



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.

A screenshot of the "Jail Incident: View Record" form in the iSOMS system. The form is displayed in a light blue header with the title "Jail Incident: View Record" and navigation buttons: "LOOKUP", "NEW JAIL INCIDENT", "AUDITS", and "BACK TO SEARCH". Below the header, there are navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", "LAST >>", "SAVE", and "DELETE". The form fields are organized into several rows. The first row contains "Case Number: 2018-0001", "Incident Date: 03/01/2018", "Time: 15:12:00", "Department Incident#:", and "Initiated By: OTHER". The second row contains "Report Status: READY FOR REVIEW", "Incident Status: PENDING HEARING", and "Incident Type: FIGHT WITH GUARDS". The third row contains "Area:", "Pod: C", "Cell: 101", "Location: 300 N DENVER", and "Incident Location: MEDICAL". The fourth row contains "Report Date: 03/05/2018", "Time: 09:49:00", and "Report By: 603 ELDER, MARTIN W". The fifth row contains "Approved Date:", "Time:", "Approved By:", and an "APPROVE" button. The sixth row contains "Cleared Date:", "Time:", and "Cleared By:". Each field has a search icon (magnifying glass) next to it.

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 Information | 63 |
|-----------------------------------|-----------|



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 screenshot displays the 'Jail Incident: Search' interface. At the top, there are tabs for 'NEW JAIL INCIDENT', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. Below these are several filter buttons: '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', and 'HEARING DATES TODAY'. Further down are 'PREA LAST 7', 'PREA LAST 30', 'LOOKUP', and 'CLEAR FILTER' buttons. A section titled 'Incident Status:' contains three radio buttons: 'Active', 'Cleared Only', and 'All' (which is selected). Below this are input fields for 'Case Number:', 'Booking #:', and 'Jacket #:', followed by a checkbox for 'P.R.E.A. Only'. At the bottom, there are two rows of search criteria, each with a magnifying glass icon: 'Report Date From:' (with a calendar icon), 'Time:', 'Report Date Through:' (with a calendar icon), 'Time:', and 'Reported By:'; and 'Incident Date From:' (with a calendar icon), 'Time:', 'Incident Date Through:' (with a calendar icon), 'Time:', and 'Assigned To:'.



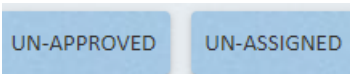
Jail Incidents Guide

Quick Searches

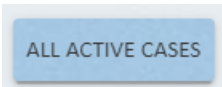
Several different quick searches are available by using the blue buttons.



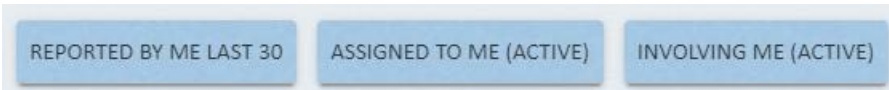
Last 7 Days and **Last 30 Days** will show you all the reports in the specified recent time periods. **PREA Last 7** and **PREA Last 30** show cases with PREA incidents for the last 7 and 30 days respectively.



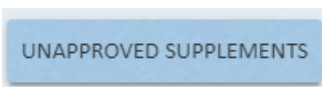
Unapproved lets you quickly find reports that have been written but haven't been approved by a supervisor. **Unassigned** lets you see reports that do not have an investigator or supervisor who is assigned to looking into the incident. This can be very useful for supervisors trying to ensure all reports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



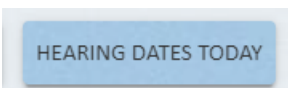
All Active Cases simply returns all case reports that are active (i.e. have not yet been closed.) This *does* include unapproved and unassigned cases.



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*.



