

# **Pretrial Interview Subsystem (PIN)**

## **Entry Manual**

A Model 204 Subsystem for  
the Office of Court Services

Justice Information Management System  
406 Caroline, Floor 2  
Houston, Texas 77002  
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## Overview of the Pretrial Interview Subsystem

PIN is used to manage information gathered by Office of Court Services employees during interviews and subsequent background checks on defendants in Harris County. The agency is responsible for compiling information in PIN for every person arrested on a felony and/or class A or B misdemeanor who is booked into the Houston Police Department or Harris County jail. In some circumstances, information is also gathered on non-arrest defendants and witnesses.

Information in PIN is used by the judiciary to determine if defendants qualify as indigents per Senate Bill 7, which was passed by the 77<sup>th</sup> Legislature.

Interviews are not normally conducted on defendants whose charges fall into one of the following categories:

1. Defendants charged solely with capital murder;
2. Fugitives from another jurisdiction without pending Harris County charges;
3. Defendants already sentenced;
4. Defendants transferred to Harris County on a bench warrant;
5. Defendants in custody for contempt of court or a writ;
6. Federal prisoners;
7. Bond forfeiture, bond surrender, and bond revocation cases;
8. Defendants booked on an immigration violation without pending Harris County charges;
9. Defendants who have class C misdemeanor charges only;
10. Parole violators without pending Harris County charges;
11. Defendants booked on motion to revoke probation or deferred adjudication cases only.

The defendant reports generated from PIN assist the judiciary with release and detention decisions, especially those related to eligibility for release on personal bond. The information in PIN is also used by other law enforcement and criminal justice agencies for a variety of purposes.

PIN is also used to collect information on defendants who have been ordered to submit to a Rapid Drug Screen.

### INQUIRY SCREENS

<b><u>Transaction</u></b>	<b><u>Screen Name</u></b>	<b><u>Function</u></b>
NAM 20	Enhanced Name Inquiry	Retrieve defendant's SPN
PIN 01	DIM Records	Retrieve defendant's DIM log number
PIN 05	Interview Index	Access interview records

## ENTRY SCREENS

<u>Transaction</u>	<u>Screen Name</u>	<u>Function</u>
PIN 10*	Interview Descriptors	Start entry and generate interview number
PIN 15	DIM Associated Cases	Associate charges in DIM to interview
PIN 16*	All Associated Cases for SPN	Associate existing cases to interview
PIN 20*	Defendant Name/Descriptors	Record defendant descriptors or refusal notice
PIN 21	Refusal Completion	Complete a refusal
PIN 30*	Defendant Address	Record defendant's address
PIN 35	Previous Residence	Record defendant's previous address
PIN 40	Defendant Employment	Enter defendant's employment/educational status
PIN 50*	Defendant Health	Document defendant's physical and mental state
PIN 60	Defendant Financial	Document defendant's income and liquid assets
PIN 65	Defendant Financial Expenses	Document defendant's expenses and miscellaneous financial information
PIN 70*	Defendant Criminal Record	Record defendant-reported criminal history
PIN 80*	Defendant Reference	Record defendant's primary contacts
PIN 85	Defendant Add'l Reference	Record defendant's additional contacts
PIN.LOCK	Interview Completion	Lock an interview and mark it complete

**NOTE:** The \* options and PIN 100.10, 100.20 and 100.90 are also used to document Rapid Drug Screen information.

## THE MESSAGE LINE

At the bottom of each screen is a message line designated ==>. When you press the Enter key to save an entry or a change request, a message displays on that line. If the process is incomplete, the message prompts you to type the required data. If the process is complete, a version of the following message will display: **RECORD SUCCESSFULLY ADDED (CHANGED), PRESS F2 TO CONTINUE.**

## ACCESSING THE NEXT SCREEN

Press the **F2** or **PF2** key to save the current data and move forward from PIN screens 10 through 85 and 100.10 through 100.70.

## REFUSAL

If the defendant refuses to be interviewed, enter all available information on PIN 10 and PIN 15 or PIN 16. On PIN 20, type the refusal indicator and press Enter to complete the refusal.

## **INTERVIEW ACCEPTED**

If the defendant was interviewed, enter all available information on the PIN entry screens and check that all data is correct, then mark the interview completed. On PIN 85, you will see the following notation: F3 = COMPLETE. Press F3 to mark the interview as complete.

Once you have marked an interview complete, you can no longer change, add or delete any information in the record. IF ANY INFORMATION NEEDS TO BE CHANGED IN A COMPLETED ENTRY, CONTACT YOUR SUPERVISOR.

## **RECALLING AN ENTRY**

You may begin processing an interview using any terminal connected to Harris County JIMS. You may suspend the process at any time without losing the information you've saved. You can save data by typing the required data and pressing Enter or F2. The information will be saved even after you log off. You may recall the record from any PIN entry screen on any JIMS terminal.

## **COMPLETING AN ENTRY**

As long as you have not marked the interview completed, you may inquire on it using an entry screen, and complete the entry. For example, you may begin processing the interview from one terminal, stop and research the individual in the Criminal System (CICS2), then recall the record from any other JIMS terminal and update your PIN entry with the information obtained.

## Model 204 Log-On Procedures

There are three ways to log on to the system:

1. Directly into Model 204. (Follow the steps in the next section.)
2. Into Model 204 through CICS. (Follow the steps on the next page.)
3. Through the Multi-Session Environment. (Type HCP and follow the steps on the next page.)

Use the log-on procedure that works best for you. **Note:** Option 2 allows you to access interview records in CICS, the legacy system, from PIN options.

### LOGGING ON DIRECTLY TO MODEL 204

1. Screen displays: **READY FOR LOGON**  
Type: **M4P2**  
Press Enter key
2. Screen displays: **>**  
Type: **LOGON JU\_ \_ \_ \_**  
(your individual log-on ID)  
Press Enter key
3. Screen displays: **LOGON JU\_ \_ \_ \_**  
**\*\*\* M204.0347:PASSWORD**  
**>**

Type your password as indicated below:

If you are already a JIMS user, type your current password. (Your password will not display on the screen.) Press the Enter key.

If you have never signed on to JIMS before, your password is TEST. You must change your password the first time you log on.

#### Changing your password in Model 204:

- a. Type your current password, a colon, and your choice for a new password. Choose a password that consists of four to eight letters and/or numbers.

Example: **TEST:SECRET**

- b. Press Enter key.

In this example, **SECRET** would be your new password. The next time you log on, you would type only the word **SECRET** at the password prompt in Step 3.

4. Screen displays: >

Press Enter key.

### **LOGGING ON THROUGH THE MULTI-SESSION ENVIRONMENT (TUBES)**

1. Type **HCP** on the "READY FOR LOGON" screen and press Enter.
2. Type your log-on ID in the Logon ID field.
3. Press the Tab key.
4. Type your password in the Password field.
5. Press Enter.
6. From the JIMS Main Menu screen select **M4P2 (Model 204 - Criminal)** by pressing the appropriate F key.
7. When the status screen displays with the > symbol at the bottom of the screen, press Enter or Clear.

See the handout titled "JIMS Log-on Procedures" for more detailed information.

### **LOGGING ON TO MODEL 204 THROUGH CICS**

From PIN Option 05, the F3 key transfers to the PTSI screen in the Harris County Criminal System (CICS2). To use this F-key option, you must log on to CICS2 first and then log on to Model 204:

1. Type **CICS2** and press Enter.
2. Type your log-on ID and password on the appropriate lines. Press Enter.
3. Once you are logged on to CICS and a blank screen appears, type **M4P2** and press Enter.
4. Type your log-on ID and password on the appropriate lines. Press Enter. The M204 Main Menu screen should display. See page 8 for an explanation of the Main Menu.

## **LOG-ON FAILED**

If you do not get logged on, one of the following messages will display:

<b><u>Message</u></b>	<b><u>Solution</u></b>
PASSWORD EXPIRED	Retype your log-on ID and password then change your password using procedures appropriate for your log-on method. You must change your password every 60 days.
PASSWORD NOT MATCHED	You have typed your password incorrectly. Try typing your password again. Erase extra characters by pressing the space bar or the delete key.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your JIMS Project Analyst or the JIMS training section. You have made ten invalid log-on attempts and your password needs to be reset.

## Model 204 Log-Off Procedures

### Logging Off Model 204

#### **Method 1**

From a Model 204 menu screen:

F10 = LOGOFF. Press the F10 key.

#### **Method 2**

From a Model 204 option screen:

Type an **L** in any OPT (option) field and press Enter. See Appendix A for an explanation of the option field.

### Logging off Tubes

To close all your active sessions and return to the HARRIS COUNTY sign-on panel (the Tubes log-on screen):

1. Press **F24** (hold down the Shift key and press F12.). The JIMS Main menu will display.
2. Press **F24** again. All your active sessions will be closed and the Harris County Sign-On Panel will display.

Alternative: Complete step 1 above. Then, type **QQ** (quick quit) in the ENTER COMMAND field and press Enter.

### Exiting Tubes Sign-on Panel

To exit Tubes and return to the READY FOR LOGON screen:

After completing the steps listed above under “Logging Off Tubes,” press **F3**. The Ready For Logon screen will display.

Alternative: Instead of pressing F3 from the Sign-On Panel, type **LOGOFF EXIT** (or **LOG E**) in the ENTER COMMAND field, and then press Enter.

## Accessing the PIN Subsystem

Once you log on to the Model 204 system, the Master Subsystem Selection Main Menu displays (see sample screen below).

### Method 1

In the SELECTION field at the bottom of the screen (field 8) type PIN (the subsystem ID for Pretrial Interview) and press Enter. The PIN Main Menu will appear.

### Method 2

Using the Tab key, move the cursor to field 5 (the blank line beside PIN) and press Enter. The PIN Main Menu will appear.

### Method 3

To go directly to an option screen and bypass the PIN menu, type PIN on the first blank line of the SELECTION field. Type the option number on the second blank line of the SELECTION field (for example, PIN 10). Press Enter. The requested option will appear.

```
*****
[1]
JUFVI (SEC2) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 31, 1992 (P)
[2]
JPMNU MASTER SUB-SYSTEM SELECTION [3]
PAGE: 1 OF 1
MAIN MENU [4]
SCROLL: ____

[5] [6] [7]
- DIM D.A. INTAKE MANAGEMENT
- NAM NAME INQUIRY SYSTEM
- PIN PRETRIAL INTERVIEW
- PIQ PRETRIAL INTERVIEW INQUIRY

[8]
SELECTION: ____

MAKE SELECTION AND PRESS <ENTER> 7=BACK 8=FWRD 10=LOGOFF 11=HELP
*****
```

## EXPLANATION OF FIELDS

1. JUFVI: Log-on ID of person signed on to terminal.
2. JPMNU: Code identifying displayed transaction.
3. PAGE 1 OF 1: Current page and total number of pages in displayed transaction.
4. SCROLL: See Appendix A for uses of this field.
5. \_: Selection field for access method 2.
6. DIM: Subsystem ID.
7. D.A. INTAKE  
MANAGEMENT SYSTEM: Subsystem name.
8. SELECTION: Selection field for access method 1.

## F-KEY OPTIONS

- 7=BACK: Press F7 to access the preceding page.
- 8=FWRD: Press F8 to access the next page.
- 10=LOGOFF: Press F10 to log off M204 system.
- 11=HELP: Press F11 to access Help screen explaining Main Menu.

## PINMM — Main Menu

Use this screen to select and transfer to options in the PIN subsystem.

### TO SELECT AN OPTION

#### Method 1

In the SELECTION field at the bottom of the screen (field 4), type the appropriate option number (as listed in field 2) and press Enter.

#### Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to the Main Menu.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PINMM              PRETRIAL INTERVIEW                          PAGE: 1  OF 1
                   MAIN MENU                                  SCROLL: ____
                                                           OPT:  ____ - PIN

[1] [2]          [3]
- 1.  DIM RECORDS                - 60. DEFENDANT FINANCIAL
- 5.  INTERVIEW INDEX            - 65. DEFENDANT FINANCIAL EXPENSES
- 10. INTERVIEW DESCRIPTORS     - 70. DEFENDANT CRIMINAL RECORD
- 15. DIM ASSOCIATED CASES      - 80. DEFENDANT REFERENCE
- 16. ALL ASSOCIATED CASES FOR SP - 85. DEFENDANT ADDITIONAL REFEREN
- 20. DEFENDANT NAME/DESCRIPTORS - 98. PTSA REPORTS
- 21. REFUSAL COMPLETION        - 100 PTSA INTERVIEW UPDATES
- 30. DEFENDANT ADDRESS
- 35. PREVIOUS RESIDENCE
- 40. DEFENDANT EMPLOYMENT
- 50. DEFENDANT HEALTH

                                [4]
SELECTION:  _____

-----
TYPE IN SELECTION AND PRESS <ENTER>   7=BACK   8=FWRD   10=LOGOFF   11=HELP
*****
```

## PIN 01— DIM Records

Use PIN 1 to inquire on charges filed in DIM.

### ACCESS METHOD

Select Option 1 from the PIN menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN01             PRETRIAL INTERVIEW                        OPT _____ - PIN
                  DIM RECORDS                             PAGE: 1 - 1

  [1]             [2]             [3]             [4]             [5]
DATE RANGE: 03012000 - 03082000 AGY> _____ SENT: _ CUST: _ CJIS: _____
  [6]             [7]             [8]
LOG # RANGE: _____ - _____ DEF NAME: _____ PRINTER> RMT15
-----
  [9]
  <S>
  [10]            [11]            [12]            [13]            [14]            [15]            [16]            [17]
LOG #            LOG DATE        AGY            DEF NAME        SENT            CUST            INT DATE        # CHG
-----
[18]
  000521         03/08/00         PTR         BROWN, SANDY         Y             N             _____         01
  - 000522         03/08/00         PTR         ROBERT, DANIEL LEE         Y             N             _____         01
  - 000523         03/08/00         PTR         TREVINO, LUPE         Y             N             _____         03
  - _____         _____         _____         _____         -             -             _____         -
  - _____         _____         _____         _____         -             -             _____         -
  - _____         _____         _____         _____         -             -             _____         -
  - _____         _____         _____         _____         -             -             _____         -
  - _____         _____         _____         _____         -             -             _____         -
  - _____         _____         _____         _____         -             -             _____         -
  - _____         _____         _____         _____         -             -             _____         -

==> (3) RECORDS FOUND
1=INT DESCP      2=RESORT          3=DEF CLASS      4=NAM INQUIRY    5=INT SUMMARY    PF= _____
6=INT INDEX      7=BKWD           8=FWRD           9=PRINT          10=REFRESH       11=HELP
*****
```

**To inquire on a charge or charges,**

1. Type information into any combination of fields 1 -7.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To view additional information for a defendant,**

1. Inquire as explained above.
2. In field 18, type an **X** next to the appropriate record.
3. Press the appropriate F-key.

