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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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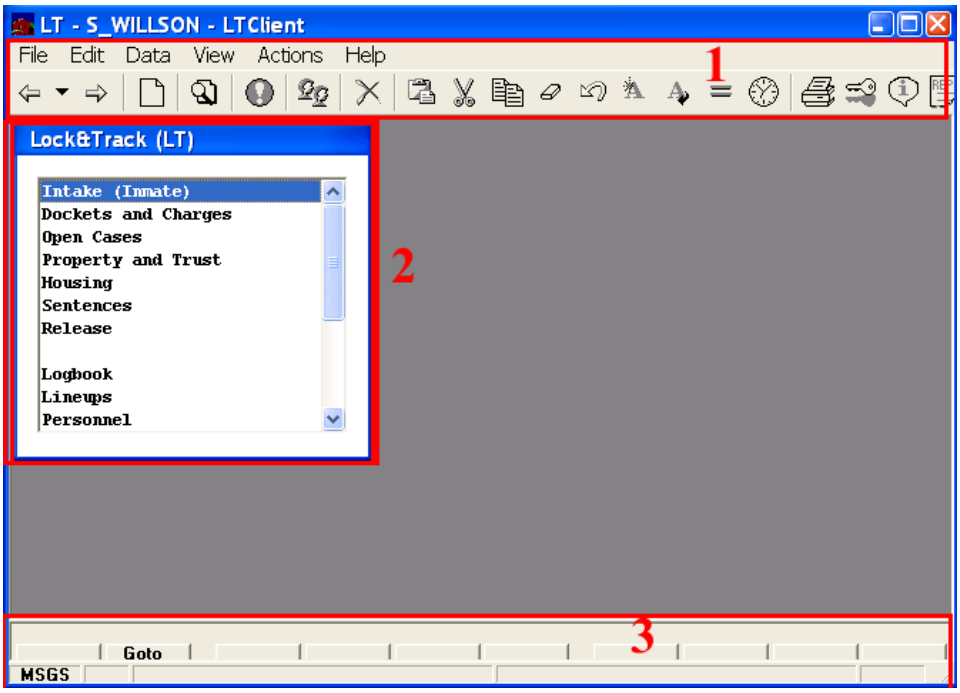
INTRODUCTION

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

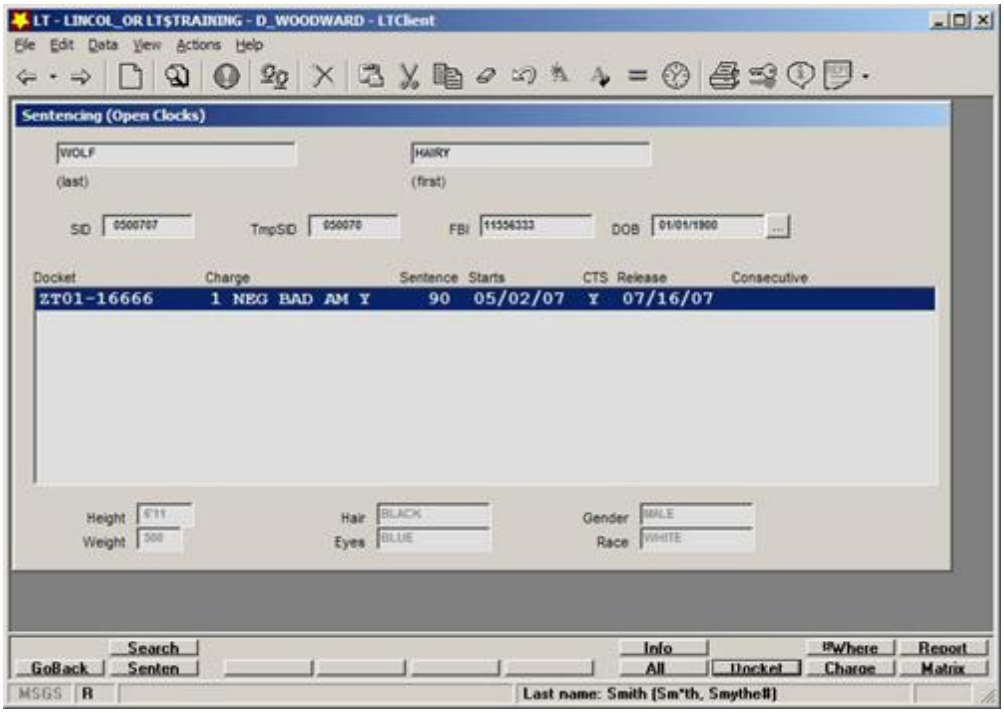
The main screen of the Lock&Track application shows several standard features, discussed in greater depth in LTClient_User_Guide. For quick review:

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.