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 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: | | Time: | Report Date Through: | | Time: | Reported By: | ▼ | 🔍 |
| Incident Date From: | | Time: | Incident Date Through: | | Time: | Assigned To: | ▼ | 🔍 |
| Hearing Date From: | | Time: | Hearing Date Through: | | 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: | ▼ | Report Status: | |
| Incident Status: | ▼ | Incident Location: | ▼ |

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: | Q |
| Employee Involved: | ▼ Q |

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 | | | | | | | | | |
| | | | | | | | EXPORT GRID TO FILE | VIEW ALL AGENCIES | |
| Case Number | Report Date | Officer Count | Inmate Count | Reported By | Report Status | Incident Status | Incident Type | Incident Date | At ^ |
| 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:

The screenshot shows the 'Jail Incident: Search' interface. At the top right, there are tabs: 'NEW JAIL INCIDENT', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. Below these are various filter buttons: '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'. There is also an 'Incident Status' section with radio buttons for 'Active', 'Cleared Only', and 'All'. Below these are search fields for 'Case Number:', 'Booking #:', 'Jacket #:', 'Report Date From:', 'Time:', 'Report Date Through:', 'Time:', 'Reported By:', 'Incident Date From:', 'Time:', 'Incident Date Through:', 'Time:', and 'Assigned To:'. A checkbox for 'P.R.E.A. Only' is also present. A large blue button labeled 'NEW JAIL INCIDENT' is shown at the bottom right, with an arrow pointing to it from the 'NEW JAIL INCIDENT' tab at the top.

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

The screenshot shows the 'Jail Incident: View Record' interface. At the top right, there are tabs: 'LOOKUP', 'NEW JAIL INCIDENT', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. Below these are navigation buttons: '<< FIRST', '< PRIOR', 'NEXT >', 'LAST >>', 'SAVE', and 'DELETE'. The main form contains fields for 'Case Number:' (8), 'Incident Date:' (08/05/2024), 'Time:' (11:39:23), 'Department Incident#:', and 'Initiated By:'. There are also dropdown menus for 'Report Status:' and 'Incident Status:'. Below these are fields for 'Area:', 'Pod:', 'Cell:', and 'Location:'. There are also fields for 'Approved Date:', 'Time:', 'Approved By:', 'Cleared Date:', 'Time:', and 'Cleared By:'. There are 'APPROVE' and 'X' buttons. At the bottom, there are tabs for 'Inmates', 'Officers Involved', 'Others Involved', 'Admin', 'View Use Of Fo...', 'View Injuries', 'Investigations', 'Notes', 'Images', and 'Attachments'. There are also tabs for 'Prea Classification', 'Prea Attachments', and 'Prea 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.

This screenshot shows the top section of the Jail Incidents report form. It contains several rows of input fields with labels and values. The first row includes Case Number (2019-0011), Incident Date (11/28/2019), Time (11:54:00), Department Incident# (C-2019-0011), and Initiated By (CITIZEN). The second row shows Report Status (READY FOR REVIEW), Incident Status (ACTIVE), and Incident Type (ADMINISTRATIVE COMPLAINT). The third row includes Area (AREA1), Pod (POD1), Cell (CELL1), Location (PROTECTION SYSTEM), and Incident Location (MEDICAL). The fourth row shows Report Date (11/25/2019), Time (12:05:00), and Report By. The fifth row shows Approved Date (11/26/2019), Time (08:00:00), and an APPROVE button. The sixth row shows Cleared Date, Time, and Cleared By. Each row has a search icon (magnifying glass) and a close icon (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 tabs section of the Jail Incidents report form. It features a horizontal row of tabs: Inmates, Officers Involved, Others Involved, Admin, View Use Of Fo..., View Injuries, Investigations, Notes, Images, and Attachments. Below this row are three more tabs: Prea Classification, Prea Attachments, and Prea Supplements. The Investigations tab is currently selected. Below the tabs, there are several input fields: Assigned Date, Time, Assigned To, Case Type (DRUGS), Case How Cleared (LOCK DOWN), and P.R.E.A. Classification (NON-SEX RELATED CLASS I). There is also a Restricted checkbox.

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: 08/12/2024 | Time: 10:06:20 | Report By: | Q |
| Approved Date: | Time: | Approved By: | Q |
| Cleared Date: | Time: | Cleared By: | Q |

APPROVE X

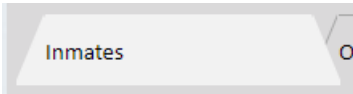
These fields list who has filled out, approved, and cleared the report.



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

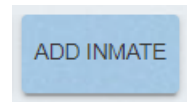
EXPORT GRID TO FILE

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**.