**To print the inquiry response,**

1. Inquire as explained above.
2. Press F9.

**EXPLANATION OF FIELDS**

**Inquiry Fields**

1. **DATE RANGE:** Date (MMDDYYYY) or date range during which the charge was sent to the District Attorney's Office.
2. **AGY>:** Three-character code for the agency that filed a charge. For a list of valid codes, type a ? and press F11.
3. **SENT:** Single-character code identifying the processing status of the charge. Leave blank to inquire on all charges filed or inquire with one of the following codes:
  - N** = Charge not sent by entering agency
  - Y** = Sent to D.A.'s Office by entering agency
  - U** = Unsent by D.A.'s Office to allow filing officer to make changes OR officer did not pick up "to be" warrant.
  - A** = Approved by District Clerk's Office and D.A.'s Office is processing charge.
4. **CUST:** Custody status. Single-character code identifying the defendant's custody status if the charge was filed in DIM. Leave blank to inquire on all defendants or type one of the following codes:
  - Y** = In custody when charged
  - N** = Not in custody when charged
  - H** = In Harris County hospital when charged
  - J** = In jail on other charges, class B or above, when charged
5. **CJIS:** Criminal Justice Information System tracking number generated in DIM.
6. **LOG # RANGE:** Type a system-generated number or range of numbers used to identify defendants attached to charges filed in DIM.

7. DEF NAME: Defendant's name in last name, first name format or inquire with a partial name. See Appendix B for more information about name inquiries.

### Display Fields

8. PRINTER>: User's default printer ID. To re-route printout, type a different ID. For a list of valid printer IDs, type a ? and press F11.
9. <S>: Sort indicator. For more information, see F2 explanation below.
10. LOG #: System-generated number used to identify defendants attached to charges filed in DIM.
11. LOG DATE: Date (MMDDYYYY) during which the charge was sent to the District Attorney's Office.
12. AGY: Three-character code for the agency that filed a charge.
13. DEF NAME: Defendant's name in last name, first name format.
14. SENT: Single-character code identifying the processing status of the charge.
- N = Charge not sent by entering agency  
Y = Sent to D.A.'s Office by entering agency  
U = Unsent by D.A.'s Office to allow filing officer to make changes OR officer did not pick up "to be" warrant.  
A = Approved by District Clerk's Office and D.A.'s Office is processing charge.
15. CUST: Custody status. Single-character code identifying the defendant's custody status if the charge was filed in DIM.
- Y = In custody when charged  
N = Not in custody when charged  
H = In Harris County hospital when charged  
J = In jail on other charges, class B or above, when charged
16. INT DATE: Interview date.
17. # CHG: The number of offenses for which the defendant is charged.

18.   : Selection field. Type an **X** next to a record and press the appropriate F key. See F-KEY OPTIONS below for more information.

### **F-KEY OPTIONS**

1=INT DESC: Press F1 to access PIN 10 – the Interview Descriptors screen.

2=RESORT: To re-sort the displayed list, move the cursor to any one of the column headings (LOG # through CUST), then press F2. The symbol <S> appears above the column used to sort the list.

3=DEF CLASS: Press F3 to access PIN 100.10 – the Defendant Classification screen.

4=NAM INQUIRY: Press F4 to access NAM 20 – the Enhanced Name Inquiry screen.

5=INT SUMMARY: Press F5 to access PIN 98.10 – the Print Defendant Report screen.

PF=  : Alternate method of transferring. Type a number that corresponds with a F-key option and press Enter. For example, type **1** and press Enter to transfer to PIN 10.

6=INT INDEX: Press F6 to access PIN 5 – the Interview Index screen.

7=BKWD: Press F7 to access the preceding page.

8=FWRD: Press F8 to access the next page.

9=PRINT: Press F9 to print the response to the inquiry.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

# PIN 05 — Interview Index

Use PIN 05 to access a summary of interviews in descending start date and time order.

## ACCESS METHOD

Select Option 5 from the PIN Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN05              PRETRIAL INTERVIEW                      OPT      - PIN
                   INTERVIEW INDEX                        PAGE:    1 - 1

  [1]              [2]              [3]
DEFENDANT SPN:    DEF NAME:    PRINTER> RMT15_
  [4]              [5]              [6]              [7]
DATE RANGE: 11011999 TO 02222000 INTERVIEWER:    SHIFT>    LOC>
=====
  [8]              [9]              [10] [11]              [12]              [13]
DEFENDANT NAME    DEF SPN      SHIFT LOC      DATE / TIME    INT #
              [14] [15] [16]
              TOTL CLASS INT SPN
-----
[17]
- SESSIONS, BRENDA              00000050 DAY HCJ 10312001 / 1257 00000125
  [18]
  *** PREVIOUS PRE-TRIAL RECORDS EXIST ON CICS ** REF 00000012

- HARRIS, TOB              01700466 DAY HPD 10312001 / 1348 00000126
  *** NO PREVIOUS PRE-TRIAL RECORDS EXIST ON CICS ** CABD 00000020
- CRICKET, DAVID              01700090 EVE HCJ 10222001 / 1230 00000124
  *** NO PREVIOUS PRE-TRIAL RECORDS EXIST ON CICS ** 01700203
- GAITIN, BILL              00002520 MID HPD 10172001 / 0823 00000118
  *** NO PREVIOUS PRE-TRIAL RECORDS EXIST ON CICS ** 1 HIBD 00000014
- WRIGHT, DOGGY              01700450 DAY PTS 10172001 / 0838 00000119
  *** NO PREVIOUS PRE-TRIAL RECORDS EXIST ON CICS ** 4 OTHR 00000014

[19]
==>

1=BAIL CLASS 2=PIN10 3=PTSI
6=DIM RECS 8=BACKWARD 7=FORWARD 9=PRINT REPT 10=REFRESH 11=HELP
*****
```

### To inquire,

1. Type information into any combination of fields 1, 2 and 4 - 7.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

### **To access interview records in CICS2,**

1. Inquire as explained above.
2. Type an **X** in field 17 next to the appropriate record.
3. Press F3.

► You must be signed on through CICS2 to make this transfer.

### **To return to Model 204 from a CICS screen,**

Accessing a CICS transaction returns control to CICS2. To reaccess the M4P2 Main Menu,

1. Press the Clear key to clear the screen.
2. Type M4P2.
3. Press Enter.

### **To print the summary of an interview,**

1. Inquire as explained above.
2. Type an **X** in field 17 next to the appropriate record.
3. Press F9.

### **To delete an interview record (restricted function),**

1. Inquire as explained above.
2. Type a **D** in field 17 next to the appropriate record.
3. Press Enter.
4. Press F9 to process delete request.

## **EXPLANATION OF FIELDS**

### **Inquiry Fields**

1. DEFENDANT SPN: Type a defendant's system person number.
2. DEFENDANT NAME: Type a defendant's name in last name, first name format.
3. PRINTER>: User's default printer ID. To re-route printout, type a different printer ID. For a list of valid printers, type a ? and press F11.
4. DATE RANGE: Type a date (MMDDYY or MMDDYYYY) or a date range. If only a beginning date is entered, the end date defaults to the current date.
5. INTERVIEWER: Type the SPN of the person who completed the interview.
6. SHIFT>: Type the three-character code for the shift during which the interview was processed. For a list of valid codes, type a ? and press F11.

7. LOC>: Type the three to four-character code for the location where the interview was processed. For a list of valid codes, type a ? and press F11.

### Display Fields

8. DEFENDANT NAME: Defendant's name.
9. DEF SPN: Defendant's system person number.
10. SHIFT: Three-character code identifying the shift during which the interview was processed.
11. LOC: Three to four-character code for the location where the interview was processed.
12. DATE/TIME: Date and time the interview process was begun in PIN.
13. INT#: Interview number. Sequential, computer-generated number tracking the interviews processed through PIN.
14. TOTL: Bail classification scale used to rate the defendant's probability of noncompliance.
15. CLASS: Application classification. Three to four-character code indicating the defendant's bond classification (example, CABD = defendant posted cash bond, therefore cannot be considered for a personal bond).
16. INT SPN: Interviewer's SPN. System person number of the individual who interviewed the defendant.
17. \_: Selection field. Type an **X** to select a record before making an F-key transfer. To view interview records in PIN, type an **X** next to the appropriate record and press F2. Type a **D** to delete an interview.
- If a defendant's SPN is associated with CICS interview records, type an **X** next to the appropriate record and press F3 to view the records. You must be logged on through CICS to complete this transfer.
18. \*\*\*NO PREVIOUS PRETRIAL RECORDS...: Flag indicating if prior pre-trial interviews are attached to the SPN in CICS2.

19. ==>: Message line indicator.

### **F-KEY OPTIONS**

1=BAIL CLASS: Press F1 to access PIN 100.10 – the Defendant Classification screen.

2=PIN10: Press F2 to access PIN 10 – the Interview Descriptors screen.

3=PTSI: After selecting the appropriate interview record, press F3 to access PTSI – the Pretrial Interview Menu in CICS2. You must be logged on through CICS2 to complete this transfer.

6=DIM RECS: Press F6 to access PIN 98.30 – the DIM Records screen.

7=BACKWARD: Press F7 to access the preceding page.

8=FORWARD: Press F8 to access the next page.

9=PRINT REPT: After selecting the appropriate interview record, press F9 to print an interview summary report.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## PIN 10 — Interview Descriptors

Use PIN 10 to start the interview process and generate an interview number. Also use this screen to retrieve an interview record.

### ACCESS METHOD

Select Option 10 from the PIN Menu. Press Enter.

```
*****
JUFVI (8UE2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN10              PRETRIAL INTERVIEW                        OPT _____ - PIN
                   INTERVIEW DESCRIPTORS

[1]                [2]                [3]                [4]
DIM LOG #: _____ SPN: _____ INTERVIEW NUMBER: _____ CJIS #: _____

[5]
COMMENTS: N =====

[6]                [7]
INTERVIEWER'S SPN: _____ NAME: _____
[8]                [9]
INTERVIEW DATE: 05092002 INTERVIEW TIME: 1142
[10]               [11]
INTERVIEW LOCATION> _____ SHIFT> _____

=====

[12]
DEFENDANT SPN: _____
[13]
DEF LAST NAME: _____ FIRST: _____ MIDDLE: _____
[14]
DIM LOG #: _____
[15]               [16]                [17]
CJIS #: _____ DEF STATUS AT INTERVIEW> _ REASON FOR INTERVIEW> _

