JMS
User

Version 11.4.0.600

Southern Software
An Employee Owned Company

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Jail Management System

       JMS is an inmate management software package designed to be used in a multi-user or one station environment. It offers user level security and allows additions and changes to be made to practically any drop down list available in the program. There are several user friendly features in the JMS program; Booking: Individual Fields for Booking, Fingerprinting and Search Officers, Includes medical screening, suicide, and security questionnaires, Questionnaires can be modified to suit your needs and each of these forms can also be printed; Inmate Management: Manage all changes and events once the inmate's booking record has been completed, Release property, manage the inmates cash account, and log visitor information.

This manual will help guide you through the JMS program. Keep in mind that there can be a time where your local policy and procedure will instruct you to do something different, and we suggest not going against local policy and procedure. There are features mentioned throughout this manual that are state regulated and cannot be changed though.

Booking Menu

Inmate Booking: Person

This is the main inmate booking screen. Below the screen and the inmate process is broken down by the sections on the screen and how they need to be completed.

The blue bars across the top of the inmate booking screen shows information that is helpful about an inmate at a glance along with ways to search and add more information.

The top row is information that you will be able to see once an inmate has been pulled up for to see the information at a glance so that you do not have to go into different areas of the inmate to find out the information.

Person Status: This will show when an inmate has been pulled up what their current status is. Currently Confined, Released, etc.

Bond Type/Bond Amount/Bond Status: Once the bonding information is completed on an inmate the bonding information will populate into these fields to see the information needed for the inmate to bond out.

Projected Release Date: This will calculate once all sentencing has been entered for an inmate. This field will give a combined total for a projected release date based on all of the charges sentencing.
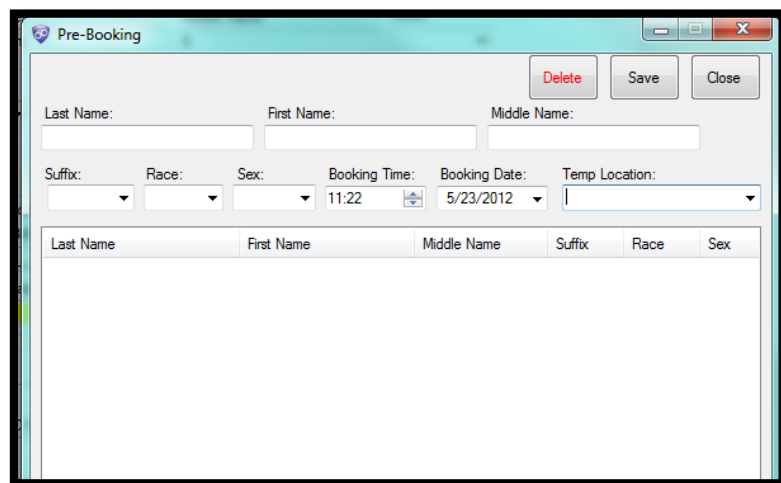Current Housing Location: This will display the housing location of the inmate once it has been assigned or changed.

The second row is for information that can be added to an inmate or can be used to search for an inmate.

You may also pull an inmate up by simply starting to type their name in the Last Name field, the more you type the more it will narrow down. Once the inmate appears that you are looking for you may click on their name and the information will populate the screen.

Gangs: This allows you to attach gang information to an inmate. You have the ability to attach Apparel, Monikers, Gang Affiliation, Vehicle, and SMT. There is a list of questions that are gang related that can be asked and attached to the inmate.

Pre-Book: This feature can be accessed two ways from the screen shot here, or by also clicking on the booking menu and selecting pre-book there. This is a simple form that asks for the basic of an inmate to get them into the system and into a holding area for a jailer to complete the processing of an inmate. It asks for Name, Race, Sex, Booking time and date, and the temporary location of the inmate. As inmates are placed in through the pre-booking screen it creates a list of them for the jailers to choose from to bring into the booking module.
To bring an inmate from pre-booking to booking once the list is created there will be check boxes next to their names simply click the box to place a check and then click the Book Checked Inmate button that will appear at the top near the Delete button. Once you do that, the system will open the booking screen with that information in it. If the inmate has been in the system before a list will show up with other identifiers and you can choose the correct inmate to use to complete the remaining of the book-in process.

