	ADD INMATE
Currently Incarcerated	Inmate	Entry Date	Jacket	SSN	Booking	Race	Sex	Intake Date	Release Date			
Yes	DOE, JOHN H	08/16/2024	428677		20230100001	WHITE	MALE	01/16/2023				
Yes	DOE, JEFF P	08/16/2024	818260		20240200008	BLACK OR AFRICAN AMERICAN	MALE	02/28/2024				
No	DOE, JOE	08/16/2024	0		20240400004	WHITE	MALE	04/11/2024				

In order to add a new entry, click the **Add Inmate** button.

Click the magnifying glass () icon to search for an inmate. Enter relevant name or identifying info and then click **Lookup**.



Double-click the inmate you want to add or click the *checkmark* symbol. 



Jail Incidents Guide

Search Inmates

Last Name: DOE	First Name: JOHN
Race:	Sex:
<input checked="" type="checkbox"/> In Jail Only <input type="checkbox"/> Weekender Only	
LOOKUP	CLEAR FILTER

4 Records

Last Name	First	Middle	Post	Age	Booking #	Cell	Bunk #	Intake Date	Release Date	Race	Sex	Weekender
DOE	JOHN	MATT		69	20240400001			04/03/2024 02:02		B	M	<input checked="" type="checkbox"/>
DOE	JOHN	H		59	20230100001			01/16/2023 07:34		W	M	<input checked="" type="checkbox"/>
DOE	JOHN			35	20230300002			03/12/2023 10:15		H	M	<input checked="" type="checkbox"/>
DOEY	JOHNY	W		0	13966	D-01		02/24/2010 11:11				<input checked="" type="checkbox"/>

This will open the *View Inmate Involved* screen. Here you can add details about how the inmate was involved in the incident.

View Inmate Involved

How Involved:
ACCIDENT WITNESS

NO PHOTO

Image #: 0 of 0

< >

Violations Weapons Injury Force Used Medical Sentence Loss Of Privileges Movement PREA

Record **How Involved** in the dropdown menu available, then go through the tabs for the inmate entry.

Violations

Begin with the **Violations** tab. Click **Add Violation** to add violation details. Fill in the relevant violation information and click **Save** when finished.

1 Violation

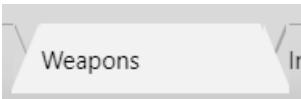
Violation	Infraction Type	Findings	Findings Date	Action Taken	Action Date	EXPORT GRID TO FILE	ADD VIOLATION	
AGGRAVATED ASSAULT	MAJOR	SUSTAINED	08/16/2024	ISOLATION	08/19/2024			



Jail Incidents Guide

View Violation

Violation Code: AGGRAVATED ASSAULT	Infraction Type: MAJOR	<input type="checkbox"/> Charges Filed:
Findings: SUSTAINED	Findings Date: 08/16/2024	Time: 00:00:00
Action Taken: ISOLATION	Action Taken Date: 08/19/2024	Time: 00:00:00
Appeal Date:	Appeal Completed Date:	Time:
Disposition Date:	Disposition By:	<input type="button" value="SEARCH"/>



Now add if any **Weapons** were used in the incident. Click **Add Weapon** to add a record.

1 Weapon		<input type="button" value="EXPORT GRID TO FILE"/>	<input type="button" value="ADD WEAPON"/>
Entry Date	Weapon Type		
08/16/2024	KNIFE	<input type="button" value="EDIT"/>	<input type="button" value="PRINT"/> <input type="button" value="PRINT"/>

Select the weapon type from the list and click **Save**.

View Weapon

Weapon Type:
INK PEN
KNIFE
NO WEAPON USED
SHANK



Jail Incidents Guide



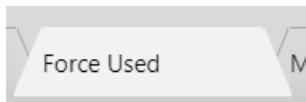
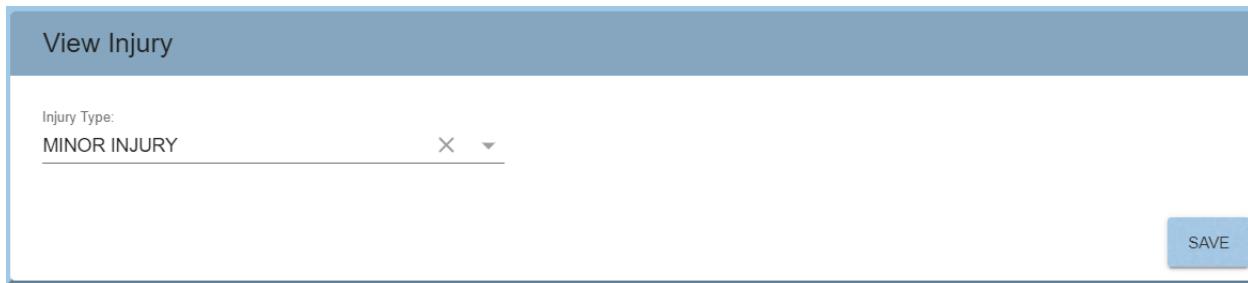
Now add if any **Injuries** occurred to this inmate. Click **Add Injury** to add a new entry.

[EXPORT GRID TO FILE](#) [ADD INJURY](#)

1 Injury		EXPORT GRID TO FILE	ADD INJURY
Entry Date	Injury Type		

10/04/2024 MINOR INJURY

Select the injury type from the list and click **Save**.



Record if there was any **Force Used** on this inmate under this tab.
Click **Add Force** to add an entry.

[ADD FORCE](#)

1 Force	
Entry Date	Force Used

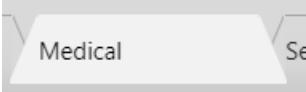
10/04/2024 TASER

Select the force type from the list and click **Save**.





Jail Incidents Guide



Now you can fill out the **Medical** tab. It lets you track a few details about medical details related to the incident.

Injured

Medical Treatment Refused

Treatment Given At Facility

Treatment Given At Hospital

Date Of Death: Time: _____

Check if the inmate was *Injured* in the incident, if *Treatment Given* at the appropriate locations, or if *Medical Treatment* was *Refused*.

If the inmate died, record it in the **Date and Time of Death** fields.



The next tab is the **Sentence Tab**. Here you can add information if the incident lead to the sentencing of the inmate.

Notice Service Date: Time: _____ Waved Hearing Date: Time: _____ Hearing Date: Time: _____

Add the **Notice** date and **Hearing/Waived Hearing** dates as appropriate.

Plead Guilty

Plead Not Guilty

Inmate Signed Plea

Wants Hearing

Witness(s) Called

Inmate Present At Hearing

Translator Provided

SENTENCE NOTES

Check appropriate boxes related to the sentencing and add any **Sentence Notes** by using the **Sentence Notes** button.



Jail Incidents Guide



If the incident led to **Loss of Privileges**, fill out that information in this tab.