==>

                2=NEXT SCREEN 3=INT INDEX                5=ADD COMMENT
                                                         10=REFRESH 11=HELP
*****
```

**To add a summary record and generate an interview number using a DIM or CJIS number,**

1. a. In field 1, type the DIM log number.  
OR  
b. In field 3, type the CJIS number.
2. Press Enter. Fields 12– 15 will be filled in with data attached to the DIM record.
3. In field 6, type the interviewer’s SPN.
4. In field 10, type the interview location code.
5. In field 11, type the interviewer’s shift code.
6. In field 12, type the defendant’s SPN, if available.
7. In field 16, type the code for the defendant’s status during the interview.
8. In field 17, type the code for the reason for the interview.
9. Press F2 to save the data and advance to the next screen.

**To add a summary record and generate an interview number using a SPN,**

1. In field 6, type the interviewer’s SPN.
2. In field 10, type the interview location code.
3. In field 11, type the interviewer’s shift code.
4. In field 12, type the defendant’s SPN.
5. In field 16, type the code for the defendant’s status during the interview.
6. In field 17, type the code identifying the reason for the interview.
7. Press F2 to save the data and advance to the next screen.

**To add a summary record and generate an interview number using a name,**

1. In field 6, type the interviewer’s SPN.
2. In field 10, type the interview location code.
3. In field 11, type the interviewer’s shift code.
4. In field 13, type the defendant’s name. There is a separate section for each part of the defendant’s name.
5. In field 16, type the code for the defendant’s status during the interview.
6. In field 17, type the code identifying the reason for the interview.
7. Press F2 to save the data and advance to the next screen.

**To retrieve a summary record,**

1. In field 1, 2, 3 or 4, type the appropriate information.
2. Press Enter.

**To apply comments to an interview,**

1. a. Complete the steps above to add a record using a SPN or a NAME  
OR  
b. Complete the steps above to retrieve a summary record.
2. Press F5.
3. Type the appropriate information and press Enter.
4. Press F1 to return to PIN 10. A Y (yes) will display in field 5, the COMMENTS field.

### To modify a record,

1. Inquire as explained above.
2. In fields 6, and 8 - 17 make desired changes.
3. Press Enter and the following message should display: INTERVIEW SUMMARY  
SUCCESFULLY CHANGED.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. DIM LOG #: Six-digit tracking number that identifies a defendant in the D.A. Intake Management (DIM) System.
2. SPN: Defendant's system person number.
3. INTERVIEW NUMBER: Sequential, computer-generated, eight-digit number that identifies the interview in PIN.
4. CJIS #: Criminal Justice Information System tracking number generated in DIM.

### Display/Entry Fields

5. COMMENTS: Defaults to N (no). Displays a Y (yes) if comments have been entered for the interview.
6. INTERVIEWER'S SPN: Required. Type the system person number of the individual interviewing the defendant.
7. NAME: The name associated with the interviewer's SPN displays automatically.
8. INTERVIEW DATE: Defaults to current date. Type over to change.
9. INTERVIEW TIME: Defaults to current time. Type over to change.
10. INTERVIEW LOCATION>: Required. Three to four-character code for the location of the interview. For a list of valid codes, type a ? and press F11.
11. SHIFT>: Required. Three-character code for the shift during which the interview was processed. For a list of valid codes, type a ? and press F11.
12. DEFENDANT SPN: Defendant's system person number. Fills in automatically

from DIM when available. Otherwise, type the SPN if known.

13. DEF LAST NAME thru MIDDLE: The name associated with the DIM log number, CJIS number, or SPN displays automatically. Type over to change. Otherwise, type the defendant's name.
14. DIM LOG #: If a DIM record exists, the associated log number displays.
15. CJIS #: Criminal Justice Information System tracking number generated in DIM.
16. DEF STATUS AT INTERVIEW>: Required. Single-character code identifying the defendant's custody status at the time of the interview. For a list of valid codes, type a ? and press F11.
17. REASON FOR INTERVIEW>: Single-character code identifying the reason for the interview. For a list of valid codes, type a ? and press F11.

### F-KEY OPTIONS

- 2=NEXT SCREEN: After entering or retrieving a record, press F2 to access one of the following:
- If a log number displays in field 14, PIN 15 – the DIM Associated Cases screen will display.
- If a log number does NOT display in field 14, PIN 16 – the All Associated Cases for SPN screen will display.
- 3=INT INDEX: Press F3 to access PIN 5 – the Interview Index screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.



### To inquire on interview comments,

1. In field 1, type the interview number.
2. Press Enter.
3. If multiple pages exist, press F8 to page forward and F7 to page backward through the records.

### To change interview comments,

1. Inquire as explained above.
2. Type over the displayed information.
3. Press Enter.

## EXPLANATION OF FIELDS

1. INTERVIEW NUMBER: Type the computer-generated, eight-digit number that identifies the interview in PIN.
2. COMMENT TYPE: Defaults to the appropriate comments type code. To change, type one of the following codes.  
  
**G** = General  
**H** = Health  
**R** = Refusal
3. DEFENDANT SPN: Displays the defendant's system person.
4. NAME: Displays the defendant's name.
5. PRINTER>: User's default printer ID. To re-route printout, type a different printer ID. For a list of valid printers, type a ? and press F11.
6. \_: Action field. After Enter is pressed, one of the following codes displays:  
  
**I** = Comment entered before interview marked complete.  
**P** = Comment entered after interview marked complete.
7. {DEFN WAS...}: Comment text. Type the appropriate information.
8. {JUH13}: Defaults to the log-on ID of the person signed on to the terminal.
9. {03/05/2000}: Defaults to the entry date.

## **F-KEY OPTIONS**

1=RETURN:	Press F1 to return to the option from which the Comments screen was accessed.
7=PREV COMMEN:	Press F7 to access the proceeding page of comments.
8=NEXT COMMEN:	Press F8 to access the next page of comments.
9=PRINT COMME:	After selecting the appropriate Comments type code, press F9 to print comments.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.



### **To associate DIM charges to an interview,**

1. Inquire as explained above.
2. In field 5, type the interview type code.
3. If there are multiple pages of charges, press F4 to page forward and F3 to page backward through the records to locate the appropriate charge(s).
4. In field 7, type an **X** next to the appropriate charge(s).
5. Press Enter. The selected charge will display in the section of the screen titled: "Cases Associated with the Interview."
6. Press F2 to save data and advance to the next screen.

### **To detach a charge from an interview,**

1. Inquire as explained above.
2. If multiple associated charges exist, press F8 to page forward and F7 to page backward through the records to locate the appropriate charge.
3. In field 17, type a **D** next to the appropriate record.
4. Press Enter.
5. Press F9 to confirm the deletion. The following message will display: ASSOCIATED CASE RECORD DELETED.

## **EXPLANATION OF FIELDS**

### **Inquiry Fields**

1. DIM LOG #: Defendant's DIM log number generated when the charge was filed.
2. INTERVIEW NUM: Computer-generated, eight-digit number that identifies the interview in PIN.
3. DATE: The date the interview number was generated displays automatically.
4. CJIS #: Defendant's CJIS number.

### **Display/Entry Fields**

5. INTERVIEW TYPE>: Code for the type of offense for which the defendant is being interviewed. For a list of valid codes, type a ? and press F11.

**B** = Both felony and misdemeanor  
**F** = Felony (CDI 003)  
**M** = Misdemeanor (CDI 002)  
**O** = Other

6. PAGE: Current page and possible number of pages of charges in the defendant's DIM record.
7. \_: Selection field. Type an **X** to mark the charges to be associated with the current interview.
8. INS: Instrument type. Three-character code identifying the filing status of the case when it was associated with the interview (examples: **APP** = Appeal, **MIN** = misdemeanor indictment).
9. CDI: Court division indicator. Three-character code identifying the case type.
- 002** = Class A or B misdemeanor  
**003** = Felony
10. CASE: Case (cause) number.
11. CRT: Court to which the case was assigned.
12. CHARGE: Offense filed against defendant.
13. BOND: Bond amount.
14. FILE DT: Date the charge was filed.
15. CASES ASSOCIATED...: Once charges are associated with an interview, information about those charges displays below this section heading. See the explanation of fields 8 – 14 for details.
16. PAGE: Current page and total number of pages of charges associated with interview.
17. \_: Selection field. Type a **D** next to charges that should not be associated with the current interview.

### F-KEY OPTIONS

- 1=PREV SCREEN: Press F1 to access PIN 10 – the Interview Descriptors screen.
- 2=NEXT SCREEN: Press F2 to access PIN 20 – the Defendant Name/Descriptors screen.

3=CHRG BKWD:	Press F3 to access the previous page of charges when more than one page exists.
4=CHRG FWRD:	Press F4 to access the next page of charges when more than one page exists.
5=CAS IDX:	Press F5 to access PIN 100.80 – the Case Activity Index screen.
6=SPN CASES:	Press F6 to access PIN 16 – the All Associated Cases for SPN screen.
7=CASE BKWD:	Press F7 to access the preceding page of cases associated with the interview when more than one page exists.
8=CASE FWRD:	Press F8 to access the next page of cases associated with the interview when more than one page exists.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIN 16 — All Associated Cases for SPN

Use PIN 16 to associate charges to an interview record when those charges were not processed in DIM (example, when a court orders OCS to supervise someone released on a surety bond).

### ACCESS METHOD

After completing PIN 10, press F2. PIN 16 displays if the defendant's data on PIN 10 did not include a DIM log number.

OR

Select Option 16 from the PIN menu. Press Enter.

```

*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN16              PRETRIAL INTERVIEW                      OPT _____ - PIN
                   ALL ASSOCIATED CASES FOR SPN          PAGE: 1 - 1

[1]                [2]                [3]                [4]
SPN: 01700090_   INTERVIEW NUM: 00000010   DATE: 02222000   CJIS #: _____

=====
[5]
INTERVIEW TYPE> _   *** CHARGE INFORMATION ***
[6]
PAGE: 1_ OF 5_

[7][8][9]    [10]    [11]    [12]    [13]    [14]
INS  CDI    CASE    CRT    CHARGE    BOND    FILE DT
-   COM 003  70311501010_  185  AGG ASLT-SER BOD INJURY  100000  01312002
-   COM 010  123098000000_  INM  STALKING  12301998
-   COM 003  70311601010_  209  ROBBERY-THREATS  50000  07241998
-   COM 003  70311601020_  209  AGGRAVATED SEXUAL ASSAULT  50000  07241998
-   -   -   -   -   -   -   -

[15]
*** CASES ASSOCIATED WITH THE INTERVIEW ***
[16]
PAGE: 1_ OF 5_

[17]
INS  CDI    CASE    CRT    CHARGE    BOND    FILE DT
-   -   -   -   -   -   -
-   -   -   -   -   -   -
-   -   -   -   -   -   -
-   -   -   -   -   -   -

==>

1=PREV SCREEN  2=NEXT SCREEN  3=CHRG BKWD  4=CHRG FWRD  5=CAS IDX
6=DIM CASES    7=CASE BKWD   8=CASE FWRD  10=REFRESH  11=HELP
*****

```

### **To view charges,**

1. Optional. In field 1, type the defendant's SPN.
2. Required. In field 2, type the interview number.
3. Optional. In field 4, type the defendant's CJIS number.
4. Press Enter.

► Either the SPN or the CJIS number can be used to inquire. You cannot enter both numbers at the same time.

### **To associate charges to an interview before or after the interview is complete,**

1. Inquire as explained above.
2. In field 5, type the interview type code.
3. If multiple charges exist, press F4 to page forward and F3 to page backward through the records to locate the appropriate charge(s).
4. In field 7, type an **X** next to the appropriate charge(s).
5. Press Enter. The selected charge will display in the section of the screen titled: "Cases Associated with the Interview."
6. Press F2 to save data and advance to the next screen.

### **To disassociate a charge from an interview,**

1. Inquire as explained above.
2. If multiple associated charges exist, press F8 to page forward and F7 to page backward through the records to locate the appropriate charge.
3. In field 17, type a **D** next to the appropriate record.
4. Press Enter.
5. Press F9 to confirm the deletion.

## **EXPLANATION OF FIELDS**

### **Inquiry Fields**

- |                   |  |
|-------------------|--|
| 1. SPN:           | Defendant's system person number.  |
| 2. INTERVIEW NUM: | Computer-generated, eight-digit number that identifies the interview in PIN. |
| 3. DATE:          | The date the interview number was generated displays automatically.          |
| 4. CJIS #:        | Defendant's CJIS number.   |

## Display/Entry Fields

5. INTERVIEW TYPE> Code for the type of offense for which the defendant is being interviewed. For a list of valid codes, type a ? and press F11.
- B** = Both felony and misdemeanor  
**F** = Felony (CDI 003)  
**M** = Misdemeanor (CDI 002)  
**O** = Other
6. PAGE: Current page and possible number of pages of charges attached to the defendant's system person number.
7. \_: Selection field. Type an **X** to mark the charges to be associated with the current interview.
8. INS: Instrument type. Three-character code identifying the filing status of the case when it was associated with the interview (examples: **APP** = Appeal, **MIN** = misdemeanor indictment).
9. CDI: Court division indicator. Three-character code identifying the case type.
- 002** = Class A or B misdemeanor  
**003** = Felony
10. CASE: Case (cause) number.
11. CRT: Court to which the case was assigned.
12. CHARGE: Offense filed against defendant.
13. BOND: Bond amount.
14. FILE DT: Date the charge was filed.
15. CASES ASSOCIATED...: Once charges are associated with an interview, information about those charges displays below this section heading. See the explanation of fields 8 – 14 for details.
16. PAGE: Current page and total number of pages of charges associated with interview.

17.   : Selection field. Type a **D** next to charges that should not be associated with the current interview.

### **F-KEY OPTIONS**

1=PREV SCREEN: Press F1 to access PIN 10 – the Interview Descriptors screen.

2=NEXT SCREEN: Press F2 to access PIN 20 – the Defendant Name/Descriptors screen.

3=CHRG BWKD: Press F3 to access the previous page of DIM charges when more than one page exists.

4=CHRG FWRD: Press F4 to access the next page of DIM charges when more than one page exists.

5=CAS IDX: Press F5 to access PIN 100.80 – the Case Activity Index screen.

6=DIM CASES: Press F6 to access PIN 15 – the DIM Associated Cases screen.

7=CASE BKWD: Press F7 to access the preceding page of cases associated with the interview when more than one page exists.

8=CASE FWRD: Press F8 to access the next page of cases associated with the interview when more than one page exists.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## PIN 20 — Defendant Name/Descriptors

Use PIN 20 to enter the defendant's physical descriptors, alias names and other personal data.

### ACCESS METHOD

After completing PIN 15 or PIN 16, press F2.

OR

Select Option 20 from the PIN menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN20              PRETRIAL INTERVIEW                        OPT _____ - PIN
                   DEFENDANT NAME/DESCRIPTORS              PAGE: 1 - 1

[1]                [2]                [3]
INTERVIEW NUM: 00000012  DATE: 05092002  PRINTER> RMT28_
[4]                [5]
DEFENDANT SPN: 000000015  DEFENDANT NAME: MC CLINTOCK, EUGENE KJ _____
[6]                [7]                [8]
NUMBER OF OTHER NAMES ON SPN 1_ IS THIS A REFUSAL? N IS INTERVIEW COMPLETE? _
[9]
COMMENTS: N =====
[10] [11] [12] [13] [14]
SEX>  RACE>  ETHNICITY>  AGE:  DOB:  _____
[15] [16]
MARITAL STATUS>  SPOUSE'S NAME: _____
[17] [18] [19] [20] [21] [22]
HEIGHT:  WEIGHT:  EYE>  HAIR>  MILITARY STATUS>  BRANCH>  _____
[23] [24] [25] [26] [27]
LANG>  POB>  US CIT:  CIT STATUS>  GRADE LEVEL>  _____
[28] [29] [30] [31]
DIPLOMA>  DL NUMBER:  ST>  SSN:  _____

OTHER NAMES:
[32]
LAST NAME:  _____ 1ST: _____
MIDDLE:  _____  [33] [34]
SOURCE>  NAME TYPE>  _____

LAST NAME:  _____ 1ST: _____
MIDDLE:  _____ SOURCE>  NAME TYPE>  _____
LAST NAME:  _____ 1ST: _____
MIDDLE:  _____ SOURCE>  NAME TYPE>  _____

==>
1=PREV SCREEN 2=NEXT SCREEN      4=REFUSAL COM 5=ADD COMMENT
6=INT DESC    7=BACKWARD        8=FORWARD     9=PRINT REPT 10=REFRESH 11=HELP
*****
```

**To retrieve a defendant's descriptor record,**

1. In field 1, type the interview number.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter defendant descriptors when a defendant agrees to be interviewed,**

1. Inquire as explained above.
2. In fields 10 through 31, type the appropriate information.
3. To record other names used by the defendant, type the appropriate data in field 32. Up to three other names can be entered on a page. See **NOTE** below if you have more names.
4. In field 33, type the code identifying the source of the name.
5. In field 34, type the code identifying the name type (alias, maiden, etc).
6. Press F2 to save data and advance to the next screen.

**NOTE:** If you have more than three names to enter, press F1 after step 6 to return to PIN 20. From PIN 20, press F8 to access next page, and then repeat steps 2 through 6 in this section.

**To enter defendant descriptors after a refusal and complete the interview,**

1. Inquire as explained above.
2. In field 7, type a **Y** (yes) if the defendant has refused to complete the interview.
3. Press Enter. The Refusal Comments screen will display. See page 23 for more information.
4. Type the reason the defendant refused to be interviewed and press Enter.
5. Press F1. The Refusal Completion screen (PIN 21) displays.
6. Type available information on the Refusal Completion screen and press Enter.
7. Press F2 to complete the process. PIN 10 – the Interview Descriptors screen displays.

**To change a defendant's descriptor record,**

1. Inquire as explained above.
2. In fields 10 – 34, type the appropriate information.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |                   |  |
|-------------------|--|
| 1. INTERVIEW NUM: | Computer-generated, eight-digit number that identifies the interview in PIN.   |
| 2. DATE:          | The date the interview number was generated displays automatically.  |
| 3. PRINTER>:      | User's default printer ID. To re-route a printout, type a different printer ID. For a list of valid printer IDs, type a ? and press F11. |

4. DEFENDANT SPN: Defendant's SPN displays when available.
5. DEFENDANT NAME: The defendant's name displays automatically.
6. NUMBER OF OTHER NAMES ON SPN: Number of name records for this person in other Model 204 subsystems such as PTY - Party Initiation.
7. IS THIS A REFUSAL? Defaults to **N** (no). Type a **Y** (yes) if defendant has refused to complete the interview. Press Enter to start refusal completion process.
8. IS INTERVIEW COMPLETE? After the refusal completion process is complete, a **Y** (yes) displays.
9. COMMENTS: Defaults to **N** (no). Displays a **Y** (yes) if comments have been entered for the interview.
10. SEX>: Required for entry. Gender code. For a list of valid codes, type a **?** and press F11.  
  
**F** = female, **M** = male, **U** = unknown
11. RACE>: Required for entry. Race code. For a list of valid codes, type a **?** and press F11.
12. ETHNICITY>: Required for entry. Ethnicity code.  
  
**H** = Hispanic  
**N** = Non-Hispanic  
**U** = Unknown
13. AGE: Defendant's age.
14. DOB: Required for entry. Date of birth (MMDDYYYY).
15. MARITAL STATUS>: Marital status code. For a list of valid codes, type a **?** and press F11.
16. SPOUSE'S NAME: Name of defendant's spouse.
17. HEIGHT: Height. Enter a three-digit number, example: 5 ft. 4 in. = 504.