Biometric: This can only be used by agencies that have a biometric system hooked up to their JMS. If you do not have a Biometric and are interested then please contact Southern Software.
Biometric is used for when an inmate is a returning inmate, or they are at the book in stations and their information needs to be pulled back up for status changes, releases etc. You may click on the biometric word and the reader screen will come up to tell you which finger to read. The inmate will place their finger on the reader and once it receives a good read that inmate's information will populate the screen. At that time you may make the necessary changes to the information.

ID # Search: This allows you to search an inmate by an ID number, by clicking the ID # Search words you can use any of the ID number fields and type in that number for the inmate and the inmate's information will populate for you to view or edit.

Detail Search: This allows you to search for an inmate by several different fields; names, ID's, date of birth, etc. once you search it will bring back a list of inmates that it matched to with the details of that inmate for you to view to choose the correct inmate that you are looking for.

Clear: This allows you to clear your booking screen and search for another inmate, without having to get out of booking and start over.

Delete: This is a permissions based button and will only work if you have that permission which shall be very limited. This is used to delete a booking process/inmate if it has been entered under false pretenses or accident.

Notes: This is allows you to add general notes to a inmates booking that might be information that does not pertain to any other sections throughout the booking process. The notes screen allows you to have a list of notes that are related to that inmate. You will choose the officer entering those notes or that asked for them to be entered. A type of note will be in the Description field and then the actual notes in the Full Text field.

Save: This button will allow you to save when needed while completing the booking process. Once the middle section of an inmate booking is completed you must save before you can move forward with other tabs and information.

Close: This will close the booking screen but not the JMS program.

Inmate Booking

You will need to complete this section to the best of your ability; there are certain fields in the area that have been made mandatory by either the state or your agency. Those fields if not completed by the time you save to move on will highlight in yellow like above. Once this section is completed click the Save word near the top right. Then proceed to the tabs below.

Physical Features

Any Scars, Marks, or Tattoos need to be entered here. There are a couple of different ways to enter this information in here: Typing it in by the fields, or SMT Quick Pick. If you are going to type them in the simply work your way across the fields choosing from the drop downs for Feature, Location, and Body Part and then in the Description field you will need to type in the best description for the SMT. The next option is, to use the SMT Quick Pick. You can click the SMT Quick Pick button and images of a body will come up, choose the feature type, then use the click boxes to select the location of the SMT, once you selected the area type in the description. When you have selected all of your SMT's click save and then close the box.

Alias/Nickname

Any Alias information that you have for the inmate can be entered here. This allows you to add multiple Last Name, Nicknames, Suffix's, First Names, Middle Names, DOB's, and SSN's for one inmate. You must click Add Alias for each line item that you enter.

Booking

To enter booking information you must have entered Inmate information. You have the ability to use the Weekender/Returning Person option in booking if the person is entering back into the jail on a previous charge that they can be released and rebooked on for to complete time. To do so, click the weekender check box and then in the drop down choose the original book in that they are returning on to serve.

DCN Website Viewable – An Administrator has the ability to default this the way that your agency wishes it to be. This allows the inmate information to push to the public DCN website if your agency uses it. If you would like more information on this feature please contact Southern Software.

The booking date and time must be completed. Again similar to the inmate information any fields here that are required will highlight when you save if you did not complete them. YOU MUST REMEMBER TO **SAVE BOOKING** BEFORE YOU CAN ENETER ARREST AND CHARGES ON THE CHARGES TAB.

Questionaire/Cash Account

Your administrator of JMS has been able to customize the questionnaires that are entered on this tab. They will inform you as to which ones must be completed. Click on the box with the set of questions that you wish to work on. Once you do that the box will come up with the questions and a space to answer with detail to the right of them. As you complete the sets of questions check marks will appear in the list in the center of the tab.

Cash Account
If you are using the Southern Software portion of Cash Account you may see current total for that inmate here, if you click on the Cash Management button it allows you to see and process Deposits, Withdrawals, Deposit Reversals, and Withdrawal Reversals. From the Cash Management box you also have the option to print receipts.