Privileges Revoked From:	<input type="date"/>	Time:	Privileges Revoked Through:	<input type="date"/>	Time:		
<input type="checkbox"/> Commissary	<input type="checkbox"/> Law Library	<input type="checkbox"/> Lockdown	<input type="checkbox"/> Phone				
<input type="checkbox"/> Trusty	<input type="checkbox"/> Tv Entire Block	<input type="checkbox"/> Visitation	<input type="checkbox"/> Work Crew				
Vistition Loss Days:	0	Sentence Loss Days:	0	Phone Loss Days:	0	Commissary Loss Days:	0

If the inmate's privileges were revoked, add the date and time **From** and **Through**:

Privileges Revoked From:	<input type="date"/>	Time:	Privileges Revoked Through:	<input type="date"/>	Time:
10/01/2024	<input type="date"/>	00:00:00	10/31/2024	<input type="date"/>	00:00:00

List the **Loss of Privilege Categories** by checking appropriate boxes for restrictions such as visitation, commissary, phone, etc.:

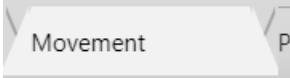
<input type="checkbox"/> Commissary	<input type="checkbox"/> Law Library	<input type="checkbox"/> Lockdown	<input type="checkbox"/> Phone
<input type="checkbox"/> Trusty	<input type="checkbox"/> Tv Entire Block	<input type="checkbox"/> Visitation	<input type="checkbox"/> Work Crew

If the restrictions come with loss days, record them in the **Loss Days** fields:

Vistition Loss Days:	0	Sentence Loss Days:	0	Phone Loss Days:	0	Commissary Loss Days:	0
----------------------	---	---------------------	---	------------------	---	-----------------------	---



Jail Incidents Guide

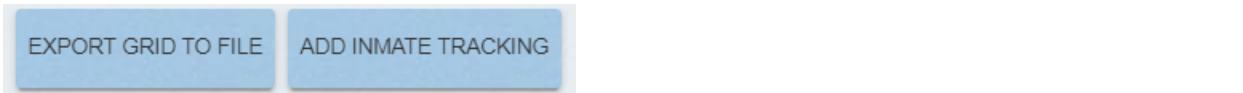


You can use the **Movement** tab to record any movements here. This lists all movements of the inmate, not just related to the incident, but this tab provides a convenient way to record movement info while already in this module.

1 Inmate Tracking									EXPORT GRID TO FILE	ADD INMATE TRACKING
	Date	Reason	New Cell	New Bunk	Prior Cell	Prior Bunk	Entry By	Entry Date		
	03/12/2023 10:19	DRUG COURT					ISOMS, DEMO	03/12/2023 10:19		

To edit an existing list item, simply double click it to edit it.

Add a New Movement or Tracking



When you click on the **Add Inmate Tracking** button on the upper right corner of the tab, the following screen will pop up where information can be entered. This screen also includes lockdown information.

View Inmate Tracking/Movement

Entry Date: 05/22/2024 16:46 / Entry By:

Date: Time:

Movement Reason: Transfer To Department:

New Cell: New Bunk #: Move By:

Override Incompatible

Lock Down Information:

Estimated Off Lockdown Date: Time: Lockdown Reason:

Restrict Phone Restrict Commissary Restrict Visitation Restrict Recreation Restrict Other



Jail Incidents Guide

Movement Reason:

CELL ASSIGNMENT NEW X ▾

Movement Reason lists the reason for the movement or status change of the inmate. Note that if the inmate has moved cells, you must also fill out the **New Cell** dropdown box as well.

Transfer To Department:

TENNESSEE DEPARTMENT OF CORRECTIONS X ▾

Transfer to Department should be filled in if the inmate is being moved to another department or agency.

New Cell:

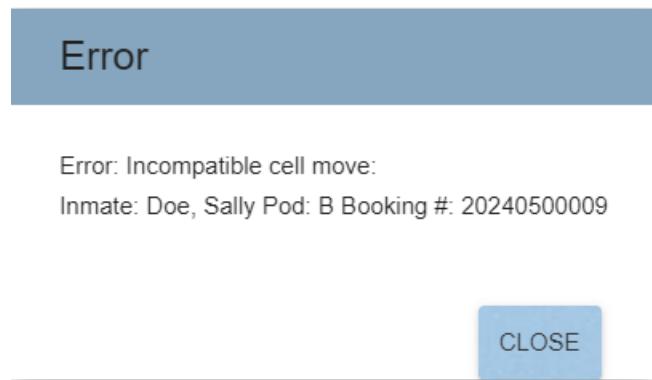
B10 X ▾

New Bunk #:

1

New Cell / New Bunk # are the two fields that actually change the location of the inmate. Any changes here will be reflected in the **Housing** tab. If you attempt to move an inmate to a cell where another incompatible inmate is, you will get a warning about moving them into the same cell. You can override this with the **Override Incompatible** checkbox if necessary.

If anyone tries to move two incompatible inmates into the same cell, the following warning will appear:



This helps others know not to combine these inmates in the same cell in case they are not familiar with the situation between the inmates. See the *Incompatibles* tab in the Corrections Manual for more information.



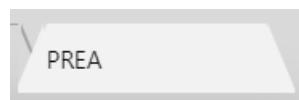
Jail Incidents Guide

Lock Down Information:

Estimated Off Lockdown Date: Time: Lockdown Reason:

Restrict Phone Restrict Commissary Restrict Visitation Restrict Recreation Restrict Other

The **Lockdown Information** box is where you should input info if an inmate is going to be placed on lockdown. You can add the reason for the lockdown, the date the lockdown ends, and specific restrictions for this inmate.



Finally, fill out the **PREA** tab if it applies to this incident.

P.R.E.A. Disposition Date: Time: P.R.E.A. Disposition:

Classification:

P.R.E.A. Victim Designator: P.R.E.A. Predator Designator:

Add the **PREA Disposition Date** and then the **Disposition** result at the drop-down.

P.R.E.A. Disposition Date: 10/01/2024 Time: 00:00:00

P.R.E.A. Disposition:

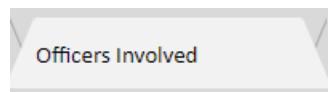
ON GOING
SUBSTANTIATED
UNFOUNDED
UNSUBSTANTIATED

When you finish, click **Save** to save the inmate entry.