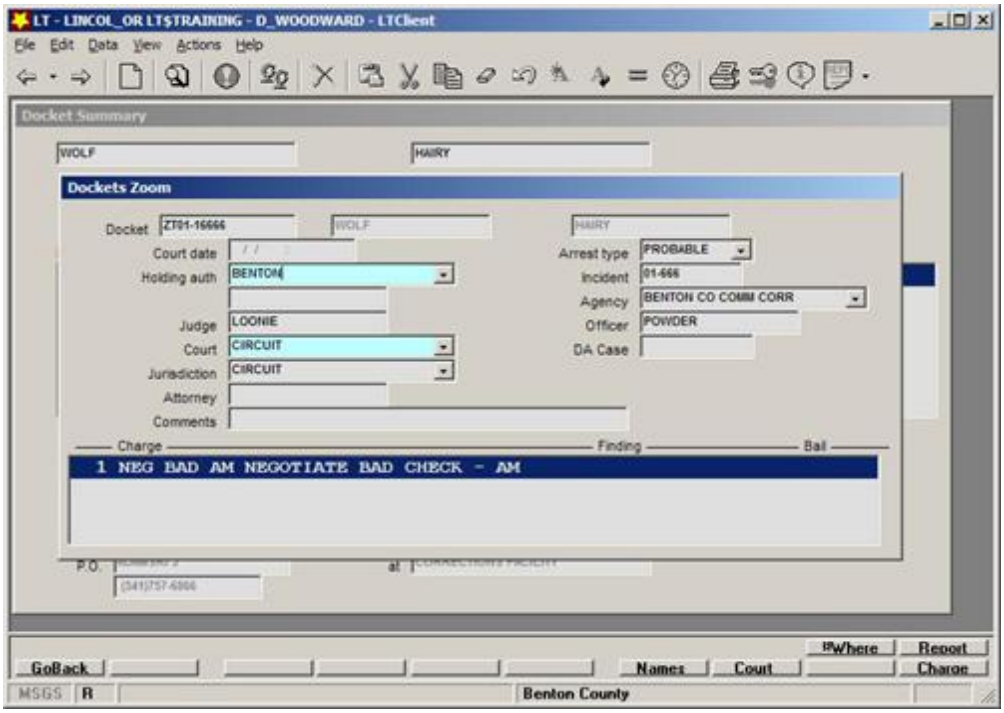
SENTENCING

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.