Southern Software also interfaces with several commissary vendors.

Mug Shot/Biometric/Pin Number

Mug Shots – You have the option to enter two mug shots, and anytime you have a inmate pulled up their two most current ones will be here, all mug shots are saved to the inmates summary but this tab shows the two most current. To enter a mug shot, left click twice in the box for the image you are going to take. From there depending on how your agency is set up to import images will determine the next steps to get the mug shot to appear and save.

Biometric- This can only be used by agencies that have a biometric system hooked up to their JMS. If you do not have a Biometric and are interested then please contact Southern Software.

Biometric is used to enroll the finger print of a new inmate. This later allows you to identify the inmate by their print. Click on the Enroll Fingerprints and the reader screen will come up to tell you which finger to read. The inmate will place their finger on the reader and once it receives a good read that inmate's prints are related to their information. If for any reason at another time you need to update the prints, change the finger that is printed you may click the Update Fingerprint button and change and update the necessary information.

PIN Number – The JMS system can be set up by the Administrator to auto assign a pin, or if your agency is interfaced with a phone system the phone system can port that number to this field also.

Contacts

This section allows the jailer to enter any additional contact information for the inmate, Next of Kin's, Emergency Contacts, Attorneys, etc. You can add as many as needed here, as you add them a list will create at the bottom of the tab.

DNA

If your agency collects DNA then this allows you to keep a log of the samples that were collected from the inmate and the type of sample it was.

Medical Alert

If the inmate has any type of medical alerts they can be listed here, if there are ones listed and you print ID Bands and Cards they will print with a medical icon on them. Add as many alerts as needed.

Inmate Booking: Charges

REMEMBER, you must have a saved inmate and a save booking before you can add charges or arrests.

The TRN number will assign once the charge is pushed to a LiveScan system. Certain fields are mandatory and will be required once saved. For each individual arrest/agency you will need to create a new arrest.

Once the arrest(s) have been created, the jailer will need to move to the Offenses tab. Under the Offense tab you will need to move across those tabs Charges, Bonds, Court, Sentences, and Dispositions.

Charges- Choose the arrest that the charges you are working on are associated to. Make sure that you enter the primary charge first. If you have not and you need to reset a primary charge put a check in the check box and then click on the Set Primary Charge button. The Clear button will clear your screen if you have errors and do not have permission to delete, it will allow you clear the screen and start over if you have not saved. A timesaver with multiple charges if they are the exact same charge you can use the Multiple Charges button, each time you click it will multiply that particular charge. Charge Notes is a free test field for any additional information.

Bonds- Once bond information is received; the jailer can enter each bond per each charge. Once the bond information has been entered, this system will also allow you to print the bonds.

Court- Once court information is received; the jailer can enter each court record per each charge. There is a button for additional dates if needed per each Court record entered.

Sentences – Once the jailer has received the sentencing information they can each be entered per the charge. This is the tab where the projected release date comes from on the front Person tab. Once you enter the original dates, you do have the ability to go in and adjust jail credits, by clicking the button near the top right. When adjusting the jail credits MAKE SURE you use a – sign to get the adjustments to take.

Dispositions – Once the final disposition has been received for each individual charge they can be entered here.

LiveScan – If your agency is using a Live Scan system this is where you will be choosing the charges that will need to transfer to the Live Scan. The charges should be matched up in the background of the two systems, so once an arrest has been selected the charges to that arrest should be matched up with the Live Scan charge. If they do not match up there is the ability to use the drop down for Live Scan Charge Code and manually match them up. Once you have selected all of the charges that need to move over you will need to Process and Transmit the Live Scan.

Inmate Booking: Property

Hide Returned Property- This allows you to decide if you want the returned property to display on the list or not.

On the property tab they are broken out by Personal Property which the inmate comes to jail with, and Issued Property that is given to the inmate by the jail.