Jail Incidents Guide

Officer Tab



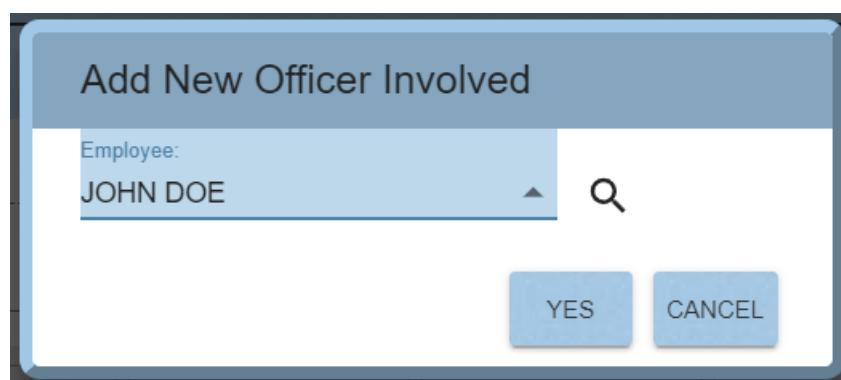
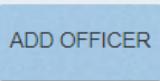
The **Officer** tab lets you record any officers that were involved in an incident and details relevant to the incident. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

1 Officer								EXPORT GRID TO FILE	ADD OFFICER
Employee Name	Badge	Race	Sex	Major	Minor	How Involved	Hire Date		
DOE, JOHN							02/09/2023		
<input type="button" value=""/>									

In order to add a new entry, click the **Add Officer** button.

Click the magnifying glass () icon to search for an officer. Enter relevant name or identifying info and then click **Lookup**.



This will open the officer tab so you can edit information on how the officer was involved.

First, add how the officer was **involved** from the dropdown menu.

Report Date:

10/07/2024



How Involved:





Jail Incidents Guide

How Involved typically relates to the officer's job or relation to the incident:

How Involved:

- ABCDD
- ADMINISTRATOR
- CITIZEN
- COMPLAINANT
- EMPLOYEE
- INMATE
- SUSPECT
- VENDOR / CONTRACTOR
- VICTIM
- WITNESS

Now, you can check the appropriate **Medical Checkboxes** for info on when an officer is injured or treated:

- Injured Hospitalized
- Medical Treatment Refused
- Treatment Given At Facility Treatment Given At Hospital

Further information should be entered in relevant medical info software or notes here in iSOMS.

Now you can add information to any relevant subtabs: *Supplements, Injury, Force Applied*. Fill out what is needed and feel free to leave the rest blank. When finished, click **Save** at the bottom of the tab.

Officer Involved Tabs continued on next page



Jail Incidents Guide

Supplements

The officer writing the report can add supplements to this record here. Click **Add Supplement** to add a personal supplement record.

ADD SUPPLEMENT

Add the **Reason** for the supplement in the dropdown.

Supplement Reason

CASE REVIEW

Supplement Reason

CASE REVIEW

EXTRA PATROL RPT

FOLLOW UP

INVESTIGATION REPORT

Add the **Report Status** to reflect the status of the supplement.

Report Status

OPEN

Report Status

ADMIN CLOSED

APPROVED BY SUPERVISOR

CLEARED BY ARREST

CLEARED BY DEATH

FILED IN RECORDS

IN-ACTIVE

NEW

OPEN

PENDING CID APPROVAL

PENDING DOM ASSIGNMENT

RE-SUBMITTED

READY FOR REVIEW

Now add a **Description** and **Notes**:

Description:

DESC HERE

Notes:

NOTES

Supervisors should approve the report here by clicking the **Approve Report**  button.

Approve Report

Approved Date:

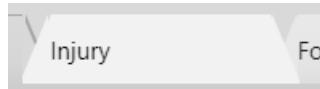


Approved By:





Jail Incidents Guide



Now add if any **Injuries** occurred to this officer. Click **Add Injury** to add a new entry.

[EXPORT GRID TO FILE](#)

[ADD INJURY](#)

1 Injury

Entry Date

10/04/2024

Injury Type

MINOR INJURY

[EXPORT GRID TO FILE](#)

[ADD INJURY](#)



Select the injury type from the list and click **Save**.

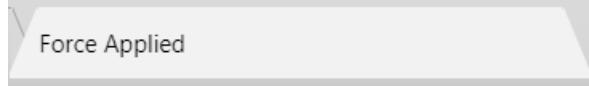
View Injury

Injury Type:

MINOR INJURY

X ▾

[SAVE](#)



Record if there was any **Force Applied** by this officer under this tab.

Click **Add Force** to add an entry.

[ADD FORCE](#)

1 Force

Entry Date

10/04/2024

Force Used

TASER

Select the force type from the list, and if the force was *presented, used, and/or effective*.

Then click **Save**. This concludes filling out the officer entry. Click **Save** on the officer tab.

Force Used:

TASER

X ▾

Presentation

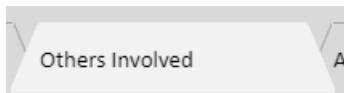
Used

Effective



Jail Incidents Guide

Others Involved Tab



The **Other Involved** tab lets you record any other individuals (besides officers and inmates) that were involved in an incident and details relevant to the incident. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

	Entry Date	How Involved	Relationship	Last Name	First Name	Middle	Post Name	DOB
	10/10/2024	ACCIDENT WITNESS	BROTHER	DOE	JAKE			

In order to add a new entry, click the **Add Person** button. Confirm you want to add a new person involved, and then you will see the options to fill in the fields.

View Others Involved

SEARCH PEOPLE	How Involved:	Relationship:	SCAN DL
<input type="button" value="CHECK NCIC"/>			
<input type="checkbox"/> Hide Name on Report	<input type="checkbox"/> Hide Details on Report	<input type="checkbox"/> Safety Restraints Used	
Last Name: DOE	First Name: JAMES	Middle Name: RANDAL	Jr/Sr:
Nickname/AKA:			
House #: 1142	Street: OXFORD HILLS	Apt/Lot #: MARYVILLE	City:
State: TN	ZipCode: X	County:	
Home Phone: (865)-111-1111	Cell Phone:	Work Phone:	Email:
Biographical		Employer	Juvenile / Child Info

NO PHOTO
Image #: 0 of 0

The fields at the top list the person's involvement and relationship to the inmate(s) involved. Then identifying fields are below, along with additional headers to add extra info such as *Biographical*, *Employer*, and *Juvenile / Child Info*. For details, see below.



Jail Incidents Guide

Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.

SEARCH PEOPLE

This will open the Master Name search screen. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

Master Name: Search

Selecting Replacement Master Name CLEAR CANCEL

UPDATED LAST 7 DAYS ACTIVE RELEASE/PROBATION NEEDS TRIBE VERIFICATION

LOOKUP CLEAR FILTER

Last Name: **DOE** First Name: Middle Name: Social Security #

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

Eye Color: ▾

Driver License #: SID #: FBI #: Jacket #: Booking #:

Select the person from the list to add them, and then click **Save and Select** in the *Others Involved* tab. This will autofill information you have on them.

	BARCHART2	DOE	JAMES	RANDAL	MASTERNAME
MERGE UN-MERGE SAVE AND SELECT					

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

Nickname/AKA:

House #: **1142** Direction: **OXFORD HILLS** Street: Apt/Lot #: **MARYVILLE** City:



Jail Incidents Guide

Filling in Information

How Involved:

Relationship:

SCAN DL

First, fill in **How Involved** dropdown with how the person is connected to the incident.