Add New Inmate

Inmate:



YES

CANCEL

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





Jail Incidents Guide

Search Inmates

Last Name: First Name:

Race: Sex: ☒ In Jail Only ☐ Weekender Only

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 | | ✓ |
| DOE | JOHN | H | | 59 | 20230100001 | | | 01/16/2023 07:34 | | W | M | | ✓ |
| DOE | JOHN | | | 35 | 20230300002 | | | 03/12/2023 10:15 | | H | M | | ✓ |
| DOEY | JOHNY | W | | 0 | 13966 | D-01 | | 02/24/2010 11:11 | | | | | ✓ |

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:

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

W

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 | | | |
|--------------------|-----------------|-----------|---------------|--------------|-------------|--|--|--|
| AGGRAVATED ASSAULT | MAJOR | SUSTAINED | 08/16/2024 | ISOLATION | 08/19/2024 | | | |



Jail Incidents Guide

View Violation

Violation Code:
AGGRAVATED ASSAULT

Infraction Type:
MAJOR

☐ 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:

Time:

Appeal Completed Date:

Time:

Disposition Date:

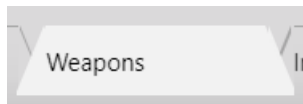
Time:

Disposition By:

SAVE

DELETE

EXIT



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

| 1 Weapon | | EXPORT GRID TO FILE | ADD WEAPON |
|------------|-------------|---------------------|------------|
| Entry Date | Weapon Type | | |
| 08/16/2024 | KNIFE | | |

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

View Weapon

Weapon Type:

INK PEN

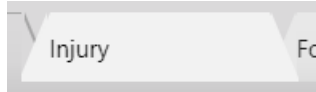
KNIFE

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

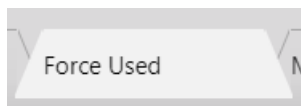
| Entry Date | Injury Type | | |
|------------|--------------|--|--|
| 10/04/2024 | MINOR INJURY | | |

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

View Injury

Injury Type:
MINOR INJURY

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**.

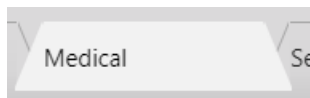
View Force

Force Used:
TASER

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

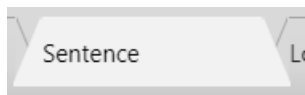
☐ Treatment Given At Facility

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

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

| | | | | | |
|--------------------------|--|----------|-----------------------------|--|----------|
| Privileges Revoked From: | | Time: | Privileges Revoked Through: | | Time: |
| 10/01/2024 | | 00:00:00 | 10/31/2024 | | 00:00:00 |

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

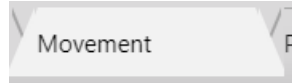
| | | | |
|-------------------------------------|------------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Commissary | <input type="checkbox"/> Law Library | <input type="checkbox"/> Lockdown | <input type="checkbox"/> 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:

| | | | |
|-----------------------|---------------------|------------------|-----------------------|
| Visitation Loss Days: | Sentence Loss Days: | Phone Loss Days: | Commissary Loss Days: |
| 0 | 0 | 0 | 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.

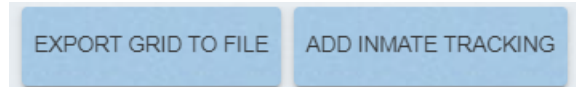
1 Inmate Tracking

EXPORT GRID TO FILEADD 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: 05/22/2024Time: 16:46:46

Movement Reason:Transfer To Department:

New Cell:New Bunk #:Move By:Q

☐ 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

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

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

New Cell: B10 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:

Error

Error: Incompatible cell move:
Inmate: Doe, Sally Pod: B Booking #: 20240500009

CLOSE

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.



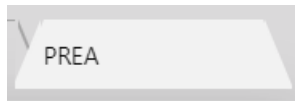
Jail Incidents Guide

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

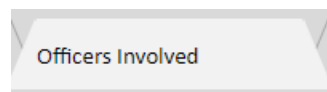
UNSUBSTANTIATED

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

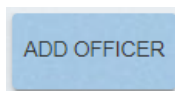
EXPORT GRID TO FILE

ADD OFFICER

| Employee Name | Badge | Race | Sex | Major | Minor | How Involved | Hire Date |
|---------------|-------|------|-----|-------|-------|--------------|------------|
| DOE, JOHN | | | | | | | 02/09/2023 |

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**.



