



## BOOKING, CHARGES AND CLOCKS

This tutorial shows you some of the basic functionality to set charges, sentences, and calculate related options.

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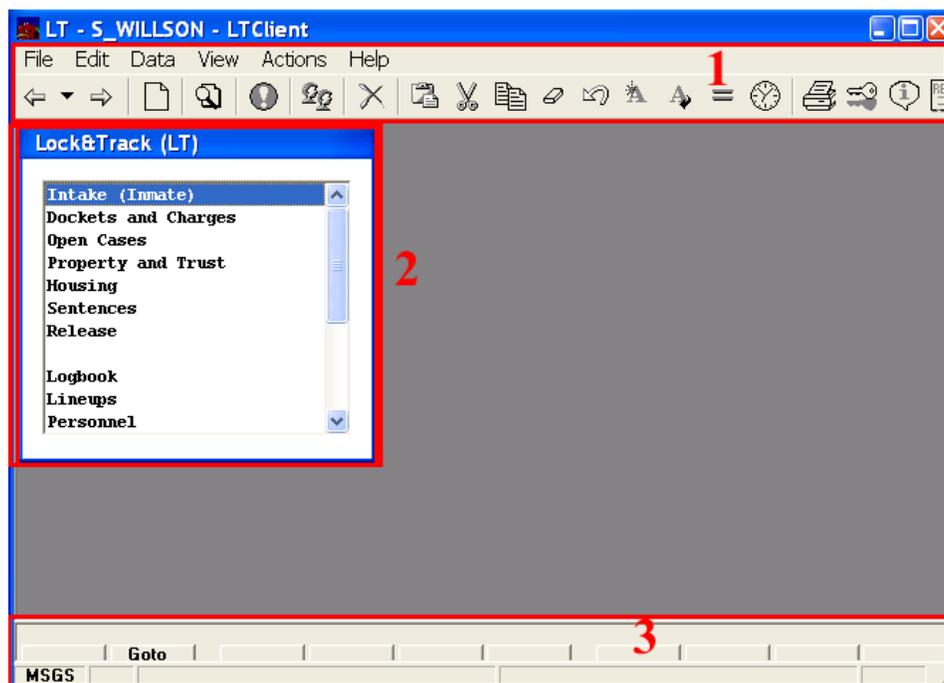
## INTRODUCTION

This document is intended as an in-depth tutorial of the booking process. If you have not used LockWorks products before, you will find additional information in the LTClient\_User\_Guide, available online. (<http://www.locktrack.com>) The LTClient user guide includes information about logging in for the first time, a description of each tool in the toolbar, and other useful paradigms that are consistent across LockWorks products. These topics will be only briefly covered in this document.

## MAIN SCREEN

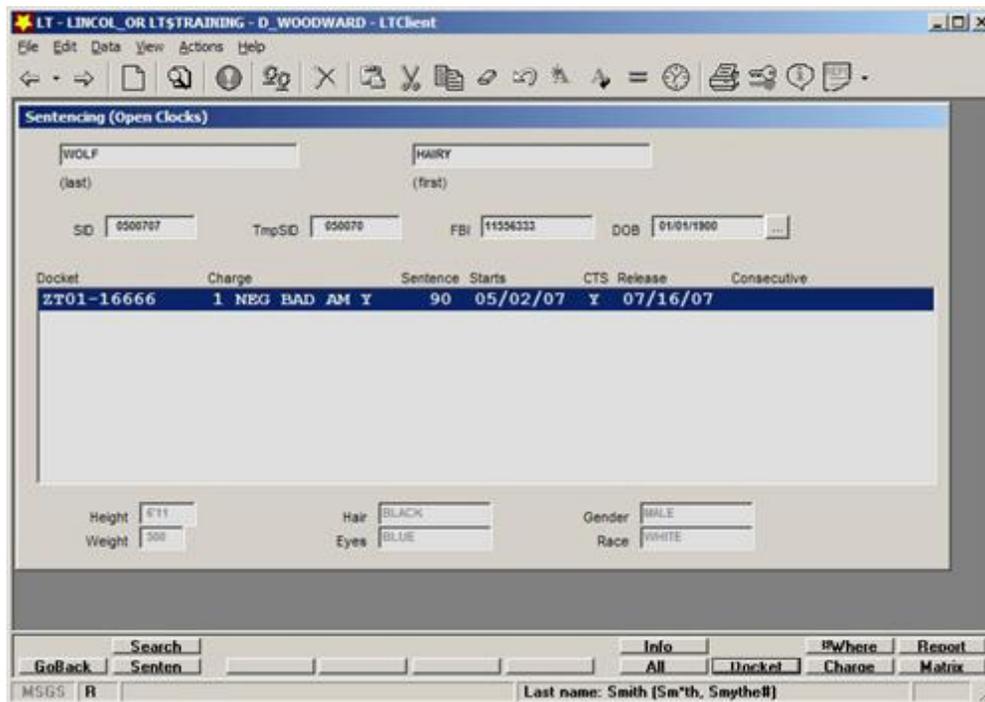
The main screen of the Lock&Track application shows several standard features, discussed in greater depth in LTClient\_User\_Guide. For quick review:

1. The menus and toolbars provide easy access to consistent actions and commands.
2. Functionality is broken up into separate areas of the desktop, listed in the main menu. Similar menus will allow navigation of reports and sub-areas as you move through the software.
3. Context-sensitive navigation and functionality is contained above the message bar at the far bottom of the window. After performing an action, learn to check the message bar for confirmation or error messages.



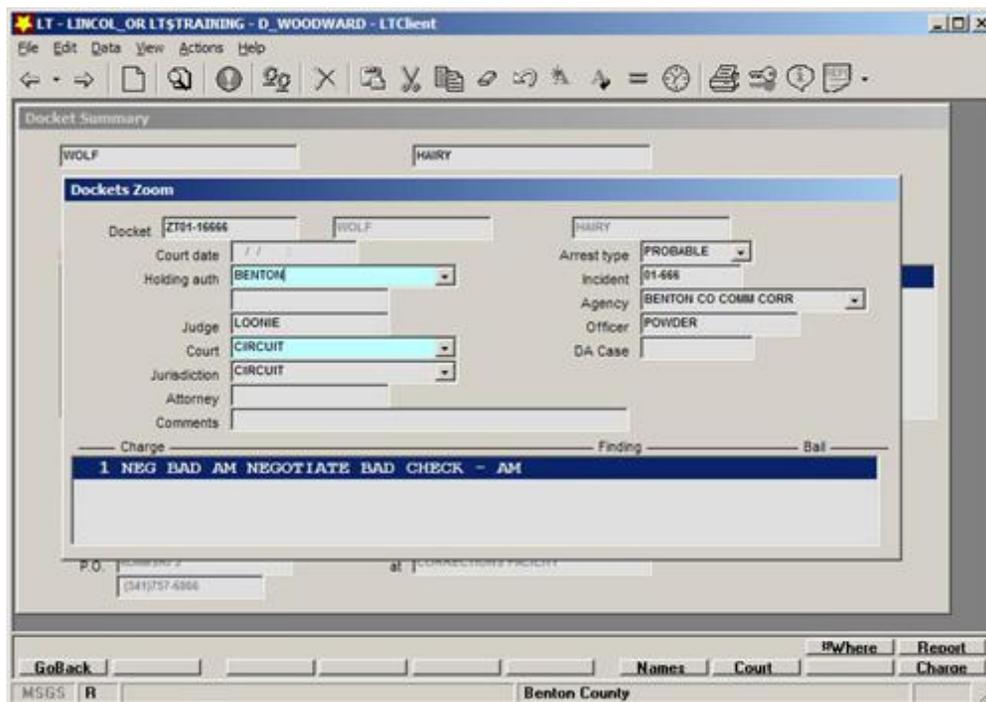
## SENTENCING

Choosing the Sentences option brings up the screen to calculate and manage sentences, penalties and rewards for behavior, and other book-keeping related to incarceration terms. In our example, we have already worked through the Intake tutorial, and so our inmate, Hairy Wolf, is brought up.



## DOCKETS

To lodge a charge against the offender, first we need a docket. The docket zoom screen allows us to enter information including who the holding authority is (which district this charge belongs to) and what court will be handling the charges. These are the only required fields, and this screen can be modified to reflect different local court systems. You can see that many of the fields are designed for customization. For example, the list of judges is localized to each installation.