How Involved:

GUARDIAN TO OFFENDER



Add the **Relationship** this person has to the inmate(s) involved.

Relationship:

BROTHER

Now you can scan the person's driver license if you click **Scan DL**.

SCAN DL

Hide Name on Report Hide Details on Report Safety Restraints Used

If you need to hide this name or details about the report, check **Hide Name** or **Hide Details**.

If the person had to be restrained, check **Safety Restraints Used**.

Now fill out the information about the person:

Last Name:

DOE

First Name:

JAMES

Middle Name:

Jr/Sr:



Nickname/AKA:

House #:

123

Street:

MADE UP ST

City:

MURFREESBORO

Direction:

55555

State:

TN

ZipCode:

55555

County:

RUTHERFORD

Apt/Lot #:

Home Phone:

(865)-555-6789

Email:

email@email.com

Cell Phone:

Work Phone:



Jail Incidents Guide

Headings

Below the main fields, the headings are available to type additional information about the person.

Biographical

Fill in the biographical information under this heading, including SS and DL numbers.

Race: HISPANIC	Sex: MALE	Height: 6	Weight: 180	Hair Color: BLACK	Eye Color: BLACK
Social Security #: 123-45-6789	Date of Birth: 11/20/2000	Marital Status: (Age: 23) COMMON LAW	Military:		
Person Type(forms):					
Features:		Clothing:		Gang:	
DL State: TN	Driver License #: 123-45-67890	Class: D	Expiration Date: 10/26/2024	Restrictions:	Local ID: Other ID:

Employer

Here you can add an employer record. The Employer system works by storing records of employers. This makes it so that you do not have to continuously re-enter the same information on the same business.

Employer:	SEARCH	EDIT	ADD
Address 1:			
Address 2:	Apt/Suite #:		
City:	State:	Zip Code:	
Phone:	Email:		
Occupation:	Supervisor:	Employment Length:	Normal Hours:

To add a new Employer:

Click **Add** to add a new employer.

Enter the employer information in the window, click **Add** at the bottom of the window, and then this will be marked as the individual's employer.

SEARCH	EDIT	ADD
--------	------	-----





Jail Incidents Guide

Add Employer

ID #: 0

Employer: Chick-fil-A Short Name: CFA

House #: 555 Street: Chicken Way Suite/Apt #:

City: KNOXVILLE State: TN ZIP Code: 37912 Latitude: Longitude:

Address 2: Intersection:

Business Phone: (865)-555-1234 Email: eatmorechikn@cfa.com

Contact Info

Notes:

Employer: CHICK-FIL-A

Address 1: 555 CHICKEN WAY

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

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

Phone: (865) 555-1234 **Email:** EATMORECHIKN@CFA.COM

To edit a current Employer:

Click **Edit** to edit the inmate's current employer.

Click **Save** when you are done editing this employer.





Jail Incidents Guide

View Employer

ID #: 65752

Employer: CHICK-FIL-A

Short Name: CFA

House #: 555 Street: CHICKEN WAY

City: KNOXVILLE State: TN ZIP Code: 37912

Latitude: 36.0091467 Longitude: -83.9797173

Address 2: Intersection:

Business Phone: (865)-555-1234 Email: EATMORECHIKN@CFA.COM

Contact Info

Notes:

SAVE **DELETE** **EXIT**

SAVE **DELETE** **EXIT**

To use an existing Employer:

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



1 Enter the name or other identifying info and click the **Lookup** button near the bottom of the window in order to find existing employer records.

2 Then scroll down the window and select the correct employer from the list by double-click their record.

1

ID #: 0

Employer: MCDONALD

Short Name:

House #: Direction: Street: Suite/Apt #:

State: ZIP Code: Latitude: Longitude: **SEARCH**

Address 2: Intersection:

Business Phone: Email:

Contact Info

Notes:

103 Records
Business Name!
MCDONALD'S

2

3



Jail Incidents Guide

Juvenile / Child Info

Here you can fill out information on the individual if they were a juvenile / child.

Social Security #: 123-45-6789	Date of Birth: 11/20/2010	Person Type(forms): (Age: 13) CHILD	Level Of Education: 7 TH GRADE
School: FORT CRAIG SCHOOL			
Notes: NOTES			

Add the **Level of Education** and **School** along with any necessary **Notes**.

This completes filling out the *Others Involved* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

SAVE

DELETE

EXIT



Jail Incidents Guide

Admin Tab



The **Admin** tab lists all notes from the *Supplements* reports provided by officers (under the *Officers* tab -> *Supplements* tab, pg. Officer Tab22). You can use this tab to quickly view the notes from those reports. **This tab is read-only.**

3 Records			EXPORT GRID TO FILE
Report Date	Report By	Notes	
01/07/2022		abc	
04/16/2021		test2	
09/15/2020		abc	



Jail Incidents Guide

View Use of Force Tab



The **View Use of Force** tab lists all Force Used from the *Force Used* reports (under the *Inmates* tab -> *Force Used* tab, pg. Officer Tab13). You can use this tab to quickly view the information from those reports. **This tab is read-only.**

1 Record							EXPORT GRID TO FILE
Inmate	Booking Number	Force Used	Race	Sex	Intake Date	Entry Date	
DOE, JOHN	20230300002	TASER	HISPANIC	MALE	03/12/2023 10:15	10/04/2024 16:31	



Jail Incidents Guide

View Injuries Tab

A rectangular button with a light gray background and a thin gray border. The text "View Injuries" is centered in a small, black, sans-serif font.

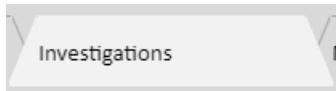
The **View Injuries** tab lists all Injuries from the *Injuries* reports (under the *Inmates* tab -> *Injuries* tab, pg. Officer Tab13). You can use this tab to quickly view the information from those reports. **This tab is read-only.**

1 Record							EXPORT GRID TO FILE
Inmate	Booking Number	Injury Type	Race	Sex	Intake Date	Entry Date	
DOE, JOHN	20230300002	MINOR INJURY	HISPANIC	MALE	03/12/2023 10:15	10/04/2024 16:29	



Jail Incidents Guide

Investigations Tab



The **Investigations** tab lets you record general information about the investigation into the incident.

A screenshot of the "Investigations" tab interface. It includes fields for "Assigned Date" (10/01/2024), "Time" (00:00:00), "Assigned To" (SANFORD, DEREK), "Case Type" (RULES), "Case How Cleared" (ADDITIONAL CHARGES), and "P.R.E.A. Classification". There are also search and restricted checkboxes.

First add the **Assigned Date** and **Time**:

A screenshot showing the "Assigned Date" field set to 10/01/2024 and the "Time" field set to 00:00:00.