Personal Property- To start a new personal property list you will need to click new and enter the Date, Time, and Officer. Then there is two ways to enter the property. One which is less time consuming is to click the Personal Property button in the top left corner. Then click each item that the inmate came in with. Once you have checked all of the property, click Accept and it will create a line item for each item and you will need to enter the descriptions. Also, prior to clicking the Personal Property button, if you select the Location, etc it will add it to each item on the list.

To return property in the middle of the screen on the right there is a Return selected personal property. This allows you to choose which property is being returned, when, and how.

Once all of the property is entered and/or released, the jailer has the ability to print a receipt.

Issued Property - This tabs works very similar to the issued property. There is a Standard Issued Property Button that allows you to quickly check the items that are being distributed to the inmate.

To return property in the middle of the screen on the right there is a Return selected ISSUED property. This allows you to choose which property is being returned, when, and condition.

Once all of the property is entered and/or released, the jailer has the ability to print a receipt.

Inmate Booking: Keep Separate

If an inmate has to be kept separate from another inmate, you have the ability to add that information here. Once you Add Name anytime the two inmates are attempted to be placed in the same cell the system will pop up a message that there is a keep separate between them.

Inmate Booking: Classification

There are several different classification processes that JMS can use. Your agencies administrator will be able to choose which process your agency will use; Charged Based, Weighted, ICE Weighted and Decision Tree. You may also set the next review date for the Classification to be re-done. Once the classification has been set if it need to be overridden a supervisor has the ability to override the suggestion.

Inmate Booking: Medical

Not all jails use this Medical Tab because of outsourcing or a standalone system; this tab can be turned off or on.

Medication Entry – This allows you to add medications with the dosage and frequency. This will create a; list of the medications entered for the inmate.

Medication Issuance – Once the medication has been entered, you can show them being issued from this tab. The medications drop down will create from the first tab.

Medical Treatment – Treatments, Costs, Fees, and etc. are traceable here. This will keep a log going of any treatments that have been administered to an inmate and can be tagged as an emergency.

Medical Insurance – This tab allows you to keep medical insurance information on hand in reference to the inmate.

Inmate Booking: Housing

This tab allows you to see Unassigned Inmates, Unassigned Housing, and Assigned Housing. Remember after entering a new inmate to click refresh to bring them into housing. The + signs will expand each layer of housing for you to view and they can be expanded down to each be in the cells.

Inmate Booking: Hold

Holds can be placed on inmates by completing the Detainer/Hold Information, if the top section is completed when a jailer goes to release the inmate a Hold message will appear. An inmate cannot be released with Hold information until the Cleared Information portion has been completed.
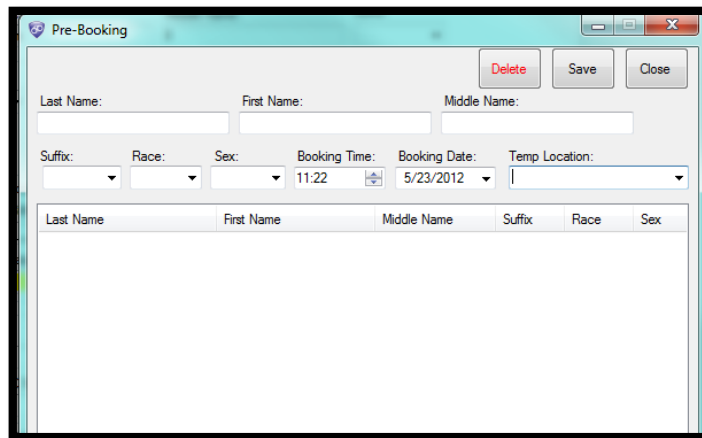

Inmate Booking: Release

To release an inmate you will need to check holds and property, the local administrator can have it set where the system will not allow a release until holds and property are cleared. You will need to choose the confinement that you want to release on and then complete the top portion of the screen. If there is an emergency release then a supervisor can do a release override.

Pre-Booking

This feature can be accessed two ways from the Booking Menu option here or by selecting Pre-Book from the inmate screen like mentioned above. This is a simple form that asks for the basic of an inmate to get them into the system and into a holding area for a jailer to complete the processing of an inmate. It asks for Name, Race, Sex, Booking time and date, and the temporary location of the inmate. As inmates are placed in through the pre-booking screen it creates a list of them for the jailers to choose from to bring into the booking module.

