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

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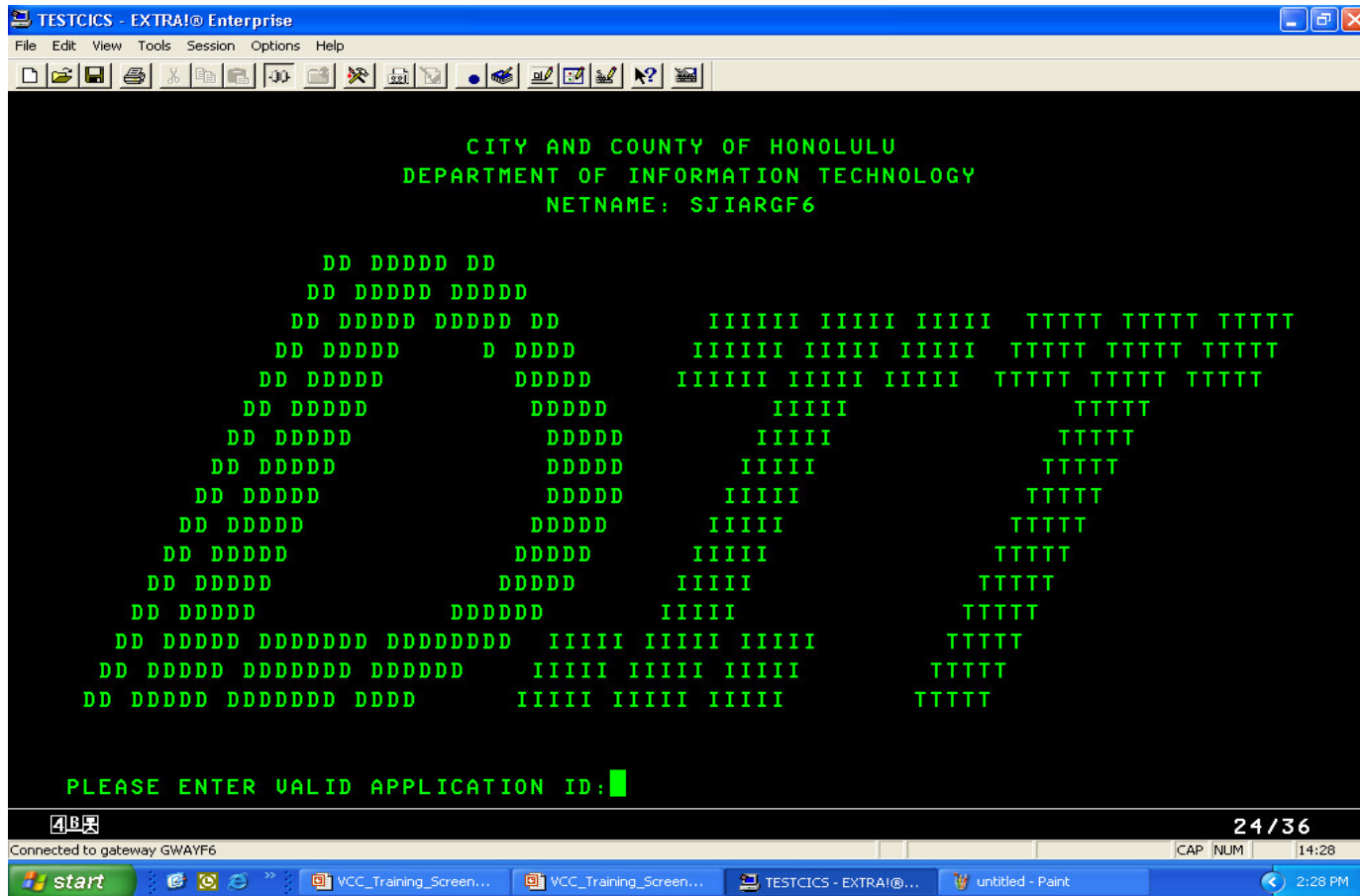
2. Type PRODCICS and press ENTER (some may have to press CTRL)

```
TESTCICS - EXTRA!® Enterprise
File  Edit  View  Tools  Session  Options  Help


                    CITY AND COUNTY OF HONOLULU
                 DEPARTMENT OF INFORMATION TECHNOLOGY
                        NETNAME: SJIARGF6


           DD DDDDD DD
          DD DDDDD DDDDD
         DD DDDDD DDDDD DD          IIIIII IIIII IIIII  TTTTT TTTTT TTTTT
        DD DDDDD    D DDDD          IIIIII IIIII IIIII  TTTTT TTTTT TTTTT
       DD DDDDD        DDDD         IIIIII IIIII IIIII  TTTTT TTTTT TTTTT
      DD DDDDD         DDDDD             IIIII               TTTTT
     DD DDDDD          DDDDD            IIIII                TTTTT
    DD DDDDD           DDDDD           IIIII                TTTTT
   DD DDDDD            DDDDD          IIIII                TTTTT
  DD DDDDD             DDDDD         IIIII                TTTTT
 DD DDDDD              DDDDD        IIIII                TTTTT
DD DDDDD               DDDDD       IIIII                TTTTT
DD DDDDD              DDDDDD      IIIII                TTTTT
DD DDDDD DDDDDDD DDDDDDDD  IIIII IIIII IIIII          TTTTT
DD DDDDD DDDDDDD DDDDDD      IIIII IIIII IIIII         TTTTT
DD DDDDD DDDDDDD DDDD        IIIII IIIII IIIII         TTTTT


  PLEASE ENTER VALID APPLICATION ID:PRODCICS

                                                              24/44
Connected to gateway GWAYF6                            CAP NUM    14:28
```