Now add who the case is **Assigned To**:

A screenshot showing the "Assigned To" field set to SANFORD, DEREK.

Then add the **Case Type** based on how the incident occurred:

A screenshot of a dropdown menu titled "Case Type". The options listed are DRUGS, RULES, and USE OF FORCE.

Continued on the next page



Jail Incidents Guide

Once the case is cleared, add the reason on **Case How Cleared**:

Case How Cleared:

- ▲ ADDITIONAL CHARGES
- LOCK DOWN
- TRANSFER TO ANOTHER FACILITY

If this case report should be restricted on who views it, check the **Restricted** box.

Restricted

If this incident has a **P.R.E.A. Classification**, add that here. Additional details should be added under the *PREA Classification*, *PREA Attachments*, and *PREA Supplements* tabs.

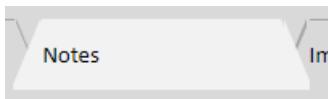
P.R.E.A. Classification:

- ▲ INTIMIDATION
- NON-SEX RELATED CLASS I
- NON-SEX RELATED CLASS II
- PREDATORY MISCONDUCT
- RAPE EMPLOYEE ON INMATE
- RAPE INMATE ON INMATE
- SEX-RELATED MISCONDUCT



Jail Incidents Guide

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

[VIEW STORY](#)

[EXPORT GRID TO FILE](#)

[ADD NOTE](#)

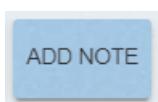
1 Note

		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.

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





Jail Incidents Guide

Add Note

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

Notes:
IN THE BEGINNING...

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

View Story

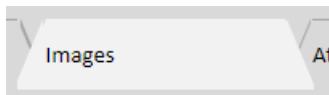
07/15/2024 15:35:19 -- MAIN
A NOTE ON NOTES

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



Jail Incidents Guide

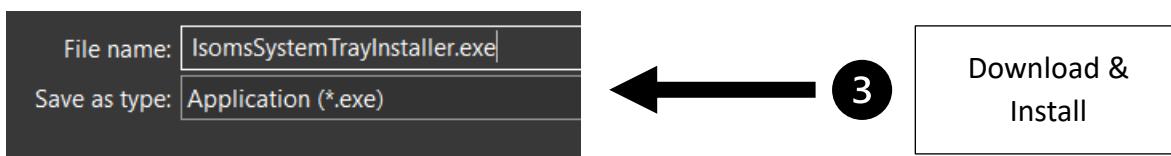
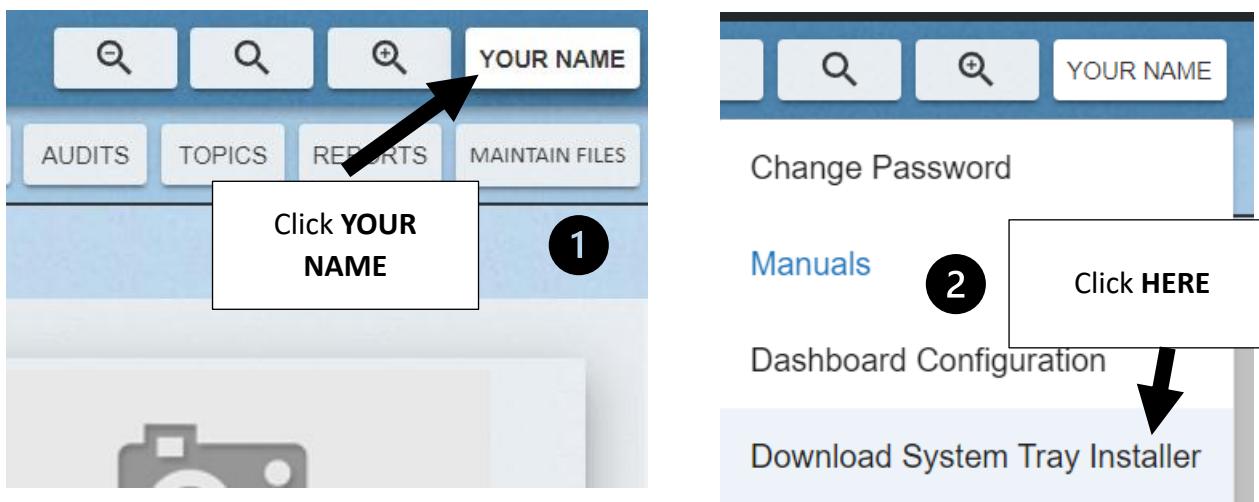
Images Tab



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.



Jail Incidents Guide

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.

A screenshot of a software interface showing a list of attachments. The top bar includes buttons for "Category:" (with a dropdown arrow), "DOWNLOAD ALL PDFS", "SCAN", "EXPORT GRID TO FILE", "ADD ATTACHMENT", and "ADD ATTACHMENTS". The main area shows a table with columns: Attachment, Entry Date, Category, Sub-Category, and Description. One entry is visible: an image file named "Trig.pdf" with the entry date "08/29/2024 14:11", categorized as "IMAGE", and a small preview icon showing three colored cubes (blue, yellow, red). To the right of the preview are a download icon (a downward arrow) and an edit icon (a pencil).

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.

A screenshot of a "View Attachment Information" dialog box. It contains fields for "File Name" (Trig.pdf), "Report Date" (07/05/2024 with a calendar icon), "Category" (CITATION with a dropdown arrow), "Sub-Category" (TEXT FILES with a dropdown arrow), and a "Description" text area. At the bottom are "SAVE" and "EXIT" buttons.



Jail Incidents Guide

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

DOWNLOAD ALL PDFS

File name:
Save as type:

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: _____

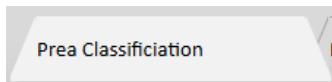
Description: _____

CANCEL **SCAN DUPLEX** **SCAN AUTO**



Jail Incidents Guide

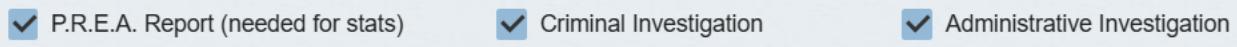
PREA Classification Tab



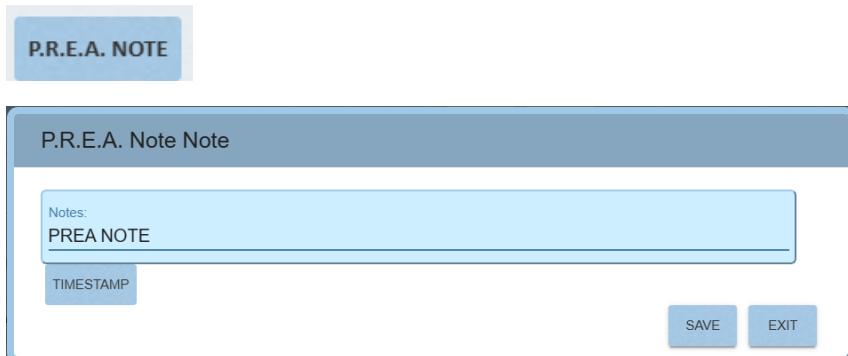
The **PREA Classification** tab lets you record details on the classification of this incident and should be filled out if this is a PREA report.

