

# **JJIS VCC TRAINING**

**March 17, 2008**

# JJIS VCC TRAINING

Welcome to VCC training in using Hawaii's Juvenile Justice Information System. Today's training is a continued evaluation of how well VCC training works and we will continue to decide whether we should continue to use VCC as a training option. This training will only show how to get into and out of the system, and how to find specific screens of interest. We will discuss some of the screen data but not every field. For full descriptions of every JJIS field and code visit the JJIS Website <http://www.hawaii.gov/ag/jjis>

You should have received a copy of these notes so you can follow along.  
If not, please try to share with someone at the site.

Remember, this training is only for the current JJIS and will substantially change when the "Next Generation" JJIS is released.

Many of the first topics that we will cover are concerned with who can see and use this data, what will be available and how it may be used. Hawaii Revised Statutes drive some of these issues and others are governed by policy established by the JJIS governing body – the JJIC. The governing body is made up of the county Police Chiefs, the county Prosecuting Attorneys, the Administrators of each circuit Family Court, the Director of OYS, two Family Court Judges, and the Attorney General. This body meets approximately twice a year and may be represented by an agency designee instead of the primary member. Some of the principal policies are defined in the JJIS Internal Management Agreement which was signed by all participating agency heads. This document will be mentioned throughout this training and some copies can be found on the JJIS Website <http://www.hawaii.gov/ag/jjis> in the link called Overview. This site contains the JJIS User manual including Request forms and glossary.

## JJIS Overview

The intent of the statewide Juvenile Justice Information System (JJIS) is to provide a mechanism whereby appropriate, relevant, accurate, complete, and timely juvenile justice information is captured, maintained, and accessed by juvenile justice agencies throughout the State of Hawaii.

The JJIS is used by police officers, prosecutors, probation officers, and correctional workers who need to know the status of individual juveniles at any time or any point in the juvenile justice process.

The JJIS is used to track the juvenile through various agency processes and consequently to determine the current status of the juvenile at any given time.

The JJIS maintains a chronological record of offenses, detentions, dispositions, rehabilitation programs, and other events that have occurred and should be considered when dealing with the juvenile.

In addition, the JJIS provides background information on arrest, court data, personal data, and social services provided.

Finally, the JJIS is capable of producing statewide statistical reports and is a valuable asset in program planning and in measuring the outcome of various juvenile programs.

### **1. Juvenile Justice Confidentiality in Hawaii:**

JJIS users are entrusted with information that is strictly limited in its dissemination. Improper use of the JJIS is prohibited by Chapter 846D, Hawaii Revised Statutes. All JJIS users shall have unique IDs. Sharing IDs or passwords is not allowed and all users are accountable for any misuse of JJIS data.

#### Section 846D-4 H.R.S.: Limitations on Dissemination

Dissemination of information from the juvenile justice information system shall be limited whether directly or through any intermediary only to:

(1) Agencies which have primary investigative, detention, custodial, adjudicative, and program responsibility for minors, including but not limited to the county police departments, the county prosecutors, the family courts, and the Hawaii youth correctional facilities;

(2) Individuals and agencies pursuant to a specific agreement with an agency with primary investigative, detention, custodial, and program responsibility to provide services to fulfill that responsibility; provided that the agreement shall specifically authorize access to data, limit the use of data to purposes for which given, and insure the security and confidentiality of the data consistent with the purpose of this chapter;

(3) Individuals and agencies for the express purpose of research, evaluative, or statistical activities pursuant to an agreement with a juvenile justice agency; provided that the agreement shall specifically authorize access to data, limit the use of data to research, evaluative, or statistical purposes, and insure the confidentiality and security of the data consistent with the purpose of this chapter;

(4) The minor, the minor's parents or guardians, and the minor's attorney and guardian ad litem for the purpose of examining records pertaining to the minor; or

(5) Persons who have been injured or damaged, their subrogees, and legal representatives; provided that the information is limited only to that information that may be disclosed as provided under section 571-84(f) and (g). [L 1991, c 311, pt of §2]

#### Section 846D-5 H.R.S.: Responsibilities of Agencies

Any agency that has access to information available through the juvenile justice information system shall:

- (1) Select and supervise all persons authorized to have direct access to the information or any terminals or stations by which the information is transmitted;
- (2) Place responsibility on the persons permitted direct access for the physical security of juvenile justice data which the agency has received or can receive to protect against unauthorized access, disclosure, or dissemination;
- (3) Provide security training for all persons given direct access to information in the juvenile justice information system which shall include the substance and intent of this chapter and of rules adopted thereunder; and
- (4) Maintain procedures to protect data terminals or stations from unauthorized access, theft, sabotage, fire, or other natural or human caused disasters. [L 1991, c 311, pt of §2]

#### Section 846D-7 H.R.S.: Penalty

It is a misdemeanor to gain unauthorized access to JJIS information or to disseminate information in violation of this chapter.

Complete language of HRS 846D can be found at:

[http://www.capitol.hawaii.gov/hrscurrent/Vol14\\_Ch0701-0853/HRS0846D/HRS\\_0846D-.HTM](http://www.capitol.hawaii.gov/hrscurrent/Vol14_Ch0701-0853/HRS0846D/HRS_0846D-.HTM)

Additionally, the policy approved by the JJIC in the JJIS Internal Management Agreement states:

- Your Agency shall disseminate JJIS data only for purposes of the administration of juvenile justice.
- Your Agency shall not disseminate JJIS data to any other non-juvenile justice agency, individual, or organization without the express prior approval of the Department of the attorney General.
- In no event shall the parties confirm or deny the existence or non-existence of JJIS data to any agency, individual, or organization which is not qualified to receive such information in its own right.
- These dissemination limitations do not apply to adjudication data under section 571-84.6 HRS.

#### **What information has the agencies agreed to provide?**

From the Internal Management Agreement:

Police Agencies:

IDs for a juvenile (e.g. their internal ID and the JJIS ID)  
Demographics (e.g. Name, Date of Birth, Ethnicity, Address, etc.)

Special Information Flags (e.g. suicidal, drug involvement, resisted arrest, etc.)  
Apprehension/Offense (e.g. Police Report, Apprehension Date, Initial Charge, etc.)  
Missing/Wanted Information (e.g. Status, found/closed date, complainant)  
Juvenile Program information (Program Name/code, compliance, date etc.)  
Notes

**Prosecuting Agencies:**

IDs for a juvenile (e.g. their internal ID and the JJIS ID)  
Demographics (e.g. Name, Date of Birth, Address, etc.)  
Offenses (e.g. Police Report, Disposition, Disposition date)

**Family Court:**

IDs for a juvenile (e.g. their internal ID and the JJIS ID)  
Demographics (e.g. Name, Date of Birth, Ethnicity, Address, etc.)  
Court Data (e.g. referral information, termination reasons, adjudication results, etc.)  
Special Information Flags (e.g. Apprehension Letters)

**HYCF**

IDs for a juvenile (e.g. their internal ID and the JJIS ID)  
Demographics (e.g. Name, Date of Birth, Address, etc.)  
Commitments (e.g. Commit/Discharge date & times. General location, control types)  
Programs (e.g. program name/code, compliance)

A full listing of all the fields can be found in the JJIS Internal Management agreement on the JJIS website at:  
<http://hawaii.gov/ag/jjis/JJIS-UserManual/JJIS-Introduction/JJIS%20OverView>

**How timely is the data?**

As defined in the Internal Management Agreement, all agencies are to provide information as promptly as feasible and each agency is responsible for adhering to the definition of timely reporting. Timely reporting has been defined as within 72 hours of a reportable event (not counting holidays or weekends).

**What data are you allowed to see?**

As defined in the Internal Management Agreement, all agencies are to designate an employee to be the JJIS Security Liaison. One of the responsibilities of the security liaison is to review the level of JJIS access requested by each employee and to attest to the qualifications and need of each employee requesting access to the JJIS. The JJIC has also setup guidelines for which agency specific job descriptions can access specific screens.

**Who sets up your security?**

As already mentioned, each agency has a security liaison (although many have designated backup personnel in case of vacation or illness).

The following is a list of the current agency security liaisons:

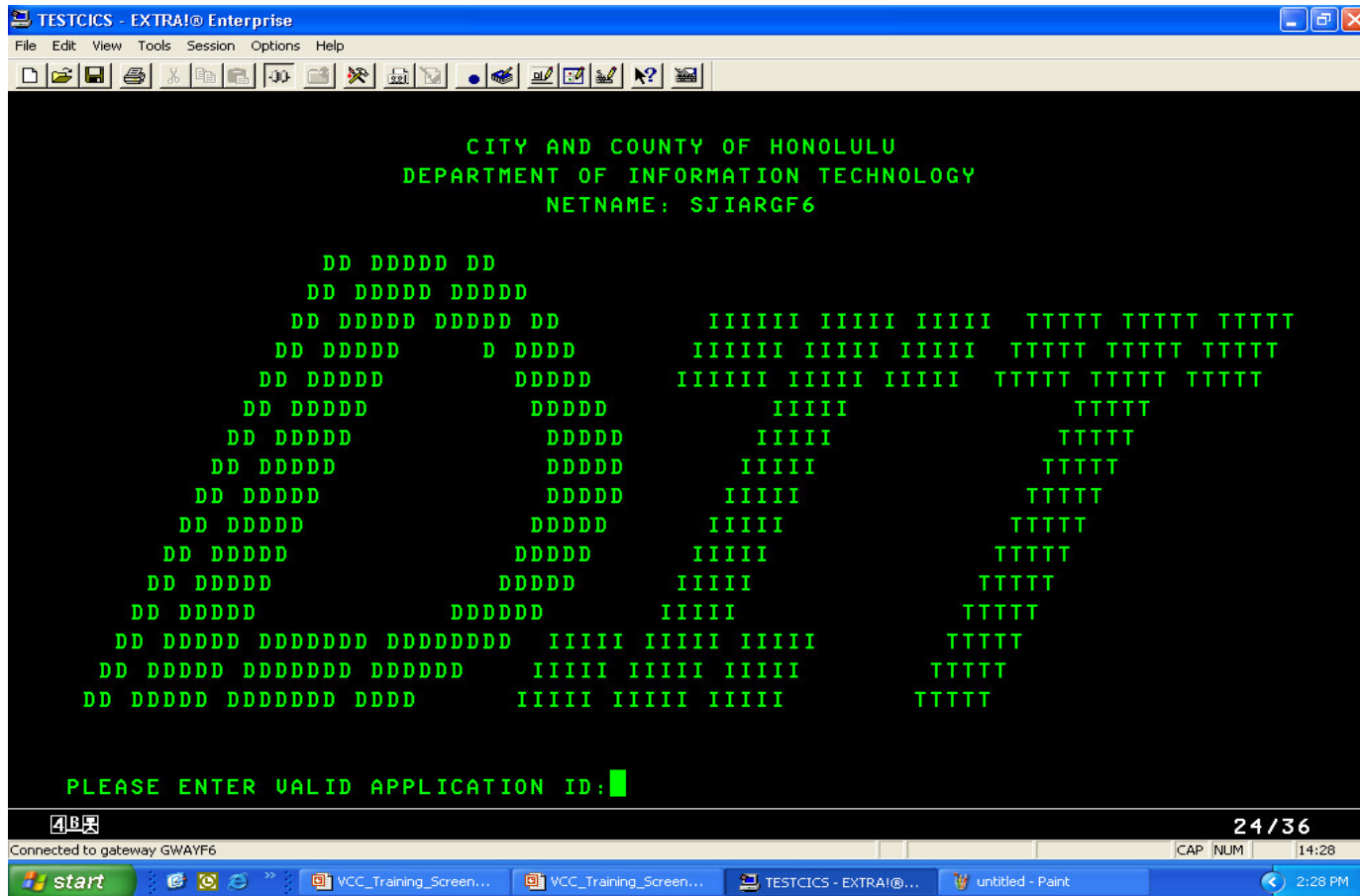
HPD: Sonny Dalde  
HPA: Jane Yuen  
MPD: Mary Wagner  
MPA: Gail Tamanaha  
HcPD: Sandra Tokeshi  
HcPA: Eric Terashima  
KPD: Estelle Furuike  
KPA: Adeline Refamonte  
FC: Arlene Mun  
OYS: Martha Torney

**How to LOGON into the JJIS.**

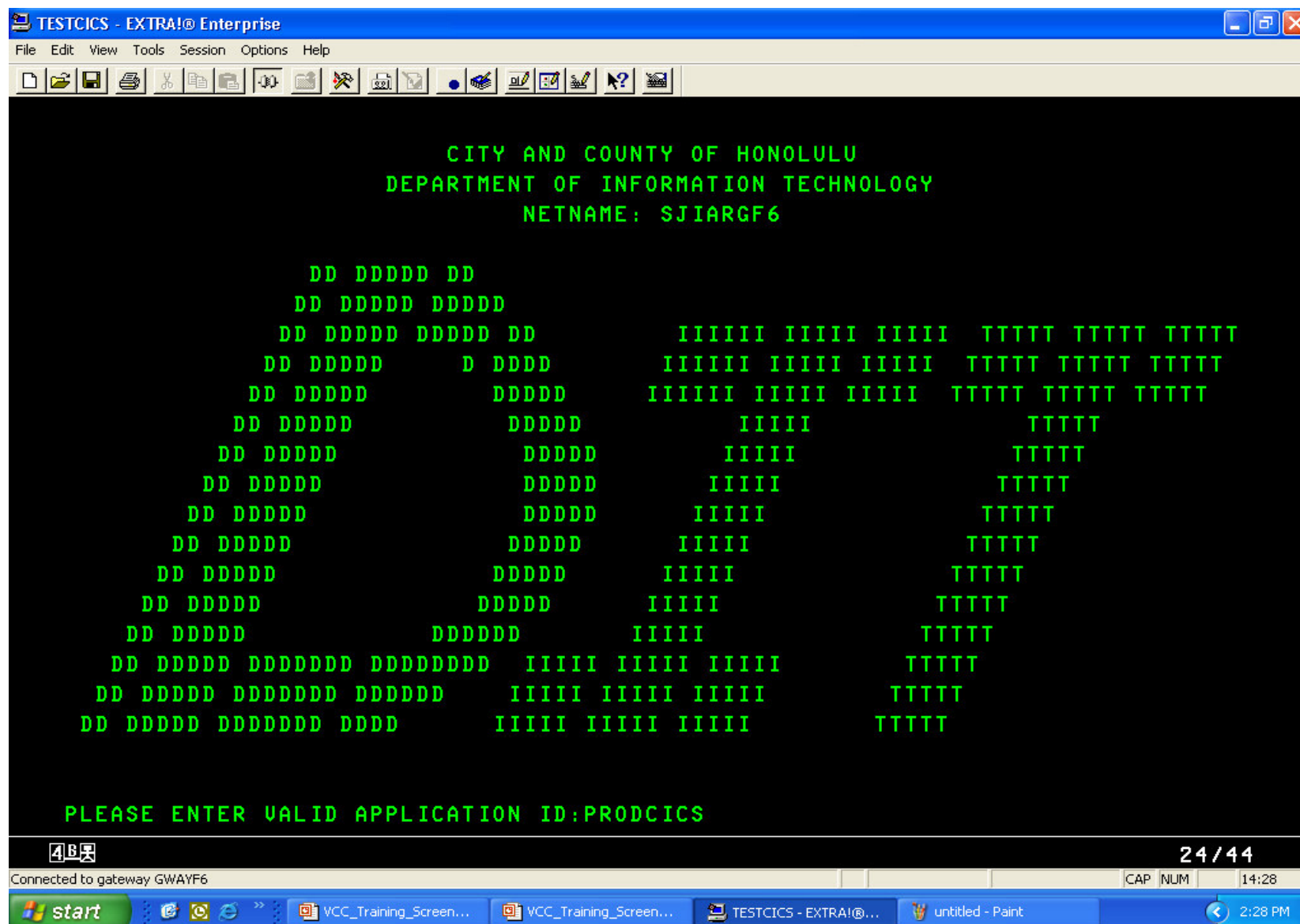
Usually JJIS users have an icon on their desktop that allows them to bring up the mainframe screen and logon. This icon is set up by an agency's IT person. In visiting various agencies, we have noticed that IT personnel sometimes set up the mainframe keyboard differently. This is especially true for the Clear key and the keyboard "unlock" key. Most agencies have the PC's Pause/Break key set CLEAR the screen and the Escape key is usually set to "unlock" the keyboard. Your agency may have mapped your PC's keyboard to do these functions differently. If you discover that this is the case, your JJIS liaison should contact your IT department to let you know how they mapped the keys for these functions. We have also noticed that on some PC's, the ENTER key is mapped to the CTRL key.