18. WEIGHT: Weight. Enter a three-digit number, example: 90 lbs = 090.
19. EYE>: Eye color code. For a list of valid codes, type a ? and press F11.
20. HAIR>: Hair color code. For a list of valid codes, type a ? and press F11.
21. MILITARY STATUS>: Military status code. For a list of valid codes, type a ? and press F11.
- A = Active  
N = None  
R = Reserves  
V = Veteran
22. BRANCH>: Required if entry in field 21 is **A**, **R** or **V**. Code for the branch of defendant's military service.
23. LANG>: Primary language code. For a list of valid codes, type a ? and press F11.
24. POB>: Required for entry. Place of birth code. Literal displays after Enter is pressed. For a list of valid codes, type a ? and press F11.
25. US CIT: Required. Is defendant a U.S. citizen? Type a **Y** (yes) or an **N** (no).
26. CIT STATUS>: Citizen status code. Defaults to **USCI** (U.S. Citizen) if a **Y** (yes) is entered in field 25. For a list of valid codes, type a ? and press F11.
27. GRADE LEVEL>: Level of formal education. For a list of valid codes, type a ? and press F11.
28. DIPLOMA>: Highest diploma obtained by defendant. For a list of valid codes, type a ? and press F11.
29. DL NUMBER: Driver's license number.
30. ST>: Two-character code for the state that issued the driver's license. For a list of valid codes, type a ? and press F11.
31. SSN: Social Security number.

32. LAST NAME...MIDDLE: Additional defendant name records.
33. SOURCE>: Required for additional name records. Code for source of name. If defendant-reported, use code **VER** (verbal by defendant). Otherwise, type the appropriate code. For a list of valid codes, type a ? and press F11.
34. NAME TYPE>: Name type code. For a list of valid codes, type a ? and press F11.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access one of the following screens:
- If a DIM log number was attached to the PIN record, PIN 15 – the DIM Associated Cases screen.
- If a DIM log number was not attached to the PIN record, PIN 16 – the All Associated Cases for SPN screen.
- 2=NEXT SCREEN: Press F2 to access PIN 30 – the Defendant Address screen.
- 4=REFUSAL COM: Press F4 to access PIN 21 – the Refusal Completion screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the Comments screen.
- 6=INT DESC: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 7=BACKWARD: Press F7 to access the preceding page.
- 8=FORWARD: Press F8 to access the next page.
- 9=PRINT REPT: Press F9 to access PIN 98.10 – the Print Defendant Report screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 21 — Refusal Completion

Use PIN 21 to complete a refusal.

### ACCESS METHOD

From PIN 20, press F4.

OR

Select Option 21 from the PIN menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN21              PRETRIAL INTERVIEW                      OPT _____ - PIN
                   REFUSAL COMPLETION                    PAGE: 1 - 1

      [1]                [2]                [3]
INTERVIEW NUM: 00000012  DATE: 05092002  PRINTER> RMT15_
      [4]                [5]
DEFENDANT SPN: _____  DEFENDANT NAME: MC CLINTOCK, EUGENE _____
=====
[6]    [7]    [8]                [9]
SEX> M  RACE> W  ETHNICITY> N                DOB: 06071954

