JAIL User Guide
Lock&Track^{SM} Client

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Specifications of any information system products

described herein are believed to be accurate at the

time of writing; errors and omissions which may

occur are unintentional, and may not be construed

as a promise on the part of LockWorks LLC to

deliver particular features, functions or behavior

which may be inferred. All specifications and
descriptions are subject to change without notice.

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Lock&Track Overview

Welcome to the **Lock&Track℠ Corrections Information System**. **Lock&Track** is an easy-to-use inmate and jail management application package for corrections staff and administrators, as well as law enforcement personnel. It provides instant access to inmate and offender information, intake, incarceration, and release and post-release activities.

Lock&Track uses Windows commands, conventions and controls throughout, such as tabbing to move to the next field, short-cut or hot keys, a toolbar, title-bar buttons and drop-down menus. **Lock&Track** presents information as application *desktops*, each of which focuses on a particular aspect of a correctional duty or job. In this guide, we focus on the JAIL desktop. If this is your first Lock&Track product, please start with the LTClient User Guide, linked on our web site. It provides details about the tools and paradigms used throughout LockWorks products.

JAIL DESKTOP

INTAKE SCREEN

The most common action in the JAIL desktop is intake, so we begin with the intake screen:
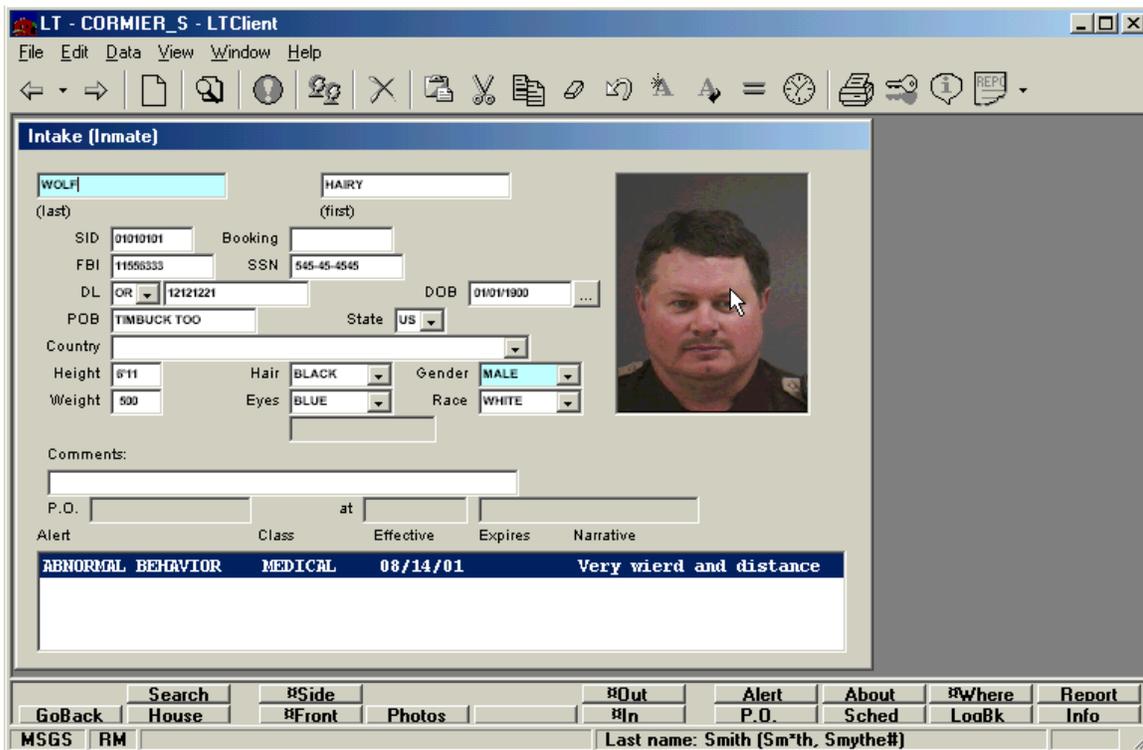
Note the completeness of the information displayed, including physical data such as hair and eye color to help confirm identities, and **Alert** data, which helps you and your co-workers respond intelligently to an inmate who may pose a disciplinary or other problem.