To bring an inmate from pre-booking to booking once the list is created there will be check boxes next to their names simply click the box to place a check and then click the Book Checked Inmate button that will appear at the top near the Delete button. Once you do that, the system will open the booking screen with that information in it. If the inmate has been in the system before a list will show up with other identifiers and you can choose the correct inmate to use to complete the remaining of the book-in process.

Pre-Booking Mental Health Questionnaire

The Pre-Booking Mental Health Questionnaire can be edited by your Administrator of JMS; this allows you to complete the questionnaire prior to the jail accepting the inmate. The jailer has the ability to choose yes or no plus a free text area for an explanation or a list.

Reports Menu

Reports

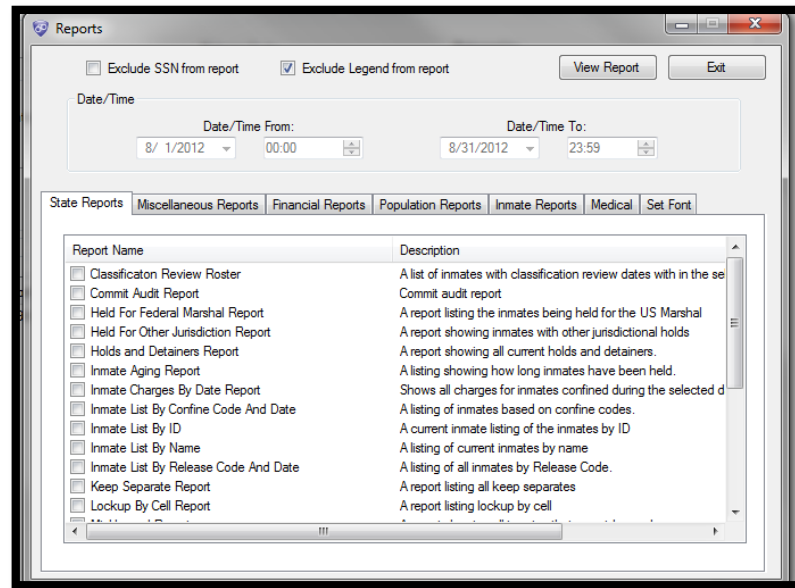There are several reports built into the system, they have been broken down into sections for State Reports, Miscellaneous Reports, Financial Reports, Population Reports, Inmate Reports, and Medical. Depending on the report that you select the system will give you different option to choose from to create the report; name, dates, status, etc.

SCAAP

The reports can be processed from the system and Southern Software can help get the folders to link to send the proper information to the proper department.

SSA Reports

The reports can be processed from the system and Southern Software can help get the folders to link to send the proper information for submission to the proper department.

Tools Menu

Most of the tools features can be used while you have an inmate booking open so that you have the ability to multi task if need be.

Caution Indicators

When an inmate has been entered with Caution Indicators they will alert you when you select the inmate. You also have the ability to view and manage (add additional) them from this tool. The caution indicators will communicate with RMS and come from either system.
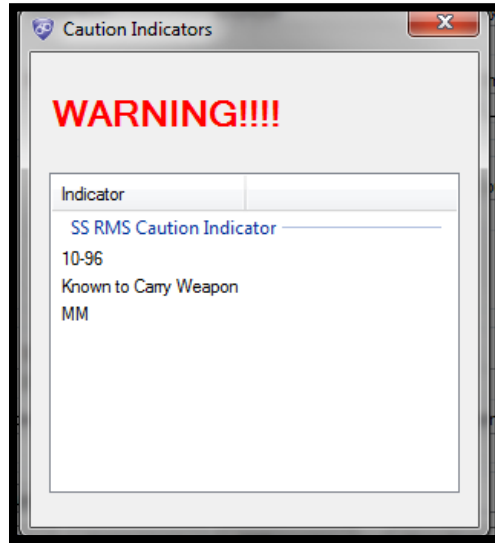
Commissary Orders

If your agency is using the commissary within the JMS program you can place commissary orders here. You will into internal ordering and select the inmate that you would like to work with and then add the item that they are asking about. From the Commissary Order screen you also have the ability to Reports, Add Items, Post Orders and Posted Orders.