      [10]
DOES CLIENT NEED MENTAL HEALTH REFERRAL? _ IF Y, WHY?
[11]                [12]
> _____
> _____

==>

1=INT INDEX    2=INT DESC    3=BAIL CLASS    4=CASE ACT IN  5=PRINT REFER
7=BACKWARD    8=FORWARD    9=PRINT REPT  10=REFRESH    11=HELP
*****
```

### To complete a refusal and indicate the client's mental health referral needs,

1. Make sure available information is entered in fields 6 – 9.
2. In field 10, type a **Y** (yes) or an **N** (no).
3. If a **Y** is entered in field 10, in field 11, type the code for the referral reason.
4. Press Enter.
5. Press F2. PIN 10 – the Interview Descriptors screen will display.

## EXPLANATION OF FIELDS

1. INTERVIEW NUM: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.
3. PRINTER>: User's default printer ID. To re-route a printout, type a different printer ID. For a list of valid printer IDs, type a ? and press F11.
4. DEFENDANT SPN: Defendant's SPN displays if it was used to generate the interview number.
5. DEFENDANT NAME: Defendant's name.
6. SEX>: Defendant's gender code.  
  
F = female, M = male, U = unknown
7. RACE>: Defendant's race code. For a list of valid codes, type a ? and press F11.
8. ETHNICITY>: Defendant's ethnicity code.  
  
H = Hispanic  
N = Non-Hispanic  
U = Unknown
9. DOB: Date of birth (MMDDYYYY).
10. DOES CLIENT NEED MENTAL HEALTH REFERRAL? Required. Type a Y (yes) or an N (no) to indicate if a client needs a mental health referral.
11. >\_\_: Type the two-digit reason code for the referral. For a list of valid codes, type a ? and press F11.
12. \_\_\_\_\_: The meaning of the referral reason code displays automatically.

## F-KEY OPTIONS

1=INT INDEX:	Press F1 to access PIN 5 – the Interview Index screen.
2=INT DESC:	Press F2 to access PIN 10 – the Interview Descriptors screen.
3=BAIL CLASS:	Press F3 to access PIN 100.10 – the Defendant Classification screen.
4=CASE ACT IN:	Press F4 to access PIN 100.80 – the Case Activity Index screen.
5=PRINT REFER:	Press F5 to access PIN 98.40 – the Mental Health Report print screen.
7=BACKWARD:	Press F7 to access the previous page.
8=FORWARD:	Press F8 to access the next page.
9=PRINT REPT:	Press F9 to access PIN 98.10 – the Print Defendant Report screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIN 30 — Defendant Address

Use PIN 30 to enter the defendant's current address and any other address where the defendant may live or receive mail.

### ACCESS METHOD

After completing PIN 20, press F2.  
OR  
Select Option 30 from the PIN menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN30 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
DEFENDANT ADDRESS PAGE: 1 - 1

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE KR  
[5] COMMENTS: N =====  
RESIDENCE [6] RES TYPE> \_\_\_\_\_ [7] NAME ON LEASE/MORT: \_\_\_\_\_  
[8] APT NAME: \_\_\_\_\_ [9] APT #: \_\_\_\_\_  
[10] ST #: \_\_\_\_\_ [11] ST NAME: \_\_\_\_\_ [12] HOME PH: \_\_\_\_\_  
[13] CITY: \_\_\_\_\_ [14] STATE> \_\_\_\_\_ [15] ZIP: \_\_\_\_\_ [16] CELL PH: \_\_\_\_\_  
[17] COUNTY: \_\_\_\_\_ [18] LOR: \_\_\_\_\_ [19] CAN RETURN? \_\_\_\_\_ [20] PAGER: \_\_\_\_\_  
[21] PDLW: \_\_\_\_\_ [22] REL TO DEF> \_\_\_\_\_ [23] WK PH: \_\_\_\_\_  
[24] PDLW: \_\_\_\_\_ [25] REL TO DEF> \_\_\_\_\_  
# OF CHILDREN/LIVING WITH DEF [26] \_\_\_ / [27] CHILDREN AGE RANGE \_\_\_ TO \_\_\_  
OTHER ADDRESS [28] TYPE> \_\_\_\_\_ [29] APT NAME: \_\_\_\_\_ [30]  
[31] ST #: \_\_\_\_\_ [32] ST NAME: \_\_\_\_\_ [33] APT #: \_\_\_\_\_  
[34] CITY: \_\_\_\_\_ [35] STATE> \_\_\_\_\_ [36] ZIP: \_\_\_\_\_ [37] COUNTY: \_\_\_\_\_  
[38] HOME PH: \_\_\_\_\_ [39] LOR: \_\_\_\_\_ [40] CAN RETURN? \_\_\_\_\_  
[41] PDLW: \_\_\_\_\_ [42] REL TO DEF> \_\_\_\_\_ [43] WK PH: \_\_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN 3=RES GEOBASE 4=OTH GEOBASE 5=ADD COMMENT  
10=REFRESH 11=HELP

\*\*\*\*\*

**To retrieve a defendant's address records,**

1. In field 1, type the defendant's interview number.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter a defendant's current address,**

1. In field 6, type the resident type code.
2. Type the appropriate information in fields 7 - 21.
3. In field 22, type a relationship code for an adult who shares the defendant's residence. If the person lives alone, type the relationship code **SEL** for Self.
4. Press F3 to confirm ZIP code. If the ZIP code is not valid, follow the screen instructions to select the appropriate address record.
5. Press F2 to save the data and advance to the next screen.

**To enter other addresses for a defendant,**

1. Inquire as explained above.
2. In field 26, type the resident type code.
3. Type the appropriate information in fields 27 – 40.
4. Press F4 to confirm ZIP code. If the ZIP code is not valid, follow the screen instructions to select the appropriate address record.
5. Press Enter.

**To change any address record,**

1. Inquire as explained above.
2. In fields 6 - 40, type the appropriate information.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |                    |   |
|--------------------|---|
| 1. INTERVIEW NUM:  | Computer-generated, eight-digit number that identifies the interview in PIN.                          |
| 2. DATE:           | The date the interview number was generated displays automatically.                                   |
| 3. DEFENDANT SPN:  | Defendant's SPN displays when available.  |
| 4. DEFENDANT NAME: | Defendant's name displays automatically.  |
| 5. COMMENTS:       | Defaults to <b>N</b> (no). Displays a <b>Y</b> (yes) if comments have been entered for the interview. |

6. RES TYPE>: Required. The five-character code for the type of residence in which the defendant currently lives. For a list of valid codes, type a ? and press F11.
7. NAME ON LEASE/MORT: Name of the person who holds the lease or mortgage, if not the defendant.
8. APT NAME: Name of the defendant's apartment complex.
9. APT #: Apartment number.
10. ST #: Street number.
11. ST NAME: Street name.
12. HOME PH: Residence phone number.
13. CITY: City of residence. Required if street number and name are entered in fields 10 and 11.
14. STATE>: State code of residence. For a list of valid codes, type a ? and press F11.
15. ZIP: ZIP code of residence.
16. CELL PH: Defendant's cell phone number.
17. COUNTY: County of residence.
18. LOR: Length of defendant's residence at address in years, months or days (example, 6 months = 6\_\_M). For a list of valid codes, type a ? in the duration-type field and press F11.
- D = days; M = months; W = weeks; Y = years**
19. CAN RETURN? Type a Y (yes) or an N (no) to indicate if the defendant can live at the address upon release.
20. PAGER: Pager phone number.
21. PDLW: Person defendant lives with. Name of a person with whom the defendant lives. Up to two people can be entered.
22. REL TO DEF>: Required. Code identifying the relationship between the defendant and the person identified in field 21. For a list of valid codes, type a ? and press F11.

- If the defendant lives alone, type **SEL** for self.
23. WK PH: Employment phone number for person listed in field 21.
24. # OF CHILDREN/LIVING WITH DEF: Number of children the defendant has and the number of children living with the defendant.
25. CHLDREN AGE RANGE: Age range of defendant's children (example, 6 year old = 6\_\_ Y). Valid age codes are:  
**D** = days; **M** = months; **W** = weeks; **Y** = years
26. TYPE>: Code identifying the type of additional address information for the defendant. For a list of valid codes, type a ? and press F11.
27. APT NAME: Apartment complex name.
28. ST #: Street number.
29. ST NAME: Street name.
30. APT #: Apartment number.
31. CITY: City of residence. Required if street number and street name are entered in fields 28 and 29.
32. STATE>: State code. For a list of valid codes, type a ? and press F11.
33. ZIP: ZIP code.
34. COUNTY: County name.
35. HOME PH: Phone number for the address.
36. LOR: Length of residence in years, months or days (example, 6 months = 6\_\_ M). For a list of valid codes, type a ? in the duration-type field and press F11.  
**D** = days; **M** = months; **W** = weeks; **Y** = years
37. CAN RETURN? Type a **Y** (yes) or an **N** (no) to indicate if the defendant can return to the address upon release.

38. PDLW: Person with whom the defendant lives or the primary resident at the alternate address.
39. REL TO DEF>: Code identifying the relationship between the defendant and the person identified in field 38. For a list of valid codes, type a ? and press F11.
40. WK PH: Phone number of employer for person identified in field 38.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 20 – the Defendant Name/Descriptors screen.
- 2=NEXT SCREEN: Press F2 to access PIN 35 – the Previous Residence screen.
- 3=RES GEOBASE: If a street number and name are entered in fields 10 and 11, press F3 to verify the address against the GEOBASE file.
- 4=OTH GEOBASE: If a street number and name are entered in fields 28 and 29, press F4 to verify the address against the GEOBASE file.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 9=ZIP CODE: Displays after F3 or F4 is pressed and the ZIP code in field 15 or field 33 does not match the GEOBASE file. Press F9 to select the appropriate address record, if applicable.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 35 — Previous Residence

Use PIN 35 to designate where the defendant lived before moving to his or her current residence. Also use this screen to record the length of the defendant's residency in Harris County, e-mail address, concealed handgun license information, and data for vehicles owned by the defendant.

### ACCESS METHOD

After completing PIN 30, press F2.  
OR  
Select Option 35 from the PIN menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN35 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
PREVIOUS RESIDENCE PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000015 DATE: 05092002  
[3] [4]  
DEFENDANT SPN: 000000012 DEFENDANT NAME: MC CLINTOCK, EUGENE  
[5]

COMMENTS: N =====  
PREVIOUS RESIDENCE

[6] [7]  
RES TYPE> \_\_\_\_\_ APT NAME: \_\_\_\_\_  
[8] [9] [10]  
ST #: \_\_\_\_\_ ST NAME: \_\_\_\_\_ APT #: \_\_\_\_\_  
[11] [12] [13] [14]  
CITY: \_\_\_\_\_ STATE> \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
[15] [16] [17] [18]  
HOME PH: \_\_\_\_\_ LOR: \_\_\_\_\_ PDLW STILL HERE? \_\_\_\_\_ CAN RETURN? \_\_\_\_\_  
[19] [20] [21]  
PDLW: \_\_\_\_\_ REL TO DEF> \_\_\_\_\_ WK PH: \_\_\_\_\_  
[22]

E-MAIL ADDRESS: \_\_\_\_\_  
[23] [24]

CURRENTLY IN HC AREA: \_\_\_\_\_ PREV IN HC AREA FROM: \_\_\_\_\_ TO \_\_\_\_\_  
[25]

OTHER STATES DEF HAS LIVED IN> \_\_\_\_\_  
[26]

HANDGUN LICENSE: \_\_\_\_\_  
[27] [28]

OWN AUTO? \_\_\_\_\_ HAVE ACCESS TO TRANSPORTATION? \_\_\_\_\_  
[29] [30] [31] [32]

AUTO-MAKE/MODEL/YR: \_\_\_\_\_ LIC TAG: \_\_\_\_\_ ST> \_\_\_\_\_ VALUE: \_\_\_\_\_  
AUTO-MAKE/MODEL/YR: \_\_\_\_\_ LIC TAG: \_\_\_\_\_ ST> \_\_\_\_\_ VALUE: \_\_\_\_\_

==> \*\* ENTER PREVIOUS RESIDENCE DATA OR PRESS F2 FOR NEXT SCREEN \*\*

1=PREV SCREEN 2=NEXT SCREEN 5=ADD COMMENT  
10=REFRESH 11=HELP

\*\*\*\*\*

**To retrieve a previous address record,**

1. In field 1, type an interview number.
2. Press Enter.

**To add a previous address record,\***

1. Inquire as explained above.
2. In field 6, type the residence type code.
3. In fields 7 – 21, type the appropriate information.
4. Press F2 to save the data and advance to the next screen.

► \*Incarceration in a jail or a prison does not qualify as a previous address record.

**To record the defendant's e-mail address and residency in Harris County and/or other states,**

1. Inquire as explained above.
2. In fields 22 – 25, type the appropriate information.
3. Press Enter.

**To note that the defendant has a concealed handgun license,**

1. Inquire as explained above.
2. In field 26, type a **Y** (yes) if the defendant has a concealed handgun license.
3. Press Enter.

**To associate the defendant to a vehicle,**

1. Inquire as explained above.
2. In fields 27 – 32, type the appropriate information.
3. Press Enter.

**To modify a record,**

1. Inquire as explained above.
2. In fields 6 – 32, make the desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |                    |  |
|--------------------|--|
| 1. INTERVIEW NUM:  | Computer-generated, eight-digit number that identifies the interview in PIN. |
| 2. DATE:           | The date the interview number was generated displays automatically.          |
| 3. DEFENDANT SPN:  | The defendant's SPN displays when available.                                 |
| 4. DEFENDANT NAME: | The defendant's name displays automatically.                                 |

5. COMMENTS: Defaults to **N** (no). Displays a **Y** (yes) if comments have been entered for the interview.
6. RES TYPE>: Required for entry. The five-character code for the type of residence in which the defendant previously lived. For a list of valid codes, type a **?** and press F11.
7. APT NAME: Apartment name.
8. ST #: Street number.
9. ST NAME: Street name.
10. APT #: Apartment number.
11. CITY: City.
12. STATE: Two-character state code. For a list of valid codes, type a **?** and press F11.
13. ZIP: ZIP code.
14. COUNTY: County name where address is located.
15. HOME PH: Phone number at previous residence.
16. LOR: Length of residence in years, months or days (example, 6 months = 6\_\_ M). For a list of valid codes, type a **?** in the duration-type field and press F11.
- D** = days; **M** = months; **W** = weeks; **Y** = years
17. PDLW STILL HERE: Is the person the defendant lived with still at the address? Type a **Y** (yes) or an **N** (no).
18. CAN RETURN? Required if field 17 is **Y**. Type a **Y** (yes) or an **N** (no) to indicate if the defendant can return to reside with the person identified in field 19.
19. PDLW: Name of the person with whom the defendant lived.
20. REL TO DEF>: Code identifying the relationship between the defendant and the person identified in field 19. For a list of valid codes, type a **?** and press F11.
21. WK PH: Phone number of employer for person identified in field 19.

22. EMAIL ADDRESS: Defendant's e-mail address.
23. CURRENTLY IN HC AREA: Length of defendant's current residency in Harris County (example, 6 months = 6\_\_M). For a list of valid codes, type a ? in the duration-type field and press F11.  
  
D = days; M = months; W = weeks; Y = years
24. PREV IN HC AREA FROM \_\_\_\_ TO \_\_\_\_: Year or year range (example, 1996 or 1997 to 1998) of defendant's previous residency in Harris County.
25. OTHER STATES DEF HAS LIVED IN>: Two-character state code of other states where defendant has lived. For a list of valid codes, type a ? and press F11.
26. HANDGUN LICENSE: Is the defendant licensed to carry a concealed weapon? Type a Y (yes) or an N (no).
27. OWN AUTO? Required for vehicle entry. Does the defendant own a vehicle? Type a Y (yes) or an N (no).
28. HAVE ACCESS TO TRANSPORTATION? Required for vehicle entry. Does the defendant have access to some form of transportation (example, public transportation)? Type a Y (yes) or an N (no).
29. AUTO-MAKE/MODEL/YR: Required if a Y (yes) was entered in field 27. The make, model, and year of manufacture of the vehicle (example, Ford/Ranger/ 1993). Up to two vehicles can be entered.
30. LIC TAG: Vehicle license plate number.
31. ST>: Two-character code for the state that issued the license plate. For a list of valid codes, type a ? and press F11.
32. VALUE: Estimated value of the vehicle (\$17,000 = 17,000).

## **F-KEY OPTIONS**

1=PREV SCREEN:	Press F1 to access PIN 30 – the Defendant Address screen.
2=NEXT SCREEN:	Press F2 to access PIN 40 – the Defendant Employment screen.
5=ADD COMMENT:	Press F5 to access PIN.COMME – the General Comments screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

# PIN 40 — Defendant Employment

Use PIN 40 to record the defendant's employment and/or educational status.

## ACCESS METHOD

After completing PIN 35, press F2.  
OR  
Select Option 40 from the PIN Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN40 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
DEFENDANT EMPLOYMENT

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002

[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE KJ \_\_\_\_\_

[5] COMMENTS: N =====

[6] EMPLOYMENT STATUS> \_\_\_\_\_ [7] HOW LONG THIS STATUS? \_\_\_\_ [8] PRIMARY INCOME SOURCE> \_\_\_\_\_

[9] SECONDARY INCOME SOURCE> \_\_\_\_\_

[10] EMP/SCH NAME: \_\_\_\_\_ [11] LENGTH EMP: \_\_\_\_ [12] CAN RETURN? \_\_\_\_\_

[13] ST NUMBER: \_\_\_\_\_ ST NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE> \_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

[14] WORK/SCHOOL CONTACT: \_\_\_\_\_ [15] CONTACT? \_\_\_\_ [16] JOB/GR: \_\_\_\_\_

[17] 2ND EMP/SCH NAME: \_\_\_\_\_ [18] LENGTH EMP: \_\_\_\_ [19] CAN RETURN? \_\_\_\_\_

[20] ST NUMBER: \_\_\_\_\_ ST NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE> \_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

[21] WORK/SCHOOL CONTACT: \_\_\_\_\_ [22] CONTACT? \_\_\_\_ [23] JOB/GR: \_\_\_\_\_

[24] PREVIOUS EMPLOYER NAME: \_\_\_\_\_ [25] JOB: \_\_\_\_\_

[26] CITY: \_\_\_\_\_ [27] STATE> \_\_\_\_ [28] TIME EMP AT THIS JOB: \_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN

5=ADD COMMENT

10=REFRESH 11=HELP

\*\*\*\*\*

**To inquire on a defendant's employment and/or education history,**

1. In field 1, type the defendant's interview number.
2. Press Enter.

**To enter a defendant's employment and/or education status,**

1. Inquire as explained above.
2. In field 6 - 8, type the defendant's employment status, length of employment, and primary income source code, respectively.
3. In fields 9 – 28, type the appropriate information.
4. Press F2 to save the data and advance to the next screen.

**To modify a record,**

1. Inquire as explained above.
2. In fields 6 - 28, make desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.
3. DEFENDANT SPN: The defendant's SPN displays when available.
4. DEFENDANT NAME: The defendant's name displays automatically.
5. COMMENTS: Defaults to **N** (no). Displays a **Y** (yes) if comments have been entered for the interview.
6. EMPLOYMENT STATUS>: Required for entry. Four-character code identifying the defendant's employment status. For a list of valid codes, type a **?** and press F11.
7. HOW LONG THIS STATUS? The duration of the defendant's employment status (example, 10 years = 10\_Y). For a list of valid codes, type a **?** in the duration-type field and press F11.

**D** = days; **M** = months; **W** = weeks; **Y** = years

8. PRIMARY INCOME SOURCE>: Required for entry. Three-character code identifying the primary source of the defendant's income. For a list of valid codes, type a ? and press F11.
9. SECONDARY INCOME SOURCE>: Three-character code identifying an additional source of income for the defendant. For a list of valid codes, type a ? and press F11.
10. EMP/SCH NAME: Name of the defendant's current employer or school.
11. LENGTH EMP: Duration of defendant's current employment (example, 10 months = 10\_M). For a list of valid codes, type a ? in the duration-type field and press F11.  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
12. CAN RETURN? Can the defendant return to the job or school after release? Type a **Y** (yes) or an **N** (no).
13. ST NUMBER through PHONE: Street number, street name, city, state, ZIP code and phone number of current employer or school.
14. WORK/SCHOOL CONTACT: Name of defendant's supervisor or school principal.
15. CONTACT? May the Office of Court Services contact the person identified in field 14? Type a **Y** (yes) or an **N** (no).
16. JOB/GR: Defendant's job title or current grade level in school.
17. 2ND EMP/SCH NAME: Name of school defendant is attending while employed or additional place of employment.
18. LENGTH EMP: Duration of defendant's employment at second job (example, 10 months = 10\_M). For a list of valid codes, type a ? in the duration-type field and press F11.  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
19. CAN RETURN? Can the defendant return to the job or school after release? Type a **Y** (yes) or an **N** (no).

20. ST NUMBER through PHONE: Street number, street name, city, state, ZIP code and phone number of current employer or school.
21. WORK/SCHOOL CONTACT: Name of defendant's supervisor or school principal.
22. CONTACT? May the Office of Court Services contact the person identified in field 21? Type a **Y** (yes) or an **N** (no).
23. JOB/GR: Defendant's job title at second job or current grade level in school.
24. PREVIOUS EMPLOYER NAME: Defendant's place of employment prior to current employment. If the defendant was unemployed, type **N/A** or **Not Applicable**.
25. JOB: Defendant's job title at previous place of employment.
26. CITY: City where previous employer was located.
27. STATE>: Two-character code for the state where previous employer was located. For a list of valid codes, type a **?** and press F11.
28. TIME EMP AT THIS JOB: Duration of defendant's employment with previous employer (example, 10 months = 10\_ M). For a list of valid codes, type a **?** in the duration-type field and press F11.

**D** = days; **M** = months; **W** = weeks; **Y** = years

### F-KEY OPTIONS

- 1=PREV SCREEN: Press F1 to access PIN 35 – the Previous Residence screen.
- 2=NEXT SCREEN: Press F2 to access PIN 50 – the Defendant Health screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 50 — Defendant Health

Use PIN 50 to document the defendant's physical and mental state.

### ACCESS METHOD

After completing PIN 45, press F2.

OR

Select Option 50 from the PIN Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN50 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
DEFENDANT HEALTH

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002  
[3] DEFENDANT SPN: 00000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE KJ \_\_\_\_\_  
[5] COMMENTS: N =====  
[6] DISABLED? \_ IF YES, DISABILITY TYPE> [7] LITERAL \_\_\_\_\_ [10]  
[8] PHYS HEALTH PROBLEM? \_ IF YES, PROBLEM TYPE: \_\_\_\_\_ PH CODE: \_\_\_\_\_  
[11] MENT HEALTH PROBLEM? \_ IF YES, PROBLEM TYPE: \_\_\_\_\_ MH CODE: \_\_\_\_\_  
[14] NEED ADA ACCOMODATION? \_ IF YES, TYPE: \_\_\_\_\_ [15]  
[16] ON MAINTENANCE MED? [17] NAMES OF MED: \_\_\_\_\_ [18] MED TYPE> \_  
[19] [20] [21] [22] [23] [24]  
MHMRA CLIENT? \_ MEDICARE \_ MEDICAID \_ VA BENEFITS \_ TRC \_ PUB HOUSING \_  
[25] ANY SUBSTANCE ABUSE OR MENTAL HEALTH HOSPITALIZATIONS? \_ LAST YEAR HOSP \_\_\_\_\_ [26]  
[27] [28]  
DO YOU WANT SUBSTANCE ABUSE TREATMENT? \_ SUBSTANCE ABUSE TYPE? \_\_\_\_\_  
[29] [30]  
PERSONAL CONTACT/GUARDIAN \_\_\_\_\_ VA REFERRAL: \_  
[31] [32]  
PHONE: \_\_\_\_\_ REL TO DEF> \_\_\_\_\_  
[33]  
DOES CLIENT NEED MENTAL HEALTH REFERRAL? \_  
[34]  
IF Y, WHY? > \_\_\_\_\_  
IF Y, WHY? > \_\_\_\_\_

==> \*\* NO HEALTH RECORD FOUND FOR THIS INTERVIEW \*\*

1=PREV SCREEN 2=NEXT SCREEN  
6=ADD INTER

5=ADD COMMENT  
10=REFRESH 11=HELP

\*\*\*\*\*

### **To inquire on a defendant's health condition,**

1. In field 1, type an interview number.
2. Press Enter.

### **To record a defendant's health condition,**

1. Inquire as explained above.
2. Required. In fields 6, 8, 11, 14, 16, 19 - 25, 27, and 33, type the appropriate information.
3. Type information in required fields. To determine which fields are required, press Enter and read the messages that display in field 35.
4. Press F2 to save the data and advance to the next screen.

- To enter confidential mental and physical health comments, access the Comments screen from PIN 50. Access to health comments entered from PIN 50 will be restricted.

### **To modify a record,**

1. Inquire as explained above.
2. In fields 6 – 34, make the desired changes.
3. Press Enter.

## **EXPLANATION OF FIELDS**

- |                             |  |
|-----------------------------|--|
| 1. INTERVIEW NUMBER:        | Computer-generated, eight-digit number that identifies the interview in PIN.   |
| 2. DATE:                    | The date the interview number was generated displays automatically.  |
| 3. DEFENDANT SPN:           | The defendant's SPN displays when available.   |