## Steps to LOGON:

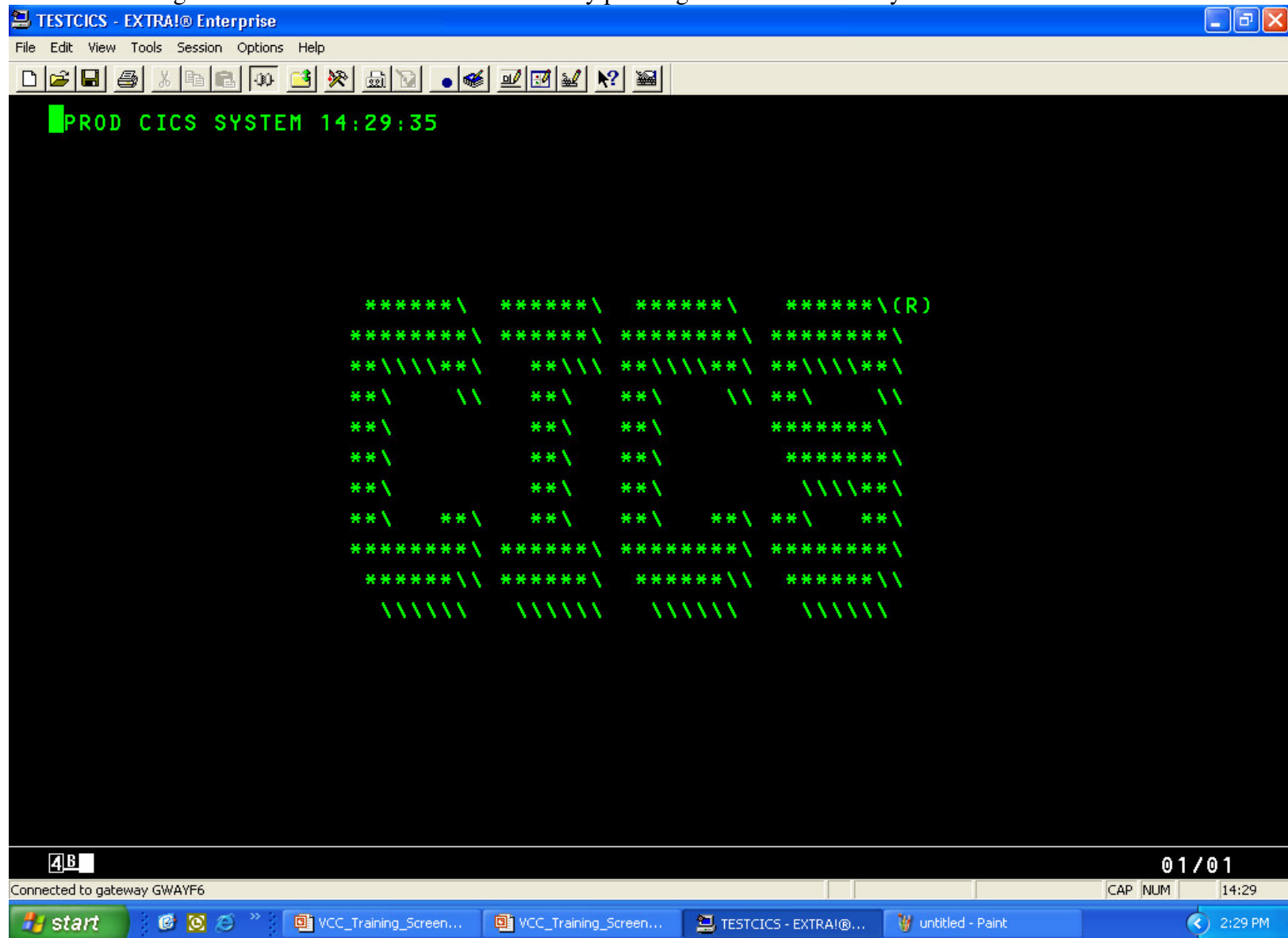
1. Start up the Mainframe session by clicking on the mainframe ICON. You will see the DIT banner.



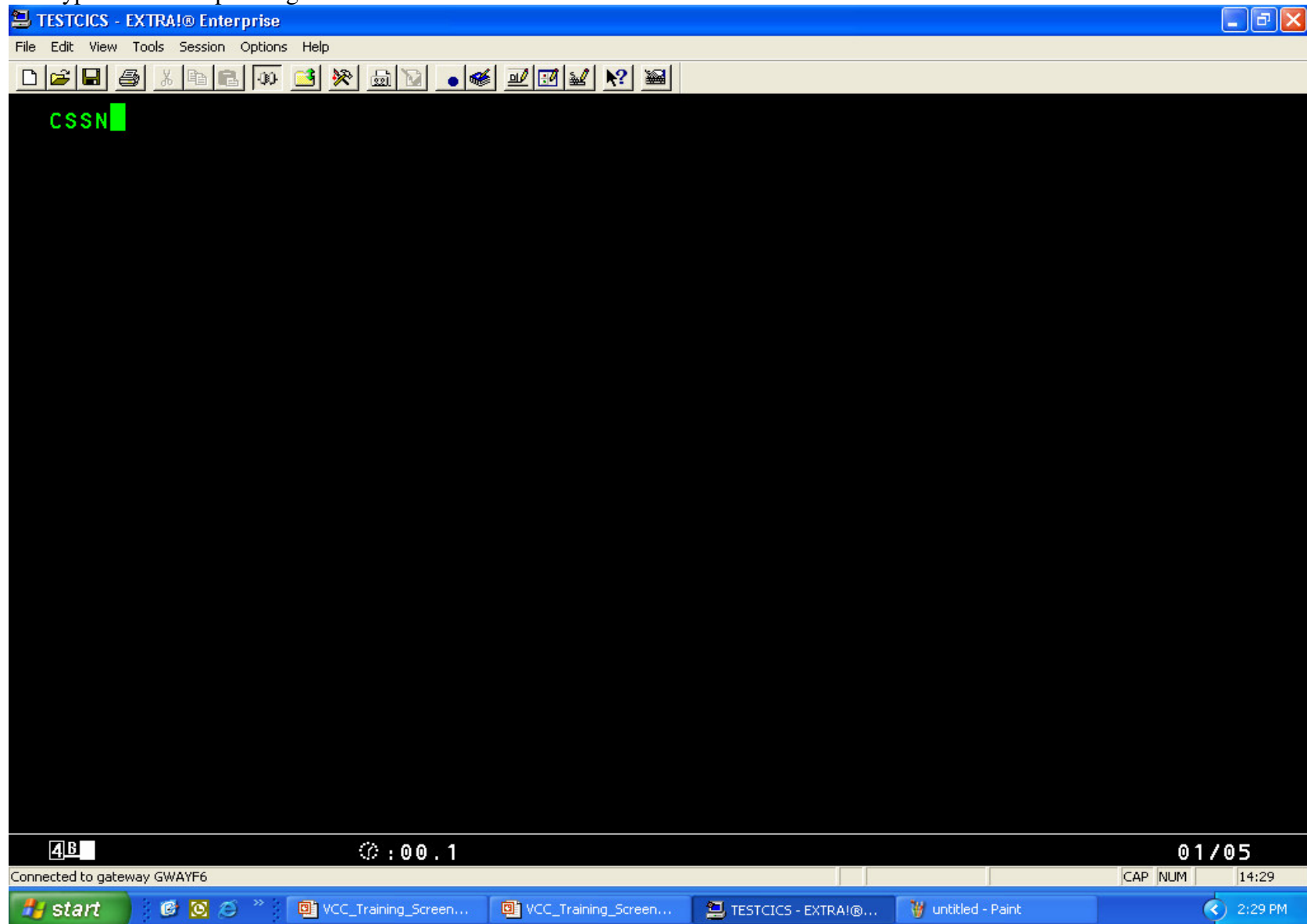
2. Type PRODCICS and press ENTER (some may have to press CTRL)



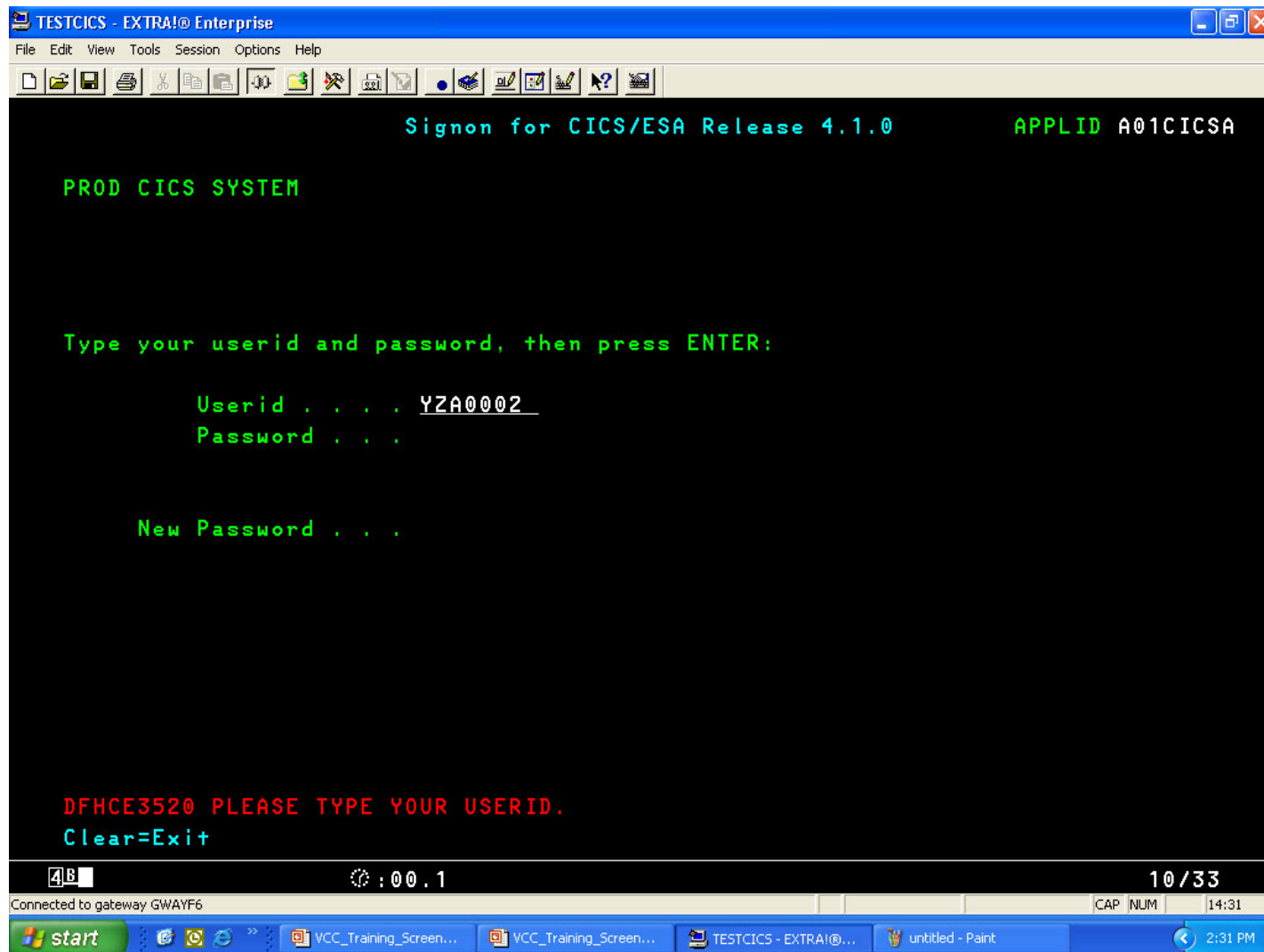
3. You will be greeted with the CICS screen – clear it by pressing the Pause/Break key.



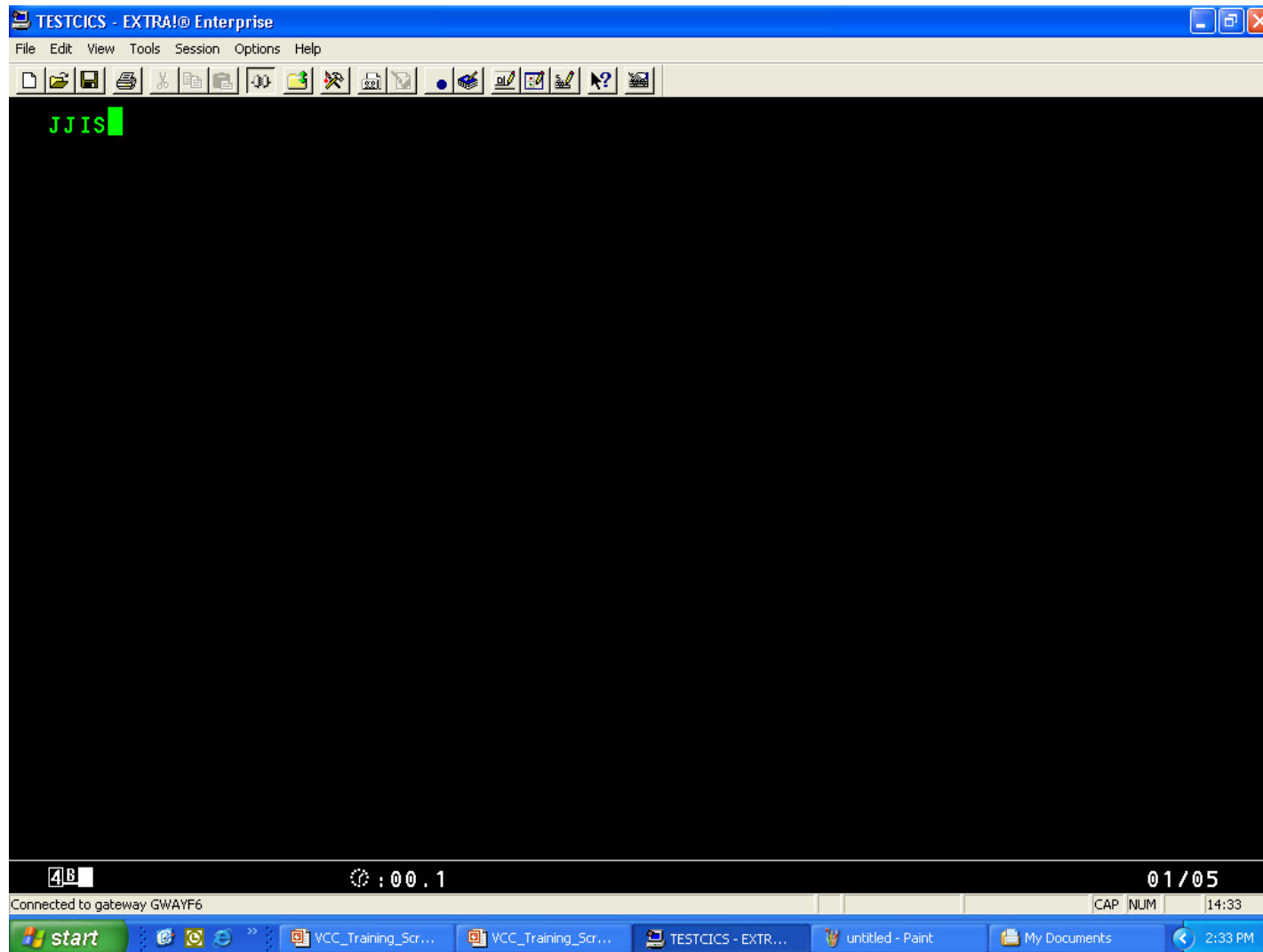
4. Type CSSN and pressing ENTER



5. The signon screen is displayed – type your mainframe USERID and PASSWORD
  - a. If you have just received your USER-ID and this is the very first time you are logging on – the default password will be **123xyz\$**. You must change this to a real password within 5 days.