Currently Confined Listing

When the list opens it will give you a count broken down by female and male with a total. It will provide you a list of names in alphabetical order; however you can filter the list by any of the titles name, race, sex, age, etc. You also have the ability form the list to click on a name and click the Quick View Charges and view details on each inmate.

From this tool you also have the ability to view the Last Ten Days of inmates, with several different viewing options.

Currently Confined Count

When the list opens it will give you a current count broken down by female and male, juveniles, pre-booking, etc. with a total.

Disciplinary Process

The system has the ability to track Disciplinary actions against the inmates. Once you enter the tool, click new and work your way through the options that will relate to the disciplinary action. Once the process has been entered you will have the ability to enter the hearing information related to the process. Each process can be printed individually or you can go to the Print History tab and choose an inmate and print their complete history.

Grievance Reporting

The system will allow for you to track inmate Grievance reports, with the ability to track if they were Informal or Formal. Then if a Committee is formed you can track the findings from the committee and then move forward with the Administrative Review. As the process completes there is a report that can be printed from Grievance Report.
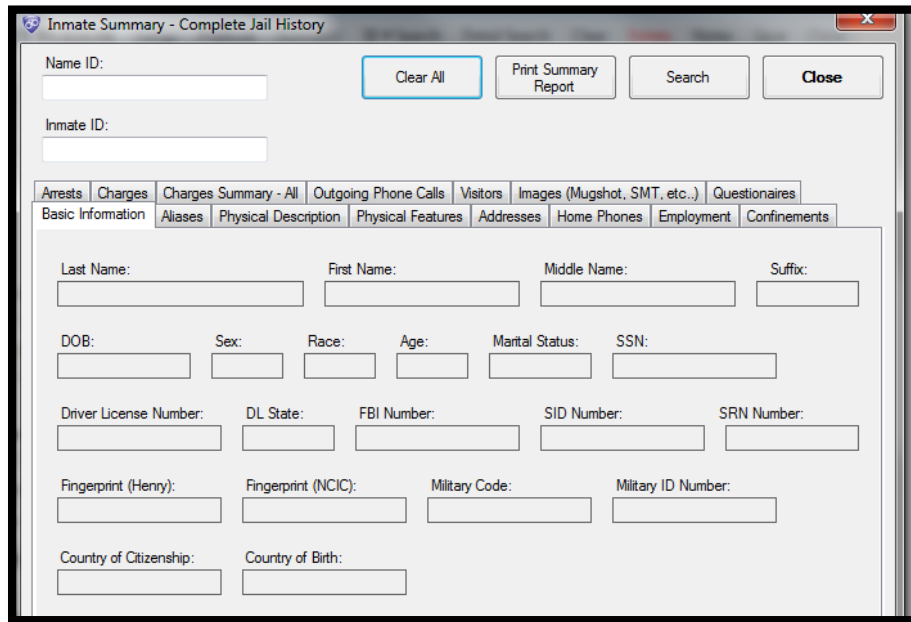
Housing History