Notice the **Navigation** buttons along the bottom of the screen. These buttons change depending upon which application screen is currently displayed. They provide navigation functions, permitting you to go to the next logical screen in an intake process.

As stated previously, buttons with the ¤ symbol before a word allow you to complete an operation rather than go to the next screen. For example, if you want to take a current front photograph of the offender, press the **¤Front** key. If you want to look at the photos that are on file, click the **Photos** key. The **¤Out** and **¤In** keys refer to work release activities.

A click on the **About** button will give you a screen similar to the one shown below. This screen shows the number of alerts and special disciplinary actions taken against this
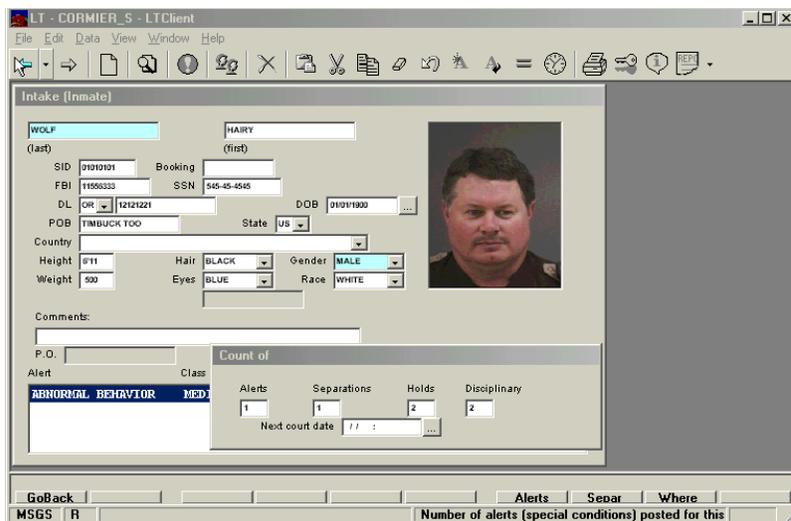
inmate.

To navigate deeper into the inmate's records, click the **Info** button, which will take you to a **Personal Information Menu.** This menu gives you a list of information from which to choose, as shown below.

Double click on the menu item you want to look at, or highlight the item and click the **GoTo** navigation button. If you double click on **Alias Names** shown above, you can then click the **Zoom** navigation button to get to the **Alias Names Zoom** screen.

The **Alias Names Zoom** data entry screen, shown above, is where you can record or review the alias names of any offender. The number of alias names that **L&T** supports for any given offender is unlimited. This screen also includes informational items that the offender may falsify, such as date of birth (DOB), Social Security number (SSN), place of birth, and/or driver's license, *etc.* Since these items can be counterfeited to form a misleading identity, they're treated as elements of the offender's alias names in **Lock&Track**.

Note that this screen is layered on top of several others, including the **Intake** screen displayed previously. Right-click on an unused area of the top screen to get a pop-up menu, which will allow you to go back to any previous screen. For example, click on **Intake** on the pop-up menu to go directly back to that screen, saving several mouse clicks. All of the **Lock&Track** application screens allow for similar operations to be performed.

Other items that can be viewed, entered or modified in the **Intake** screen include:

- **P.O.** - Review or record information about the probation or parole officer.

- **Alert** – Zoom in on the Alert Screen to review or change existing data.

- **Sched** – Schedule or modify events, such as release date or counseling appointments. To add new dates, use the **Clone** function because you are adding to a list. To change a date, use **Commit** to modify the information that had been there.

- **About** – Review or change data about alerts, separations, holds, discipline, as well as the next court date.

- **¤Where** – Housing information, which provides a quick mini-report of the inmate's current housing location.

- **LogBk** – To review, add or modify a logbook entry, which can be printed out. If you click the **Entry** navigational button, you will retrieve the **Logbook Summary**, which also can be printed. It also can be used to make a report.

- **House** – Review or specify where an offender is being housed, assigning him to a housing unit, cell and bed.

- **Search** – Perform a comprehensive offender search by name(s), physicals, ID numbers, or any combination of these, creating a list of all inmates who match the search criteria.