A detailed screenshot of the 'PREA Classification' form. It includes sections for 'P.R.E.A. Classification' with checkboxes for 'P.R.E.A. Report (needed for stats)', 'Criminal Investigation', and 'Administrative Investigation'. Below these are dropdown menus for 'Incident Type' (set to 'INMATE ON INMATE'), 'Incident Status' (set to 'UNSUBSTANTIATED'), and 'PREA Incident Disposition' (set to 'ACQUITTED'). There are also fields for 'Disposition Date' (06/05/2025) and 'Time' (00:00:00). A note field at the bottom is set to 'NON-SEX RELATED CLASS'.

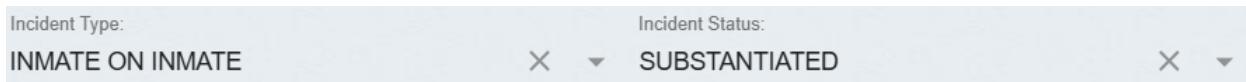
Mark the appropriate boxes if this report is a **PREA Report**, **Criminal Investigation**, and/or **Administrative Investigation**. Note that these boxes are used for searches and stat reports, so it is important to mark them to keep your statistics in order.



If you need to add a note specific to PREA, use the **P.R.E.A. Note** button:



Now fill in information about the PREA report. Add the **Incident Type**, such as *Inmate on Inmate* or *Staff on Inmate*. Use **Incident Status** to record if the incident is *Substantiated*, *Ongoing*, *Unfounded*, or *Unsubstantiated*.





Jail Incidents Guide

Once the investigation has been resolved, you can add the **PREA Incident Disposition**, **Disposition Date**, and **Disposition Time**.

PREA Incident Disposition:	Disposition Date:	Time:
REFERRED FOR PROSECUTION	<input type="text" value="06/05/2025"/> <input type="text" value="12:30:00"/>	

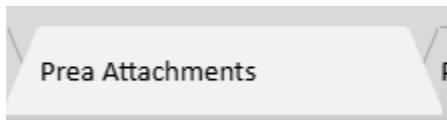
You can add an **internal PREA Classification** if needed.

P.R.E.A. Classification (internal):
NON-SEX RELATED CLASS I

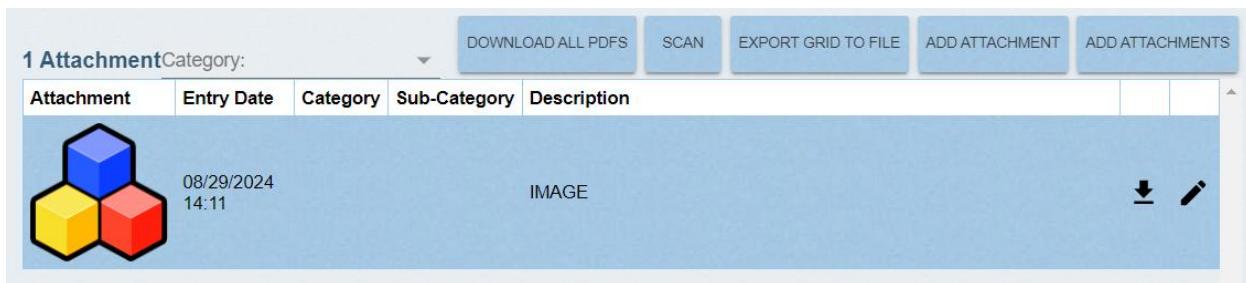


Jail Incidents Guide

PREA Attachments Tab



The **PREA Attachments** tab is used to view, download, or add attachments related specifically to PREA reports. This tab functions similarly to the attachments tab. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



Attachment	Entry Date	Category	Sub-Category	Description			
	08/29/2024 14:11	IMAGE					

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.





Jail Incidents Guide

View Attachment Information

File Name: Report Date:

Category: Sub-Category:

Description:

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

DOWNLOAD ALL PDFS

File name:
Save as type:

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:



Jail Incidents Guide

PREA Supplements Tab

PREA Supplements

The **PREA Supplements** tab is where you can add supplements specifically related to PREA. To view, edit, or delete a current entry, double-click an entry from the table.

2 Supplements								EXPORT GRID TO FILE	ADD SUPPLEMENT
Report Date	Employee	Supplement Reason	Sequence #	Status	Approved Date	Restricted			
06/05/2025 11:43	ELDER, MARTIN		0			No			
10/10/2024 14:31	ELDER, MARTIN		0			No			

To add a new supplement, simply click **Add Supplement** in the upper right.

ADD SUPPLEMENT

View Supplement

Date: 06/06/2025 Time: 13:34:51 Restricted

Supplement Reason: FOLLOW UP Report Status: READY FOR REVIEW

Description: DESCRIPTION HERE

Notes: NOTES HERE

Sequence #: 0

Approved Date: Approved By:

SAVE DELETE EXIT

The **Date** and **Time** will automatically be set to the current date and time.

Date: 06/06/2025 Time: 13:34:51

If this supplement should be restricted, check **Restricted**.

Restricted



Jail Incidents Guide

Add the **Supplement Reason**, such as *Case Review, Extra Patrol Report, Follow Up, or Investigation Report*. Then add the **Report Status**, like *New, Open, Ready for Review, Admin Closed*, etc.

Supplement Reason

CASE REVIEW

Report Status

READY FOR REVIEW

Add the **Description** for the supplement and any additional **Notes** for the supplement here.

Description:

DESCRIPTION HERE

Notes:

NOTES HERE

Once a supplement is ready to be approved by a Supervisor, they can click on the approve report button near the bottom.

Approved Date:



Approved By:



When finished, click **Save**. If you need multiple supplements, simply repeat the above process.

SAVE

DELETE

EXIT



Jail Incidents Guide

Jail Incident Reports

iSOMS has the capability to allow you to print different types of reports for jail incidents.

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

Corrections → **Inmate Tracking** → **Jail Incident Reports**

The image shows a screenshot of the iSOMS navigation menu. On the left, there is a vertical list of categories: Global Records Search, System, Records, Corrections (which is checked), Administrative, Booking, Commissary, and Inmate Tracking. An arrow points from the 'Inmate Tracking' category to the right. On the right, there is a expanded 'Inmate Tracking' menu with four options: Appointment Log, Cell Checks, Grievance Reports, and Jail Incident Reports. A mouse cursor is hovering over the 'Jail Incident Reports' option. The background of the menu is light blue, and the menu items are in a dark blue font.

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.