Add New Officer Involved

Employee:

JOHN DOE

▲

Q

YES

CANCEL

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:

A screenshot of a software interface showing a dropdown menu titled "How Involved:". The menu is open, displaying a list of roles: ABCDD, ADMINISTRATOR, CITIZEN, COMPLAINANT, EMPLOYEE, INMATE, SUSPECT, VENDOR / CONTRACTOR, VICTIM, and WITNESS. The menu has a light blue header and a white body with a thin border.

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

Injury

Fo

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

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**.

View Injury

Injury Type:
MINOR INJURY

SAVE

Force Applied

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 | Force Used |
|------------|------------|
| 10/04/2024 | 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

☐ Presenation

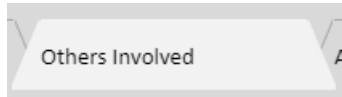
☒ Used

☒ 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.

| 1 Person | | | | | | | | | EXPORT GRID TO FILE | ADD PERSON |
|----------|------------|------------------|--------------|-----------|------------|--------|-----------|-----|---------------------|------------|
| | 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.

ADD PERSON

View Others Involved

SEARCH PEOPLE

How Involved:

Relationship:

SCAN DL

CHECK NCIC

☐ Hide Name on Report ☐ Hide Details on Report ☐ Safety Restraints Used

Last Name: DOE

First Name: JAMES

Middle Name: RANDAL

Jr/Sr:

Nickname/AKA:

House #: 1142

Direction: OXFORD HILLS

Apt/Lot #: MARYVILLE

City:

State: TN

ZipCode:

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

Last Name: 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.

Last Name: First Name: Middle Name: Jr/Sr:

Nickname/AKA:

House #: Direction: Apt/Lot #: 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 | Direction: | Street: MADE UP ST | | Apt/Lot #: | City: MURFREESBORO |
| State: TN × ▼ | ZipCode: 55555 | | County: RUTHERFORD | | |
| Home Phone: (865)-555-6789 | Cell Phone: | Work Phone: | Email: email@email.com | | |



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

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

Address 2: Intersection:

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

Contact Info

Notes:

ADD EXIT

ADD EXIT

Employer: CHICK-FIL-A SEARCH EDIT 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.

SEARCH EDIT ADD





Jail Incidents Guide

View Employer

ID #: 65752

Employer: CHICK-FIL-A Short Name: CFA

House #: 555 Direction: Street: CHICKEN WAY Suite/Apt #:

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

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

3

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

ID #: 0

Employer: MCDONALD Short Name:

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

State: ZIP Code: Latitude: Longitude: Q

Address 2: Intersection:

Business Phone: Email:

Contact Info

Notes:

ALL LOOKUP CLEAR FILTERS

103 Records

Business Name!

MCDONALD'S



Jail Incidents Guide

Juvenile / Child Info

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

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

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

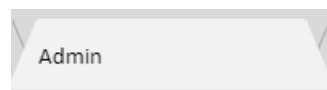
This completes filling out the *Others Involved* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

| | | |
|------|--------|------|
| 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

View Use Of Force

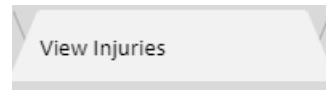
The **View Use of Force** tab lists all Force Used from the *Force Used* reports (under the *Inmates* tab -> *Force Used* tab, pg. Officer Tab13). You can use this tab to quickly view the information from those reports. **This tab is read-only.**

| 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



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.

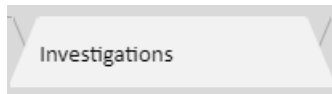
This tab is read-only.

| 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.

| | | | | |
|--------------------------|----------|--------------------|---|-------------------------------------|
| Assigned Date: | Time: | Assigned To: | | |
| 10/01/2024 | 00:00:00 | SANFORD, DEREK | X | Q |
| Case Type: | | Case How Cleared: | | |
| RULES | X | ADDITIONAL CHARGES | X | <input type="checkbox"/> Restricted |
| P.R.E.A. Classification: | | | | |

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

| | |
|----------------|----------|
| Assigned Date: | Time: |
| 10/01/2024 | 00:00:00 |

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

| |
|----------------|
| Assigned To: |
| SANFORD, DEREK |

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

| |
|--------------|
| Case Type: |
| DRUGS |
| RULES |
| 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: ▲

INTIMADATION

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





1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

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

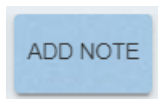
TAKE NOTE

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.