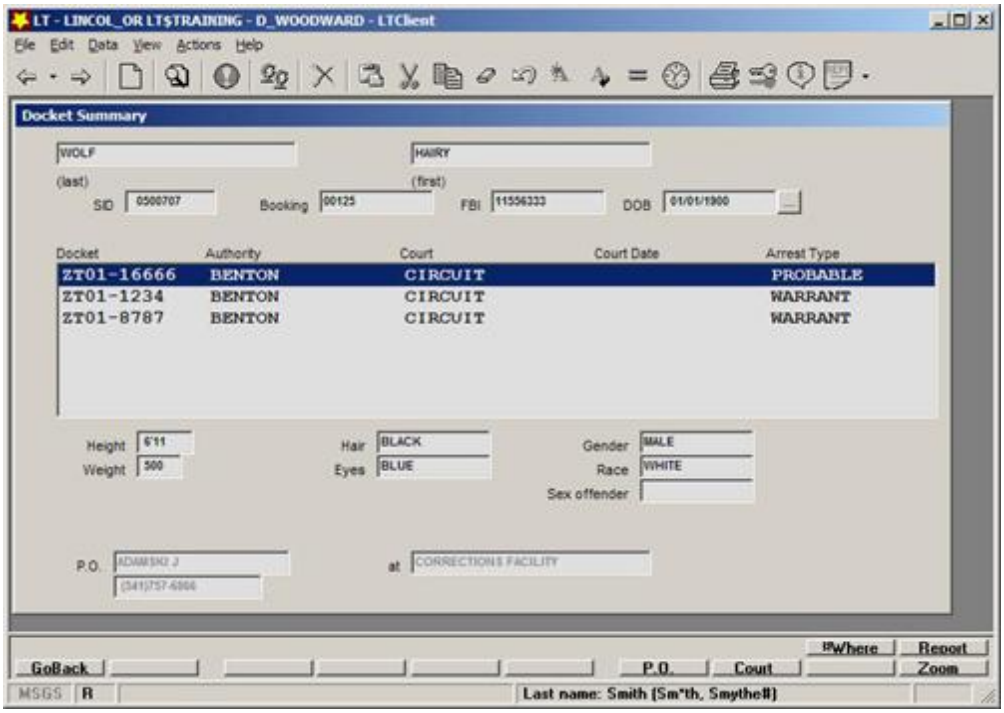


DOCKETS

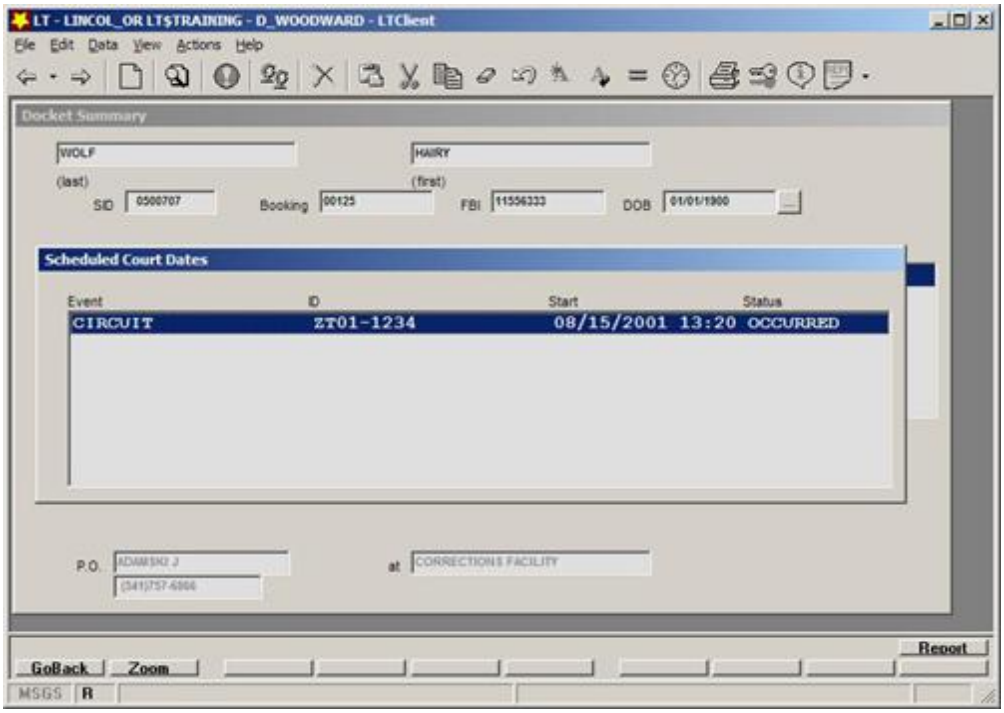
To lodge a charge against the offender, first we need a docket. The docket zoom screen allows us to enter information including who the holding authority is (which district this charge belongs to) and what court will be handling the charges. These are the only required fields, and this screen can be 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:

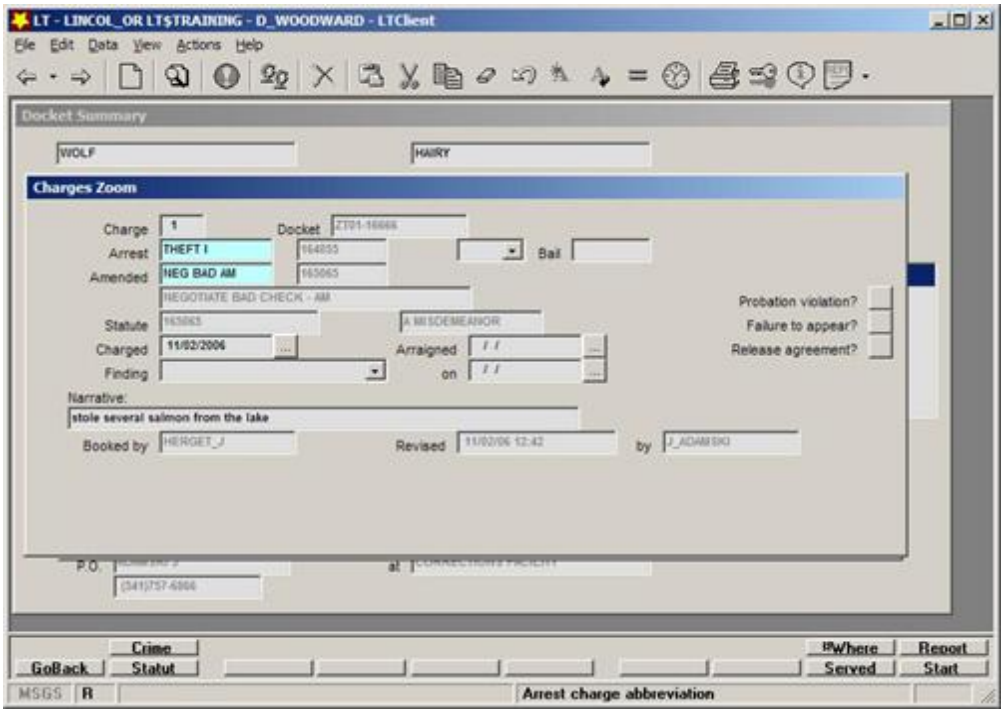


Other screens allow entry of activity such as court dates:

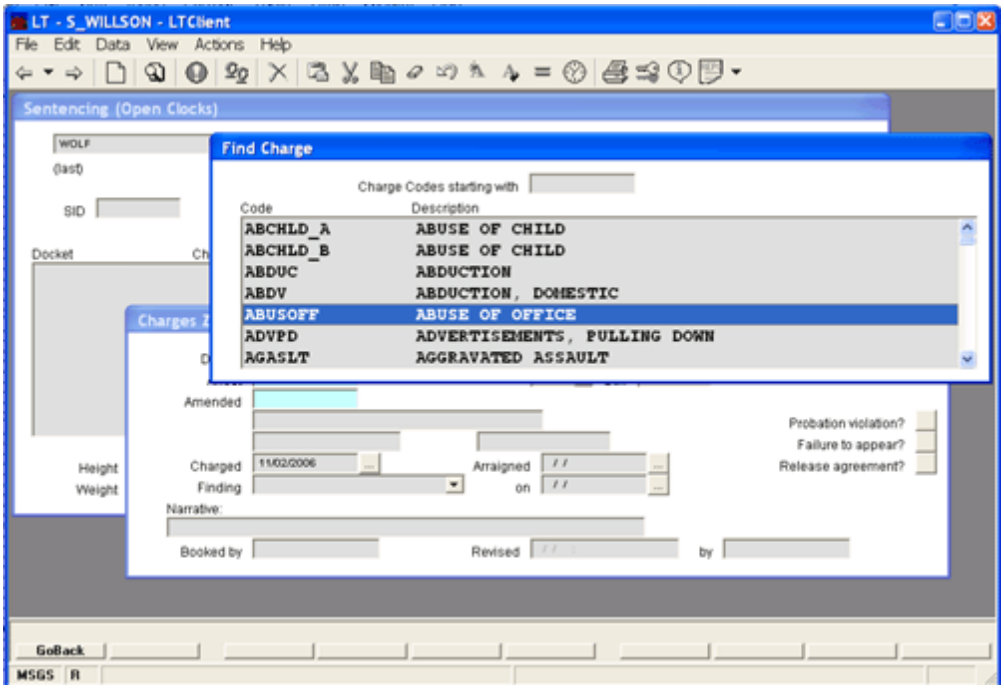


CHARGES

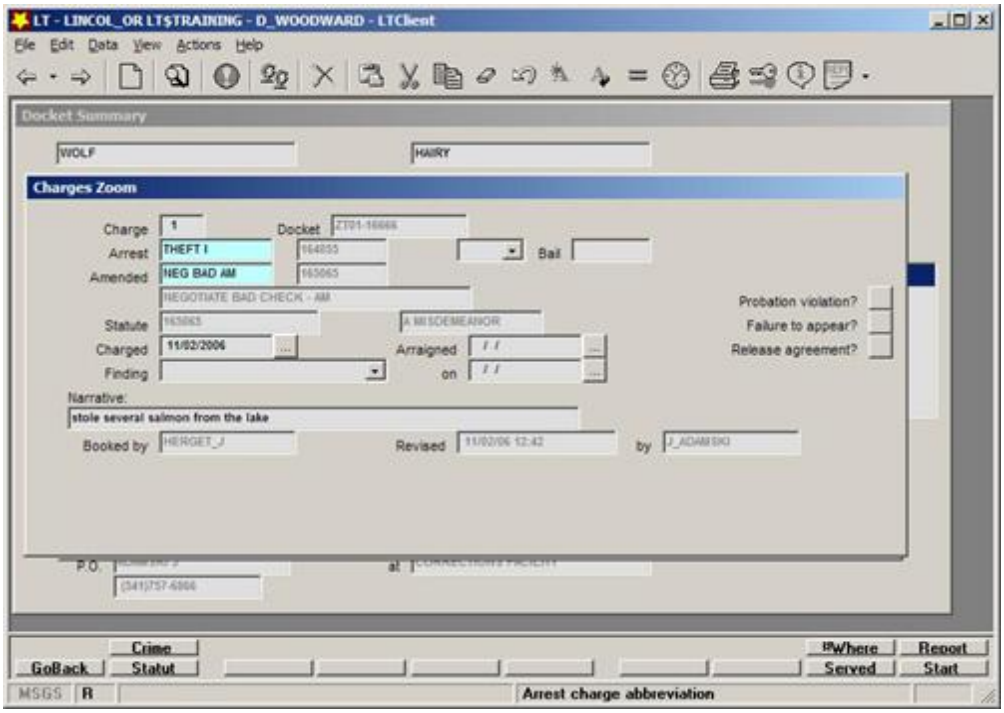
Next we enter the charges for each docket:



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:

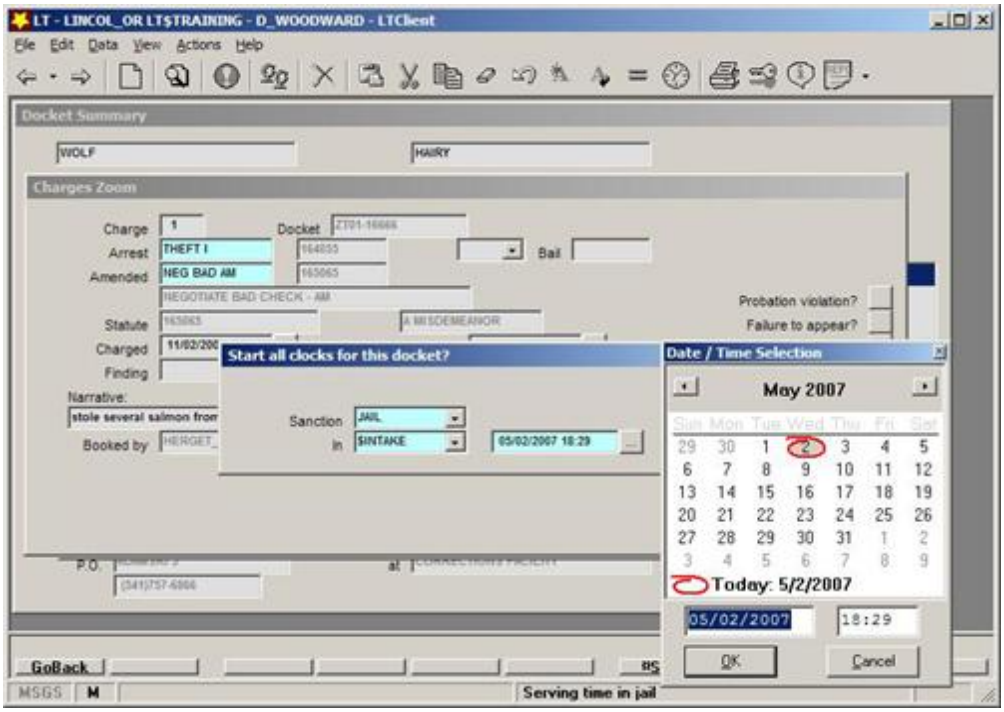


We will scroll down and choose “Theft 1” as the charge, then GoBack to the prior screen. Both required fields are filled in, but we can modify the “amended” field if the charges were changed after the arrest. Note that other information, such as the docket, is filled in automatically:



TIME SERVED

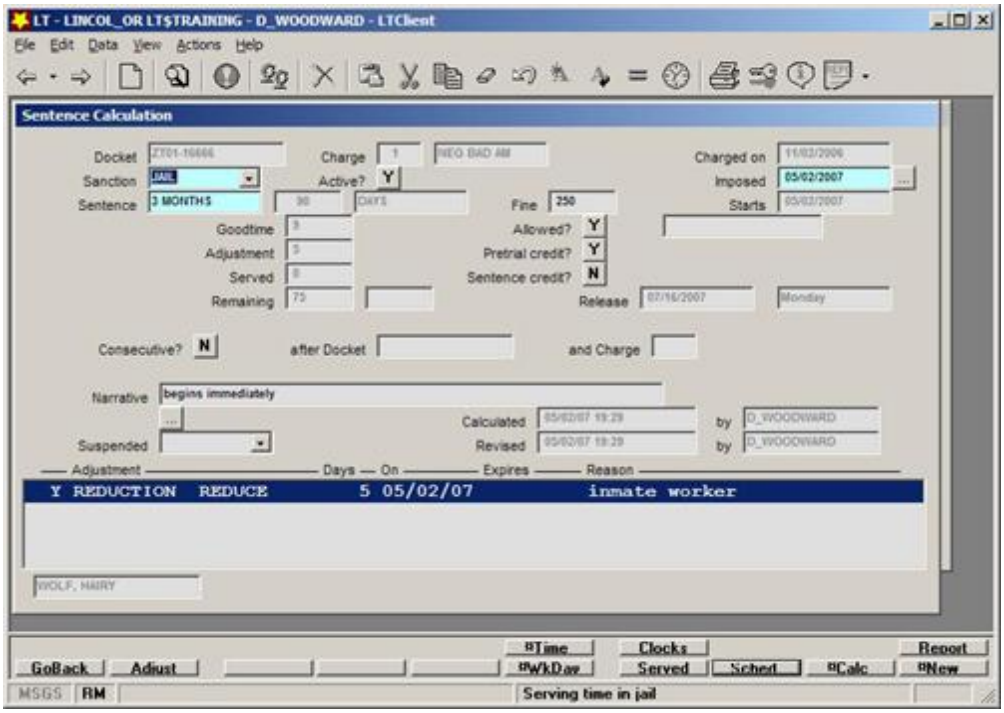
Now we include information about the time to be served in jail. Lock&Track automatically calculates and tracks time served. Clocks can be started, stopped, and restarted to reflect changes in custody or sentencing. A convenient calendar helps prevent errors in data entry:



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

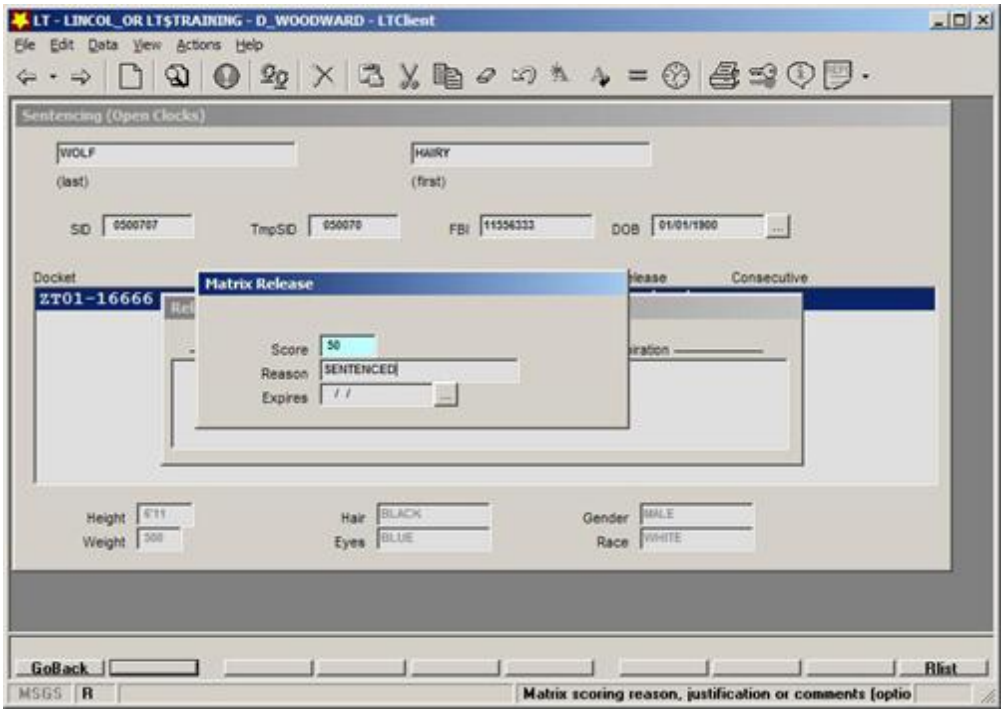
SENTENCE CALCULATION

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.

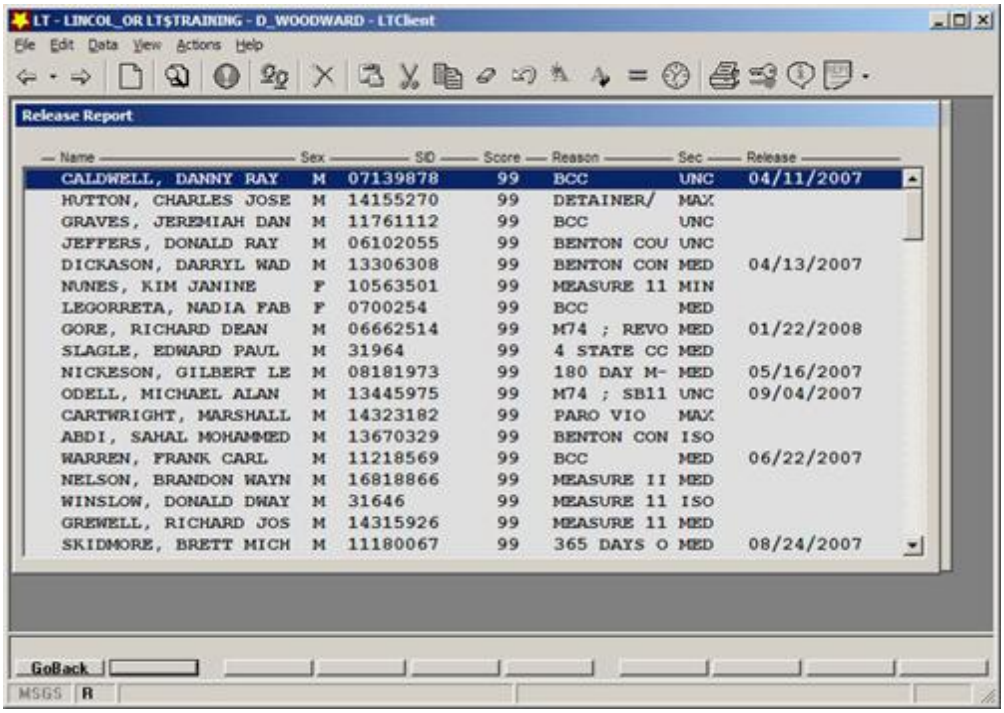


MATRIX (RELEASE CALCULATIONS)

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.



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.