The image shows a screenshot of the 'Jail Incident: Search' screen. At the top, there are three buttons: 'NEW JAIL INCIDENT', 'AUDITS', and 'REPORTS'. Below these are several filter buttons: 'LAST 7 DAYS', 'LAST 30 DAYS', 'UN-APPROVED', 'UN-ASSIGNED', 'REPORTED BY ME LAST 30', 'ASSIGNED TO ME (ACTIVE)', and 'INVOLVING'. At the bottom left, there is a 'REPORTS' button. A large black arrow points from this 'REPORTS' button to a callout box on the right. The callout box contains a list of report types: 'List Reports', 'Detail Report', 'Stats Report', 'Review Reports', and 'Custom Forms'. The background of the search screen is light blue, and the buttons are white with blue text.



Jail Incidents Guide

List Reports

This report displays jail incident reports in your iSOMS records over a certain date range. In this way you can see an overview of jail incidents over your chosen time period. Add the start and end date in **Reports From** and **Reports Through**.

Jail Incident: List Reports

Report Style: List

Reports From: 06/06/2024 Reports Through: 06/05/2025 Involved Officer:

Report Status: Incident Status: Incident Type:

Assigned To Officer: Inmate Jacket #:

Violation Code:

Include Main Note Include Notes Include Images Include Attachments
 Include Inmate Image Include Inmate ID's Include Employees Include Employee Image Include Other People
 Supplements Officer Supplements Investigation
 All Agencies

Active Status: Active Disposed All

Report Style has many different layout and sorting options, such as *List*, *Open Incidents*, *Group by Classification*, *Group by Assigned Officer*, and more. Pick the one most relevant to your desired result.

List

- List (Simplified)
- All Open Incidents(non disposed)
- All Open Group By Report Status
- All Open Group By Classification

Group By Classification

- Group By Initiated By
- Group By Reporting Officer
- Group By Assigned To Officer

You can add certain filters to reduce the list if desired. Also choose what you would like included on the report, such as images, employees, other people, supplements, etc:



Jail Incidents Guide

Assigned To Officer:

Violation Code:

Include Main Note Include Notes Include Images Include Attachments
 Include Inmate Image Include Inmate ID's Include Employees Include Employee Image Include Other People
 Supplements Officer Supplements Investigation

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

Report Format:

PDF Excel XML SQL

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

List Report

 YOUR AGENCY
Jail Incident List Report
Report Dates From 06/06/2024 Through 06/05/2025
Page 1 of 6

Jail Incident Report						
Case Number	Incident Date/Time	Report Date/Time	Report Status	Incident Location	Incident Type	IA
7	07/19/2024 12:19	07/19/2024 12:19				IA
Location: 1905 HIGH PARK CIR				Cell:		
Location:				Pod:		
Reported By: <input type="text"/>				Restricted: NO		
Approved By:				Date:		
Assigned To:				Date:		
Disposition By:				Date:		
Incident Type:						
Incident Status:				Case Type:		
Initiated By:				Disposition:		
P.R.E.A. Class:						

Simple List Report



Jail Incidents Guide



YOUR AGENCY

Jail Incident Simple List Report

Report Dates From 06/06/2024 Through 06/05/2025

Page 1 of 1

Jail Incident Report

Case Number	Incident Date/Time	Report Date/Time	Report Status
7	07/19/2024 12:19	07/19/2024 12:19	
Notes:			
Case Number	Incident Date/Time	Report Date/Time	Report Status
8	08/05/2024 11:39	08/05/2024 11:39	



Jail Incidents Guide

Detail Report

This report displays lots of details for individual jail incident reports in your iSOMS records.

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

A screenshot of a software interface titled "Jail Incident: View Record". At the top, there are navigation buttons: "FIRST", "PRIOR", "NEXT", and "LAST". Below these are fields for "Case Number" (containing "14"), "Incident Date" (containing "06/05/2025" with a calendar icon), and "Time" (containing "11:43:31").

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

A screenshot of the "Jail Incident: Detail Report" screen. At the top, there are buttons for "BACK TO SEARCH RESULTS", "REPORTS", "LOOKUP", "NEW JAIL INCIDENT", and "REPORTS".

The "REPORTS" button is expanded, showing a list of options: "List Reports", "Detail Report" (which is selected and highlighted in blue), "Stats Report", "Review Reports", and "Custom Forms".

The "Detail Report" section contains a "Records to Include:" list with a radio button selected for "JAIL INCIDENT: 12". Below this are several checkboxes for including various details: "Include Main Note", "Include Images", "Include Attachments", "Include Inmate Image", "Include Inmate ID's", "Include Employees", "Include Employee Image", "Include Other People", and "Supplements Officer".

The "Report Format:" section shows radio buttons for "PDF" (selected), "Excel", "XML", and "SQL". Below this are buttons for "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".



Jail Incidents Guide

Choose what you would like included on the report, such as images, employees, other people, supplements, etc. And with your chosen parameters, click **View** or **Download** to view the report.

[VIEW](#)[DOWNLOAD](#)

YOUR AGENCY Jail Incident Report

Page 1 of 1

Case Number	Report Date	Incident Date	Report Status
12	09/19/2024 17:38	05/19/2025 06:36	READY FOR REVIEW
Location:		Cell:	
Location:		Pod	
Reported By:		Restricted: YES	
Approved By:		Date:	
Assigned To:		Date:	
Disposition By:		Date:	
Incident Type:			
Incident Status:	Case Type:		
Initiated By:	Disposition:		
P.R.E.A. Class: NON-SEX RELATED CLASS I			

Report Notes

Inmate

Inmate Name: **DOE, JOHN**

Booking #: **20230300002**

Intake Date: **03/12/2023**

Release Date:

How Involved:

Race/Sex: **HISPANIC / MALE**

Injury To Inmate

MINOR INJURY

Forced

TASER

Employees Involved

Employee	Race	Sex
----------	------	-----

Other People Involved

Name	How Involved
DOE, JAMES	GUARDIAN TO OFFENDER
123 MADE UP ST MURFREESBORO, TN 55555	
Race: HISPANIC Sex: MALE	SSN: XXX-XX-6789 DL#: TN/ 123-45-6789
Occupation:	Home Phone: (865) 555-6789 Work Phone: Cell Phone:



Jail Incidents Guide

Stat Reports

This report displays jail incident 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 and end date in **Reports From** and **Reports Through**.

Jail Incident: Stats Reports

Report Style

Incident Type Summary

Reports From: 06/06/2024 Reports Through: 06/06/2025

Incident Type: Assigned Officer Id:

All Agencies

Report Format:

PDF Excel XML SQL

Report Style has many different layout and sorting options, such as *Incident Type Summary*, *Reports by Officer*, *Violation Summary*, *Use of Force Stats*, and more. Pick the one most relevant to your desired result.