The entered dockets track court activity, allowing easy review of status:

LT - LINCOLN OR LT\$TRAINING - D\_WOODWARD - LTClient

File Edit Data View Actions Help

← → [Icons]

**Docket Summary**

WOLF (last)      HAIRY (first)

SID 0500707      Booking 00125      FBI 11556333      DOB 01/01/1900

Docket	Authority	Court	Court Date	Arrest Type
ZT01-16666	BENTON	CIRCUIT		PROBABLE
ZT01-1234	BENTON	CIRCUIT		WARRANT
ZT01-8787	BENTON	CIRCUIT		WARRANT

Height 511      Hair BLACK      Gender MALE  
 Weight 500      Eyes BLUE      Race WHITE  
 Sex offender

P.O. ADAMS J (341)757-4886 at CORRECTIONS FACILITY

GoBack      P.O.      Court      Where      Report      Zoom

MSGG R      Last name: Smith [Sm\*th, Smythe#]

Other screens allow entry of activity such as court dates:

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File Edit Data View Actions Help

← → [Icons]

**Docket Summary**

WOLF (last)      HAIRY (first)

SID 0500707      Booking 00125      FBI 11556333      DOB 01/01/1900

**Scheduled Court Dates**

Event	ID	Start	Status
CIRCUIT	ZT01-1234	08/15/2001 13:20	OCCURRED

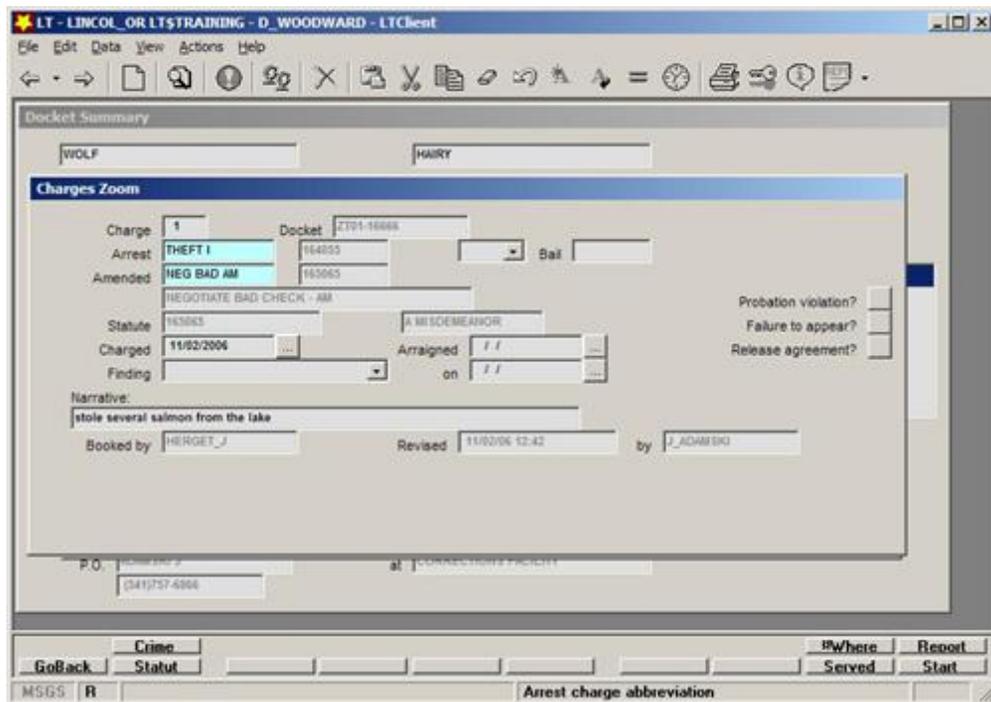
P.O. ADAMS J (341)757-4886 at CORRECTIONS FACILITY