Page 8 of 65

3. You will be greeted with the CICS screen – clear it by pressing the Pause/Break key.
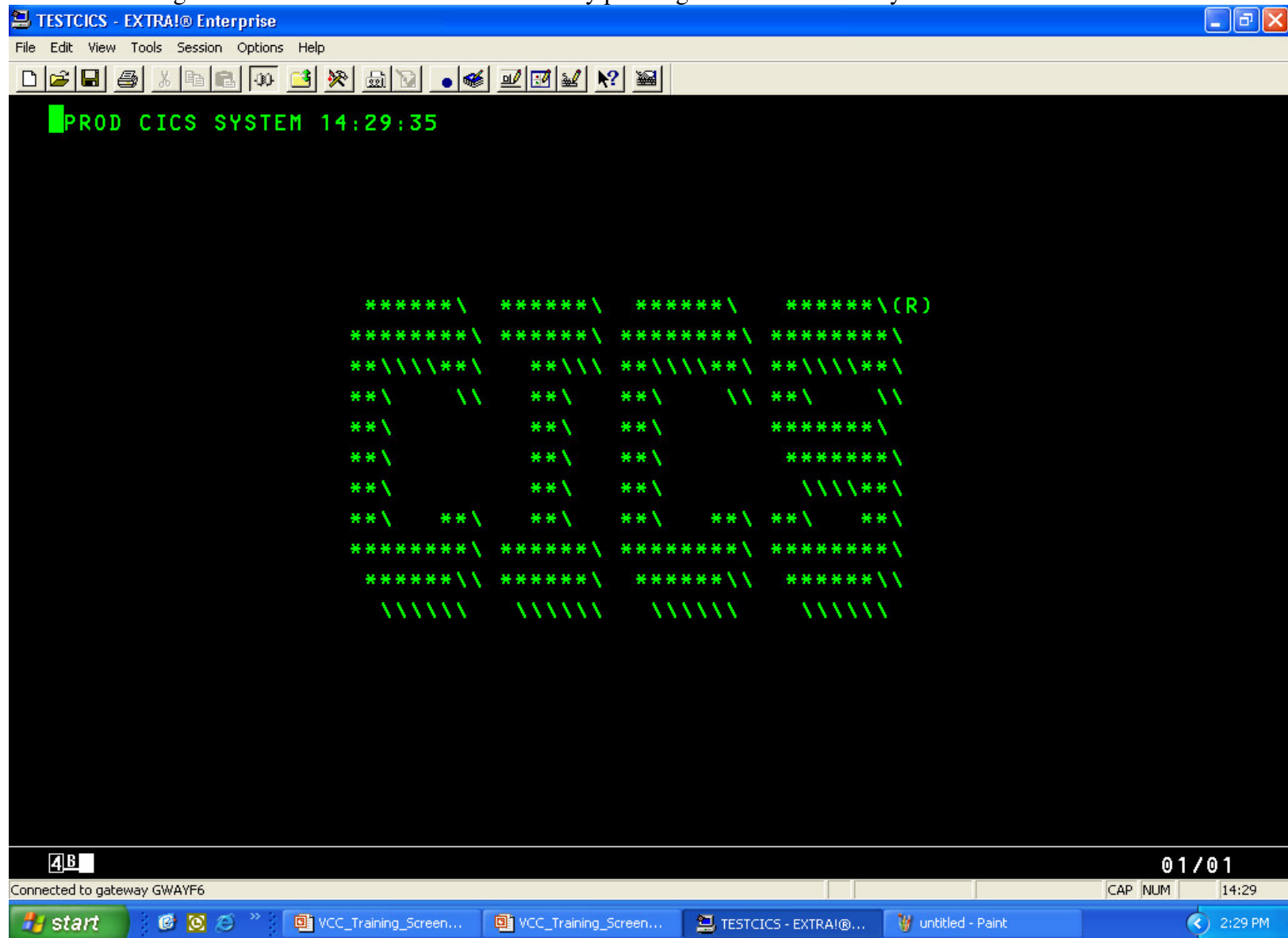
4. Type CSSN and pressing ENTER
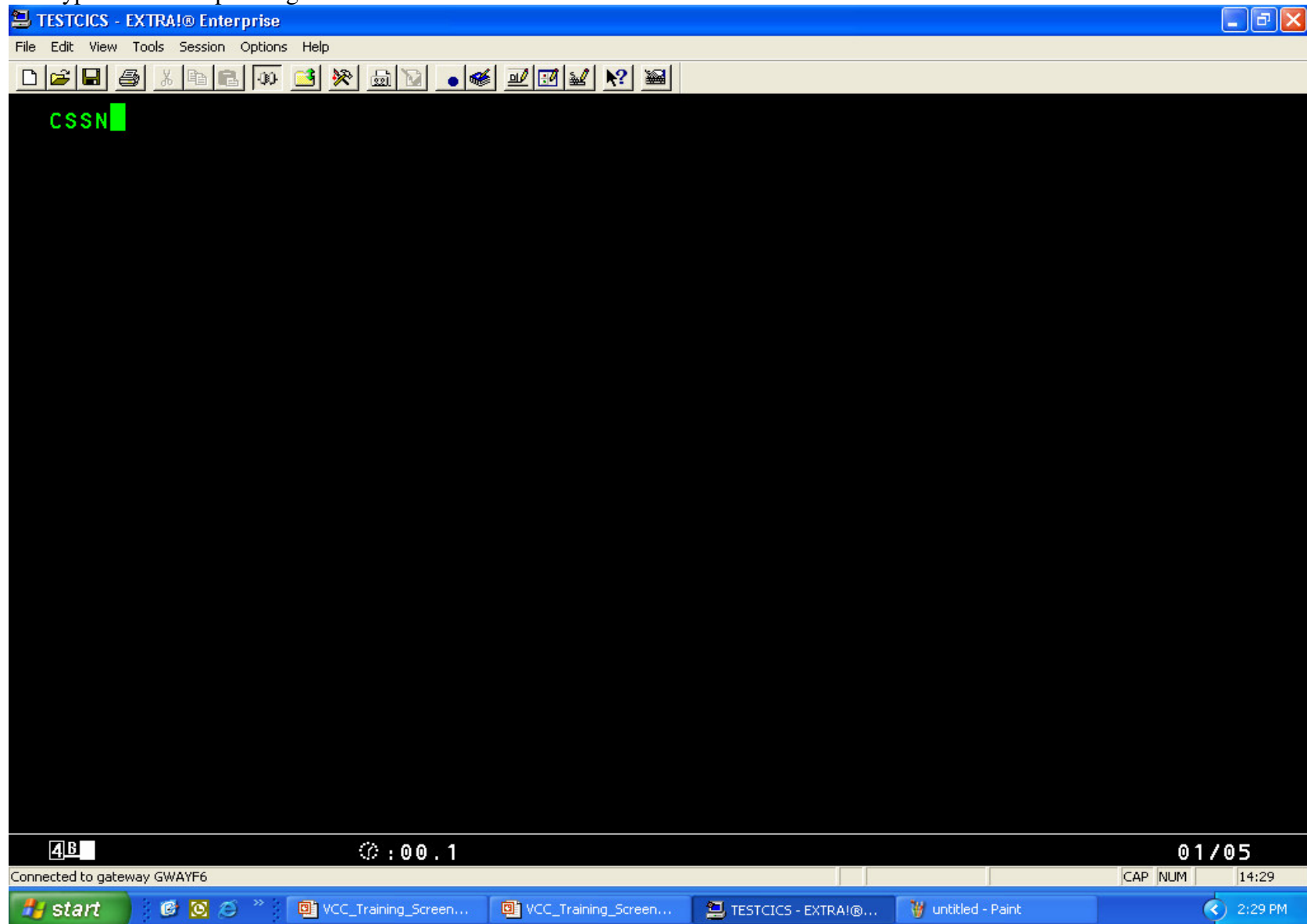
5. The signon screen is displayed – type your mainframe USERID and PASSWORD
   a. If you have just received your USER-ID and this is the very first time you are logging on – the default password will be **123xyz$.** You must change this to a real password within 5 days.

```
TESTCICS - EXTRA!® Enterprise
File  Edit  View  Tools  Session  Options  Help

                    Signon for CICS/ESA Release 4.1.0        APPLID A01CICSA


  PROD CICS SYSTEM




  Type your userid and password, then press ENTER:


          Userid . . . . YZA0002
          Password . . .



  New Password . . .














  DFHCE3520 PLEASE TYPE YOUR USERID.
  Clear=Exit
```