| 4. DEFENDANT NAME:          | The defendant's name displays automatically.   |
| 5. COMMENTS:                | Defaults to <b>N</b> (no). Displays a <b>Y</b> (yes) only if health comments have been entered for the interview.                                  |
| 6. DISABLED?                | Required. Does the defendant have a disability? Type a <b>Y</b> (yes) or an <b>N</b> (no).   |
| 7. IF YES, DISABILITY TYPE: | If field 6 is <b>Y</b> (yes), type the two-character code for defendant's disability. The literal of the code will display after Enter is pressed. |
| 8. PHYS HEALTH PROBLEM?     | Required. Does the defendant have a physical health problem (example, diabetes)? Type a <b>Y</b> (yes) or an <b>N</b> (no).                        |

9. IF YES, PROBLEM TYPE: Description of the defendant's physical health problem noted in field 8. Use the PIN Comments screen (F5) to enter more information.
10. PH CODE: Not in use.
11. MENT HEALTH PROBLEM: Required. Is the defendant mentally ill or disturbed? Type a **Y** (yes) or an **N** (no).
12. IF YES, PROBLEM TYPE: Description of the defendant's mental health problem noted in field 11. Use the PIN Comments screen (F5) to enter more information.
13. MH CODE: Not in use.
14. NEED ADA ACCOMODATION: Required. Does the defendant need any accommodations consistent with the 1990 Americans with Disabilities Act? Type a **Y** (yes) or an **N** (no).
15. IF YES, TYPE: A description of the type of ADA accommodation the defendant needs (example, sign-language interpreter).
16. ON MAINTENANCE MED? Required. Is the defendant taking prescribed medication for a physical or mental disability or both? Type a **Y** (yes) or an **N** (no).
17. NAMES OF MED: Names of the defendant's prescribed medications. Use the PIN Comments screen (F5) to enter more information.
18. MED TYPE>: Required if a **Y** (yes) is entered in field 16. Single-character code identifying the reason for the medication. Valid codes are:  
  
**B** = Physical and mental disability  
**M** = Mental disability  
**P** = Physical disability
19. MHMRA CLIENT? Required. Is the defendant a client of the Mental Health and Mental Retardation Agency? Type a **Y** (yes) or an **N** (no).
20. MEDICARE? Required. Is the defendant on Medicare? Type a **Y** (yes) or an **N** (no).

21. MEDICAID? Required. Is the defendant on Medicaid? Type a **Y** (yes) or an **N** (no).
22. VA BENEFITS? Required. Is the defendant receiving benefits from the Department of Veterans Affairs? Type a **Y** (yes) or an **N** (no).
23. TRC: Required. Is the defendant receiving services from the Texas Rehabilitation Commission? Type a **Y** (yes) or an **N** (no).
24. PUB HOUSING: Required. Is the defendant a recipient of public housing? Type a **Y** (yes) or an **N** (no).
25. ANY SUBSTANCE ABUSE OR MENTAL HEALTH HOSPITALIZATIONS? Required. Has the defendant ever been hospitalized for substance abuse or mental health issues? Type a **Y** (yes) or an **N** (no).
26. LAST YEAR HOSP: The year (example, 2000) in which the defendant was most recently hospitalized for substance abuse or mental health issues.
27. DO YOU WANT SUBSTANCE ABUSE TREATMENT? Required. Does the defendant want treatment for substance abuse? Type a **Y** (yes) or an **N** (no).
28. SUBSTANCE ABUSE TYPE? Type the code identifying the type of substance abuse for which the defendant is seeking treatment. Valid codes are:  
**ALCO** = Alcohol abuse  
**DRUG** = Drug abuse  
**BOTH** = Alcohol and drug abuse
29. PERSONAL CONTACT/GUARDIAN: Name of the defendant's guardian or anyone else who may be contacted regarding the status of the defendant's health.
30. VA REFERRAL: Is the defendant a veteran **and** will the defendant allow you to notify the V.A. of medical needs? Type a **Y** (yes) or an **N** (no).
31. PHONE: Phone number for the person identified in field 29.

32. REL TO DEF>: Code identifying the relationship of the health contact to the defendant. For a list of valid codes, type a ? and press F11.
33. DOES CLIENT NEED MENTAL HEALTH REFERRAL? Required. Does the defendant need a referral for mental health treatment? Type a Y (yes) or an N ( no).
34. IF Y, WHY? > \_\_: If a Y (yes) was entered in field 33, type the two-character code identifying the reason for the mental health referral. Two referral codes can be entered.
35. ==>: Message line indicator.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 40 – the Defendant Employment screen.
- 2=NEXT SCREEN: Press F2 to access PIN 60 – the Defendant Financial screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 6 = ADD INTER: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.



### To view a defendant's income source record,

1. In field 1, type an interview number.
2. Press Enter.

### To enter a defendant's sources of income,

1. Inquire as explained above.
2. In fields 5 – 23, type the appropriate information. Certain fields may be required based on entries made on previous screens. Field 19 displays total monthly income.
3. Press F2 to save the data and advance to the next screen.

- An entry cannot be made in field 16 unless the defendant was identified as a married person on PIN 20.

### To modify a record,

1. Inquire as explained above.
2. In fields 5 - 23, make desired changes.
3. Press Enter.

## EXPLANATION OF FIELDS

- |                        |  |
|------------------------|--|
| 1. INT#:               | Computer-generated, eight-digit number that identifies the interview in PIN.   |
| 2. DEF SPN:            | The defendant's SPN displays when available.   |
| 3. NAME:               | The defendant's name displays automatically.   |
| 4. COMMENTS:           | Defaults to <b>N</b> (no). Displays a <b>Y</b> (yes) if comments have been entered for the interview.  |
| 5. DEF MONTHLY SALARY: | Defendant's monthly earnings from employment.  |
| 6. _:                  | Refusal/Unknown indicator. Type a <b>D</b> if the defendant declined to supply specific dollar amount information. Type a <b>U</b> if the defendant did not know the specific dollar amount. |
| 7. INVESTMENT:         | Dividends received from investment.  |
| 8. _:                  | Refusal/Unknown indicator. Type a <b>D</b> if the defendant declined to supply specific dollar amount information. Type a <b>U</b> if the defendant did not know the specific dollar amount. |

9. RENTAL INCOME: Monthly income received from rental property.
10. PENSION: Monthly pension distribution.
11. SOCIAL SECURITY INCOME: Monthly Social Security or Supplemental Security Income stipend.
12. FOOD STAMP: Monthly allotment from Food Stamp program.
13. TANF: Monetary support received from Temporary Assistance for Needy Families (formerly Aid for Families with Dependent Children) block grant.
14. ALLOWANCE: Defendant's monthly allowance.
15. CHILD SUPPORT: Monthly child support from non-custodial parent.
16. SPOUSE'S MONTHLY SALARY: Spouse's monthly earnings from employment. An entry is only allowed if defendant was identified as married on PIN 20.
17. OTHER INCOME: Income received from a source other than the ones listed in fields 5 – 16.
18. EXPLAIN: A description of the source of the income listed in field 17.
19. TOTAL: Computer-generated total of the income listed in fields 5 – 18 displays after Enter is pressed.
20. FINANCIAL INSTITUTION: Type the name of the bank, credit union or other financial institution in which the defendant has money deposited.
21. ACCT BALANCE: Amount of cash in the account.
22. \_: Refusal/Unknown indicator. Type a **D** if the defendant declined to supply specific dollar amount information. Type a **U** if the defendant did not know the specific dollar amount.
23. ACCT TYPE: Two- to three-character code indicating the type of account in which the funds are deposited. For a list of valid codes type a ? and press F11.

## **F-KEY OPTIONS**

1=PREV SCREEN:	Press F1 to access PIN 50 – the Defendant Health screen.
2=NEXT SCREEN:	Press F2 to access PIN 65 – the Defendant Financial Expenses screen.
5=ADD COMMENT:	Press F5 to access PIN.COMME – the General Comments screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

# PIN 65 — Defendant Financial Expenses

Use PIN 65 to document the defendant's monthly expenses.

## ACCESS METHOD

After completing PIN 60, press F2.

OR

Select Option 65 from the PIN Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 10, 2002 (C2)  
PIN65 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
DEFENDANT FINANCIAL EXPENSES

[1] [2] [3]  
INT#: 00000287 DEF SPN: 000002645 NAME: HARRIS, NO \_\_\_\_\_  
[4]  
COMMENTS: N----- ===== MONTHLY EXPENSES ===== -----  
[5] [6] [7] [8]  
MORTGAGE/RENT \_\_\_\_\_ .00 \_ FOOD \_\_\_\_\_ .00 \_ CAR PAYMENT \_\_\_\_\_ .00 \_  
[9] [10] [11]  
CAR INSURANCE \_\_\_\_\_ .00 \_ WATER \_\_\_\_\_ .00 \_ ELECTRICITY \_\_\_\_\_ .00 \_  
[12] [13] [14]  
UTILITY GAS \_\_\_\_\_ .00 \_ HM PHONE \_\_\_\_\_ .00 \_ CELL PHONE \_\_\_\_\_ .00 \_  
[15] [16]  
PAGER \_\_\_\_\_ .00 \_ CABLE/SATELLITE TV \_\_\_\_\_ .00 \_  
[17] [18]  
MEDICAL EXPENSES \_\_\_\_\_ .00 \_ MED INSURANCE \_\_\_\_\_ .00 \_  
[19] [20]  
CHILD CARE \_\_\_\_\_ .00 \_ CHILD SUPPORT \_\_\_\_\_ .00 \_  
[21] [22]  
FAMILY SUPPORT \_\_\_\_\_ .00 \_ CRT ORDERED \_\_\_\_\_ .00 \_  
[23] [24]  
LOAN PAYMENTS \_\_\_\_\_ .00 \_ CREDIT CARD DEBT \_\_\_\_\_ .00 \_  
[25] [26]  
OTHER EXPENSE \_\_\_\_\_ .00 \_ EXPLAIN \_\_\_\_\_  
[27]  
TOTAL 0 .00

----- ===== MISC FINANCIAL ===== -----  
[28] [29] [30]  
CASH ON HAND \_\_\_\_\_ .00 \_ OWN OR RENT: \_ # OF DEPENDENTS \_\_\_  
[31]  
SPOUSE'S EMPLOYER \_\_\_\_\_  
[32]  
LOC/NAME OTHER PROPERTY OWNED: \_\_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN

5=ADD COMMENT  
10=REFRESH 11=HELP

\*\*\*\*\*

### **To view a defendant's expense record,**

1. In field 1, type an interview number.
2. Press Enter.

### **To enter a defendant's monthly expenses,**

1. Inquire as explained above.
2. In fields 5 – 26, type the appropriate information. Certain fields may be required based on entries made on previous screens. Field 27 displays total monthly expenses.
3. In fields 28 – 32, type any miscellaneous financial information.
4. Press F2 to save the data and advance to the next screen.\*

**NOTE:** \*If the defendant's expenses exceed reported income, the following message displays:  
EXPENSES EXCEED INCOME – PRESS F9 IF CORRECT – PRESS ENTER TO  
CHANGE FIGURES.

### **EXPLANATION OF FIELDS**

1. INT#: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DEF SPN: The defendant's SPN displays when available.
3. NAME: The defendant's name displays automatically.
4. COMMENTS: Defaults to **N** (no). Displays a **Y** (yes) if comments have been entered for the interview.
5. MORTGAGE/RENT: Monthly mortgage or rent payment.
6. \_: Refusal/Unknown indicator. Type a **D** if the defendant declined to supply specific dollar amount information. Type a **U** if the defendant did not know the specific dollar amount.
7. FOOD: Monthly amount spent on food.
8. CAR PAYMENT: Monthly automobile loan payment.
9. CAR INSURANCE: Monthly automobile insurance payment.
10. WATER: Monthly water bill payment.
11. ELECTRICITY: Monthly electricity bill payment.

12. UTILITY GAS: Monthly gas bill payment.
13. HM PHONE: Monthly residential phone bill payment.
14. CELL PHONE: Monthly cellular phone bill payment.
15. PAGER: Monthly pager bill payment.
16. CABLE/SATELLITE TV: Monthly cable or satellite television bill payment.
17. MEDICAL EXPENSES: Monthly amount allotted for medical expenses.
18. MED INSURANCE: Monthly insurance payments.
19. CHILD CARE: Monthly amount allocated for childcare.
20. CHILD SUPPORT: Monthly child support payment to custodial parent.
21. FAMILY SUPPORT: Monthly amount allocated to support family members (example, families abroad, elderly relatives, etc.).
22. CRT ORDERED: Monthly court-ordered payments other than child support (example, alimony, legal fees, judgments, fines, fees, etc.).
23. LOAN PAYMENTS: Monthly amount of payment to creditors (example, student loans, pawn shop loans, etc.).
24. CREDIT CARD DEBT: Monthly amount of payment to credit card issuers.
25. OTHER EXPENSE: Monthly expenses not listed in fields 5 – 24.
26. EXPLAIN: Free-form field. Type a description of the expenses accounted for in field 25.
27. TOTAL: Computer-generated total of the expenses listed in fields 5 – 27 displays after Enter is pressed.
28. CASH ON HAND: Amount of cash in defendant's possession.
29. OWN OR RENT: Single-character code identifying the defendant's housing situation. Valid codes are:

**O** = Owns home  
**R** = Rents  
**S** = Lives in subsidized housing  
**X** = Other living arrangements

30. # OF DEPENDENTS: Number of defendant's dependents, including spouse, children, parents, etc.
31. SPOUSE'S EMPLOYER: Name of spouse's employer.
32. LOC/NAME OTHER PROPERTY OWNED: Type the address and name of additional property owned by defendant.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 60 – the Defendant Financial screen.
- 2=NEXT SCREEN: Press F2 to access PIN 70 – the Defendant Criminal Record screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

# PIN 70 — Defendant Criminal Record

Use PIN 70 to record defendant-reported criminal history and gang affiliation.

## ACCESS METHOD

After completing PIN 65, press F2.

OR

Select Option 70 from the PIN Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN70 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
DEFENDANT CRIMINAL RECORD

[1] [2] [3]  
INTERVIEW #: 00000015 DEF SPN: 00000012 NAME: MC CLINTOCK, EUGENE \_\_\_\_\_

[4]  
COMMENTS: N ===== DEFENDANT REPORTED =====

[5]  
DEFENDANT REPORTED PRESENTLY ON PROBATION: \_

[6]  
DEFENDANT REPORTED PRESENTLY ON PAROLE: \_

[7] [8]  
DEF REPORTED GANG MEMBER: \_ AFFILIATION: \_\_\_\_\_

[9]  
ANY JUVENILE ADJUDICATIONS?

[10] [11] [12] [13] [14]  
DT FILED LOCATION CHARGE NAME USED DISPOSITION

DEF REPORTED PRIOR ADULT CONVICTIONS OR PENDING CASES:

[15] [16] [17] [18] [19]  
DT FILED LOCATION CHARGE NAME USED DISPOSITION

[20] [21]  
DEF REPORTED ON BOND: \_ DEF REPORTED NO PRIOR CRIMINAL CONVICTIONS: \_

==>

1=PREV SCREEN 2=NEXT SCREEN

5=ADD COMMENT

10=REFRESH 11=HELP

\*\*\*\*\*

**To inquire on the criminal record the defendant reported,**

1. In field 1, type an interview number.
2. Press Enter.

**To enter criminal history reported by the defendant,**

1. Inquire as explained above.
2. In fields 5 – 7, 9, 20 and 21, type the appropriate information.
3. In fields 10 – 19, type the information about the defendant’s prior cases, if available.\*
4. Press F2 to save the data and advance to the next screen.

► \*Additional cases can be identified on PIN.COMME – the General Comments screen.

**To modify a record,**

1. Inquire as explained above.
2. In fields 5 - 21, make the desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |   |  |
|---|--|
| 1. INTERVIEW #:                               | Computer-generated, eight-digit number that identifies the interview in PIN.   |
| 2. DEF SPN:                                   | The defendant’s SPN displays when available.   |
| 3. NAME:                                      | The defendant’s name displays automatically.   |
| 4. COMMENTS:                                  | Defaults to N (no). Displays a Y (yes) if comments have been entered for the interview.  |
| 5. DEFENDANT REPORTED PRESENTLY ON PROBATION: | Required. Did the defendant report that he or she was currently on probation? Type a Y (yes) or an N (no).                           |
| 6. DEFENDANT REPORTED PRESENTLY ON PAROLE:    | Required. Did the defendant report that he or she was currently on parole? Type a Y (yes) or an N (no).                              |
| 7. DEF REPORTED GANG MEMBER:                  | Required. Did the defendant report membership or association with a gang involved in criminal activity? Type a Y (yes) or an N (no). |
| 8. AFFILIATION:                               | Type a description of the defendant’s affiliation with a gang.   |

9. ANY JUVENILE ADJUDICATIONS? Required. Did the defendant report any adjudications received as a juvenile? Type a **Y** (yes) or an **N** (no).
10. DT FILED: Date the case was filed for which the defendant was adjudicated as a juvenile.
11. LOCATION: The place where the defendant was adjudicated as a juvenile (example, Louisiana or Bexar County or Mesquite).
12. CHARGE: Description of the offense for which the defendant was adjudicated as a juvenile.
13. NAME USED: Name under which the defendant was adjudicated as a juvenile.
14. DISPOSITION: Disposition of the juvenile-related case.
15. DT FILED: Date the case was filed for which the defendant was charged as an adult.
16. LOCATION: The place where the defendant was previously charged as an adult (example, Louisiana or Bexar County or Mesquite).
17. CHARGE: Description of the offense with which the defendant was charged, according to the defendant.
18. NAME USED: Name under which the defendant was charged.
19. DISPOSITION: Disposition of the case.
20. DEF REPORTED ON BOND: Required. Did the defendant report that he or she is currently on bond? Type a **Y** (yes) or an **N** (no).
21. DEF REPORTED NO PRIOR CRIMINAL CONVICTIONS: Required. If the defendant stated that he or she has never been convicted of a criminal case, type a **Y** (yes). Otherwise, type an **N** (no).

## **F-KEY OPTIONS**

1=PREV SCREEN:	Press F1 to access PIN 65 – the Defendant Financial screen.
2=NEXT SCREEN:	Press F2 to access PIN 80 – the Defendant Reference screen.
5=ADD COMMENT:	Press F5 to access PIN.COMME – the General Comments screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIN 80 — Defendant Reference

Use PIN 80 to record the names of the defendant's attorney, point-of-contact and primary reference, if available.

### ACCESS METHOD

After completing PIN 70, press F2.  
OR  
Select Option 80 from the PIN Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN80 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
DEFENDANT REFERENCE

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002 [3] PRINTER> RMT15\_  
[4] DEFENDANT SPN: 000000012 [5] DEFENDANT NAME: MC CLINTOCK, EUGENE KJ \_\_\_\_\_

[6] COMMENTS: N =====

[7] CONTACTED ATTY? \_ [8] ATTORNEY NAME: \_\_\_\_\_ [9] ATT PHONE: \_ \_ \_

[10] CONTACTED ANYONE SINCE ARREST? \_ [11] WHO? \_\_\_\_\_

[12] RELATION TO DEF> \_ [13] KNOWN DEF: \_ \_ [14] CAN CONTACT? \_

ADD: \_\_\_\_\_ [15] PH: \_\_\_\_\_ WK PH: \_ \_ \_

[16] NEXT OF KIN NOT LIVING W/DEF NAME: \_\_\_\_\_

[17] RELATION TO DEF> \_ [18] KNOWN DEF: \_ \_ [19] CAN CONTACT? \_

ADD: \_\_\_\_\_ [20] PH: \_\_\_\_\_ WK PH: \_ \_ \_

[21] PARENT(S): \_\_\_\_\_

[22] RELATION TO DEF> \_ [23] KNOWN DEF: \_ \_ [24] CAN CONTACT? \_

ADD: \_\_\_\_\_ [25] PH: \_\_\_\_\_ WK PH: \_ \_ \_

==>

1=PREV SCREEN 2=NEXT SCREEN

5=ADD COMMENT  
9=PRINT REPT 10=REFRESH 11=HELP

\*\*\*\*\*

**To view the primary reference records for a defendant,**

1. In field 1, type an interview number.
2. Press Enter.

**To enter primary reference records for a defendant,**

1. Inquire as explained above.
2. In fields 7 – 25, type the appropriate information.
3. Press F2 to save the data and advance to the next screen.

► In field 16 enter the name of someone other than the defendant’s parents.

**To modify a record,**

1. Inquire as explained above.
2. In fields 7 – 25, make desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |                                    |   |
|------------------------------------|---|
| 1. INTERVIEW NUMBER:               | Computer-generated, eight-digit number that identifies the interview in PIN.  |
| 2. DATE:                           | The date the interview number was generated displays automatically.   |
| 3. PRINTER>:                       | User’s default printer ID. To re-route printout, type a different printer ID. For a list of valid printers, type a ? and press F11. |
| 4. DEFENDANT SPN:                  | The defendant’s SPN displays when available.  |
| 5. DEFENDANT NAME:                 | The defendant’s name displays automatically.  |
| 6. COMMENTS:                       | Defaults to N (no). Displays a Y (yes) if comments have been entered for the interview.   |
| 7. CONTACTED ATTY?                 | Type a Y (yes) if the defendant has contacted an attorney since the arrest.   |
| 8. ATTORNEY NAME:                  | Name of the defendant’s attorney.   |
| 9. ATT PHONE:                      | Attorney’s phone number.  |
| 10. CONTACTED ANYONE SINCE ARREST? | Type a Y (yes) if the defendant has contacted anyone, other than an attorney, since the arrest.                                     |

11. WHO? Name of the individual the defendant contacted.
12. RELATION TO DEF>: Three-character code identifying the contact's relationship to the defendant. For a list of valid codes, type a ? and press F11.
13. KNOWN DEF: The length of time the contact has known the defendant (example, 6 years = 6\_Y). For a list of valid codes, type a ? in the duration-type field and press F11.
- D** = days; **M** = months; **W** = weeks; **Y** = years
14. CAN CONTACT? May the Office of Court Services contact the person identified in field 11? Type a **Y** (yes) or an **N** (no).
15. ADD through WK PH: Address, home phone number and work number of person identified in field 11, if available.
16. NEXT OF KIN NOT LIVING  
W/DEF NAME: Defendant's next of kin other than parents. Enter parents in field 21 below.
17. RELATION TO DEF>: Three-character code identifying the relationship of the next-of-kin contact to the defendant. For a list of valid codes, type a ? and press F11.
18. KNOWN DEF: The length of time the next-of-kin contact has known the defendant (example, 6 years = 6\_Y). For a list of valid codes, type a ? in the duration-type field and press F11.
- D** = days; **M** = months; **W** = weeks; **Y** = years
19. CAN CONTACT? May the Office of Court Services contact the next-of-kin? Type a **Y** (yes) or an **N** (no).
20. ADD through WK PH: Address, home phone number and work number of next-of-kin contact, if available.
21. PARENT(S): Name of defendant's parent or parents.
22. RELATION TO DEF>: Three-character code identifying the parent's relationship to the defendant. For a list of valid codes type a ? and press F11.

23. **KNOWN DEF:** The length of time the parent has known the defendant (example, 6 years = 6\_Y). For a list of valid codes, type a ? in the duration-type field and press F11.
- D** = days; **M** = months; **W** = weeks; **Y** = years
24. **CAN CONTACT?** May the Office of Court Services contact the parent? Type a **Y** (yes) or an **N** (no).
25. **ADD through WK PH:** Address, home phone number and work number of parent, if available.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 70 – the Defendant Criminal Record screen.
- 2=NEXT SCREEN: Press F2 to access PIN 85 – the Defendant Additional Reference screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 9=PRINT REPT: Press F9 to print the defendant’s interview summary report.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 85 — Defendant Additional Reference

Use PIN 85 to enter additional references for the defendant.

### ACCESS METHOD

After completing PIN 80, press F2.  
OR  
Select Option 85 from the PIN Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN85              PRETRIAL INTERVIEW                        OPT _____ - PIN
                   DEFENDANT ADDITIONAL REFERENCE          PAGE:    1 -    1

      [1]                      [2]                      [3]
INTERVIEW NUMBER: 00000015      DATE: 05092002 PRINTER> RMT15_
      [4]                      [5]
DEFENDANT SPN: 000000012  DEFENDANT NAME: MC CLINTOCK, EUGENE KJ _____
      [6]
COMMENTS: N =====
      [7]
REFERENCE _____
      [8]                      [9]
RELATION TO DEF>  ___ KNOWN DEF:  ___ -
ADD: _____ PH: _____ [10] WK PH: _____

REFERENCE _____
RELATION TO DEF>  ___ KNOWN DEF:  ___ -
ADD: _____ PH: _____ WK PH: _____

REFERENCE _____
RELATION TO DEF>  ___ KNOWN DEF:  ___ -
ADD: _____ PH: _____ WK PH: _____

==>

1=PREV SCREEN      3=COMPLETE      5=ADD COMMENT
                   7=BKWD           8=FWRD           9=PRINT REPT    10=REFRESH     11=HELP
*****
```