6. Press ENTER – a couple screens will flash by.
7. Clear the screen and type JJIS – then press ENTER



That's it – you should now be in the JJIS and the most confusing part is over.

**IMPORTANT:** You can get back to this screen from anywhere in JJIS by pressing the SHIFT-F11 key.

The screenshot shows a terminal window titled "TESTCICS - EXTRA! Enterprise" with a menu bar (File, Edit, View, Tools, Session, Options, Help) and a toolbar. The main display area has a black background with yellow and green text. At the top, it says "SEARCH YZA0002" and "JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007". Below this is "SEARCH FOR JUVENILE BY NAME/ID/DEMOGRAPHIC INFO". There are input fields for "COUNTY" and "AGENCY". A section for "JUVENILE SEARCH NAME" includes fields for "LAST NAME, FIRST NAME" and "MIDDLE NAME". Below that are fields for "JJIS ID", "POLICE ID", "PROS ID", "FC-J NO", "SSN", "SEX", "ETHNICITY", "DOB", and "SCARS/MARKS". A date range field is labeled "-OR- FROM AGE TO AGE". A prompt asks "SEARCH FOR <L>EGAL/<A>LIAS/<U>NVERIFIED NAMES? \_ (LEAVE BLANK FOR ALL NAMES)". Another prompt asks "SEARCH PHONETICALLY? Y". A "MESSAGE:" section contains a red warning: "\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*". At the bottom right of the message section, it lists function keys: "ENTER=SEARCH", "PF6=GO TO", and "PF12=RETURN". The bottom status bar shows "Connected to gateway GWAYF6", a timer ":00.1", and the date "07/14". The Windows taskbar at the very bottom shows the start button, several icons, and open applications including "TESTCICS - EXTRA!...", "DOCUMENTS", "VCC Training.doc - Mi...", and "Microsoft PowerPoint ...". The system clock shows "8:41 AM".

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

SEARCH YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007

SEARCH FOR JUVENILE BY NAME/ID/DEMOGRAPHIC INFO

COUNTY \_\_\_\_\_ AGENCY \_\_\_\_\_

JUVENILE SEARCH NAME LAST NAME, FIRST NAME MIDDLE NAME

JJIS ID \_\_\_\_\_ SEX \_\_\_\_\_

POLICE ID \_\_\_\_\_ ETHNICITY \_\_\_\_\_

PROS ID \_\_\_\_\_ DOB \_\_\_\_\_ -OR- FROM AGE \_\_\_\_\_ TO AGE \_\_\_\_\_

FC-J NO \_\_\_\_\_ SCARS/MARKS \_\_\_\_\_

SSN \_\_\_\_\_

SEARCH FOR <L>EGAL/<A>LIAS/<U>NVERIFIED NAMES? \_ (LEAVE BLANK FOR ALL NAMES)

SEARCH PHONETICALLY? Y

MESSAGE:

GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\* ENTER=SEARCH

PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF6=GO TO

PF12=RETURN

4 B :00.1 07/14

Connected to gateway GWAYF6

start TESTCICS - EXTRA!... DOCUMENTS VCC Training.doc - Mi... Microsoft PowerPoint ... 8:41 AM

## What do I do if the keyboard locks up?

Usually this happens when you try to type in a protected field. The most common mistake is to try to type in the GO TO field immediately after the colon. This will lock the keyboard.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

SEARCH YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
SEARCH FOR JUVENILE BY NAME/ID/DEMOGRAPHIC INFO

COUNTY \_\_\_\_\_ AGENCY \_\_\_\_\_

JUVENILE LAST NAME, FIRST NAME MIDDLE NAME  
SEARCH NAME \_\_\_\_\_

JJIS ID \_\_\_\_\_ SEX \_\_\_\_\_  
POLICE ID \_\_\_\_\_ ETHNICITY \_\_\_\_\_  
PROS ID \_\_\_\_\_ DOB \_\_\_\_\_ -OR- FROM AGE \_\_\_\_\_ TO AGE \_\_\_\_\_  
FC-J NO \_\_\_\_\_ SCARS/MARKS \_\_\_\_\_  
SSN \_\_\_\_\_

SEARCH FOR <L>EGAL/<A>LIAS/<U>NVERIFIED NAMES? \_ (LEAVE BLANK FOR ALL NAMES)

SEARCH PHONETICALLY? Y

Typing in a protected field will lock the keyboard  
for example **GO TO** actually starts in next position

MESSAGE!  
GO TO: [redacted] \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\* ENTER=SEARCH  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF6=GO TO PF12=RETURN

4B [redacted] X [redacted] :00.7 22/08

Connected to gateway GWAYF6 NUM 13:46

start Microsoft Excel - My ... Scan started on 7/23... VCC Training.doc - Mi... TESTCICS - EXTRA!@... 1:46 PM

A locked keyboard is indicated by a symbol that looks like a little man with arms outstretched. I like to think of him as saying “STOP”



To unlock the keyboard so you can type again – simply press Esc – which is the key in the most upper left position of you keyboard.

If your IT section has remapped your key to something else you will need to find out that key in order to unlock your keyboard.

## **How to SEARCH for a juvenile:**

We're going to look at three ways to search for a juvenile:

1. Name (phonetic or non-phonetic) phonetic means "sounds like"
2. ID (JJIS ID or agency ID)
3. Document Number (usually Police report number)

The Search for Juvenile by Name/ID/Demographic Info is the primary screen used to search for juveniles in the JJIS. A user may search by name, various identifiers or demographics including sex, ethnicity, and date of birth or age. A user may further narrow the search criteria by entering a specific county and/or a specific agency. A user may also search by a specific name type like legal name, alias or unverified name or search phonetically. The results of the search are displayed on the Search for Juvenile Summary screen.

When using additional demographics, e.g. sex, ethnicity, date of birth, age and SMATs, to narrow the search, the search routine returns exact matches. These additional demographic items do not apply to searches by ID.

To search for a juvenile using the phonetic search, enter a name in LASTNAME, FIRSTNAME MIDDLENAME format and press ENTER. The phonetic search is the default and is on the LASTNAME only.

You can also use a wildcard \* when using the non-phonetic search, e.g. TEST\* returns all names where the first 4 characters are equal to TEST. You can use the wildcard on phonetic searches but the results do not differ from the standard phonetic search, e.g. TEST and TEST\* gives you the same result.

Here is a typical SEARCH screen filled out and ready for the ENTER key to be pressed.  
You can always come back to this screen from anywhere in the JJIS by pressing **SHIFT-F11**.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

SEARCH JUVENILE JUSTICE INFORMATION SYSTEM 07/18/2007  
YZA0002 SEARCH FOR JUVENILE BY NAME/ID/DEMOGRAPHIC INFO

COUNTY \_\_\_\_\_ AGENCY \_\_\_\_\_

JUVENILE LAST NAME, FIRST NAME MIDDLE NAME  
SEARCH NAME TESTLASTONE, FIRST \_\_\_\_\_

JJIS ID \_\_\_\_\_ SEX \_\_\_\_\_  
POLICE ID \_\_\_\_\_ ETHNICITY \_\_\_\_\_  
PROS ID \_\_\_\_\_ DOB \_\_\_\_\_ -OR- FROM AGE \_\_\_\_\_ TO AGE \_\_\_\_\_  
FC-J NO \_\_\_\_\_ SCARS/MARKS \_\_\_\_\_  
SSN \_\_\_\_\_

SEARCH FOR <L>EGAL/<A>LIAS/<U>NVERIFIED NAMES? \_ (LEAVE BLANK FOR ALL NAMES)

SEARCH PHONETICALLY? Y

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\* ENTER=SEARCH  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF6=GO TO  
PF12=RETURN

4 B :00.1 09/14

Connected to gateway GWAYF6

start [Taskbar icons: Inbox - Microsof..., Cardfile - MYCA..., VCC Training.do..., Microsoft Power..., TESTCICS - EXT...] 11:33 AM

Here are the results of that search – displayed on what is called the NAMES screen.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

NAMES JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA000Z SEARCH FOR JUVENILE SUMMARY MORE: N

SEARCH NAME TESTLASTONE, FIRST

JJIS ID \_\_\_\_\_ COUNTY \_\_\_\_\_ AGENCY \_\_\_\_\_  
POLICE ID \_\_\_\_\_ SEX \_\_\_\_\_ NAME TYPE \_\_\_\_\_ PHONETIC SEARCH Y  
PROS ID \_\_\_\_\_ ETHNICITY \_\_\_\_\_  
FC-J NO \_\_\_\_\_ DOB \_\_\_\_\_ -OR- FROM AGE \_\_\_\_\_ TO AGE \_\_\_\_\_  
SSN \_\_\_\_\_ SCARS/MARKS \_\_\_\_\_

LAST NAME, FIRST MIDDLE	TYPE	DOB	AGY	JJIS ID	W/S
( _ ) TESTLASTONE, FIRST	U	05/14/1992	HYCF	145804	WAR
( _ ) TESTLASTONE, FIRST	A	05/14/1992	KPD	145804	WAR
( _ ) TESTLASTONE, FIRST	U	05/14/1992	KPD	145804	WAR
( _ ) TESTLASTONE, FIRST	U	05/14/1992	KPA	145804	WAR
( _ ) TESTLASTONE, FIRST	L	05/14/1992	FC	145804	WAR
( _ )					
( _ )					
( _ )					
( _ )					

MESSAGE:  
GO TO:

\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*

PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF5=APPR/RAP PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=DEMO ENTRY PF10=DETAIL PF11=MASTER PF12=RETURN

4B :04.2 22/09

Connected to gateway GWAYF6 NUM 14:06

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... LOCKED.JPG... Microsoft Po... 2:06 PM

The NAMES screen is the principal screen used to decide whether you have found the appropriate juvenile. You can also use the NAMES screen to perform another search without going back to the Search screen.

There is a lot of important information being displayed on this screen. Obviously you can see the Name and DOB. But between those two fields is a **TYPE** field. That refers to the Type of Name that is being displayed. There are three types: **Legal(L)**, **Alias(A)**, and **Unverified(U)**. Legal names can only be provided by the Family Court.

To the right of DOB you can tell which agency provided the information and the JJIS-ID associated with this juvenile. Every juvenile is given a JJIS-ID whether they are an offender or a missing child.

To the far right you can see the Wanted status of the juvenile. You can immediately tell whether a juvenile has an open Warrant, a Letter of Apprehension, is a Runaway, or is simply Wanted for questioning.

Above the list of names is the Search criteria used to bring back this list of names. You can tell that a Phonetic Search was done in this case by the Y in that field. To initiate a different Search – simply type in the new values and press enter.

Toward the top of the screen is an important indicator. There is a field called MORE which tells you if there are more screens to display. In this case there are No More – but when there are you can page forward using the Function keys that run along the top of your keyboard.

All functions keys available for a particular screen are displayed at the bottom. These mostly stay the same but some screens may have different options - especially if it is an update screen.

There is also a message area that displays error messages when you press an incorrect key or when you try to view a screen that you do not have authorization for.

Note the “Confidential – do not disseminate” message under the message line.

The search screens allow you restrict a search by county or agency. But almost all users search statewide. You can also restrict a search using SEX (M/F) or DOB – but the most common method is simply by NAME.

You can also use a JJIS-ID or your agency-ID to search for a juvenile. But you cannot use both a name and an ID. Here is a sample of a JJIS-ID search being done from the NAMES screen:

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

NAMES JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 SEARCH FOR JUVENILE SUMMARY MORE: N

SEARCH NAME \_\_\_\_\_  
JJIS ID 145804 \_\_\_\_\_ COUNTY \_\_\_\_\_ AGENCY \_\_\_\_\_  
POLICE ID \_\_\_\_\_ SEX \_\_\_\_\_ NAME TYPE \_\_\_\_\_ PHONETIC SEARCH Y  
PROS ID \_\_\_\_\_ ETHNICITY \_\_\_\_\_  
FC-J NO \_\_\_\_\_ DOB \_\_\_\_\_ -OR- FROM AGE \_\_\_\_\_ TO AGE \_\_\_\_\_  
SSN \_\_\_\_\_ SCARS/MARKS \_\_\_\_\_

	LAST NAME, FIRST MIDDLE	TYPE	DOB	AGY	JJIS ID	W/S
( _ )	TESTLASTONE, FIRST	U	05/14/1992	HYCF	145804	WAR
( _ )	TESTLASTONE, FIRST	A	05/14/1992	KPD	145804	WAR
( _ )	TESTLASTONE, FIRST	U	05/14/1992	KPD	145804	WAR
( _ )	TESTLASTONE, FIRST	U	05/14/1992	KPA	145804	WAR
( _ )	TESTLASTONE, FIRST	L	05/14/1992	FC	145804	WAR
( _ )						
( _ )						
( _ )						
( _ )						

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF5=APPR/RAP PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=DEMO ENTRY PF10=DETAIL PF11=MASTER PF12=RETURN

4B :04.2 05/20

Connected to gateway GWAYF6 NUM 14:08

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:08 PM

## How to Display a juveniles RAP sheet.

This is very easy: you type something in the field to the left of the name and Press F5.  
That's all there is to it. You can type anything in that field but most people use an X.  
One thing to remember is that you can only look up the RAP sheet on one juvenile at a time.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

NAMES YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
SEARCH FOR JUVENILE SUMMARY MORE: N

SEARCH NAME \_\_\_\_\_  
JJIS ID 145804 COUNTY \_\_\_\_\_ AGENCY \_\_\_\_\_  
POLICE ID \_\_\_\_\_ SEX \_\_\_\_\_ NAME TYPE \_\_\_\_\_ PHONETIC SEARCH Y  
PROS ID \_\_\_\_\_ ETHNICITY \_\_\_\_\_  
FC-J NO \_\_\_\_\_ DOB \_\_\_\_\_ -OR- FROM AGE \_\_\_\_\_ TO AGE \_\_\_\_\_  
SSN \_\_\_\_\_ SCARS/MARKS \_\_\_\_\_

LAST NAME, FIRST MIDDLE	TYPE	DOB	AGY	JJIS ID	W/S
( X ) TESTLASTONE, FIRST	U	05/14/1992	HYCF	145804	WAR
( ) TESTLASTONE, FIRST	A	05/14/1992	KPD	145804	WAR
( ) TESTLASTONE, FIRST	U	05/14/1992	KPD	145804	WAR
( ) TESTLASTONE, FIRST	U	05/14/1992	KPA	145804	WAR
( ) TESTLASTONE, FIRST	L	05/14/1992	FC	145804	WAR
( )					
( )					
( )					
( )					

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF5=APPR/RAP PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=DEMO ENTRY PF10=DETAIL PF11=MASTER PF12=RETURN

4B :04.2 13/04

Connected to gateway GWAYF6 CAP NUM 14:10

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:10 PM

Let's take a quick look at the JJIS RAP sheet and what is unique about it.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

APPR YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM APPREHENSION SUMMARY 07/23/2007

MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992  
TOTAL OFFENSES 23

DATE	T	POL	RPT	MOD	OFFENSE	SEU	SECTION NUMBER	DISPO	AGY
01/31/2006	A	06044586			ASSAULT 2	FC	707-0711	PENDING	HPD
12/17/2005	A	05517787			PROM PR CON	FB	710-1022	PENDING	HPD
11/15/2005	A	C05038933			CPD 4	PM	708-0823	PROBATION	FC
11/02/2005	R	C05033563			CPD 4	PM	708-0823	DSM PROS	FC
10/30/2005	R	C05030487			CPD 4	PM	708-0823	DSM PROS	FC
09/15/2005	R	C05031342			HARASSMENT	PM	711-1106	PENDING	FC
09/14/2005	R	C05025749			CPD 4	PM	708-0823	PROBATION	FC
09/12/2005	R	C05025087			CPD 4	PM	708-0823	PROBATION	FC
09/04/2005	R	C05027469			CPD 4	PM	708-0823	DSM PROS	FC
08/22/2005	R	C05028298			CPD 4	PM	708-0823	DSM PROS	FC

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF12=RETURN

4B :00.2 22/09

Connected to gateway GWAYF6

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:29 PM

First of all, the JJIS RAP sheet is driven by a Police Contact (or arrest). Court Referrals that do not match to a Police Contact using the Police report Number – will not be displayed on the RAP sheet. In fact, only prosecutor or Court data that matches on Police report Number will be displayed here. If you want to see ALL the OFFENSES from all the agencies – another screen will be used – but we'll get to that in a moment.