Connected to gateway GWAYF6

start   VCC_Training_Screen... VCC_Training_Screen... TESTCICS - EXTRA!®... untitled - Paint   2:31 PM

6. Press ENTER – a couple screens will flash by.
7. Clear the screen and type JJIS – then press ENTER
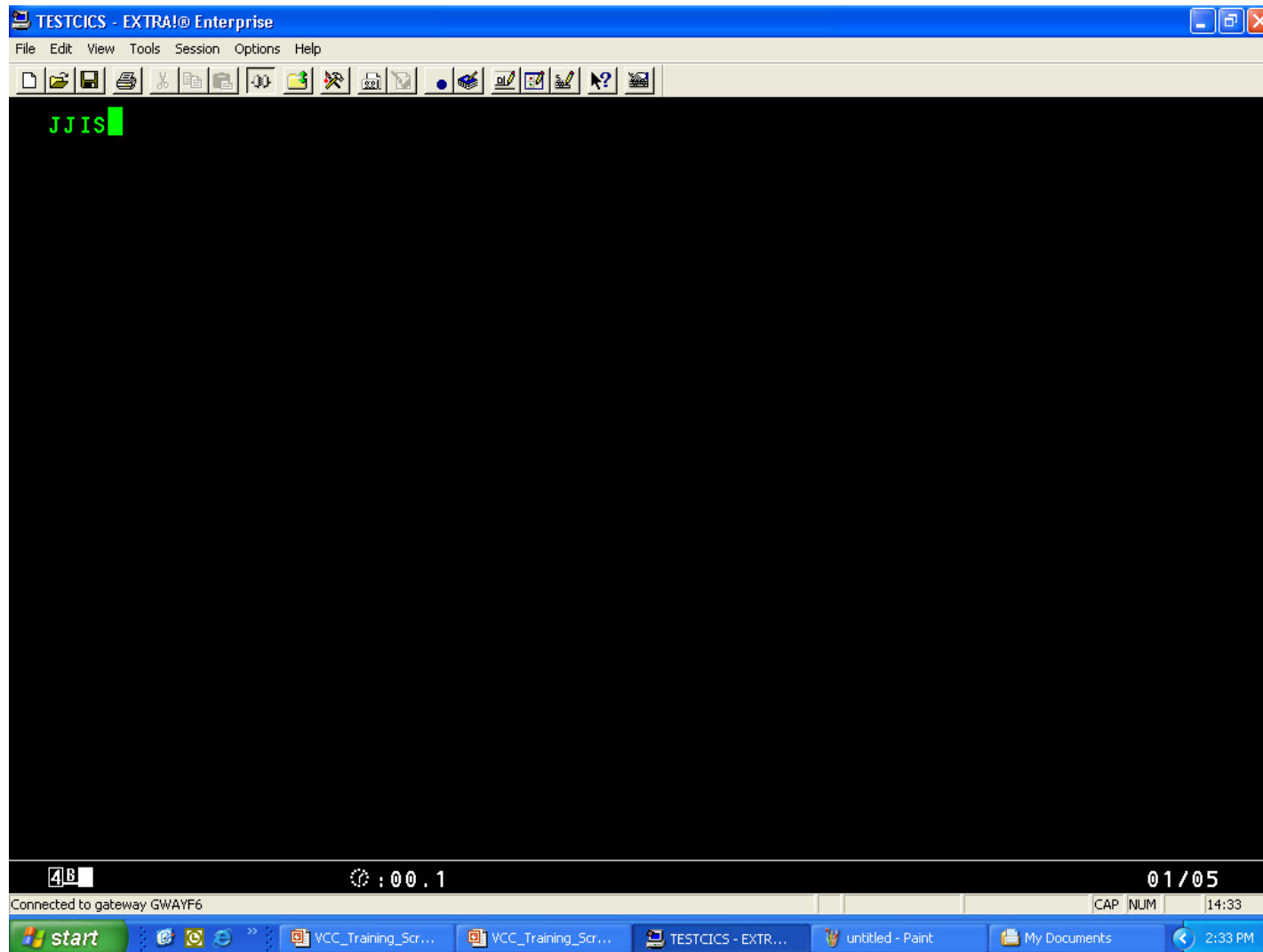
That's it – you should now be in the JJIS and the most confusing part is over.
IMPORTANT: You can get back to this screen from anywhere in JJIS by pressing the SHIFT-F11 key.


```
TESTCICS - EXTRA!® Enterprise
File  Edit  View  Tools  Session  Options  Help

SEARCH                 JUVENILE JUSTICE INFORMATION SYSTEM           07/24/2007
YZA0002              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




  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

Connected to gateway GWAYF6                                    NUM    08:41
```