You have the ability to view the housing history of any inmate, when you open the search simply start to type the inmates last name and double click the match you are looking for. It will then give you the Assigned Date/Time with each housing location that the inmate has been housed in.
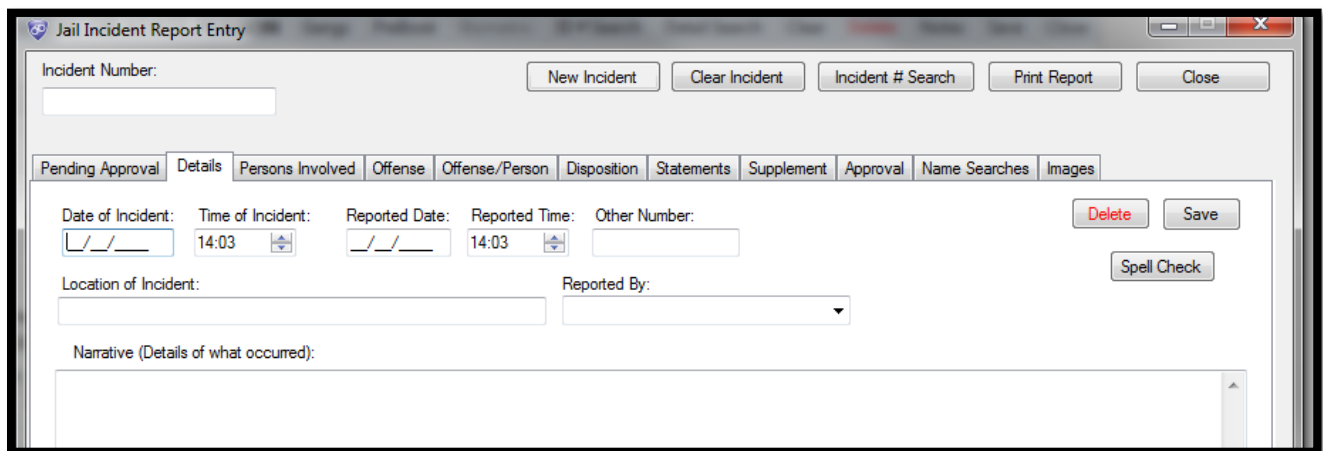
Individual Summary

The Individual Summary allows you to pull an inmate up and view several things from their file at one location. The summary can also be printed from here.

Internal Incident Report

Jailers have the ability to type up incident reports that have occurred within the jail. You can create a new incident and work through the tabs with the proper information. The incident reports also have an approval process with supervisors.

Key Control

This tool allows the jailers to track which employees have sets of keys. The administrator will log all key sets and then during shift changes the keys can be logged to who they are being issued to and by. Histories can also be generated on key sets.

Laundry Exchange

The laundry exchange tool is used to show which laundry is coming in from the inmates.
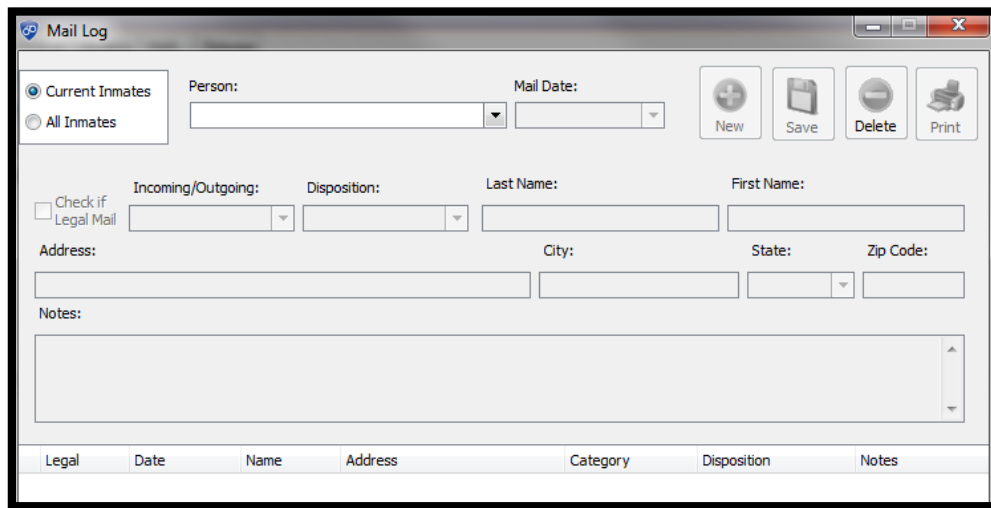

Line Ups

The system has the ability to create line ups from the JMS mug shots, enter the search criteria to pull images that will match the suspect. Then go to the preview Line Up and you are able to see which images you have selected.

Mail Logs

Mail Log allows you to track the incoming and outgoing mail for inmates. It will also let you mark it as legal mail and what the disposition of it is.

Meals

The meal tool allows you to track which meals the inmates take or refuse along with a meal rate if that applies to your agency. Choose the inmates, click on the meals, add any rates that apply and click Save. You do have the ability to add multiple inmates.