Jail Incidents Guide

Add Note

Note Type

NOTE

×

▼

☐ 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

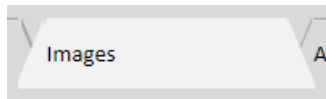
07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY

HELLO THERE



Jail Incidents Guide

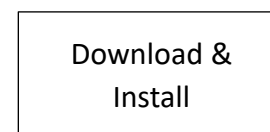
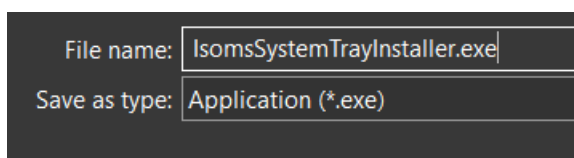
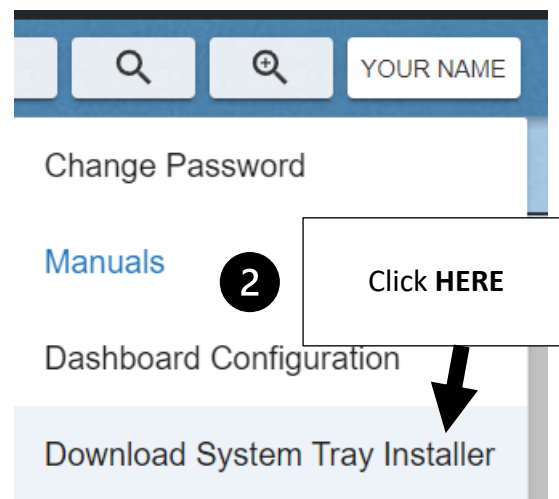
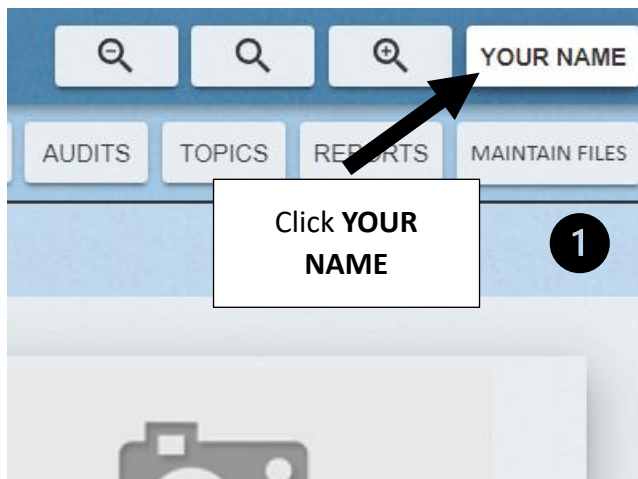
Images Tab



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.

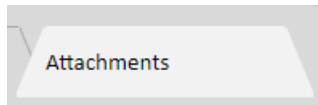



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

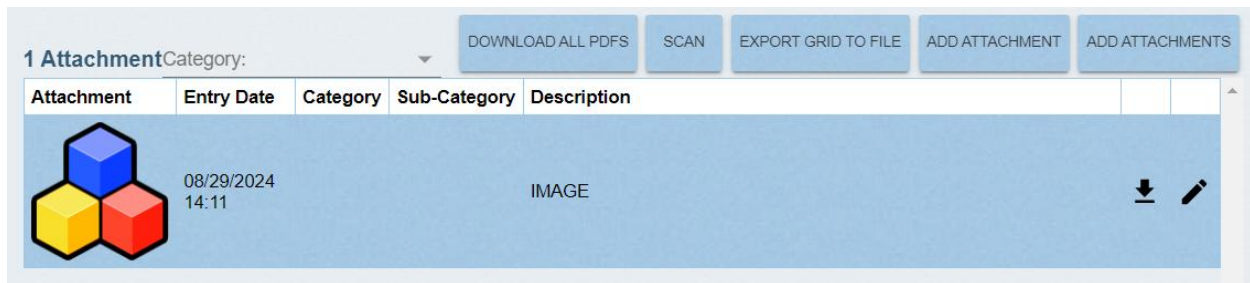


Jail Incidents Guide

Attachments Tab

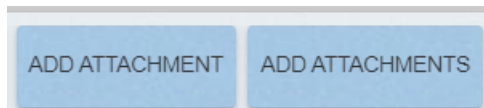


The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



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.