First of all, the juvenile's Name and DOB and JJIS-ID are displayed in the Header. This will be consistent across all JJIS screens.

The first column shows Date: This is either the Arrest Date or Contact Date.

There is a Type field which shows how the juvenile was apprehended:

A=Custody Arrest; N=Non-Custody Arrest; R=Referral Only

The Police Report Number is the next column followed by a **Modifier** field which indicates whether this was

AT=Attempted; CC=Conspiracy to Commit; AC=Accomplice; CS=Criminal Solicitation AA=Criminal Attempt to Aid

Next is a Description of the Offense and its Severity – followed by the Hawaii Revised Statute.

Following that is the Disposition and the Agency that set that disposition.

Most of this screen is self-evident but you can find all the details in the JJIS Web User Manual. Let's cover a few details.

First, the RAP sheet condenses offenses for a Police Report. That means that if both a Police & Prosecutor record exists – the Prosecutor information will take precedence. If there is Family Court data, that will take precedence. This works well because it means that Court adjudication results can be displayed. It also means that each offense only gets one line – and it doesn't look like a juvenile has 3 times the offenses that he/she is accused of.

Second, this is a mainframe system and we cannot scroll and see all the offenses. We need to Page-Forward using the **F8** key. Or Page-Backward using the **F7** key.

Third, the JJIS does not have a RAP sheet print facility. You need to press the Print screen on your keyboard in order to get hard copy. If there are five pages of offenses you need printed, you will need to page to each screen and press Print Screen for each page.

But if you need to see all the agencies at one time and even those that don't have a Police Contact – like truancy or traffic offenses – you will need to use the Offense screen.

## How to display the Offense screen.

It is actually simple. Type **OFF** in the GO TO and press **F6**. This is a different type of navigation that lets you go to almost any area of the JJIS directly. This has been a fairly good workaround since the mainframe does not allow you to put links or hotspots on the screen. In the Next Generation JJIS – the Browser based display will allow direct links to other parts of the JJIS.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

APPR JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 APPREHENSION SUMMARY MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992  
TOTAL OFFENSES 23

DATE	T	POL RPT	MOD	OFFENSE	SEV	SECTION NUMBER	DISPO	AGY
01/31/2006	A	06044586		ASSAULT 2	FC	707-0711	PENDING	HPD
12/17/2005	A	05517787		PROM PR CON	FB	710-1022	PENDING	HPD
11/15/2005	A	C05038933		CPD 4	PM	708-0823	PROBATION	FC
11/02/2005	R	C05033563		CPD 4	PM	708-0823	DSM PROS	FC
10/30/2005	R	C05030487		CPD 4	PM	708-0823	DSM PROS	FC
09/15/2005	R	C05031342		HARASSMENT	PM	711-1106	PENDING	FC
09/14/2005	R	C05025749		CPD 4	PM	708-0823	PROBATION	FC
09/12/2005	R	C05025087		CPD 4	PM	708-0823	PROBATION	FC
09/04/2005	R	C05027469		CPD 4	PM	708-0823	DSM PROS	FC
08/22/2005	R	C05028298		CPD 4	PM	708-0823	DSM PROS	FC

MESSAGE:  
GO TO: OFF \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF12=RETURN

4B :00.2 22/09

Connected to gateway GWAYF6 NUM 14:27

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:27 PM

The Offense screen shows all offense data from the various agencies. This is called a Summary screen in JJIS. Almost every Summary screen has a Detail screen associated to it and you almost always press F10 to see the detail. We'll look at that in a moment.

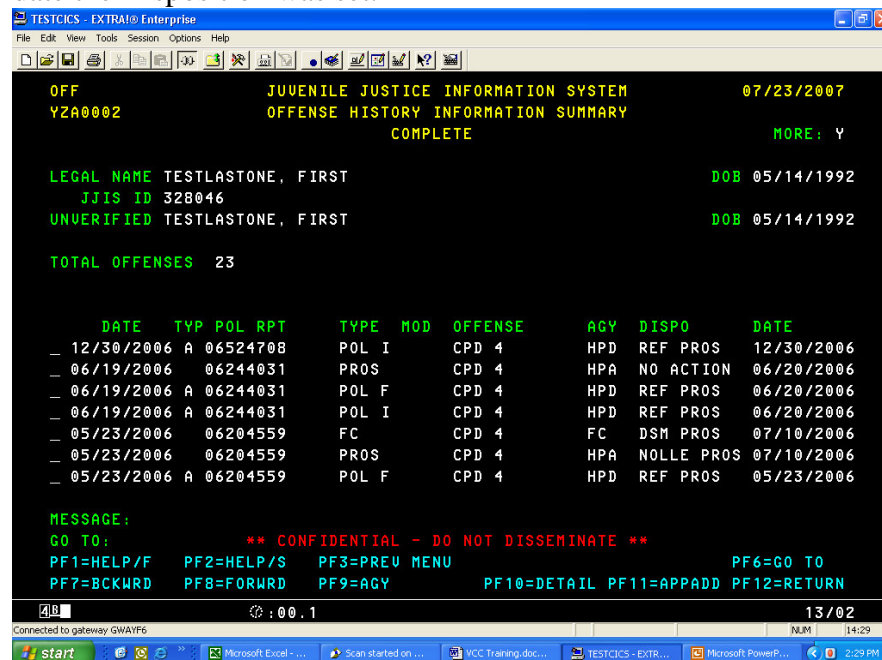
**Notice that the Screen Abbreviation in the Upper-Left Corner is OFF – it's the same abbreviation used to GO TO.**

All screens show their abbreviations here.

The first thing you may notice is the Total Offense count. This is a total the number of police initial offenses that exist for this juvenile and gives you an idea of how many times the juvenile has offended.

In the main body of the screen you can see the Date which is the Police Arrest or Contact date. The next column is the Apprehension TYP (same as discussed for the RAP sheet). The TYPE field in the middle tells you if this a Police Initial or Final charge, a Family Reason Code and Family Court Amended charge, or a Prosecutor Add on.

The next columns are the Offense Modifier & Description (as discussed before). Finally the Agency and their Disposition and the date the Disposition was set.



A larger view of this screen is on the next page....

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

OFF YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM  
OFFENSE HISTORY INFORMATION SUMMARY  
COMPLETE 07/23/2007  
MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

TOTAL OFFENSES 23

	DATE	TYP	POL	RPT	TYPE	MOD	OFFENSE	AGY	DISPO	DATE
X	12/30/2006	A	06524708		POL I		CPD 4	HPD	REF PROS	12/30/2006
_	06/19/2006		06244031		PROS		CPD 4	HPA	NO ACTION	06/20/2006
_	06/19/2006	A	06244031		POL F		CPD 4	HPD	REF PROS	06/20/2006
_	06/19/2006	A	06244031		POL I		CPD 4	HPD	REF PROS	06/20/2006
_	05/23/2006		06204559		FC		CPD 4	FC	DSM PROS	07/10/2006
_	05/23/2006		06204559		PROS		CPD 4	HPA	NOLLE PROS	07/10/2006
_	05/23/2006	A	06204559		POL F		CPD 4	HPD	REF PROS	05/23/2006

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=AGY PF10=DETAIL PF11=APPADD PF12=RETURN

4B :00.1 13/02

Connected to gateway GWAYF6 NUM 14:29

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:29 PM

To see the Offense Detail Screen for one of these lines type an **X** there or place your cursor on the line and Press **F10**.

The Offense Information Detail screen displays information about a particular offense associated with a selected juvenile. Certain display fields are agency specific (e.g. REFERRAL DATE sent by Family Court) and will only display if the appropriate agency row is being viewed. However, police specific information including contact date/time and offense date/time/location is not held to this restriction and may display for all agencies.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

OFFDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
 YZA0002 OFFENSE INFORMATION DETAIL MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
 JJIS ID 328046  
 UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

RECORD TYPE POLICE INITIAL ENTERED BY HPD ON 01/02/2007 LAST UPD 02/23/2007

MOD/OFFENSE CPD 4 SEVERITY PETTY MISDEMEANO  
 SECTION NBR 708-0823 CLASS LAW VIOLATION  
 DISPOSITION REFERRED TO PROSECUTOR DISPO DATE/TIME 12/30/2006 23:00

OFFENSE DATE/TIME 12/30/2006 21:30 POLICE CONTACT-DATE/TIME 12/30/2006 21:30  
 OFFENSE LOCATION 470125 OKANA RD BEAT 471  
 POL RPT/MSTR 06524708 06524708 ASSIGNED TO  
 PROS CASE PROS ADD ON N MANDATORY NOTIFY N  
 FC-J NO FCJ0064324 PETITION NO CNT  
 REFERRAL DATE PETITION FILING DATE  
 MESSAGE:  
 GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
 PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=G0 TO  
 PF7=BCKWRD PF8=FORWRD PF9=CONDET PF10=STAFF PF12=RETURN

4B :00.1 22/09

Connected to gateway GWAYF6 NUM 14:32

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:32 PM

To review the Police Contact Detail you simply press **F9**.

This screen shows further details about the Police Contact (or Arrest). For example, Blood Alcohol Count (BAC) and Release information is displayed when available. Also whether the juvenile was fingerprinted or photographed.

The screenshot shows a terminal window titled "TESTCICS - EXTRA! Enterprise". The main display area has a black background with green and yellow text. At the top, it shows "CONDET YZA0002", "JUVENILE JUSTICE INFORMATION SYSTEM", and the date "07/23/2007". Below this is "CONTACT INFORMATION DETAIL". The main body of the screen contains various fields: "LEGAL NAME TESTLASTONE, FIRST", "JJIS ID 328046", "UNVERIFIED TESTLASTONE, FIRST", "DOB 05/14/1992", "ENTERED BY HPD ON 01/02/2007 LAST UPD 02/23/2007 POLICE ID J146765", "AGE AT TIME OF CONTACT 14 SCHOOL ALL OTHER COLLE/SPEC SCH", "MSTR POL RPT 06524708 BOOKING NO FINGERPRINT Y PHOTOGRAPH N", "ARREST/REFERRAL DATE/TIME 12/30/2006 21:30 OFFENSE DATE/TIME 12/30/2006 21:30", "LOCATION 47-125 OKANA RD.", "CONTACT TYPE ON VIEW DRUGS INJURY", "PHYSICAL DISPOSITION BAC", "SECURE DETENTION DATES: START REMOVAL", "RELEASED TO RELATION", "RELEASE DATE/TIME PHONE NO EXT". At the bottom, there is a "MESSAGE:" section with "GO TO: " followed by a red box, and a red warning "CONFIDENTIAL - DO NOT DISSEMINATE". Below this are function key prompts: "PF1=HELP/F", "PF2=HELP/S", "PF3=PREV MENU", "PF6=GO TO", "PF12=RETURN", and "PF10=STAFF" which is circled in red. The bottom status bar shows "4B", "00.2", "22/09", and "Connected to gateway GWAYF6". The Windows taskbar at the very bottom shows the start button and several open applications: Microsoft Excel, Scan started on..., VCC Training.doc..., TESTCICS - EXTR..., and Microsoft PowerP...

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

CONDET YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007

CONTACT INFORMATION DETAIL

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992

JJIS ID 328046

UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY HPD ON 01/02/2007 LAST UPD 02/23/2007 POLICE ID J146765

AGE AT TIME OF CONTACT 14 SCHOOL ALL OTHER COLLE/SPEC SCH

MSTR POL RPT 06524708 BOOKING NO FINGERPRINT Y PHOTOGRAPH N

ARREST/REFERRAL DATE/TIME 12/30/2006 21:30 OFFENSE DATE/TIME 12/30/2006 21:30

LOCATION 47-125 OKANA RD.

CONTACT TYPE ON VIEW DRUGS

INJURY

PHYSICAL DISPOSITION BAC

SECURE DETENTION DATES: START REMOVAL

RELEASED TO RELATION

RELEASE DATE/TIME PHONE NO EXT

MESSAGE:

GO TO:

\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*

PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO

PF10=STAFF PF12=RETURN

4B 00.2 22/09

Connected to gateway GWAYF6

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:37 PM

To display the Police Officers (STAFF) involved with the contact, Press **F10**.

Police Officer names are displayed when the Police department supplies them. In this case the names weren't supplied.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

STAFF YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
ARRESTING OFFICER/STAFF INFORMATION MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

MSTR POL RPT 06524708 POLICE ID J146765 FC-J NO FCJ0064324  
ARREST DATE/TIME 12/30/2006 21:30 OFFENSE DATE/TIME 12/30/2006 21:30

STAFF ACTION	STAFF ID	OFFICER/STAFF NAME	DATE	TIME
TRANSPORTED BY	101762		12/30/2006	21:30
ARRESTED BY	101762		12/30/2006	21:30

MESSAGE:  
GO TO: COMP \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF12=RETURN

4B :00.2 03/78

Connected to gateway GWAYF6

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:34 PM

**How to display a composite snap-shot of the juvenile.**

Type **COMP** in the GO TO field of any screen and press **F6**.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

COMP YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
COMPOSITE INFORMATION

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

NUMBER OF OFFENSES 23 NUMBER OF ADJUDICATIONS 8  
NUMBER OF CHARGES 21 DATE OF LAST ADJUDICATION 02/13/2007  
DATE OF LAST CONTACT 02/05/2007 ADJUDICATED CRIMES AGAINST PERSONS Y  
OUTSTANDING WARRANTS Y CURRENTLY IN PHYSICAL LOCATION Y  
SPECIAL INFO FLAGS Y CURRENTLY IN PROGRAM N  
CIRCUIT/LEGAL STATUS 3 PROBATION

PAROLE OFFICER

PARENT/GUARDIAN NAME(S) REL HOME PHONE BUS PHONE  
TESTLASTONE, IKA PA 808-123 0000

MESSAGE:  
GO TO: REFSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GOTO  
PF12=RETURN

4B :08.6 22/09

Connected to gateway GWAYF6 NUM 14:45

start Microsoft Excel - ... Scan started on ... VCC Training.doc... TESTCICS - EXTR... Microsoft PowerP... 2:45 PM

The following fields are of interest on this screen:

**NUMBER OF OFFENSES** – the number of police initial offenses that exist for this juvenile, where an offense is defined as any violation of the law. Additional information may be viewed on the Offense History Information Summary screen.

**NUMBER OF CHARGES** – the number of petitions filed by the court alleging an offense committed by a juvenile. Additional information may be viewed on the FC Referral Summary screen.

**DATE OF LAST OFFENSE** – the most recent date the juvenile violated the law.

**OUTSTANDING WARRANTS** – A Y or N flag that indicates whether or not the juvenile has any unresolved warrants. Additional information may be viewed on the Warrant Summary screen.

**SPECIAL INFO FLAGS** – A Y or N flag that indicates whether or not the juvenile has special information flags. Additional information may be viewed on the Special Information Flags Inquiry screen.