DOCKETS & CHARGES

When you click on the **Dockets & Charges** item on the **Main Menu**, you will get a screen similar to the one below. A list of all current and past cases filed against this offender is displayed here. If there were more cases than would fit in the scrolling region, a scroll-bar will appear on the right of that area.

Note that the **Navigation** buttons along the bottom of the window have changed. They now address the job of entering and reviewing case and charges information. In the example below, click on **Court** to bring up scheduled court dates. From there, you press **Zoom** to input new information or view and/or update existing data. You also can find sentencing and time served data in this Application Screen.

From the **Docket Summary**, click on **Dockets Zoom** to display docket information. To

update or enter information, click on **Court** to get to the **Court Date Zoom** screen, where new information can be entered.

OPEN CASES

When you go into **Open Cases**, you can look for and/or record the docket, charges and

time served.

This screen also allows you to search for correct crime codes that should be entered into an offender's file. Click on the **Crime** navigation button. On the **Find Charge** screen, type in the first few letters of the crime and press enter. The name of crimes starting with those same first letters will appear. Scroll through the list until you find the crime you are looking for. Double click on that crime and it will automatically be inserted into the fields **Arrest** and/or **Amended**, as shown below.

A similar procedure can be used for finding statute numbers, using the **Statut** navigation button.

To record Docket information, click on the **Docket** navigation button and **Dockets Zoom** will appear. To add a new data record based on the record currently on the screen, enter in the data and click **Clone**. To modify the existing data record, click **Commit** after you make changes to the data field(s) currently displayed.

PROPERTY & TRUST

In the **Property & Trust** screen, you can record the property brought into your facility by
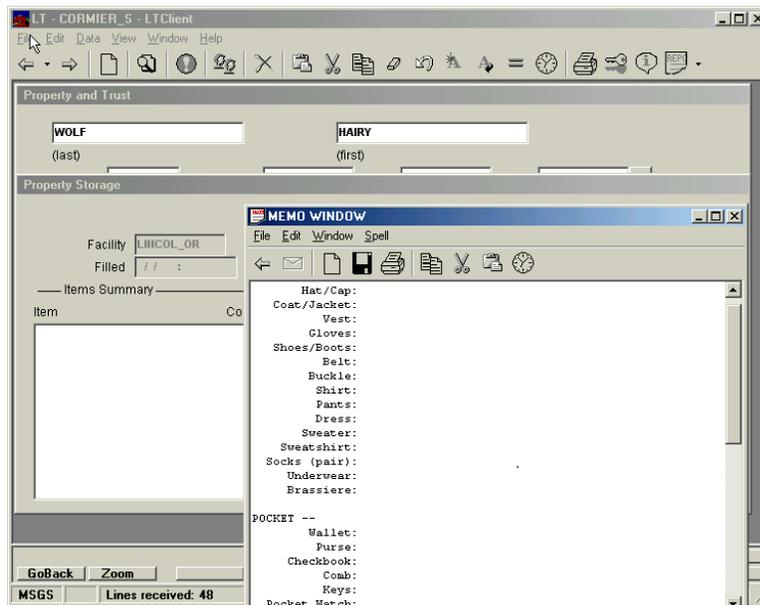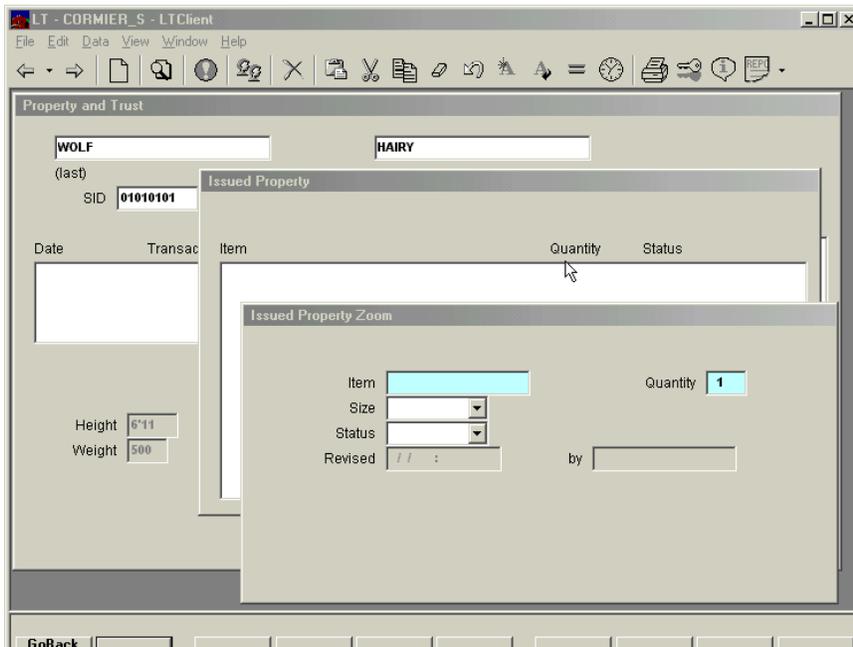
the offender, as well as property issued to the inmate, as shown below.