View Attachment Information

File Name: Trig.pdf Report Date: 07/05/2024

Category: CITATION Sub-Category: TEXT FILES

Description:

SAVE EXIT



Jail Incidents Guide

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

DOWNLOAD ALL PDFS

| | |
|---------------|-----------------------------------------------|
| File name: | <input type="text" value="files.pdf"/> |
| Save as type: | <input type="text" value="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

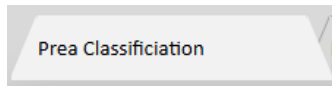
| | | | |
|------------|--------------------------------|---------------|--------------------------------|
| File Name: | <input type="text"/> | Report Date: | <input type="text" value="📅"/> |
| Category: | <input type="text" value="▼"/> | Sub-Category: | <input type="text" value="▼"/> |

Description:



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.

P.R.E.A. Classification

☒ P.R.E.A. Report (needed for stats) ☒ Criminal Investigation ☒ Administrative Investigation **P.R.E.A. NOTE**

Incident Type: INMATE ON INMATE X ▾ Incident Status: UNSUBSTANTIATED X ▾ PREA Incident Disposition: ACQUITTED X ▾

Disposition Date: 06/05/2025 Time: 00:00:00

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

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.

☒ P.R.E.A. Report (needed for stats) ☒ Criminal Investigation ☒ Administrative Investigation

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

P.R.E.A. NOTE

P.R.E.A. Note Note

Notes:
PREA NOTE

Timestamp

SAVE EXIT

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*.

Incident Type: INMATE ON INMATE X ▾ Incident Status: SUBSTANTIATED X ▾



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 ✕ ▼ | 06/05/2025  | 12:30:00 |

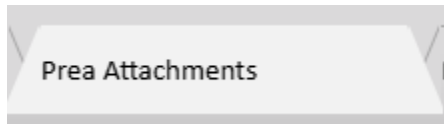
You can add an **internal PREA Classification** if needed.


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

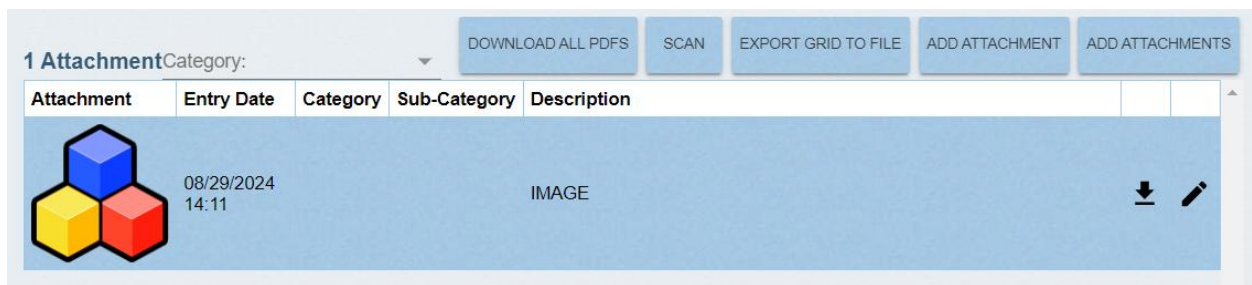


Jail Incidents Guide

PREA Attachments Tab

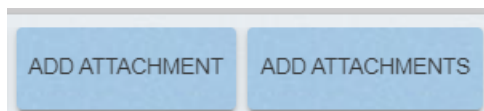


The **PREA Attachments** tab is used to view, download, or add attachments related specifically to PREA reports. This tab functions similarly to the attachments tab. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



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: |
| Trig.pdf | 07/05/2024 |
| Category: | Sub-Category: |
| CITATION | TEXT FILES |
| Description: | |
| <div>SAVE</div> <div>EXIT</div> | |

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: | |
| <div>CANCEL</div> <div>SCAN DUPLEX</div> <div>SCAN AUTO</div> | |