**CIRCUIT/LEGAL STATUS** – if the juvenile has an active legal status, this line displays the circuit that established the legal status and the description. Additional information may be viewed on the Legal Status Summary screen.

**NUMBER OF ADJUDICATIONS** – the number of judicial determinations of an allegation included on the petition, excluding waiver petitions. Additional information may be viewed on the FC Referral Summary screen.

**DATE OF LAST ADJUDICATION** – the most recent date that the juvenile was adjudicated.

**ADJUDICATED CRIMES AGAINST PERSONS** – the number of adjudications where the law violation involved a person(s).

**CURRENTLY IN PHYSICAL LOCATION** – A Y or N flag that indicates whether or not the juvenile resides in a placement or residential program facility. Additional information may be viewed on the Physical Location Summary screen.

**CURRENTLY IN PROGRAM** – A Y or N flag that indicates whether or not the juvenile is enrolled in a juvenile program. Additional information may be viewed on the Program Information Summary screen.

**PAROLE OFFICER** – the name of the parole officer assigned to the juvenile.

**PARENT/GUARDIAN NAME(S)** – the name of the person(s) associated to the juvenile. The screen displays up to two entries using the format Last Name, First Name and optional Middle Name or Initial. Additional information may be viewed on the Associated/Related Person Summary screen.

**REL** – the abbreviation for relationship code; this code refers to the relationship of the associated person to the juvenile.

**HOME PHONE** – the resident phone number of the associated person.

**BUS PHONE** – the business phone number of the associated person.

All the field definitions for this screen (or any screen) can be found in the Online JJIS manual at [www.hawaii.gov/ag/jjis](http://www.hawaii.gov/ag/jjis)

#### **How to display Family Court Referral Information:**

Type **REFSUM** in the GO TO field of any screen and press **F6** (see prior page for screen print).

In this screen you can see the circuit the referral is in, its date and the source document (usually a Police Report#). You can also see the Offense. The MOD field will show AT for attempted and other codes as previously discussed. The Offense severity follows. Then the termination type and the termination date. Notice that the Screen Abbreviation is **REFSUM**.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

REFSUM JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 FC REFERRAL SUMMARY MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

	CIR	REF #	DATE	SOURCE DOC	MOD	OFFENSE	SEV	TERM TYPE	TERM DATE
( X )	3	00019	05/30/2006	C05030487		CPD 4	PM	DSM PROS	07/18/2006
( _ )	3	00018	05/25/2006	C05028298		CPD 4	PM	DSM PROS	07/18/2006
( _ )	1	00004	05/24/2006	06204559		CPD 4	PM	DSM PROS	07/10/2006
( _ )	3	00017	05/08/2006	C05027469		CPD 4	PM	DSM PROS	07/18/2006
( _ )	3	00016	04/17/2006	C05025087		CPD 4	PM	LEGAL STAT	07/18/2006
( _ )	1	00003	04/17/2006	06149566		PU 3	UL	ADMIN CLOS	05/30/2006
( _ )	3	00015	03/29/2006	C05034307		ASSAULT 3	MD	LEGAL STAT	07/18/2006
( _ )	3	00014	03/29/2006	C05033563		CPD 4	PM	DSM PROS	07/18/2006
( _ )	3	00013	03/06/2006	C05026057		CPD 4	PM	DSM PROS	07/18/2006
( _ )	1	00002	03/02/2006	06070826		RUNAWAY	SO	OD	03/02/2006

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B :00.2 10/04

Connected to gateway GWAYF6 NUM 14:56

start Microsoft Ex... Scan started... VCC Training... TESTCICS - E... Microsoft Po... untitled - Paint 2:56 PM

To see more detail on a referral, type an X next to the referral of interest (or simply place your cursor there) and press **F10**.

This screen shows addition information (such as the plea) and much more descriptive information.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

REFDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 FC REFERRAL DETAIL  
MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY FC ON 05/30/2006 LAST UPD 07/20/2006 CIR 3 FC-J NO FCJ0064324

REF # 00019 REF GRP 08 PET GRP 06 SOURCE DOC C05030487  
REF DATE 05/30/2006 REF SOURCE HAWAI'I POLICE DEPARTMENT  
PET FILED DATE 06/29/2006 REF RSN CPD 4 PM 708-0823  
OFFENSE DATE AMD REF RSN  
IA AGREEMENT DATE PLEA CHANGE OF PLEA

ADJ RESULT DISMISSED INTEREST OF JUSTICE ADJ DATE 07/18/2006  
REF TERM TYPE DISMISSAL INIT BY PROSECUTION REF TERM DATE 07/18/2006  
REF TERM REASON

MESSAGE:  
GO TO:  \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=COND PF12=RETURN

4B :00.2 22/09

Connected to gateway GWAYF6 NUM 14:57

start Microsoft Ex... Scan started... VCC Training... TESTCICS - E... Microsoft Po... untitled - Paint 2:57 PM

To display Conditions related to these referrals – simply **press F10**.

This summary screen shows all the conditions and the circuit that set the conditions.  
It also displays how the juvenile complied.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

CCSUM JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 CONDITION AND COMPLIANCE SUMMARY MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

	CIR	CONDITION	START DATE	PROOF OF COMPL DATE	REF OR GRP STATUS	END DATE
( )	3	NO NEW REF	07/18/2006	05/14/2010	P 07	
( )	3	NO NEW REF	07/18/2006	05/14/2010	P 08	
( )	3	NO NEW REF	07/18/2006	05/14/2010	P 09	
( )	3	HYCF ST	07/18/2006	01/18/2007	P 07	
( )	3	HYCF ST	07/18/2006	01/18/2007	P 08	
( )	3	HYCF ST	07/18/2006	01/18/2007	P 10	
( )						
( )						
( )						

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B :00.2 11/04

Connected to gateway GWAYF6 NUM 14:59

start Microsoft Ex... Scan started... VCC Training... TESTCICS - E... Microsoft Po... untitled - Paint 2:59 PM

To display more details on any of these condition, you can type an X next to the condition (or simply place your cursor there) and press **F10**.

On this screen we can see all the referrals associated with this condition. In this particular case there are actually more pages that can be displayed. We know that because the MORE field shows Y. To scroll the top header – keep your cursor in the SCROLL HDR field and press F8. To scroll the referrals – place your cursor in the SCROLL DTL field and press F8. To scroll back, press F7.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

CCDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 CONDITION AND COMPLIANCE DETAIL

MORE: Y  
SCROLL HDR ( )  
DOB 05/14/1992

LEGAL NAME TESTLASTONE, FIRST  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY FC ON 07/20/2006 LAST UPD 07/20/2006 CIR 3 FC-J NO FCJ0064324

CONDITION NO NEW ARRESTS/REFERRALS STATUS  
START DATE 07/18/2006 PROOF OF COMPLIANCE DATE 05/14/2010  
END DATE EXT PROOF OF COMPLIANCE DATE  
AGENCY

HOURS ASSIGNED DOLLARS ASSIGNED MORE: N  
HOURS COMPLETED DOLLARS PAID SCROLL DTL ( \_ )

REL REF #	CNT	AGY	FILE DATE	MOD	OFFENSE	SU	SOURCE	DOC
00021	01	3FC	07/10/2006	PU	SPEC	UL		

MESSAGE:  
GO TO: CRTSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=G0 TO PF12=RETURN  
PF7=BCKWRD PF8=FORWRD

4B : 01.3 04/77

Connected to gateway GWAYF6

start Microsoft Ex... Scan started... VCC Training... TESTCICS - E... Microsoft Po... untitled - Paint 3:00 PM

To display Family Court Hearing Information, type **CRTSUM** in the GO TO field of any screen and press **F6**.

The Court Appearance Summary screen shows all the court appearances for a juvenile – completed or not. It also shows the Source Document (usually Police report) and the Offense. Notice the upper left Screen Abbreviation: CRTSUM.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

CRTSUM JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 COURT APPEARANCE SUMMARY MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

CIR	DATE	CAL TYPE	DISPO	SOURCE DOC	CHARGE
( _ ) 5	06/19/2007	JUV CALNDR	COMPLETED	0100955	SEX ASSLT
( _ ) 5	05/08/2007	JUV CALNDR	CONTD CRT	0100955	SEX ASSLT
( _ ) 5	04/10/2007	JUV CALNDR	COMPLETED	0100955	SEX ASSLT
( _ ) 5	03/13/2007	JUV CALNDR	COMPLETED	0100955	SEX ASSLT
( _ ) 5	02/13/2007	JUV CALNDR	CONTD CRT	0100955	SEX ASSLT
( _ ) 5	02/06/2007	JUV CALNDR	COMPLETED	0100955	SEX ASSLT
( _ ) 5	02/05/2007	JUV CALNDR	COMPLETED	9909901	SEX ASLT 1
( _ ) 5	01/09/2007	JUV CALNDR	OFF	9909901	SEX ASLT 1
( _ ) 5	01/02/2007	JUV CALNDR	COMPLETED		

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B :00.3 10/04

Connected to gateway GWAYF6

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:10 PM

To see more detail on any line, type an X next to the line (or place the cursor there) and press F10.

On this screen you can see the Hearings held for a Court Appearance. You can also see the Judge and the Probation Officer. This screen uses the same Header or Detail scrolling method previously discussed.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

CRTDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 COURT APPEARANCE DETAIL

SCROLL HDR ( \_ ) MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY FC ON 06/19/2007 LAST UPD 06/19/2007 CIR 5 FC-J NO FCJ0046076

CAL TYPE JUV CALNDR DATE 06/19/2007 TIME 08:30  
SCHED JUDGE MURASHIGE, CALVIN K ACTUAL JUDGE MURASHIGE, CALVIN K  
HRG DISPO COMPLETED PROB OFFICER Lemn, Ronnie

SCROLL DTL ( \_ ) MORE: N

APP TYPE	REF #	CNT	AGY	FILE	DATE	SOURCE	DOC	MD	CHARGE	DESC	SU
REVIEW HRG	00020	1	FC	06/19/2007	0100955			SEX	ASLT	3	FC
REVIEW HRG	00022	3	FC	06/19/2007	0100955			SEX	ASLT	3	FC

MESSAGE:  
GO TO: WARSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=G0 TO  
PF7=BCKWRD PF8=FORWRD PF12=RETURN

4B : 01.9 03/68

Connected to gateway GWAYF6

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:16 PM

To review this juvenile's Warrant History, type **WARSUM** in the GO TO field of any screen and press **F6**.

The Warrant Summary screen shows all current and past Warrants for this juvenile that were issued by the Family Court. In this case there is an active Warrant issued by the 3<sup>rd</sup> circuit.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

WARSUM JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 WARRANT SUMMARY MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

CIR	DESC	ISSUE DATE	FC-J NO	STATUS	END DATE	SRVC DATE	AGY
( X )	3 WARRANT	02/13/2007	FCJ0055906	ACTIVE			
( _ )							
( _ )							
( _ )							
( _ )							
( _ )							
( _ )							
( _ )							
( _ )							
( _ )							

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B :02.3 22/09

Connected to gateway GWAYF6

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... 2 Paint 3:19 PM

To see more detail type an X at the line (or place your cursor there) and press F10.

The Warrant Detail screen currently doesn't display much more than the summary screen. But in the future when the Service information is sent by the Police, it will be available here.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

WARDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 WARRANT DETAIL  
MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

CIRCUIT 3 FC-J NO FCJ0055906  
DESCRIPTION WARRANT FOR ARREST OF MINOR  
STATUS ACTIVE  
ISSUE DATE 02/13/2007  
END DATE

-----

POLICE AGENCY  
POLICE REPORT  
DATE/TIME  
ARRESTING OFFICER

MESSAGE:  
GO TO: MWSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU  
PF7=BCKWRD PF8=FORWRD  
PF6=G0 TO  
PF12=RETURN

4B :00.8 22/09  
Connected to gateway GWAYF6 NUM 15:20

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:20 PM

To display a juvenile's Missing/Runaway history, type **MWSUM** in the GO TO field of any screen and press F6.

This particular juvenile is currently a runaway on Kauai. You can tell because the Closed Date is blank.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

MWSUM YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM MISSING/WANTED SUMMARY 07/17/2007

MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 02/16/1987  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 02/16/1987

POL RPT WANTED AGY STATUS CLOSED  
07652456 06/07/2007 KPD RUN

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=MASTER PF12=RETURN

4B :00.9 22/09

Connected to gateway GWAYF6 NUM 13:50

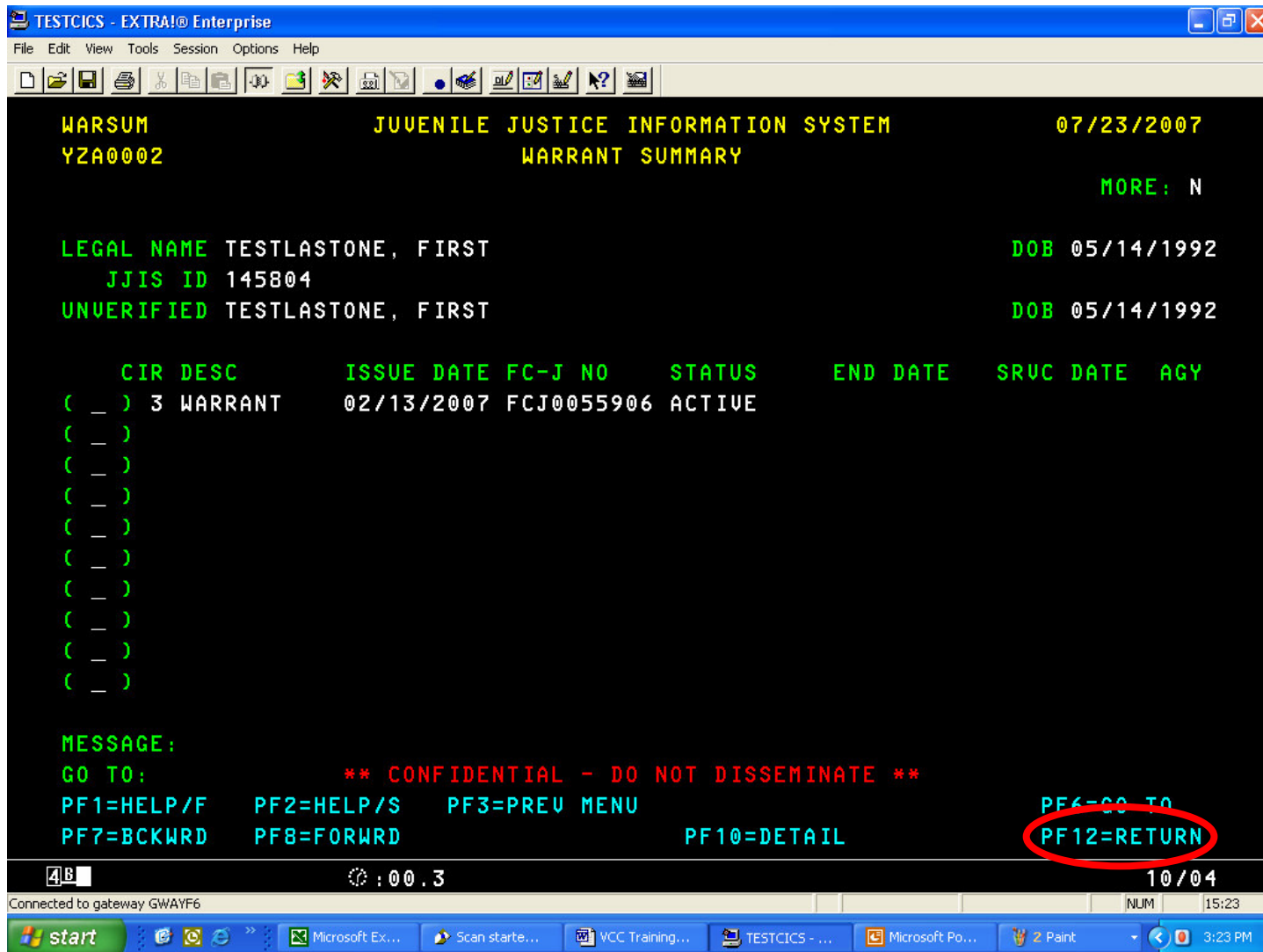
start VCC\_Training\_Screen... VCC\_Training\_Screen... TESTCICS - EXTRA!@... 1:50 PM

The next topic will be how to find a juvenile's Court Officer (i.e. Probation Officer).