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.

Typing in a protected field will lock the keyboard
for example **GO TO** actually starts in next position
The little man indicates the keyboard is locked

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

4B          ◎:00.1                                                    09/14
Connected to gateway GWAYF6                                          NUM    11:33

start    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.

```
NAMES                JUVENILE JUSTICE INFORMATION SYSTEM        07/23/2007
YZA0002                     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
```

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:

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.

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

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

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 of 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.

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 <u>OFF</u> – 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.
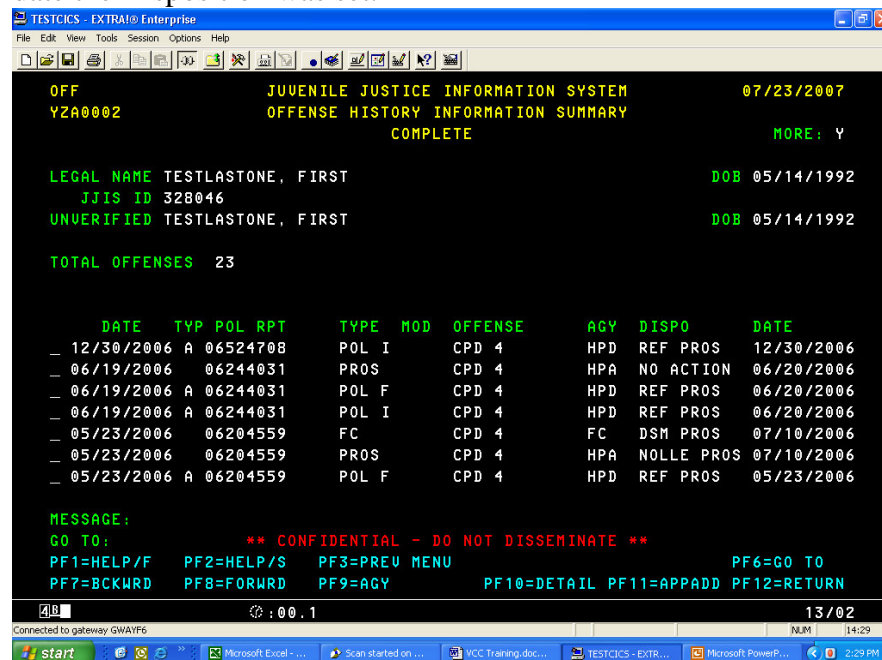
A larger view of this screen is on the next page….

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.

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

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

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.

How to display a composite snap-shot of the juvenile.
Type **COMP** in the GO TO field of any screen and press **F6**.

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

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

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        PV 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

Connected to gateway GWAYF6                                     NUM    14:56
```

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.

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


                              PROOF OF     REF
        CIR CONDITION  START DATE COMPL DATE  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
```

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 you 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 (   )

 LEGAL NAME  TESTLASTONE, FIRST                              DOB 05/14/1992
    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      SV SOURCE DOC
 00021    01  3FC  07/10/2006    PV SPEC        VL


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

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   CONT CERTN   0100955        SEX ASSLT
( _ ) 5   02/06/2007    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