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

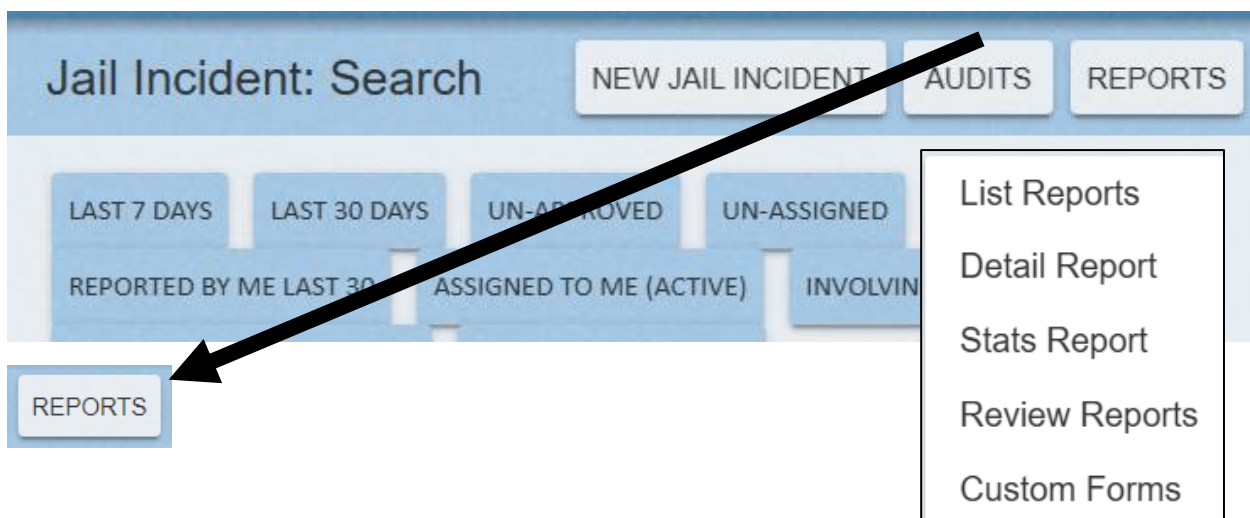
iSOMS has the capability to allow you to print different types of reports for jail incidents.

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

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



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.





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**.

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.

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: 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

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

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

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 | IncidentDate/Time | Report Date/Time | Report Status | Incident Location | Incident Type | IA |
|-------------|-------------------|------------------|---------------|-------------------|---------------|----|
| 7 | 07/19/2024 12:19 | 07/19/2024 12:19 | | | | |

Location: **1905 HIGH PARK CIR**

Location:

Reported By:

Approved By:

Assigned To:

Disposition By:

Incident Type:

Incident Status:

Initiated By:

P.R.E.A. Class:

Cell:

Pod:

Restricted: **NO**

Date:

Date:

Date:


Case Type:

Disposition:

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 | IncidentDate/Time | Report Date/Time | Report Status | |
| 7 | 07/19/2024 12:19 | 07/19/2024 12:19 | | |
| Notes: | | | | |
| Case Number | IncidentDate/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 the 'Jail Incident: View Record' interface. It features a header bar 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 fields: 'Case Number:' with the value '14', 'Incident Date:' with the value '06/05/2025' and a calendar icon, and 'Time:' with the value '11:43:31'.

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

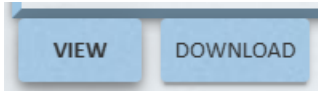
A screenshot of the 'REPORTS' dropdown menu. The menu is open, showing a list of options: 'List Reports', 'Detail Report' (which is highlighted), 'Stats Report', 'Review Reports', and 'Custom Forms'. Above the dropdown are two buttons: 'BACK TO SEARCH RESULTS' and 'REPORTS'.

A screenshot of the 'Jail Incident: Detail Report' interface. The header bar includes the title and three buttons: 'LOOKUP', 'NEW JAIL INCIDENT', and 'REPORTS'. The main content area is divided into two sections. The first section, 'Records to Include:', has a radio button selected for 'JAIL INCIDENT: 12'. Below this are several checkboxes, all of which are checked: '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 second section, 'Report Format:', has four radio buttons: 'PDF' (selected), 'Excel', 'XML', and 'SQL'. At the bottom of the form are four buttons: '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.