HOUSING

The **Housing** screen allows you to keep track of the offender's assigned housing.

To view where an offender is detained, click the **Detain** navigation button, and **Detainers Summary** will appear. Click **Detain** again to enter a new record or to make changes to an existing file. Don't forget to save or **Commit** any modifications to the data.

To see the offender's housing history, click on the **HChng** navigation button from the **Housing** screen. Click **Zoom** to enter any changes. To move an inmate to a different cell and/or bunk, click on **Move** and enter that cell and/or bed data, click ¤**Bed** ("get a bed") to confirm that this housing location is currently unoccupied by some other inmate and is available for this inmate's move. If it is available, click ¤**Move** to move/assign this inmate to that location. If it's not available, click ¤**Bed** again to find the next location which matches your criteria. Note that you may need to enter (or remove) data from the block, cell and/or bed fields to broaden the search scope for the "get a bed" ¤**Bed** function key to actually find

a suitable bed for this inmate. The inmate's new **Facility**, **Block**, **Cell** and **Bed** are required fields. An example is shown on the next page.

You also can track the inmate by clicking on **Track** and then **Zoom** to enter any changes.

RELEASE

The **Release** screen is used when an inmate is released from your correctional facility. Enter the release time and date, and **Status** (*i.e.*, PROBATION, TRANSFER, WEEKEND, etc), then click the **¤Relea** button to release this inmate. Note that this operation must update various other tables and data rows in the database, so this operation might take somewhat longer than other operations that you're used to. The **Release** time and date, as well as **Status**, are required fields. You may fill in any other fields for which you have information and then click on **¤Relea**. To verify that the release has occurred, a message confirming the release will appear at the bottom of the screen.

The **Detain at** field allows you to transfer the offender to another facility or institution
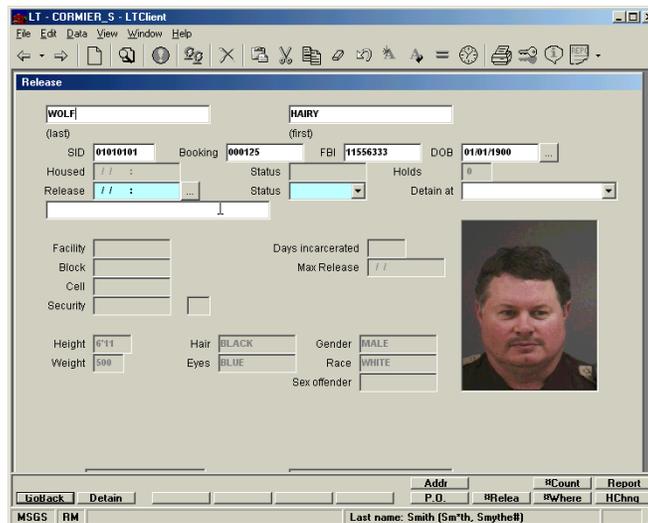

while still serving time on the charges imposed at your facility.