Connected to gateway GWAYF6                                    NUM      15:10

start      Microsoft Ex...   Scan starte...   VCC Training...   TESTCICS - ...   Microsoft Po...   2 Paint      3:10 PM
```
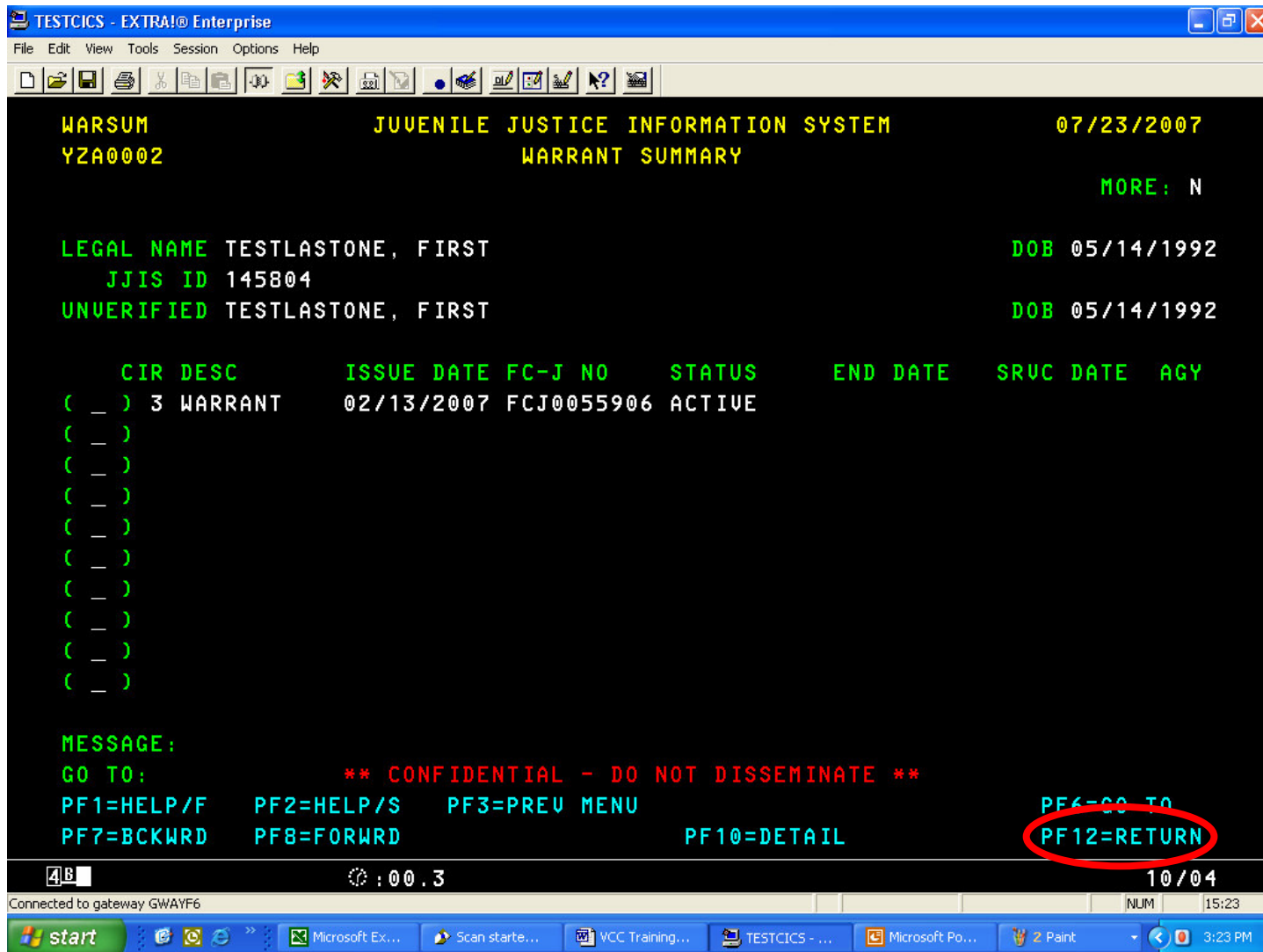
To see more detail on any line, type an **X** next to the line (or place the cursor there) and press **F10**.

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.

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 3rd circuit.

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.

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.

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:

```
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
( _ ) 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

4 B                      :00.3                                    10/04
Connected to gateway GWAYF6                                       NUM    15:23
start    ...  Microsoft Ex...  Scan starte...  VCC Training...  TESTCICS - ...  Microsoft Po...  2 Paint      3:23 PM
```

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).

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 3rd circuit since there is no end date on the first line.