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: <input type="text"/> | | 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

Forceld

TASER

Employees Involved

| Employee | Race | Sex |
|----------------------|------|-----|
| <input type="text"/> | | |

Other People Involved

| Name | How Involved |
|-------------------------------|-----------------------------|
| DOE, JAMES | GUARDIAN TO OFFENDER |
| 123 MADE UP ST | |
| MURFREESBORO, TN 55555 | |
| Race: HISPANIC | SSN: XXX-XX-6789 |
| Sex: MALE | DL#: TN/ |
| | 123-45-67890 |
| Occupation: | 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

VIEW

DOWNLOAD

EMAIL

CLEAR FILTER

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: Q

Address 2: Intersection:

Business Phone: 865-555-5678 Email: cfa@cfa.com

Contact Info

Notes:

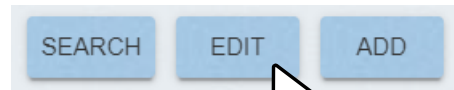
ADD EXIT



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 Short Name:

House #: 123 Direction: COW ST Suite/Apt #:

City: KNOX State: ZIP Code: 37772 Latitude: Longitude: Q

Address 2: Intersection:

Business Phone: 865-555-5678 Email: CFA@CFA.COM

Contact Info

Notes:

SAVE DELETE EXIT



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

SEARCH EDIT ADD

ID #: 0 Business License

Service Work Business: CHICK

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

2

ALL LOOKUP CLEAR FILTER

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

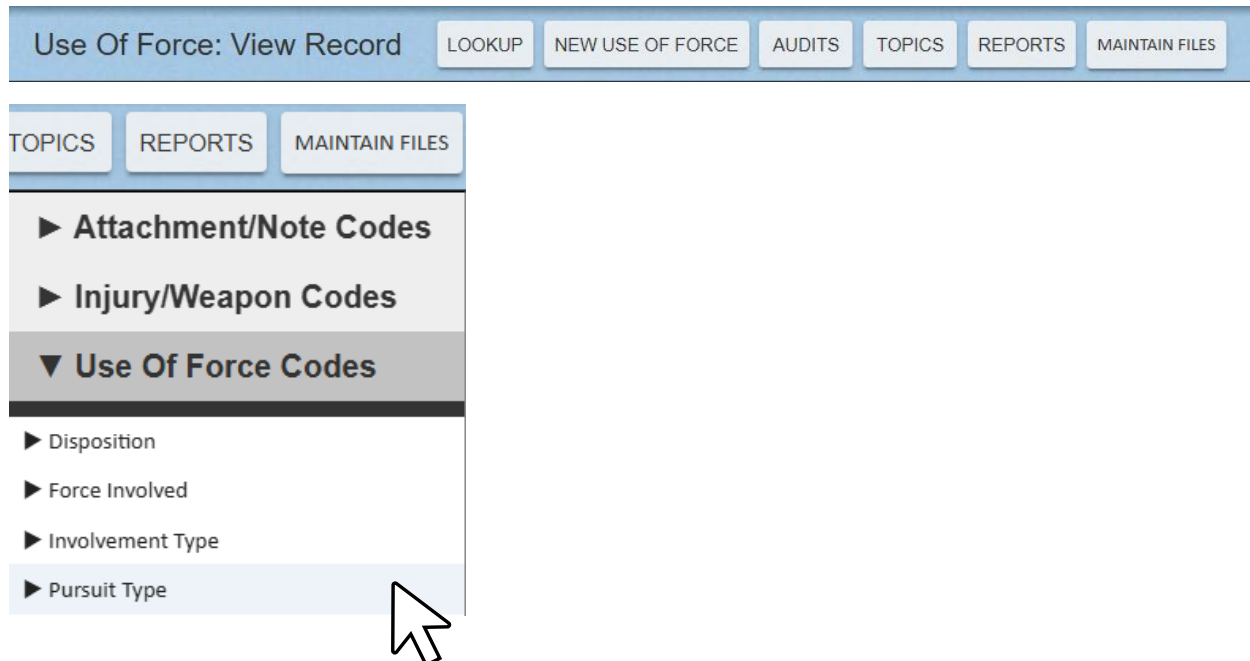
Many dropdown options are present in iSOMS. You can use **Maintain Files** to add to them. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can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





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 X ▼

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

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