We have not discussed the F12 key before. It displays the previous screen you viewed. In case you have forgotten, the Probation Officer is displayed on the Court Appearance Detail Screen. To get back there, Pressing F12 will return to the Warrant Detail screen:



Before that, we were viewing the Warrant Summary Screen – so pressing F12 again will take us back there:



And immediately before this screen we were looking at the Court Appearance Detail Screen. So one more F12 will do it:

Ahhhh.... we've arrived. And there is the Probation Officer (Court Officer).

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

CRIDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 COURT APPEARANCE DETAIL  
SCROLL HDR ( \_ ) MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY FC ON 06/19/2007 LAST UPD 06/19/2007 CIR 5 FC-J NO FCJ0046076

CAL TYPE JUV CALNDR DATE 06/19/2007 TIME 08:30  
SCHED JUDGE MURASHIGE, CALVIN K ACTUAL JUDGE MURASHIGE, CALVIN K  
HRG DISPO COMPLETED PROB OFFICER Lemn, Ronnie

SCROLL DTL ( \_ ) MORE: N

APP TYPE	REF #	CNT	AGY	FILE DATE	SOURCE	DOC	MD	CHARGE	DESC	SU
REVIEW HRG	00020	1	FC	06/19/2007	0100955			SEX ASSLT	3	FC
REVIEW HRG	00022	3	FC	06/19/2007	0100955			SEX ASSLT	3	FC

MESSAGE:  
GO TO: LSSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF12=RETURN

48 : 01.9 03/68  
Connected to gateway GWAYF6 NUM 15:16

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:16 PM

When you want to check if the juvenile is on Probation (we saw that already on the COMP screen) we can go to the Legal Status Summary Screen. Although this particular training has gone from certain screens to certain screens, remember, you can go to almost any screen from any screen. One restriction is that you cannot go to a Detail Screen since the system can't know which detail line to display. Also you must have selected a juvenile before you GO TO information on that juvenile.

To go to the Legal Status Summary Screen you type **LSSUM** in the GO TO field of any screen and press **F6**.

We can see this juvenile is still on PROBATION in the 3<sup>rd</sup> circuit since there is no end date on the first line.

The screenshot shows a terminal window titled "TESTCICS - EXTRA!@ Enterprise". The main display area has a black background with yellow and green text. At the top, it reads "LSSUM YZA0002" and "JUVENILE JUSTICE INFORMATION SYSTEM LEGAL STATUS SUMMARY" with a date "07/23/2007". Below this, it says "MORE: N". The central part of the screen displays personal information: "LEGAL NAME TESTLASTONE, FIRST", "JJIS ID 328046", and "UNVERIFIED TESTLASTONE, FIRST", along with two "DOB 05/14/1992" entries. A table-like section shows "CIR 3", "LGL STATUS PROBATION", "AGY", "START DATE 10/18/2005", "REVIEW DATE 05/24/2010", "END DATE", and "FC-J NBR FCJ0064324". At the bottom, a "MESSAGE:" section contains "GO TO: PGM", a red warning "\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*", and function key instructions: "PF1=HELP/F", "PF2=HELP/S", "PF3=PREV MENU", "PF7=BCKWRD", "PF8=FORWRD", "PF6=GO TO", and "PF12=RETURN". The "PF6=GO TO" instruction is circled in red. The bottom status bar shows "4 B", a timer ": 00.3", and "22/09". The Windows taskbar at the very bottom shows the start button and several open applications including Microsoft Explorer, Scan, VCC Training, TESTCICS, Microsoft PowerPoint, and Paint, with the system clock at 3:27 PM.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

LSSUM YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007

LEGAL STATUS SUMMARY

MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992

JJIS ID 328046

UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

CIR	LGL STATUS	AGY	START DATE	REVIEW DATE	END DATE	FC-J NBR
3	PROBATION		10/18/2005	05/24/2010		FCJ0064324

MESSAGE:

GO TO: PGM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*

PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO

PF7=BCKWRD PF8=FORWRD PF12=RETURN

4 B : 00.3 22/09

Connected to gateway GWAYF6

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:27 PM

Let's take a look at the programs this juvenile has been scheduled to attend.  
Type **PGM** in the GO TO field of any screen and press **F6**.

There is only one program for this juvenile and it's not completed

The screenshot shows a terminal window titled "TESTCICS - EXTRA!@ Enterprise". The main display area has a black background with green and red text. At the top, it says "PGM YZA0002" and "JUVENILE JUSTICE INFORMATION SYSTEM PROGRAM INFORMATION SUMMARY" with the date "07/23/2007". Below this, it lists "LEGAL NAME TESTLASTONE, FIRST" and "JJIS ID 145804", followed by "UNVERIFIED TESTLASTONE, FIRST". A table-like structure shows a single entry for "TEEN COURT" with a start date of "07/11/2005". The entry is marked with an "X" in the first column. Below the table, there is a "MESSAGE:" section with a warning: "\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*". At the bottom, there are function key prompts: "PF1=HELP/F", "PF2=HELP/S", "PF3=PREV MENU", "PF6=GO TO", "PF7=BCKWRD", "PF8=FORWRD", "PF9=ADD", and "PF10=DETAIL" (which is circled in red). The bottom status bar shows "Connected to gateway GWAYF6", a clock icon, and the time "10/04". The Windows taskbar at the very bottom shows the "start" button and several open applications: "Microsoft Ex...", "Scan starte...", "VCC Training...", "TESTCICS - ...", "Microsoft Po...", and "2 Paint". The system clock in the taskbar shows "3:29 PM".

PGM YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
PROGRAM INFORMATION SUMMARY MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

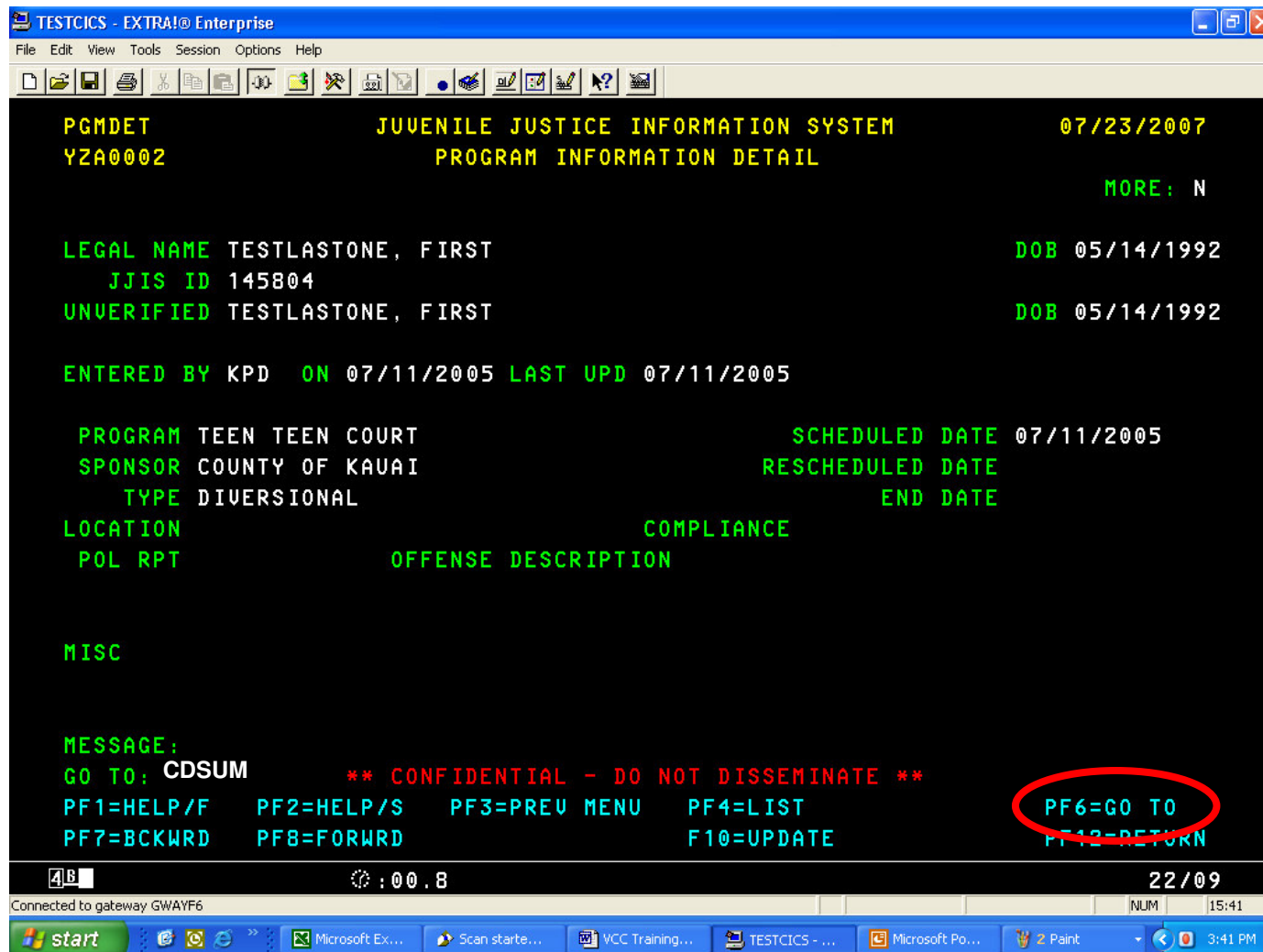
START	RESCH	END	PROGRAM DESCRIPTION	COMPLIANCE
( X )			07/11/2005	TEEN COURT
( _ )				
( _ )				
( _ )				
( _ )				

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=ADD PF10=DETAIL PF12=RETURN

4B :05.0 10/04  
Connected to gateway GWAYF6 NUM 15:30

To see more detail Type an **X** on the line and press **F10**.  
Or you can simply place your cursor there and press **F10**.

This screen has the capability of displaying more information – including text information about the juvenile’s attendance.



TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

PGMDET JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 PROGRAM INFORMATION DETAIL  
MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY KPD ON 07/11/2005 LAST UPD 07/11/2005

PROGRAM TEEN TEEN COURT SCHEDULED DATE 07/11/2005  
SPONSOR COUNTY OF KAUAI RESCHEDULED DATE  
TYPE DIVERSIONAL END DATE

LOCATION COMPLIANCE  
POL RPT OFFENSE DESCRIPTION

MISC

MESSAGE:  
GO TO: CDSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF4=LIST PF6=GO TO  
PF7=BCKWRD PF8=FORWRD F10=UPDATE PF12=RETURN

4B :00.8 22/09  
Connected to gateway GWAYF6 NUM 15:41

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:41 PM

If we need to see if this juvenile has ever been admitted to HYCF, type **CDSUM** in the GO TO field of any screen and press **F6**.

We can see that the juvenile had short Term commitments in 2006 & 2007 and discharged in 2006 & 2007. The juvenile was also admitted to Secure Custody.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

CDSUM JUVENILE JUSTICE INFORMATION SYSTEM 07/23/2007  
YZA0002 HYCF COMMIT/DISCHARGE SUMMARY  
MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

	COMMITTED	COMMIT	TYPE	GEN	LOCATION	CONTROL	DISCHARGE	ACTUAL DISCHARGE	NOTIFY VICTIM
( X )	03/06/2007	SHORT	TERM	HOOKIPA		CLOSE			N
( _ )	03/05/2007	SHORT	TERM	SECURE	CUSTO	CLOSE		03/06/2007	N
( _ )	02/13/2007	SHORT	TERM	HOOKIPA		CLOSE		03/05/2007	N
( _ )	07/18/2006	SHORT	TERM	HOOKIPA		CLOSE	FAMILY COU	10/19/2006	N
( )									
( )									
( )									
( )									
( )									
( )									

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=ADD PF10=DETAIL PF12=RETURN

4B :06.2 10/04

Connected to gateway GWAYF6

start Microsoft Ex... Scan starte... VCC Training... TESTCICS - ... Microsoft Po... Paint 3:34 PM

To see more detail on a commitment to HYCF, type an X in the line of interest and press **F10**. Or you can simply place the cursor there and press **F10**.

Notice that this screen provides the expected and actual discharge dates, the primary charge juvenile was found responsible for (sexual assault 3) and the juvenile's Social Worker (Randy Quemuel).

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

CDDTL JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007  
YZA00002 HYCF COMMIT/DISCHARGE DETAIL  
MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 328046  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992  
PHOTOGRAPH DATE

ENTERED BY HYCF ON 03/07/2007 LAST UPD 03/07/2007  
CIR 3 PRI COMMIT OFFENSE SEX ASSLT 3 FC 707-732-87  
SEC COMMIT OFFENSE

LOCATION GEN HOOKIPA SPEC  
COMMITTED 03/06/2007 COMMIT TYPE SHORT TERM DAYS 181  
CONTROL TYPE CLOSE  
PROBLEM(S)  
EXPECTED DISCHARGE 09/03/2007 NOTIFY VICTIM N NOTIFIED N  
ACTUAL DISCHARGE DISCHARGE TYPE  
DISCHARGED TO  
SOCIAL WORKER QUEMUEL, RANDY

MESSAGE:  
GO TO: ADDR \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF9=UPDATE PF12=RETURN

4.9 :00.2 22/09

Connected to gateway GWAYF6

start Microsoft... 2 Micro... NewTek... VCC Trai... 2 Attac... Microsoft... untitled -... 10:03 AM

In order to view a juvenile's addresses, type **ADDR** in the GO TO field of any screen and press **F6**.

This screen shows all the addresses entered by agencies for a juvenile. This also includes any corrections that may have been done.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

ADDR YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007  
ADDRESS AND PHONE SUMMARY  
MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

	STREET	PHONE NO	CITY	ADDR TYPE	DATE ENTERED	AGY
( )	123 TEST ROAD APT 118	808 333-8888	HANAPEPE	RES	10/10/2001	HYCF
( _ )	123 TEST ROAD APT 118	808 333-8888	HANAPEPE	RES	05/14/2001	KPA
( _ )	123 TEST ROAD APT 118	808 333-8888	HANAPEPE	RES	01/26/2001	KPD
( _ )	123 TEST ROAD APT 118	808 333-8888	KALAHEO	RES	06/18/1999	KPD
( _ )						
( _ )						
( _ )						
( _ )						
( _ )						
( _ )						

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B :04.0 10/04  
Connected to gateway GWAYF6 NUM 07:41

start TESTCICS - EXTRA!... JJIS\_LGN.TXT - Word... VCC Training.doc - Mi... Microsoft PowerPoint ... 7:41 AM

To see the detail for any line, place your cursor on the line (or type an X in the first field) and press **F10**.

This screen also shows a number of phone numbers (home & work) as well as a contact name & relationship.

TESTCICS - EXTRA! Enterprise

File Edit View Tools Session Options Help

ADDDET JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007  
YZA0002 ADDRESS AND PHONE DETAIL

MORE: Y

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
JJIS ID 145804  
UNVERIFIED TESTLASTONE, FIRST DOB 05/14/1992

ENTERED BY HYCF ON 10/10/2001 LAST UPD 10/10/2001 CURRENTLY IN A PROGRAM: Y

ADDRESS TYPE RESIDENCE  
STREET NO/NAME 123 TEST ROAD APT 118  
APT/POB/RR  
CITY/STATE/ZIP HANAPEPE HI 96716  
EXTRA ADDR LINE

PHONE NUMBERS: HOME 808 333-8888 WORK EXT  
PAGER CELLULAR

CONTACT NAME RELATION

MESSAGE:  
GO TO: APSUM \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF12=RETURN

4.0 :00.9 03/78

Connected to gateway GWAYF6 NUM 07:42

start TESTCICS - EXTRA!... JJIS\_LGN.TXT - Word... VCC Training.doc - Mi... Microsoft PowerPoint ... 7:42 AM

To view all the individuals associated with this juvenile, type **APSUM** in the GO TO field of any screen and press **F6**.