```
LSSUM                    JUVENILE JUSTICE INFORMATION SYSTEM              07/23/2007
YZA0002                           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
```
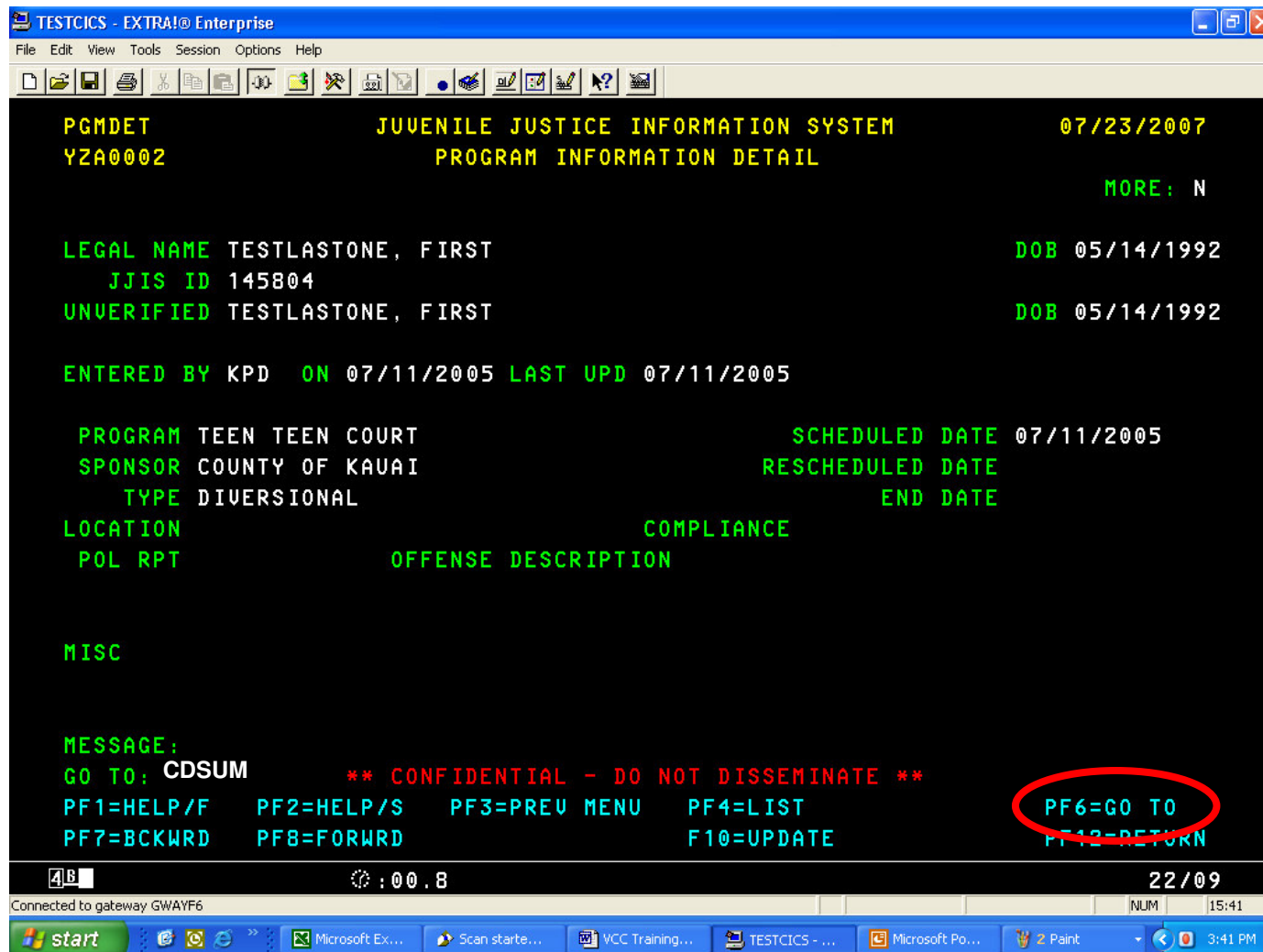
Let's take a look at the programs this juvenile has been scheduled to attend.
Type **PGM** in the GO TO field of any screen and press **F6**.

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

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       VCC Training...   TESTCICS - ...   Microsoft Po...   2 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.

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).

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.

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.

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 relations ship to that juvenile is shown as well as the agency that provided the information.

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                    JUVENILE JUSTICE INFORMATION SYSTEM          07/24/2007
YZA0002                      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=GO TO
PF7=BCKWRD    PF8=FORWRD                                     PF12=RETURN
```

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 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                        JUVENILE JUSTICE INFORMATION SYSTEM              07/24/2007
 YZA0002                    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 Trai...   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 5th Circuit information comes from KPD.

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

As you can see, both warrants and Bench Warrants are shown.
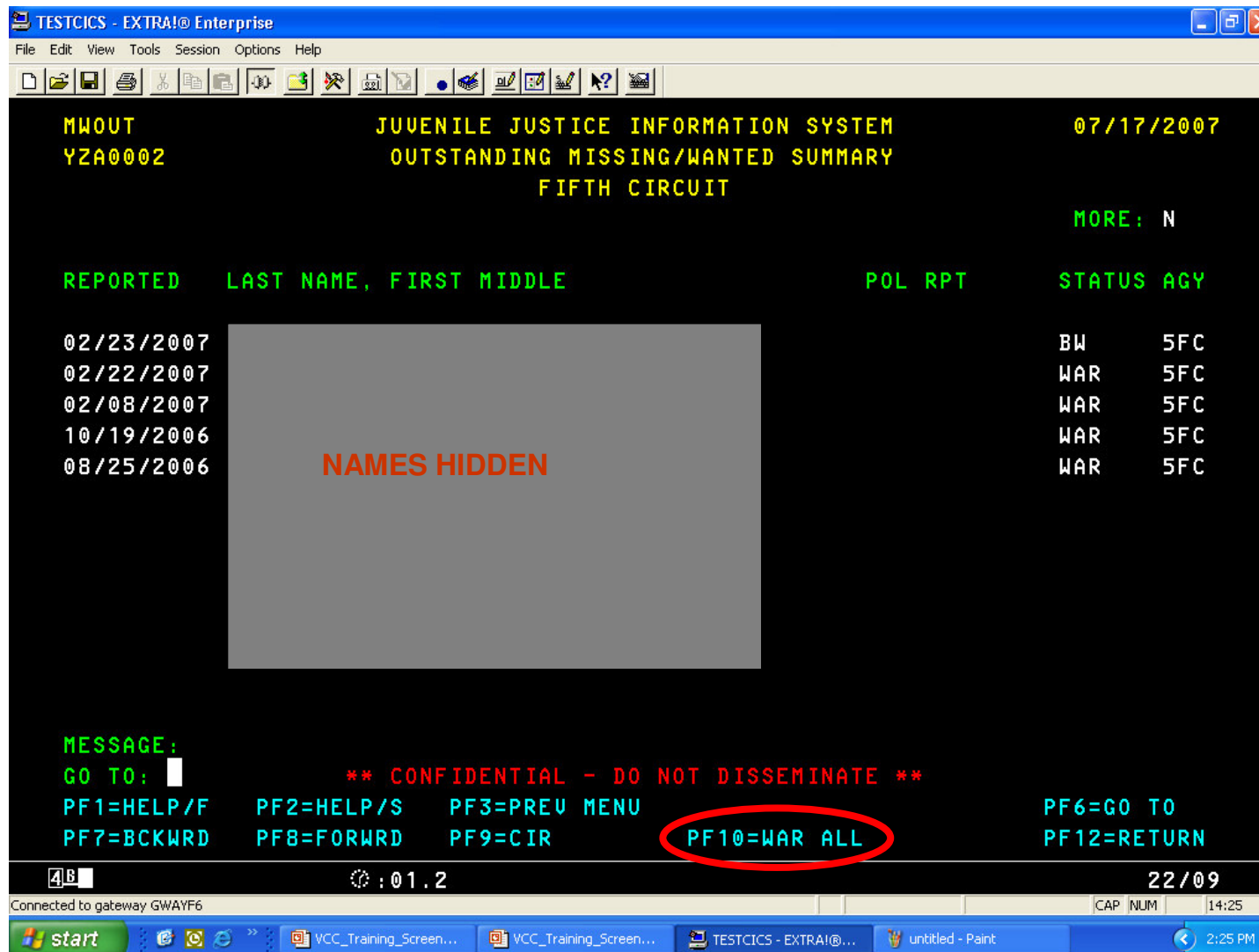
To see all Warrants Statewide – Press **F10** again.