Person Movement

Person Movement is a great tool when moving inmates in mass. Choose from the drop down to select the location and then you can select multiple inmates and move them to the right of the screen and the mass movement will apply.

Phone Log

The phone allows you to track inmate phone calls, whom they were to and if contact was actually made.

Programs

This allows the inmates to be assigned to various programs such as gym, road service, etc. This allows you to check them at the program but not move them from cells, etc.

Scheduled Events

Scheduled Events is used to have inmates check out at events where they will still have to return back to the jail, such as dentist, hospitals, funerals, etc. You are able to print Event reports also so the jailer knows which inmates need to report where.

Shift Log Entry

This allows the jailers to enter which areas they have checked and any notes that they may need to add. These event type drop downs can be set up by the local administrator.

Vehicle Location

Vehicle Location allows the jailers to enter where the inmate's vehicle was stored and create a log so that when an inmate is released they know where to go to retrieve their vehicle.

Victim Notification

This allows the jail to maintain victim information that relates to inmates, for jailers to contact the victims upon release of inmates. It will also track the notifications and attempts that were made.

Visitor Log

Visitor log allows you to log the visitors that come to jail for current inmates. This tool will also allow you to block certain visitors from inmates. This will keep track of how many times a visitor has been to the jail for visitation and how long the visit was for. You do need to remember to clear the visitations when they are complete by entering the depart date and time.

To enter a visitor you must enter them on the visitor input tab, and once they are in the system you will not have to enter all of their information the next time they come to visit an inmate at the jail.

Wanted Check

The wanted check will run cross checks against civil and criminal papers in RMS, if you are using Southern Software RMS and they are connected together. This will not check against a state system.

Watch

The Watch tool will let you add inmates to a watch list and print active reports.

Work Release

If a judge authorizes a work release program you can enter the amount and days eligible.

Search Menu

Search Utility

The search utility will allow you to search any field through JMS. For the criteria to populate you will need to choose an area to search. Once you choose the Field List will come up and you can click once and then click add criteria or double click the field and add the criteria. Once you have all of you criteria selected click search and the result will populate the bottom of the page.

Print Forms Menu

Booking Forms

The local administrator can set the booking forms to print the proper forms and number of forms that are needed at the time of booking to where the jailer will only need to go in and click print. If you need to go back and reprint any forms unselected the forms you do not need. By selecting multiple they will print at once you do not need to do them individually.

Classification Data Forms

This will provide you a print preview of the Classification Data Form and you can print from the preview.

ID Bands/Cards

Depending on the formats that your agency uses you have the option to print; single ID band 1x3, single ID band 1x4, multiple ID band 1x4, multiple ID band 5, ICE multiple ID bands, ID card, multiple ID cards.

Person Data Sheet

This is a personal data sheet on the inmate with no photos included.

Personal Information

8 1/2x 11 Report - This report has photos along with all personal data and gang information.

4x6 Report - Basic Inmate descriptors and photos

4 x 6 Front view Mug Shot – Just a 4 x 6 mug shot

Release Forms

The local administrator can set the release forms to print the proper forms and number of forms that are needed at the time of release to where the jailer will only need to go in and click print. If you need to go back and reprint any forms unselected the forms you do not need. By selecting multiple they will print at once you do not need to do them individually.

Quick Look Up Menu

This function allows you to search for any inmate and see their projected release date, location, the date they were admitted and released.   If you double click the inmate you are able to see all of their charges and related information. This is easily used to check if someone is confined.

Message Board Menu

This is an internal messaging system used only by users of JMS. It works very similar to emails. The administrator is able to create groups (shifts) and message to a group or individuals. This will track received, read, and sent messages.

Modes Menu

By clicking mode you are able to switch a released inmates records to edit mode. When an inmate is released the records are no longer accessible to edit unless you have permissions and click modes. While an inmate is confined most areas of their records can be edited or added to base on permissions.

Help Menu

Jail Reports Manuals

This will take you to an excel sheet that will give you a description and view of each report.

About

The about selection will allow you to see the version of JMS that is being used and a list of changes that occurred in the past updates.