This screen shows all the associated people to this juvenile that are found in the JJIS. The relationship to that juvenile is shown as well as the agency that provided the information.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

APSUM JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007  
 YZA0002 ASSOCIATE/RELATED PERSON SUMMARY  
 SORTED BY UPDATE DATE MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992  
 JJIS ID 328046  
 UNVERIFIED DOB

NAME	RELATIONSHIP	AGY	DATE
( _ ) TESTLASTONE, KA	PARENT	HPD	02/23/2007
( _ ) KAMALU, PUU KIDS BEVAUIOL HEALTH	GUARDIAN	HCPD	01/26/2007
( _ ) STONE, LYDIA	MOTHER	HCPD	01/26/2007
( _ ) ASTONE, TIM	GUARDIAN	HYCF	07/20/2006
( _ ) TESTLASTONE, KA	MOTHER	HYCF	07/20/2006
( _ ) TESTLASTONE, TIM	FATHER	FC	02/22/2006
( _ ) TESTLASTONE, KA	MOTHER	FC	02/22/2006
( _ )			
( _ )			
( _ )			

MESSAGE:  
 GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
 PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF3-BY RELATIONSHIP PF6=GO TO  
 PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B :00.2 16/04

Connected to gateway GWAYF6

start TESTCICS - EXTRA!®... JJIS\_LGN.TXT - Word... VCC Training.doc - Mi... Microsoft PowerPoint ... 7:48 AM

To see more detail on a line, place your cursor on the line (or type an X there) and press **F10**.

Notice that this screen has the capability to display the address and phone number of the associated person. But you may have also noticed that the information is not always provided. That is simply because Hawaii's JJIS is only as good as the data that each agency provides. That's why it's important that every agency provide timely, accurate information.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

APDET YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007 ASSOCIATE/RELATED PERSON DETAIL

MORE: N

LEGAL NAME TESTLASTONE, FIRST DOB 05/14/1992

JJIS ID 328046

UNVERIFIED DOB

ENTERED BY FC ON 02/22/2006 LAST UPD 02/22/2006

LAST NAME, FIRST MIDDLE TESTLASTONE, KA

RELATIONSHIP MOTHER DOB SEX SSN

ADDRESS INFO ENTERED 02/06/2007 ADDRESS TYPE RESIDENCE

ADDRESS 07-2007 TESTSTONE Hwy.

CITY Captain Cook STATE HI ZIP 96704

HOME PHONE 808-007-2007 CELLULAR PAGER

EMPLOYER WORK PHONE

MESSAGE:

GO TO: SBYDOC \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*

PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=G0 T0 PF12=RETURN

PF7=BCKWRD PF8=FORWRD

4B :00.3 22/09

Connected to gateway GWAYF6 NUM 07:55

start TESTCICS - ... JJIS\_LGN.T... VCC Training... Microsoft Po... untitled - Paint untitled - Paint 7:55 AM

At the start of training we mentioned that you can also search for a juvenile by Police Report Number. In order to search by Police Report Number you need to bring up the **Search By Document** screen. Type **SBYDOC** in the GO TO field of any screen and then press **F6**.

The screen defaults to your circuit but you can type over that.  
Type the Police Report Number on the first field and press ENTER.

The screenshot shows a terminal window titled "TESTCICS - EXTRA!@ Enterprise". The main display area has a black background with yellow and green text. At the top, it shows "SBYDOC", "YZA0002", "JUVENILE JUSTICE INFORMATION SYSTEM", "SEARCH FOR JUVENILE BY DOCUMENT NUMBER", and the date "07/18/2007". Below this, there are input fields for "COUNTY 5", "POLICE REPORT NO", and "MASTER POLICE REPORT NO". At the bottom, a "MESSAGE:" section contains the text "\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*" and navigation instructions: "GO TO:", "PF1=HELP/F", "PF2=HELP/S", "PF3=PREV MENU", "ENTER=SEARCH", "PF8=GO TO", and "PF12=RETURN". The "ENTER=SEARCH" text is circled in red. The bottom status bar shows "4B", a timer ":00.1", and "08/40". The Windows taskbar at the bottom shows the start button and several open applications: Microsoft Excel, Microsoft Outlook, TESTCICS - EXTRA!@, and Microsoft PowerPoint. The system clock shows 8:56 AM.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

SBYDOC JUVENILE JUSTICE INFORMATION SYSTEM 07/18/2007  
YZA0002 SEARCH FOR JUVENILE BY DOCUMENT NUMBER

COUNTY 5

POLICE REPORT NO

MASTER POLICE REPORT NO

MESSAGE:  
GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU  
ENTER=SEARCH  
PF8=GO TO  
PF12=RETURN

4B :00.1 08/40

Connected to gateway GWAYF6

start Microsoft Excel - My ... Inbox - Microsoft Out... TESTCICS - EXTRA!@... Microsoft PowerPoint ... 8:56 AM

The following screen will be displayed.

In this particular case there is only one juvenile associated to this Police Report.  
If there were more, they would be displayed. Notice that this juvenile has an outstanding Warrant on file.

TESTCICS - EXTRA!® Enterprise

File Edit View Tools Session Options Help

DOC YZA0002 JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007  
SEARCH FOR JUVENILE BY DOCUMENT SUMMARY MORE: N

COUNTY 5  
POLICE REPORT NO 0425140  
MASTER POLICE REPORT NO

	LAST NAME, FIRST MIDDLE	TYPE	DOB	AGY	JJIS ID	W/S
( )	TESTLASTONE, FIRST	U	05/14/1992	HYCF	145804	WAR
( _ )	TESTLASTONE, FIRST	A	05/14/1992	KPD	145804	WAR
( _ )	TESTLASTONE, FIRST	U	05/14/1992	KPD	145804	WAR
( _ )	TESTLASTONE, FIRST	U	05/14/1992	KPA	145804	WAR
( _ )						
( _ )						
( _ )						
( _ )						
( _ )						
( _ )						
( _ )						
( _ )						

MESSAGE:  
GO TO: MWOUT \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*  
PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
PF7=BCKWRD PF8=FORWRD PF10=DETAIL PF12=RETURN

4B : 01.7 09/04

Connected to gateway GWAYF6 NUM 10:07

start Microsoft... 2 Micro... NewTek... VCC Trail... 2 Attac... Microsoft... 2 Paint 10:07 AM

Let's look at all juveniles that are missing or runaway.  
Type **MWOUT** in the GO TO field of any screen and press **F6**.

This screen initially displays all missing or runaway juveniles for your circuit.  
 This information is entered by the Dispatch Sections of the Police Departments.  
 In this case all the 5<sup>th</sup> Circuit information comes from KPD.

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

MWOUT JUVENILE JUSTICE INFORMATION SYSTEM 07/24/2007  
 YZA00002 OUTSTANDING MISSING/WANTED SUMMARY  
 FIFTH CIRCUIT

MORE: Y

REPORTED	LAST NAME, FIRST MIDDLE	POL RPT	STATUS	AGY
06/01/2007	TEST, JNUMBER	J654321	RUN	KPD
06/01/2007	NAMES HIDDEN	J765432	RUN	KPD
06/01/2007		200706197	RUN	KPD
06/01/2007		20075745	RUN	KPD
06/01/2007		200705128	RUN	KPD
03/14/2007		20076614	RUN	KPD
03/12/2007		200706477	RUN	KPD
03/12/2007		200706478	RUN	KPD
03/12/2007		200706479	RUN	KPD
03/12/2007		200706480	RUN	KPD
03/11/2007		20076353	RUN	KPD
03/11/2007		20076364	RUN	KPD

MESSAGE:  
 GO TO: \*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*

PF1=HELP/F PF2=HELP/S PF3=PREV MENU PF6=GO TO  
 PF7=BCKWRD PF8=FORWRD PF9=ALL PF10=WAR CIR PF12=RETURN

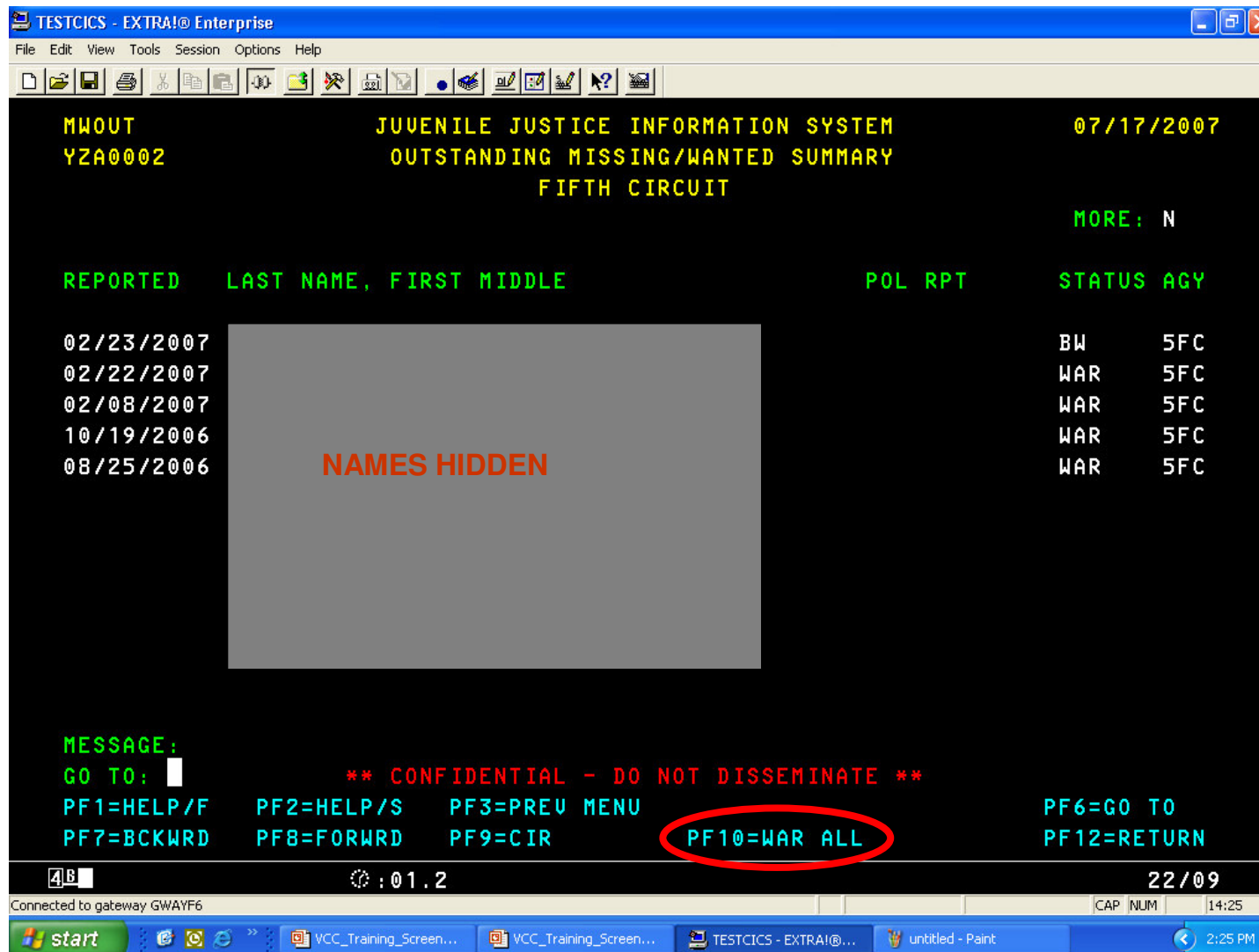
4.0 : 02.2 22/09

Connected to gateway GWAYF6

start TESTCICS - ... JJIS\_LGN.T... VCC Training... Microsoft Po... untitled - Paint untitled - Paint 8:02 AM

To see all the Warrants for your circuit, press **F10**.

As you can see, both warrants and Bench Warrants are shown.



To see all Warrants Statewide – Press **F10** again.

Notice that the title has changed to **STATE OF HAWAII** instead of **FIFTH CIRCUIT**.  
 You can toggle back and forth between Circuit and Statewide by pressing **F10** repeatedly.  
 This functionality also works for Missing and Runaways, except you press **F9** instead of F10.

**TESTCICS - EXTRA!@ Enterprise**

File Edit View Tools Session Options Help

**MWOUT** **JUVENILE JUSTICE INFORMATION SYSTEM** **07/17/2007**  
**YZA0002** **OUTSTANDING MISSING/WANTED SUMMARY**  
**STATE OF HAWAII**

**MORE: Y**

REPORTED	LAST NAME, FIRST MIDDLE	POL RPT	STATUS	AGY
03/13/2007	<b>NAMES HIDDEN</b>		WAR	3FC
03/12/2007			WAR	1FC
03/12/2007			WAR	3FC
03/07/2007			WAR	1FC
03/07/2007			WAR	1FC
03/05/2007			WAR	1FC
03/01/2007			WAR	3FC
02/28/2007			WAR	1FC
02/26/2007			WAR	1FC
02/23/2007			BW	5FC
02/23/2007			WAR	1FC
02/22/2007			WAR	5FC

**MESSAGE:**  
**GO TO: [ ]** **\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\***

**PF1=HELP/F** **PF2=HELP/S** **PF3=PREV MENU** **PF6=GO TO**  
**PF7=BCKWRD** **PF8=FORWRD** **PF9=CIR** **PF10=WAR CIR** **PF12=RETURN**

**4B** **:03.7** **22/09**

Connected to gateway GWAYF6

start VCC\_Training\_Screen... VCC\_Training\_Screen... TESTCICS - EXTRA!@... untitled - Paint 2:26 PM

## How to Check the HYCF Population movement Screen.

No matter what screen you are on – you simply type **POPMOV** press the F6 key  
The following screen will display:

YZA0002		HYCF MOVEMENT OF POPULATION		05/16/2003 11:03	
SECURE CUSTODY		COUNT	62		
18	DOE , ALICE	18	SMITH , JOHN		
18	DOE , GREG	S #	SMITH , KEN		
18	DOE , JOHN	S #	SMITH , LINDA N		
S	DOE , KEN	S #	SMITH , ROD		
S #	DOE , LINDA	18#	SMITH , STU		
S *	DOE , ROD	S #	SMITH , U-FAI		
S #	DOE , STU	S	SMITH , ZA		
18#	DOE , U-FAI	S #	SMITH , ZB		
18#	DOE , XA	19#	SMITH , ZC		
S	DOE , XB	S	SMITH , ZD		
18*	DOE , XC	S	SMITH , ZE		
18*	DOE , XD	18	SMITH , ZF		
19	DOE , XE	S #	SMITH , ZG		
S	DOE , XF	19#	SMITH , ZH		
19#	DOE , XG	18#	SMITH , ZI		
18	DOE , XH	S #	SMITH , ZJ		
19#	DOE , XI	18#	SMITH , ZK		
S	SMITH , ALICE	S	SMITH , ZL		
19*	SMITH , GREG	S	SMITH , ZM		
** CONFIDENTIAL - DO NOT DISSEMINATE **					
				PAGE 1	OF 6

To view the Population of Juveniles from your circuit – Press F9.  
The following screen will display:

TESTCICS - EXTRA!@ Enterprise

File Edit View Tools Session Options Help

YZA0002 HYCF MOVEMENT OF POPULATION-1ST CIRCUIT 03/13/2008 14:59

SECURE CUSTODY		COUNT	35
18	DOE, ALICE	18	SMITH, JOHN
18	DOE, GREG	S #	SMITH, KEN
18	DOE, JOHN	S #	SMITH, LINDA N
S	DOE, KEN	S #	SMITH, ROD
S #	DOE, LINDA	18#	SMITH, STU
S *	DOE, ROD	S #	SMITH, U-FAI
S #	DOE, STU	S	SMITH, ZA
18#	DOE, U-FAI	S #	SMITH, ZB
18#	DOE, XA	19#	SMITH, ZC
S	DOE, XB	S	SMITH, ZD
18*	DOE, XC	S	SMITH, ZE
18*	DOE, XD	18	SMITH, ZF
19	DOE, XE	S #	SMITH, ZG
S	DOE, XF	19#	SMITH, ZH
19#	DOE, XG	18#	SMITH, ZI
18	DOE, XH	S #	SMITH, ZJ
19#	DOE, XI	18#	SMITH, ZK
S	SMITH, ALICE	S	SMITH, ZL
19*	SMITH, GREG	S	SMITH, ZM

\*\*\* CONFIDENTIAL - DO NOT DISSEMINATE \*\*\* PAGE 1 OF 4

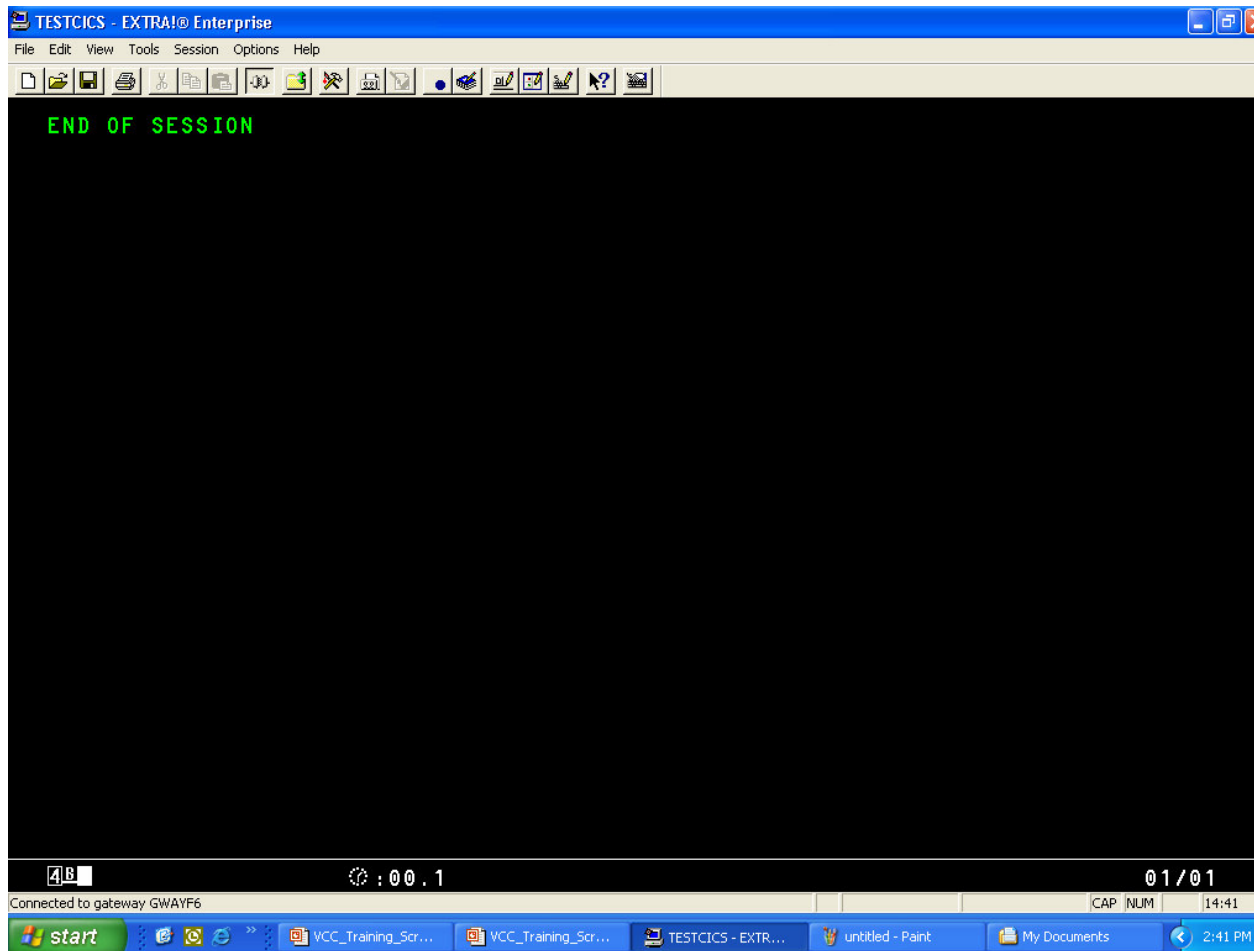
4B :17.6 23/11

Connected to gateway GWAYF6

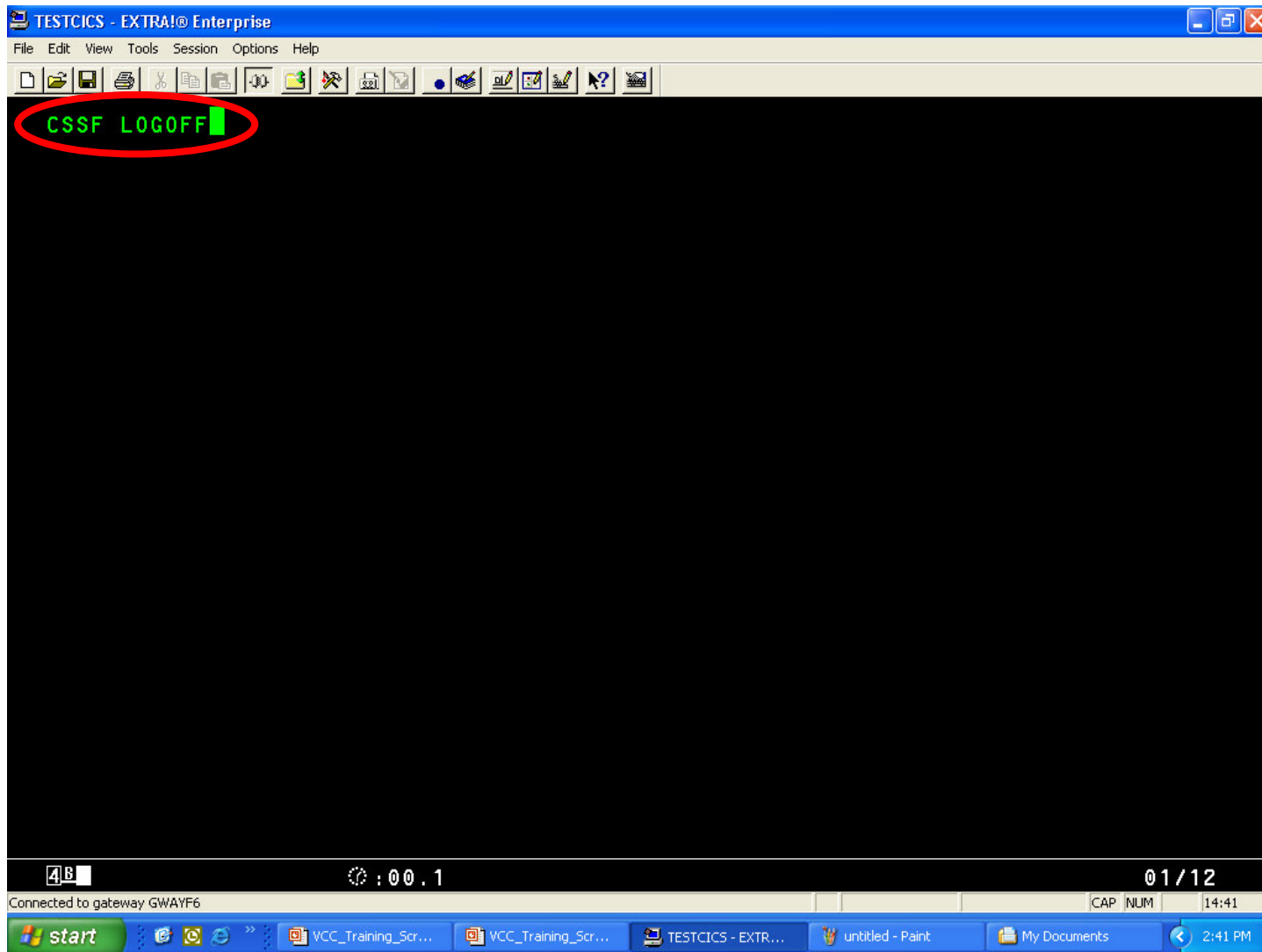
start Inbox - Microsoft Out... TESTCICS - EXTRA!@... POPMOV.JPG - Paint 2:59 PM

## How to Logoff from the JJIS.

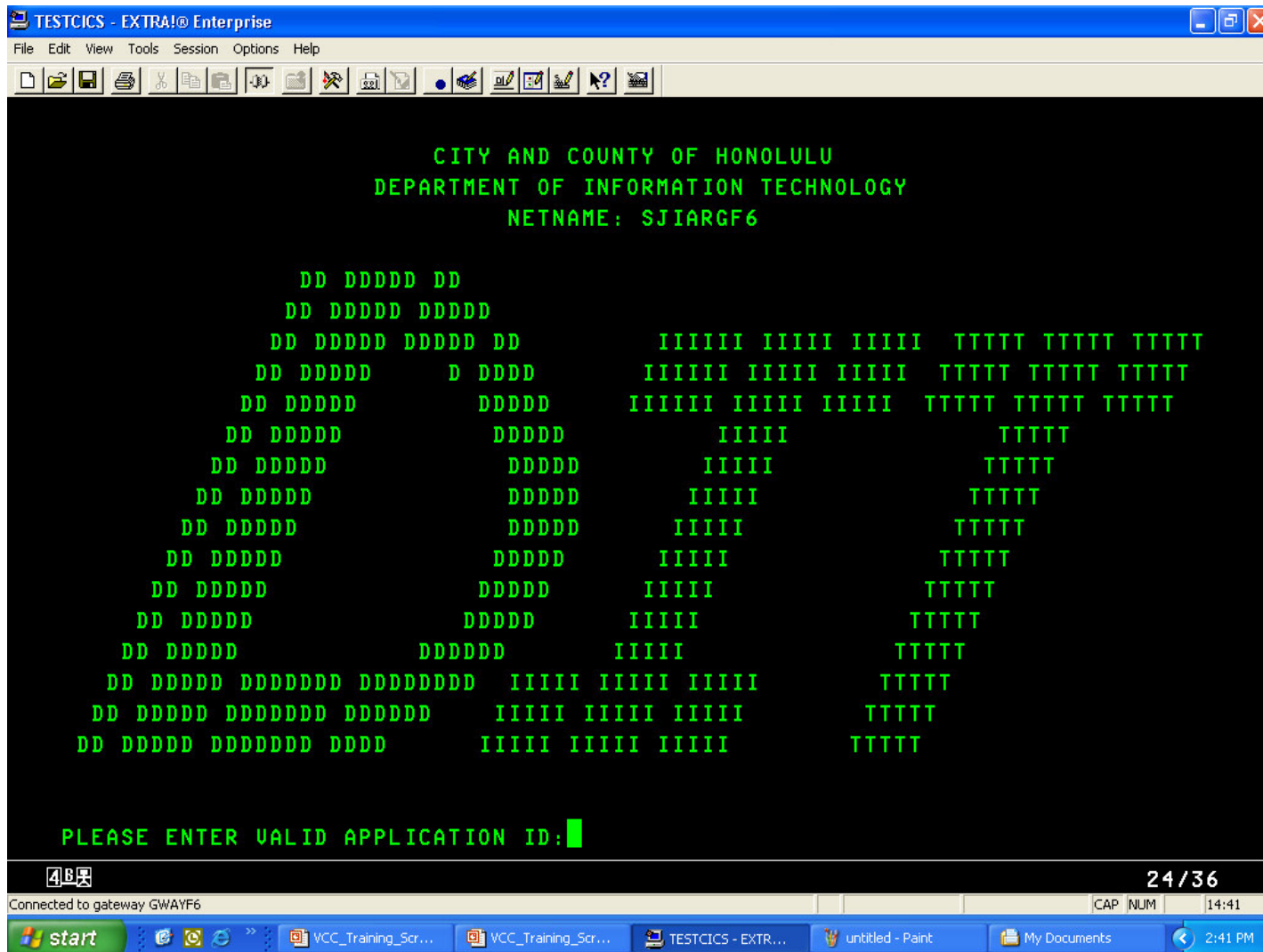
No matter what screen you are on – you simply press the Clear key (usually Pause/Break).  
The following screen will display:



Press clear again and type **CSSF LOGOFF**



Press **Enter** and you will be returned to the main DIT screen.



You can close the screen by clicking on the upper right button (it's red with a white X) or by typing **ALT-F4**.

Here is a list of all the screens we covered in today's training and which you can **GO TO**. Detail screens are not included. A full list **all** screens in JJIS and their descriptions can be found at <http://hawaii.gov/ag/jjis/JJIS-UserManual/JJIS-Screens/All-JJIS-Screens>.

<b>GO TO▲</b>	<b>Description</b>	<b>UPD</b>	<b>Type</b>
<a href="#">ADDR</a>	ADDRESS AND PHONE SUMMARY	N	Demographic
<a href="#">APPR</a>	APPREHENSION SUMMARY	N	Offense
<a href="#">APSUM</a>	ASSOCIATED/RELATED PERSON SUMMARY	N	Demographic
<a href="#">CCSUM</a>	CONDITION AND COMPLIANCE SUMMARY	N	Court
<a href="#">CDSUM</a>	HYCF COMMIT/DISCHARGE SUMMARY	N	Correctional
<a href="#">COMP</a>	COMPOSITE INFORMATION	N	Offense
<a href="#">CRTSUM</a>	COURT APPEARANCE SUMMARY	N	Court
<a href="#">LSSUM</a>	LEGAL STATUS SUMMARY	N	Court
<a href="#">MWOUT</a>	OUTSTANDING MISSING/WANTED SUMMARY	N	Missing
<a href="#">MWSUM</a>	MISSING/WANTED SUMMARY	N	Missing
<a href="#">OFF</a>	OFFENSE HISTORY INFORMATION SUMMARY	N	Offense
<a href="#">PGM</a>	PROGRAM INFORMATION SUMMARY	N	Correctional
<a href="#">POPMOV</a>	HYCF POPULATION MOVEMENT SCREEN	N	Correctional
<a href="#">REFSUM</a>	FC REFERRAL SUMMARY	N	Court
<a href="#">SBYDOC</a>	SEARCH FOR JUVENILE BY DOCUMENT NUMBER	N	Search
<a href="#">SEARCH</a>	SEARCH FOR JUVENILE BY NAME/ID/DEMOGRAPHIC INFO	N	Search
<a href="#">WARSUM</a>	WARRANT SUMMARY	N	Offense

This ends our JJIS VCC training. I want to remind you of a few last important things:

1. Never share your user ID or password with anyone or make it easily available on a post-it note.
2. You can always get back to the SEARCH screen by pressing **SHIFT-F11**.
3. Do not leave your JJIS sessions unattended – LOGOFF if you plan to be away from your desk.
4. Juvenile Information is highly confidential. If you print a RAP sheet, know where it is going and who will be using it.

We hope this training helped. Please fill out the JJIS VCC Training Survey so we can decide whether to continue with these sessions and if so – how we can improve them.

Thank you.

**JJIS VCC Training Survey:** Name& Phone (optional)\_\_\_\_\_AGY\_\_\_\_\_

Was this training useful to you? \_\_\_\_\_

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How can the training be improved?\_\_\_\_\_

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Were the PowerPoint slides Clear?\_\_\_\_\_

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Was too much or too little covered?\_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Fax back to Val @ 586-1097