GoBack      Zoom      Report

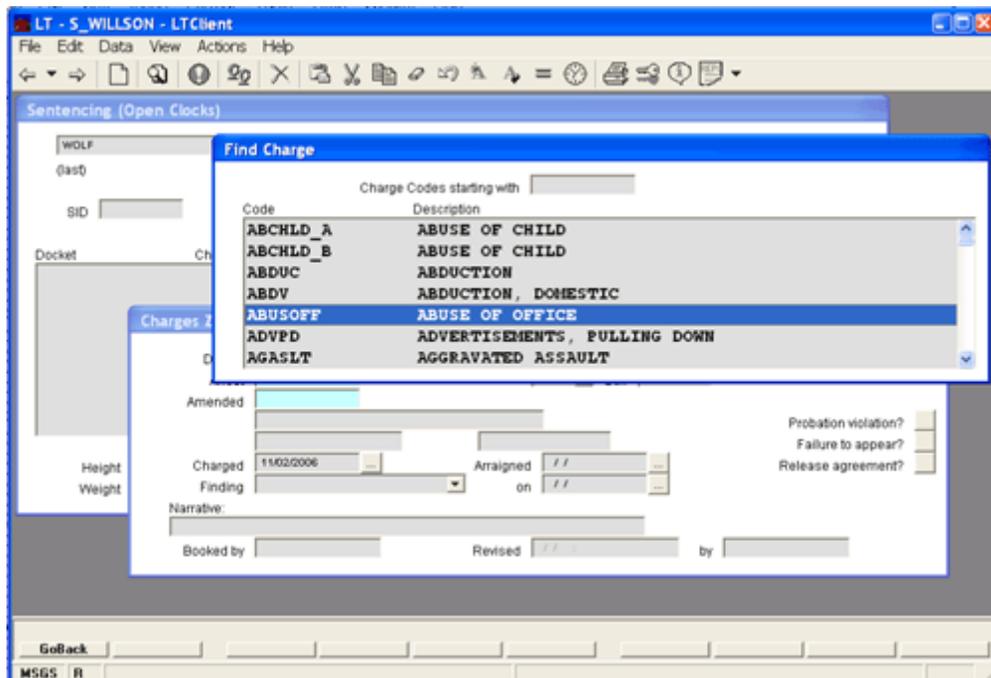
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## CHARGES

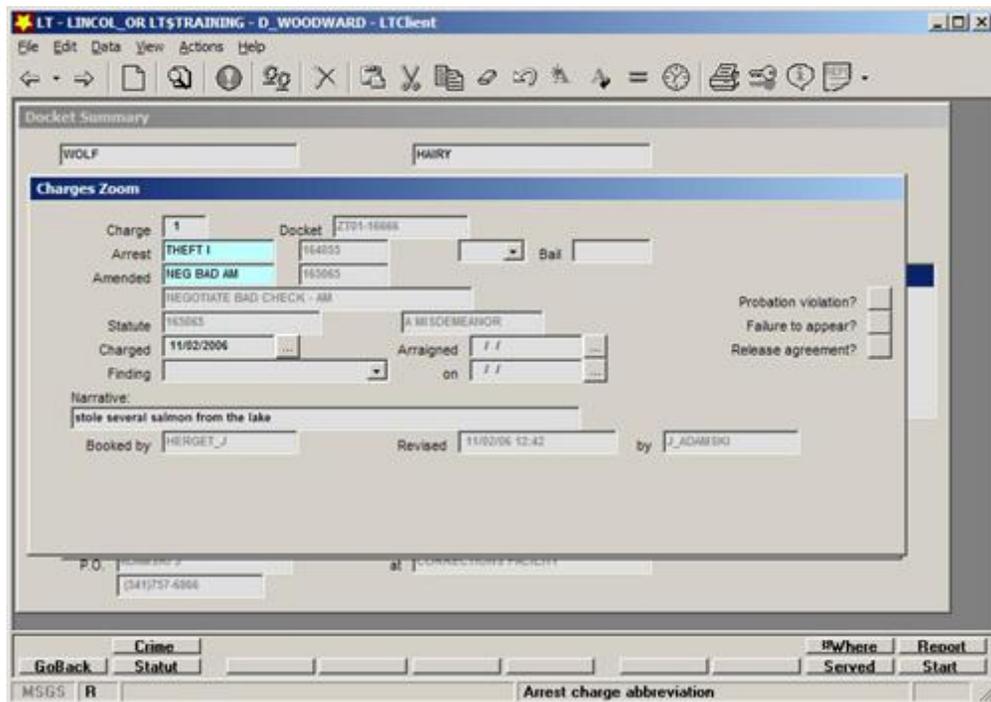
Next we enter the charges for each docket:



Only two fields are required, the arrest-code and the amended field. Because arrest codes can be hard to memorize, a button at the bottom provides a list specific to the installation. Pressing “Crime” brings up the Oregon listing:

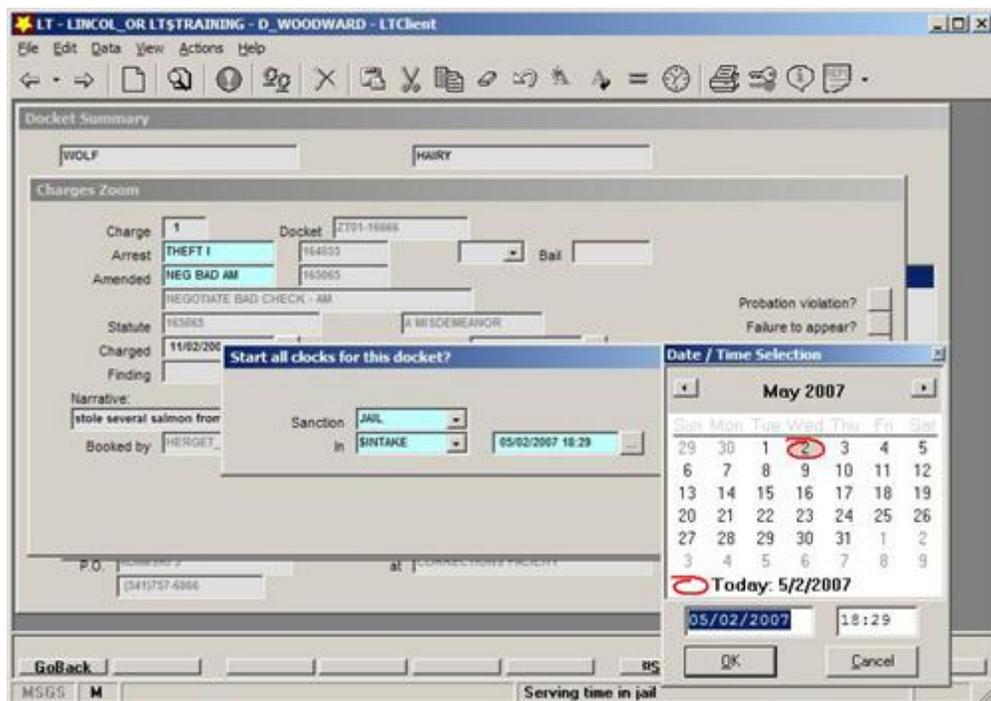


We will scroll down and choose “Theft 1” as the charge, then GoBack to the prior screen. Both required fields are filled in, but we can modify the “amended” field if the charges were changed after the arrest. Note that other information, such as the docket, is filled in automatically:

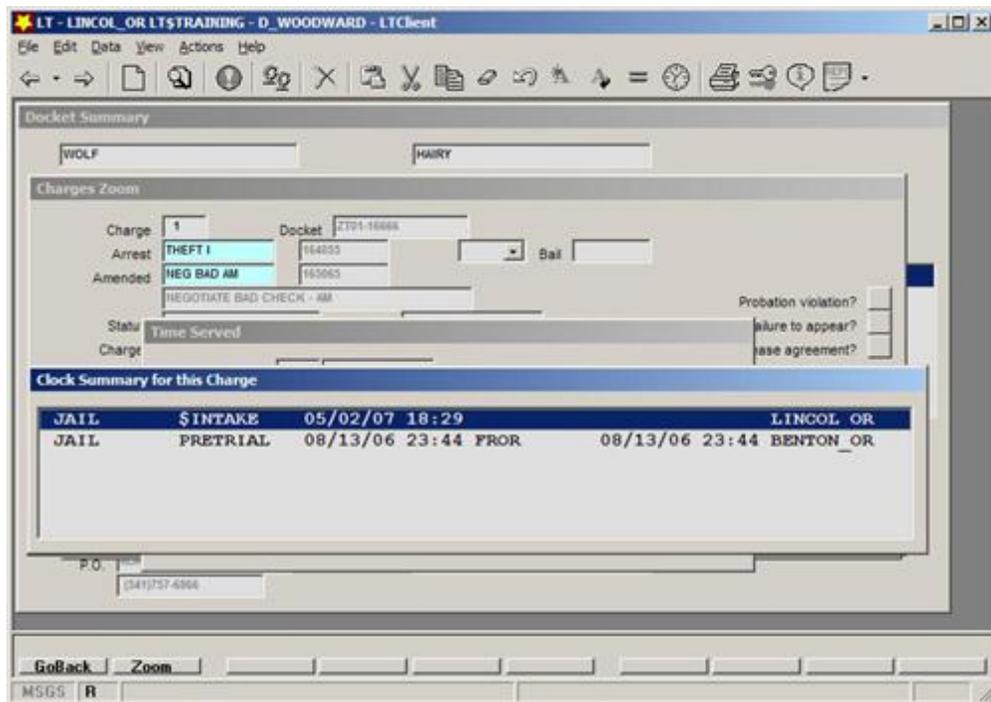


## TIME SERVED

Now we include information about the time to be served in jail. Lock&Track automatically calculates and tracks time served. Clocks can be started, stopped, and restarted to reflect changes in custody or sentencing. A convenient calendar helps prevent errors in data entry:

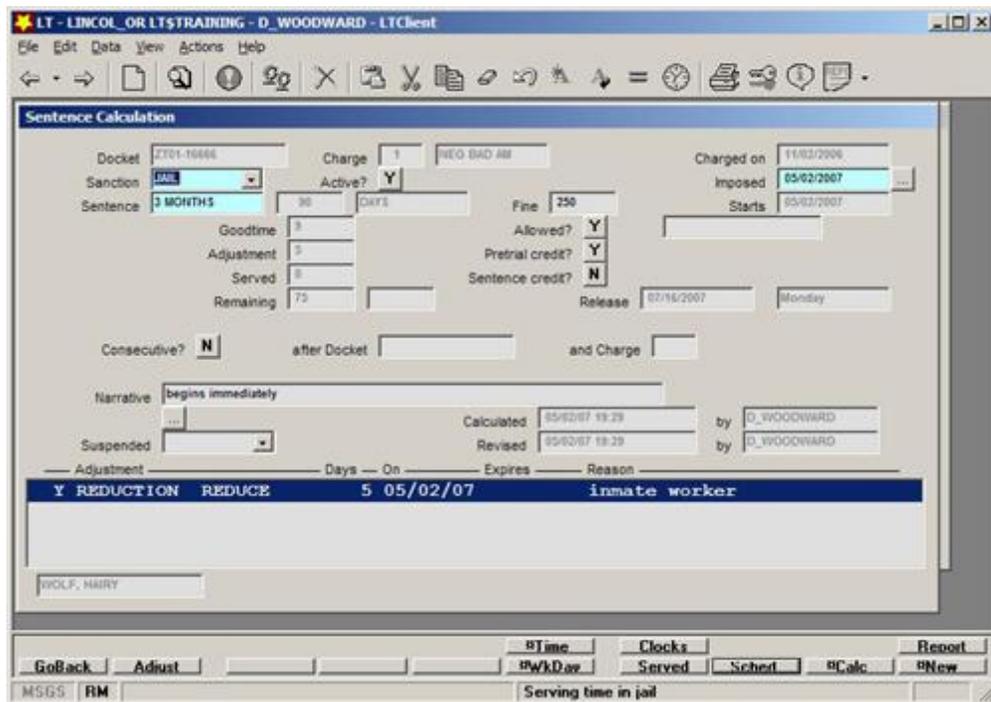


At any time the current state of the clocks can be easily viewed:



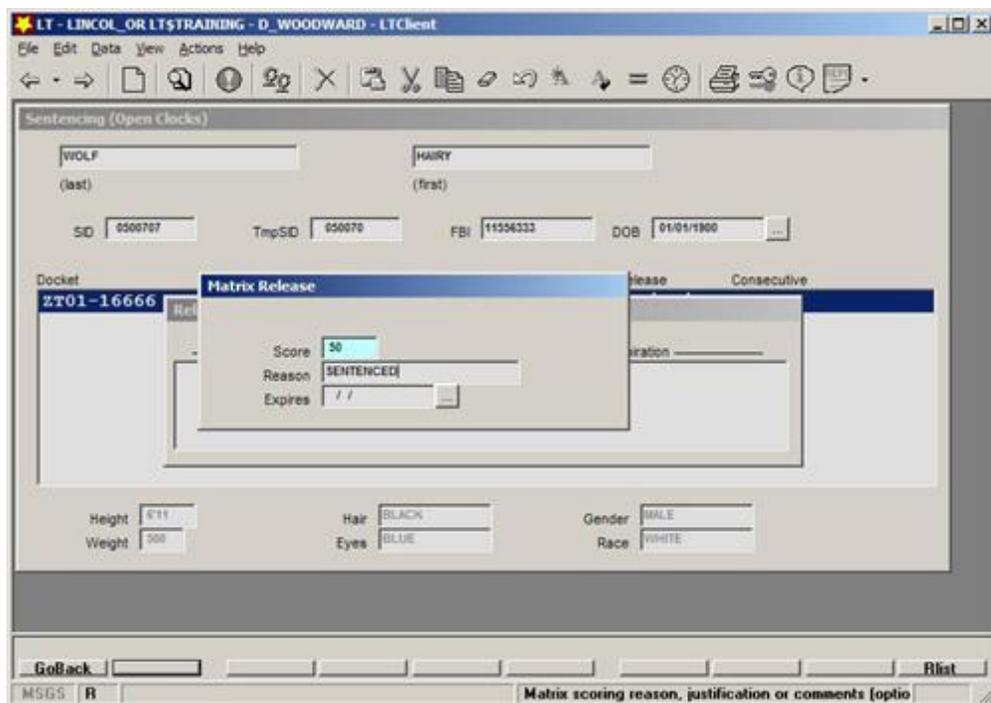
## SENTENCE CALCULATION

In addition to tracking charges, convictions, and holding authority (such as jail and court) Lock&Track also helps calculate and track sentences. Returning to the main sentencing screen we select Sentence and complete the three required fields. Notice that entering "3 months" in the sentence calculates a sentence of 90 days in the next field. In addition, time off for good behavior, fines, credit for time served at sentencing, and many other adjustments can be tracked and recorded. All such changes to the sentencing calculation are logged along with the user-name of the person making the changes. The provides full review accountability for management oversight, along with a way to audit accuracy.



## MATRIX (RELEASE CALCULATIONS)

There are many other functions available to assist with facility activities. For example, the matrix feature provides a release-score for the inmate to help determine suitability for release.



Clicking on the Rlist option at the bottom will bring up a report with a list of candidates. This both facilitates decisions about early-release to relieve overcrowding, and also provides a neutral and clearly defensible metric for such decisions.

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File Edit Data View Actions Help

Release Report

Name	Sex	SD	Score	Reason	Sec	Release
CALDWELL, DANNY RAY	M	07139878	99	BCC	UNC	04/11/2007
HUTTON, CHARLES JOSE	M	14155270	99	DETAINER/	MAX	
GRAVES, JEREMIAH DAN	M	11761112	99	BCC	UNC	
JEFFERS, DONALD RAY	M	06102055	99	BENTON COU	UNC	
DICKASON, DARRYL WAD	M	13306308	99	BENTON CON	MED	04/13/2007
MUNES, KIM JANINE	F	10563501	99	MEASURE 11	MIN	
LEGORRETA, NADIA FAB	F	0700254	99	BCC	MED	
GORE, RICHARD DEAN	M	06662514	99	M74 ; REVO	MED	01/22/2008
SLAGLE, EDWARD PAUL	M	31964	99	4 STATE CC	MED	
NICKESON, GILBERT LE	M	08181973	99	180 DAY M-	MED	05/16/2007
ODELL, MICHAEL ALAN	M	13445975	99	M74 ; SB11	UNC	09/04/2007
CARTWRIGHT, MARSHALL	M	14323182	99	PARO V10	MAX	
ABDI, SAHAL MOHAMMED	M	13670329	99	BENTON CON	ISO	
WARREN, FRANK CARL	M	11218569	99	BCC	MED	06/22/2007
NELSON, BRANDON WAYN	M	16818866	99	MEASURE 11	MED	
WINSLOW, DONALD DWAY	M	31646	99	MEASURE 11	ISO	
GREWELL, RICHARD JOS	M	14315926	99	MEASURE 11	MED	
SKIDMORE, BRETT MICH	M	11180067	99	365 DAYS O	MED	08/24/2007

GoBack

MSG5 R

There are many additional features for managing sentences, tracking time served, generating reports. Please contact your support staff or LockWorks staff if you have questions about additional functionality.