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.

```
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                                                        WAR    3FC
 03/12/2007                                                        WAR    1FC
 03/12/2007                                                        WAR    3FC
 03/07/2007                                                        WAR    1FC
 03/07/2007              NAMES HIDDEN                              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
```

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:

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:
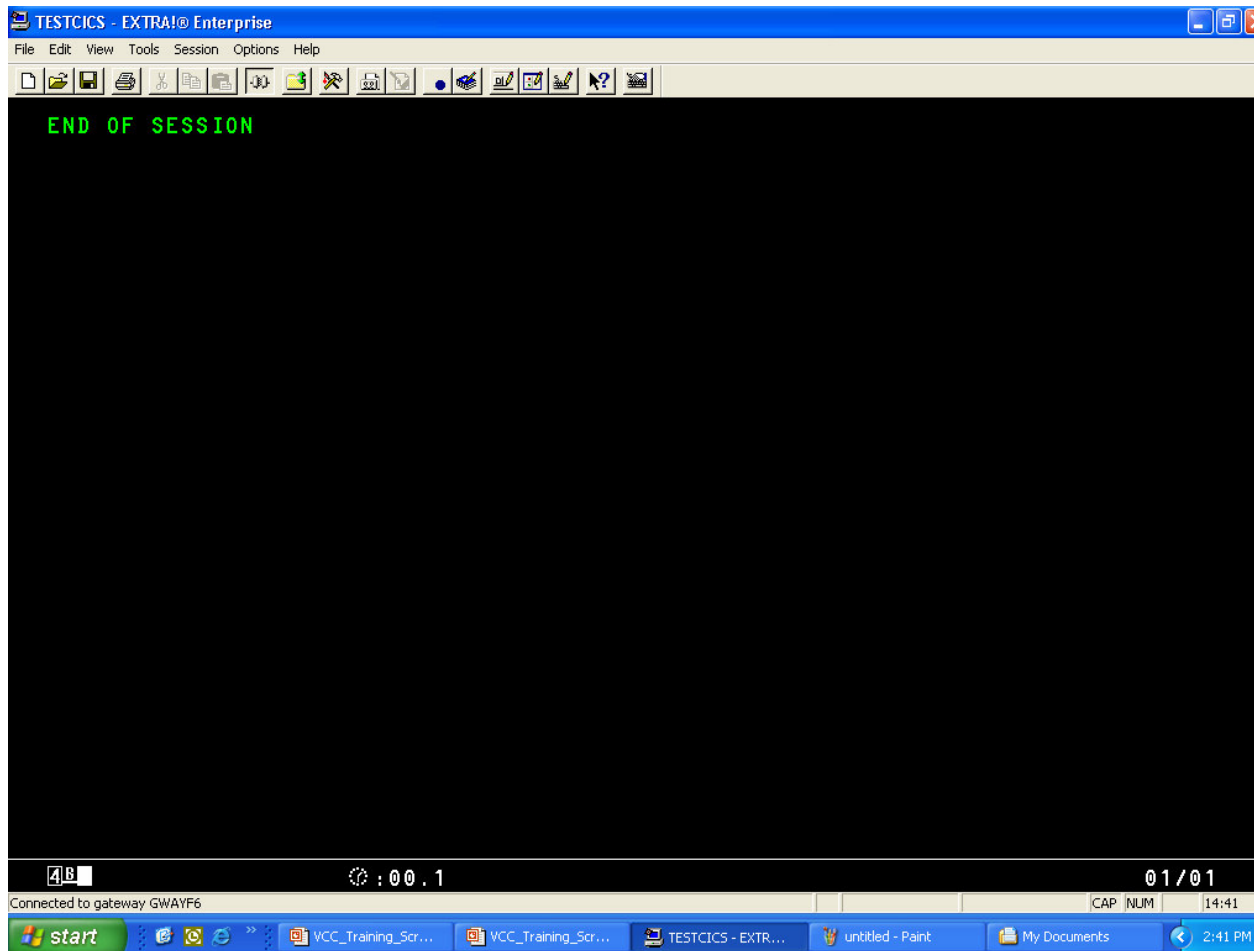
Press clear again and type **CSSF LOGOFF**
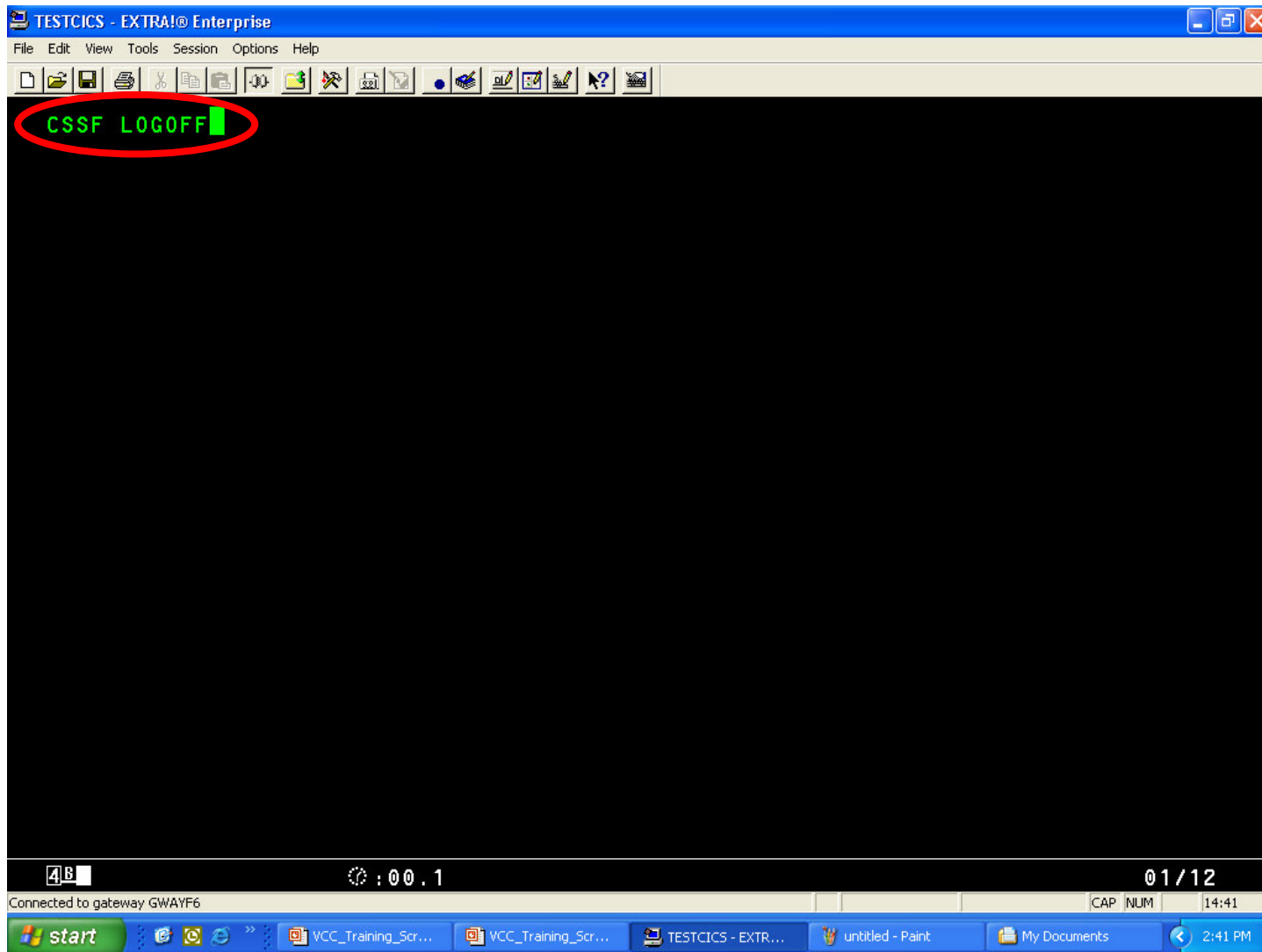
Press **Enter** and you will be returned to the main DIT screen.

```
                    CITY AND COUNTY OF HONOLULU
                 DEPARTMENT OF INFORMATION TECHNOLOGY
                        NETNAME: SJIARGF6


         DD DDDDD DD
         DD DDDDD DDDDD
           DD DDDDD DDDDD DD        IIIIII IIIII IIIII  TTTTT TTTTT TTTTT
            DD DDDDD    D DDDD       IIIIII IIIII IIIII  TTTTT TTTTT TTTTT
             DD DDDDD       DDDDD    IIIIII IIIII IIIII  TTTTT TTTTT TTTTT
              DD DDDDD        DDDDD      IIIII             TTTTT
               DD DDDDD        DDDD      IIIII             TTTTT
                DD DDDDD        DDDDD     IIIII            TTTTT
                 DD DDDDD        DDDDD    IIIII            TTTTT
                  DD DDDDD        DDDDD   IIIII            TTTTT
                   DD DDDDD        DDDDD  IIIII            TTTTT
                    DD DDDDD        DDDDD IIIII            TTTTT
                     DD DDDDD      DDDDDD  IIIII           TTTTT
                      DD DDDDD DDDDDDD DDDDDDD  IIIII IIIII IIIII   TTTTT
                       DD DDDDD DDDDDDD DDDDDD   IIIII IIIII IIIII  TTTTT
                        DD DDDDD DDDDDDD DDDD    IIIII IIIII IIIII  TTTTT


   PLEASE ENTER VALID APPLICATION ID:█
```

Connected to gateway GWAYF6   CAP NUM   14:41

24/36

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.

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

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

1. Never share you 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? _____

_____

How can the training be improved?_____

_____

Were the PowerPoint slides Clear?_____

_____

Was too much or too little covered?_____

_____

Other Comments: _____

_____

Fax back to Val @ 586-1097