Other data included in the **Release** screen includes the offender's **Last Known Address**, **Emergency Contacts**, **Authorized Visitors List**, **Employers**, *etc.*
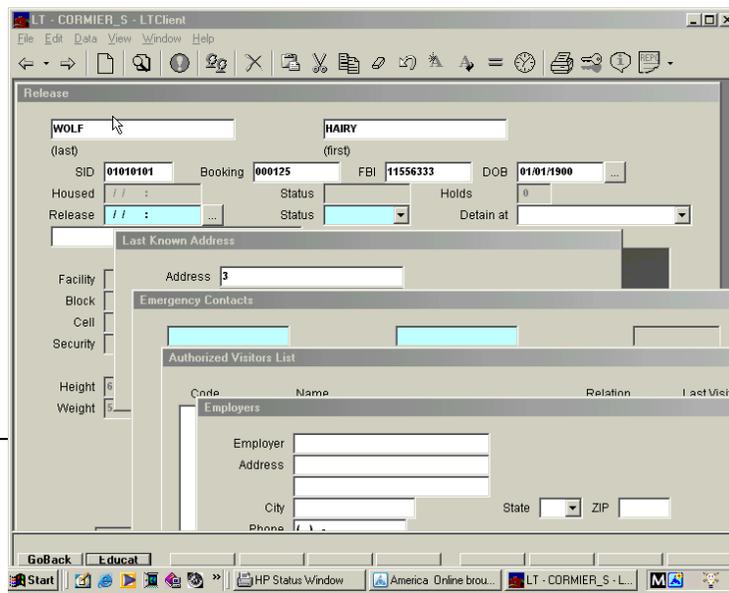
LOGBOOK

This Application Screen shows all **Logbook** entries. To view or change an existing entry, click on **Entry**. Don't forget to save or **Commit** any updates, if necessary.
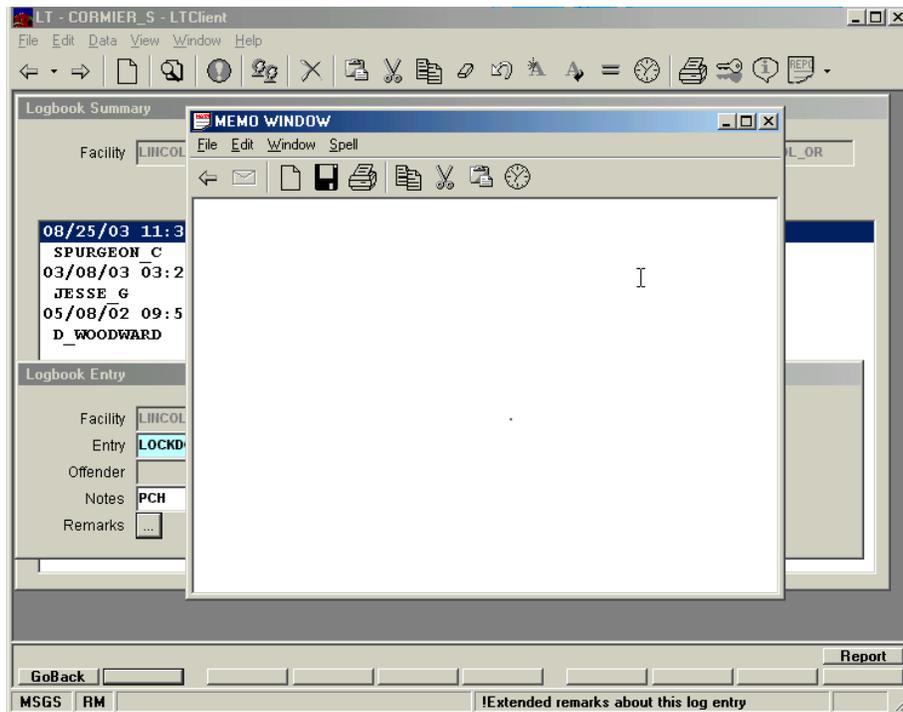
This concludes our look at a sample of **Lock&Track** application screens. There are dozens of **L&T** desktops, and hundreds of screens and reports. They represent LockWorks' best effort to address all of your specific needs. And remember, although there are hundreds of application screens, each focused on a particular part of jail, prison and/or inmate management, *they all work basically the same way*.

Once you learn and are comfortable with just a few of the **L&T** screens that you use everyday, you're trained and ready to successfully use any other desktops and screens that you may encounter in the future.