Incident Type Summary

Incident Type Summary With Employees

Reports Entered,Assigned,Cleared By Officer

Assigned,Cleared By Officer

Violation Summary

Violation Summary By Findings

Use of Force Stats



Jail Incidents Guide

You can add certain filters to reduce the list if desired, such as only including a certain incident type or certain assigned officers. Now, with your chosen parameters, click **View** or **Download** to view the report.

Incident Type: Assigned Officer Id:

All Agencies

Report Format:

PDF Excel XML SQL

Incident Type Summary



YOUR AGENCY
Inmate Incident Summary
Report Dates From 06/06/2024 Through 06/06/2025 Page 1 of 1

Incident Type	Count	Percent
No Incident Type	1	12.50
CITIZENS COMPLAINT	1	12.50
CIVIL LITIGATION	1	12.50
FIGHT WITH GUARDS	1	12.50
INCIDENT	1	12.50
PREA	2	25.00
RULES VIOLATIONS	1	12.50

Total Incidents: 8

Use of Force



YOUR AGENCY
Inmate Incident Use Of Force Summary
Report Dates From 06/06/2024 Through 06/06/2025 Page 1 of 1

Force Code	Force Type	Count	Percent
No Description Specified	No Description Specified	1	50.00
TAS	TASER	1	50.00

Total Incidents: 2



Jail Incidents Guide



Jail Incidents Guide

Appendix A: Business 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 **Worked For** in *Service Work*, but it works for all businesses and organizations that have fields that look like this.

Worked For:
CHICK-FIL-A

SEARCH **EDIT** **ADD**

Address 1: 123 COW ST

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

City: KNOX **State:** **Zip Code:** 37772

Phone: (865) 555-5678 **Email:** CFA@cfa.com

Latitude: **Longitude:**

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 organization.

SEARCH **EDIT** **ADD**

Add Service Work Business

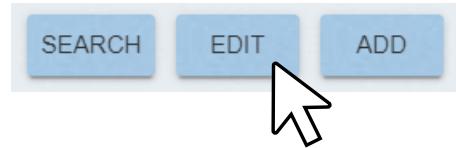
ID #: 0	Business License					
Worked For: CHICKFILA	Short Name: CFA					
House #: 123	Direction: COW ST	Suite/Apt #:				
City: KNOX	State: TN	ZIP Code: 37772	Latitude:	Longitude:		
Address 2:	Intersection:					
Business Phone: 865-555-5678	Email: cfa@cfa.com					
Contact Info						
Notes:						
ADD EXIT						



Jail Incidents 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 Service Work Business

ID #:	65772	Business License					
Worked For:	CHICK-FIL-A						
House #:	123	Street:	COW ST	Suite/Apt #:			
City:	KNOX	State:	37772	ZIP Code:	Latitude:	Longitude:	
Address 2:	Intersection:						
Business Phone:	865-555-5678	Email:	CFA@CFA.COM				
Contact Info							
Notes:							



Continued on the Next Page



Jail Incidents Guide

To use an existing organization:

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

Enter the name or other identifying info.

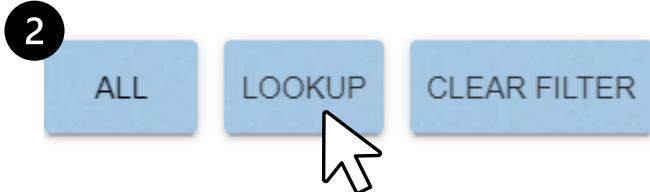


1

ID #:	0	Business License

Service Work Business:		
CHICK		

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!	Address 1	City	State	Phone
CHICK-FIL-A	123 COW ST	KNOX		(865) 555-5678



Jail Incidents Guide

Appendix B: Maintain Files Entries

Many dropdown options are present in iSOMS. You can use **Maintain Files** to add to them. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can find the right option to change any dropdown beside it in the main manual entry for that field.



IMPORTANT: Only a person with Super User permissions can change **Maintain Files** settings. Make sure you have a Super User editing if using that method.

The method of adding codes (and the way to edit current codes) is to use Maintain Files. As an example, let's change the **Pursuit Type** dropdown to have a new option, *Horseback*. Navigate to the *Use of Force* module under **Corrections → Inmate Tracking → Use of Force**, and then click:

Maintain Files → Use of Force Codes → Pursuit Type

A screenshot of the iSOMS software interface. The top navigation bar is blue with white text, showing "Use Of Force: View Record" and several tabs: LOOKUP, NEW USE OF FORCE, AUDITS, TOPICS, REPORTS, and MAINTAIN FILES. The MAINTAIN FILES tab is highlighted. Below the navigation bar is a sidebar with three tabs: TOPICS, REPORTS, and MAINTAIN FILES. The MAINTAIN FILES tab is also highlighted. The main content area shows a list of dropdown categories: Attachment/Note Codes, Injury/Weapon Codes, Use Of Force Codes, Disposition, Force Involved, Involvement Type, and Pursuit Type. The "Use Of Force Codes" category is expanded, showing its sub-options. A cursor arrow is positioned over the "Pursuit Type" option.



Jail Incidents Guide

This will open the list of all the current codes for *Pursuit Type*. If you want to edit a current code, find it in the list that appears and double-click it.

To add a new code, click **New Record**:

Maintain All Codes: Search Results

LOOKUP NEW RECORD MERGE REPORTS

Search Criteria ►

Search Results

4 Records

EXPORT GRID TO FILE

Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	
BOTH			BOTH	09/30/2019 22:55	M & M Micro Systems, Inc.,		BCSO	NO	
FOOT			FOOT	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	
FOOT- VEH			FOOT AND VEHICLE	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	
VEHICLE			VEHICLE	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	

On the screen that appears, type the **Code** (system hidden name) and **Description** (the actual words displayed for users), and then click **ADD** to add the code. This will open a new screen, but you can just hit **Save** and exit the code record; we do not need to add any special functionality.

Add Code

Code: HORSE Description: HORSEBACK

ADD CANCEL

Maintain All Codes: View Record

« FIRST < PRIOR NEXT > LAST »

Code: HORSE In-Active

Description: HORSEBACK

If we go back to the *Use of Force* records, we find the new option in the **Pursuit Type** dropdown:

Pursuit Type:
HORSEBACK

A Super User can follow this procedure and similar ones to add additional codes for more options to almost any dropdown in iSOMS.



Jail Incidents 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, July 2025

All material appearing in this guide ("content") is protected by copyright under U.S. Copyright laws and is the property of M&M Micro Systems Inc. or the party credited as the provider of the content. You are allowed to copy, distribute, and display this work for use with the iSOMS platform and for training concerning the usage and operation of the iSOMS platform. You may not publish, modify, create derivative works, or in any way exploit any such content, sell or offer it for sale. You may not alter or remove any copyright or other notice from copies of the content. in M&M Micro Systems Inc.'s manual. Copying or storing any content except as provided above is expressly prohibited without prior written permission of M&M Micro Systems Inc. or the copyright holder identified in the individual content's copyright notice.