### To inquire on a defendant's references,

1. In field 1, type an interview number.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

### **To enter references for a defendant,**

1. Inquire as explained above.
2. In field 7, type the name of the reference.
3. In field 8, type the relationship code for the reference.
4. In field 9, indicate how long the reference has known the defendant
5. In field 10, type the reference's address, home number, and work phone number.
6. Up to three references can be entered on this screen. If page 1 is full, press F8 to page forward and repeat steps 2 – 5.
7. Press Enter.

### **To modify a record prior to completion,**

1. Inquire as explained above.
2. In fields 7 – 10, type the appropriate information.
3. Press Enter.

### **To complete an interview,**

1. Inquire as explained above.
2. Press F1 to scroll through and verify the entries on the previous screens.
3. Return to PIN 85.
4. Press F3 to mark the interview complete. See page 80 for more information.

## **EXPLANATION OF FIELDS**

- |                      |  |
|----------------------|--|
| 1. INTERVIEW NUMBER: | Computer-generated, eight-digit number that identifies the interview in PIN.   |
| 2. DATE:             | The date the interview number was generated displays automatically.  |
| 3. PRINTER>:         | User's default printer ID. To re-route print out, type a different printer ID. For a list of valid printers, type a ? and press F11. |
| 4. DEFENDANT SPN:    | The defendant's SPN displays when available.   |
| 5. DEFENDANT NAME:   | The defendant's name displays automatically.   |
| 6. COMMENTS:         | Defaults to N (no). Displays a Y (yes) if comments have been entered for the interview.  |
| 7. REFERENCE:        | Type the reference's name.   |
| 8. RELATION TO DEF>: | Three-character code identifying the reference's relationship to the defendant. For a list of valid codes, type a ? and press F11.   |

9. KNOWN DEF: The length of time the reference has known the defendant (example, 6 years = 6\_Y). For a list of valid codes, type a ? in the duration-type field and press F11.

**D** = days; **M** = months; **W** = weeks; **Y** = years

10. ADD through WK PH: Address, home phone number and work number of the reference, if available.

### **F-KEY OPTIONS**

1=PREV SCREEN: Press F1 to access PIN 80 – the Defendant Reference screen.

3=COMPLETE: After all information has been entered correctly, press F3 to mark the interview complete.

Once an interview is marked complete, only authorized personnel may update it.

5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.

7=BACK: Press F7 to access the preceding page of additional references.

8=FWRD: Press F8 to access the next page of additional references.

9=PRINT REPT: Press F9 to print the defendant's interview summary report.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## PIN.LOCK. — Interview Completion

Use PIN.LOCK. to lock an interview and mark it complete. Only a supervisor can change an interview after it is locked. If an interview was accidentally marked complete, contact a department supervisor who can release the interview.

NOTES: Check the spelling in all the records before you mark an interview complete.

Do Not mark an interview complete until a DIM log number or a SPN has been associated with the interview.

### ACCESS METHOD

Press F3 from the appropriate option.

\*\*\*\*\*

```
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN.LOCK.        PRETRIAL INTERVIEW                          OPT _____ - PIN
                  INTERVIEW COMPLETION                PAGE: 1 - 1
```

```
[1]
INTERVIEW NUMBER: 15 _____
[2]                [3]
DEF SPN: 00000012_ DEF NAME: MC CLINTOCK, EUGENE KJ _____

[4]
INTERVIEW COMPLETE: _ (Y)ES - NO MORE UPDATES NEEDED
                    (N)O - I NEED TO COMPLETE THIS INTERVIEW LATER
```

=====

BY COMPLETING THIS INTERVIEW, IT WILL BE LOCKED AND NO CHANGES CAN BE MADE EXCEPT BY A SUPERVISOR.

IF THIS INTERVIEW IS COMPLETED BY MISTAKE - PLEASE SEE YOUR SUPERVISOR TO RELEASE IT FOR UPDATES.

=====

==>

```
1=RETURN      2=DEF CLASS      5=PRT MENTAL
6=PRT SUMMARY 10=REFRESH     11=HELP
```

\*\*\*\*\*

### To lock an interview,

1. In field 1, type the interview number, if necessary.

2. Press Enter.
3. In field 4, type a **Y** (yes).
4. Press Enter.
5. Press F1 to return to the previous screen.

**To unlock an interview (authorized personnel only),**

1. In field 1, type the interview number, if necessary.
2. Press Enter.
3. In field 4, type an **N** (no).
4. Press Enter.
5. Press F1 to return to the previous screen.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Type the computer-generated, eight-digit number that identifies the interview in PIN.
2. DEFENDANT SPN: The defendant's system person displays.
3. DEFENDANT NAME: The defendant's name displays automatically.
4. INTERVIEW COMPLETE: To lock an interview, type a **Y** (yes). To unlock an interview, type an **N** (no) over the **Y** (yes).

NOTE: Only authorized personnel can unlock an interview.

**F-KEY OPTIONS**

- |                |   |
|----------------|---|
| 1=RETURN:      | Press F1 to return to the option from which PIN.LOCK. was accessed.   |
| 2=DEF CLASS:   | Press F2 to access PIN 100.10 – the Defendant Classification screen.  |
| 5=PRT MENTAL:  | Press F5 to access PIN 98.40 – the Mental Health Report print screen. |
| 6=PRT SUMMARY: | Press F6 to access PIN 98.10 – the Print Defendant Report screen.     |
| 10=REFRESH:    | Press F10 to erase input.   |
| 11=HELP:       | Press F11 to access Help.   |

## PIN 98 — PTSA Reports Submenu

Use PIN 98 to select and transfer to the appropriate PTSA report generator.

### TO SELECT AN OPTION

#### Method 1

In the SELECTION field at the bottom of the screen (field 4), type the appropriate option number (as listed in field 2) and press Enter.

#### Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to the PIN Main Menu.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN98              PRETRIAL INTERVIEW                      PAGE: 1  OF 1
                   PTSA REPORTS                          SCROLL:  ___ - PIN
                   SUB MENU                                OPT:  ___ - PIN

[1]  [2]          [3]
_    10. PRINT DEFENDANT REPORT
_    40. MENTAL HEALTH REPORT

[4]
SELECTION:  ___
```

---

TYPE IN SELECTION AND PRESS <ENTER> CLEAR=MAIN MENU 7=BACK 8=FWRD 11=HELP

\*\*\*\*\*

## PIN 98.10 — Print Defendant Report

Use PIN 98.10 to print a report summarizing a defendant's responses to an interview by the Office of Court Services.

### ACCESS METHOD

Select Option 10 from the PIN 98 Submenu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN9810           PRETRIAL INTERVIEW                          OPT _____ - PIN
                  PRINT DEFENDANT REPORT                    PAGE: 1 - 1
*****

[1]
ENTER PRINTER ID> RMT15_
[2]
ENTER INTERVIEW NUMBER: _____

CHOOSE ONE:
[3]
PRINT COMPLETE REPORT: _
[4]
PRINT NO HEALTH VERSION: _
[5]
PRINT PAGE ONE ONLY: _
[6]
PRINT PAGE TWO ONLY: _
[7]
PRINT PAGE THREE ONLY: _
[8]
PRINT PAGE FOUR ONLY: _
[9]
PRINT COMMENTS ONLY: _ ENTER (G)ENERAL, (R)EFUSAL, (H)EALTH OR (A)LL

[10]
YOU MAY ALSO PRINT COMMENTS WITH REPORT:
ENTER (G)ENERAL, (R)EFUSAL, (H)EALTH OR (A)LL

==>

1=INT INDEX      2=INT DESCR      3=BAIL CLASS      4=CAS INDEX      5=PTSP
6=PRT MENTAL     10=REFRESH      11=HELP
*****
```

### To print a defendant's interview responses,

1. Optional. To reroute a printout, type a different printer ID in field 1.
2. In field 2, type the interview number.

3. In any one of fields 3 – 8, type a **Y** to select the appropriate report version.
4. Optional. To also print comments, type the appropriate comments type code in field 10.
5. Press Enter.

**To print only the comments from an interview,**

1. Optional. To reroute a printout, type a different printer ID in field 1.
2. In field 2, type the interview number.
3. In field 9, type the appropriate comments type code.
4. Press Enter.

**EXPLANATION OF FIELDS**

1. ENTER PRINTER ID>: User's default printer ID. To re-route printout, type a different printer ID. For a list of valid printers, type a ? and press F11.
2. ENTER INTERVIEW NUMBER: Type the number of the appropriate interview.
3. PRINT COMPLETE REPORT: Type a **Y** (yes) to print the entire report. Comments must be requested in conjunction with the report.
4. PRINT NO HEALTH VERSION: Type a **Y** (yes) to print the entire report, excluding the health records on PIN 50. Comments must be requested in conjunction with the report.
5. PRINT PAGE ONE ONLY: Type a **Y** (yes) to print only the first page of the report, which contains data documented on PIN 15 or 16, 20, 70, 100.10, and 100.20.
6. PRINT PAGE TWO ONLY: Type a **Y** (yes) to print only the second page of the report, which contains data documented on PIN 10, 30, 35, and 50.
7. PRINT PAGE THREE ONLY: Type a **Y** (yes) to print only the third page of the report, which contains data documented on PIN 30, 61, 65, 70, and 100.20.
8. PRINT PAGE FOUR ONLY: Type a **Y** (yes) to print only the fourth page of the report, which contains data documented on PIN 100.30, 100.40, 100.60, and 100.70.

9. PRINT COMMENTS ONLY?

To only print the comments for an interview, type the appropriate comments type code. Valid codes are:

**A** = All  
**G** = General  
**H** = Health  
**R** = Refusal

10. YOU MAY ALSO PRINT COMMENTS WITH REPORT:

To also print the comments for an interview, type the appropriate comments type code. Valid codes are:

**A** = All  
**G** = General  
**H** = Health  
**R** = Refusal

### F-KEY OPTIONS

1=INT INDEX:

Press F1 to access PIN 5 – the Interview Index screen.

2=INT DESCR:

Press F2 to access PIN 10 – the Interview Descriptors screen.

3=BAIL CLASS:

Press F3 to access PIN 100.10 – the Defendant Classification screen.

4=CAS INDEX:

Press F4 to access PIN 100.80 – the Case Activity Index screen.

5=PTSP:

You must be signed on through CICS2. Press F5 to access PTSP – the Print PTSA Criminal History screen.

6=PRT MENTAL:

Press F6 to access PIN 98.40 – the Mental Health Report screen.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## PIN 98.40 — Mental Health Report

Use PIN 98.40 to print a defendant's mental health screening and referral form.

### ACCESS METHOD

Select Option 40 from the PIN 98 Submenu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN9840           PRETRIAL INTERVIEW                          OPT _____ - PIN
                  MENTAL HEALTH REPORT                      PAGE: 1 - 1
```

```
*****
[1]
PLEASE ENTER PRINTER: _____
[2]
PLEASE ENTER INTERVIEW NUMBER: _____
```

==>

6=PRT SUMMARY

10=REFRESH

11=HELP

```
*****
```

### To print a defendant's mental health report,

1. Optional. To reroute a printout, type a different printer ID in field 1.
2. In field 2, type the number of the interview.
3. Press Enter.

## EXPLANATION OF FIELDS

1. PLEASE ENTER  
PRINTER ID>: User's default printer ID. To re-route printout, type a different printer ID. For a list of valid printers, type a ? and press F11.
2. PLEASE ENTER  
INTERVIEW NUMBER: Type the number of the appropriate interview.

## F-KEY OPTIONS

- 6=PRT SUMMARY: Press F6 to access PIN 98.10 – the Print Defendant Report screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100 — Post Interview Updates Submenu

Use PIN 100 to select and transfer to the appropriate interview verification or defendant classification screen.

### TO SELECT AN OPTION

#### Method 1

In the SELECTION field at the bottom of the screen (field 4), type the appropriate option number (as listed in field 2) and press Enter.

#### Method 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter. The selected option will appear on the screen.

Press the Clear key to return to the PIN Main Menu.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN100            PRETRIAL INTERVIEW                          PAGE: 1  OF 1
                  POST INTERVIEW UPDATES                    SCROLL: ____
                  SUB MENU                                    OPT: _____ - PIN

[1] [2]          [3]
- 10. DEFENDANT CLASSIFICATION          _ 96. COURT ACTION BY CASE DELETE
- 20. COMPUTER CRIMINAL RECORD
- 30. PDLW VERIFICATION
- 40. NEXT OF KIN/NOT PARENT VERI
- 50. CONTACT SINCE ARREST VERIFI
- 60. PARENT VERIFICATION
- 70. OTHER REFERENCES VERIFICATI
- 80. CASE ACTIVITY INDEX
- 90. CASE ACTIVITY ENTRY
- 91. COURT ACTION BY CASE INQUIR
- 95. PERSONAL BOND ACTIVITY
-

[4]
SELECTION: _____
```

---

TYPE IN SELECTION AND PRESS <ENTER> CLEAR=MAIN MENU 7=BACK 8=FWRD 11=HELP

\*\*\*\*\*

## PIN 100.10 — Defendant Classification

Use PIN 100.10 to calculate the risk to the community of releasing the defendant on a personal bond and the probability of the defendant's failure to appear (FTA) in court.

### ACCESS METHOD

Select Option 10 from the PIN 100 Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN10010          PRETRIAL INTERVIEW                      OPT _____ - PIN
                  DEFENDANT CLASSIFICATION

      [1]                      [2]                      [3]
INTERVIEW NUMBER: 00000015      DATE: 05092002      PRINTER> RMT15_
      [4]                      [5]
DEFENDANT SPN: 000000012      DEFENDANT NAME: MC CLINTOCK, EUGENE KJ _____
      [6]
COMMENTS: N ===== ( BAIL CLASSIFICATION SCALE ) =====
      [7]
1. TRANSPORTATION..... (ADD 1 FOR ACCESS)..... (+) _
      [8]
2. TELEPHONE..... (ADD 1 FOR HOME PHONE)..... (+) _
      [9]
3. FULL TIME EMPLOYMENT OR IN SCHOOL, HOMEMAKER, RETIRED
   OR DISABLED..... (ADD 1 IF DEF QUALIFIES IN A CATEGORY)..... (+) _
      [10]
4. NUCLEAR FAMILY..... (ADD 1 IF DEF LIVES ALONE, WITH SPOUSE OR CHILD).. (+) _
      [11]
5. UNDER 21 YEARS OLD (SUBTRACT 1 FOR AGE UNDER 21)..... (-) _
      [12]
6. PRIOR FAILURES TO APPEAR (SUBTRACT 1 FOR PRIOR FTAS)..... (-) _
      [13]
7. PRIOR MISDEMEANORS (SUBTRACT 1 FOR 2 OR MORE PRIOR MISD CONV)..... (-) _
      [14]
8. PRIOR FELONIES..... (SUBTRACT 2 FOR 2 OR MORE PRIOR FELONY CONV)..... (-) _
      [15]
          RANGE +4 TO -5..... TOTAL _____
      [16]                      [17]
APPLICATION CLASSIFICATION> _____ MANUAL ENTERED: DATE: _____ BY _____
      [18]                      [19]
LANGUAGE _____ INTERPRETER _

==>
          2=NEXT SCREEN 3=INT INDEX          5=ADD COMMENT
6=INT DESC          8=PTSP          9=PRINT INT          10=REFRESH          11=HELP
*****
```

### **To inquire on a defendant's classification record,**

1. In field 1 type an interview number or in field 4 type a SPN.
2. Press Enter.

▶ An inquiry performed with a SPN will retrieve the most recent interview number associated with the SPN.

### **To create a classification record,**

1. Inquire as explained above.
2. In fields 7 – 14, type the appropriate point the defendant received based upon the interview responses.
3. In field 16, type application classification code.
4. If the system was down when the interview was processed, type the interview date and the interviewer's system person number (SPN) in field 17.
5. If the defendant required an interpreter, type a description of the defendant's language in field 18 and a **Y** in field 19.
6. Press F2 to save the data and advance to the next screen.

▶ If the defendant has refused to be interviewed, fields 7 –14 default to **9** and the TOTAL (field 15) will default to **-9**. The APPLICATION CLASSIFICATION (field 16) will default to **REF**.

### **To modify a record,**

1. Inquire as explained above.
2. In fields 7 – 14,16, and 17, make the desired changes.
3. Press Enter.

## **EXPLANATION OF FIELDS**

### **Inquiry Fields**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.
3. PRINTER>: User's default printer ID. To re-route printout, type a different printer ID. For a list of valid printers, type a ? and press F11.
4. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
5. DEFENDANT NAME: Defendant's name displays automatically.

6. COMMENTS: Defaults to N (no). Displays a Y (yes) if comments have been entered for the interview.

### Entry Fields

7. TRANSPORTATION: Does the defendant have access to transportation?

0 = No , 1 = Yes

8. TELEPHONE: Does the defendant have a phone physically installed in the home?

0 = No , 1 = Yes

9. FULL TIME EMPLOYMENT through DISABLED: Is the defendant employed full time, in school, a homemaker, retired or disabled?

0 = No , 1 = Yes

10. NUCLEAR FAMILY: Does the defendant live alone, with a spouse or a child?

0 = No , 1 = Yes

11. UNDER 21 YEARS OLD: Is the defendant under the age of 21?

0 = No , 1 = Yes

12. PRIOR FAILURES TO APPEAR: Has the defendant previously failed to appear for scheduled court dates?

0 = No , 1 = Yes

13. PRIOR MISDEMEANORS: Has the defendant been convicted of two or more misdemeanor offenses?

0 = No , 1 = Yes

14. PRIOR FELONIES? Has the defendant been convicted on two or more felony offenses?

0 = No , 2 = Yes

15. TOTAL: The sum of the defendant's points in fields 7 – 14 displays automatically after Enter is pressed.  
Defaults to –9 if the defendant refused to be interviewed.
16. APPLICATION CLASSIFICATION: Three- to four-character code indicating the defendant's bond classification (example, CABD = Defendant posted cash bond, therefore cannot be considered for a personal bond).
17. MANUAL ENTERED: If the interview responses were entered after the interview was completed (example, PIN subsystem was down), type the date (MMDDYYYY) the responses were entered and the interviewer's system person number (SPN).
18. LANGUAGE: If defendant required an interpreter, type a description of the defendant's language.
19. INTERPRETER: If defendant required an interpreter, type a Y (yes).

### F-KEY OPTIONS

- 2=NEXT SCREEN: Press F2 to access PIN 100.20 – the Computer Criminal Record screen.
- 3 = INT INDEX: Press F3 to access PIN 5 – the Interview Index screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 6=INT DESC: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 8=PTSP: You must be signed on through CICS2. Press F8 to access PTSP – the Print PTSA Criminal History screen.
- 9=PRINT INT: Press F9 to access PIN 98.10 – the Print Defendant Report screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100.20 — Computer Criminal Record

Use PIN 100.20 to record the results of the defendant's JIMS and TCIC/NCIC computerized criminal history (CCH) background checks.

### ACCESS METHOD

After completing PIN 100.10, press F2.  
OR  
Select Option 20 from the PIN 100 Submenu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10020 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
COMPUTER CRIMINAL RECORD

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE \_\_\_\_\_  
[5] COMMENTS: N =====  
[6] ATTORNEY: \_\_\_\_\_ [7] ATT PH: \_\_\_\_\_ [8] ATT STATUS> \_\_\_\_\_ [9] REPORT? \_  
[10] PROB STATUS: \_ [11] PAROLE STATUS: \_ [12] ON BOND: \_ [13] HOLDS? \_ [14] FUG WAR? \_ [15] PREV FTA? \_  
[16] CLASS C WAR: \_ [17] FEL CONV: \_\_\_\_\_ [18] MISD CONV: \_ [19] NUMBER OF ARRESTS: \_  
[20] 1ST JIMS CK BY: \_\_\_\_\_ [21] NAME: \_\_\_\_\_  
[22] DATE RUN: \_\_\_\_\_ [23] TIME: \_\_\_\_\_ [24] LOCATION> \_\_\_\_\_ [25] NIT: \_  
[26] 2ND JIMS CK BY: \_\_\_\_\_ NAME: \_\_\_\_\_  
DATE RUN: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION> \_\_\_\_\_  
[27] TCIC HISTORY: \_ [28] TCIC WANTS: \_ [29] NCIC HISTORY: \_ [30] NCIC WANTS: \_  
[31] DATE RUN: \_\_\_\_\_ TIME: \_\_\_\_\_ [32] LOCATION> \_\_\_\_\_ [33] RUN BY: \_\_\_\_\_  
[34] HPD RAP>: \_\_\_\_\_ [35] CC ADDRESS (Y/N) \_ [36] ADX ADDRESS (Y/N) \_ [37] OTHER ADDRESS (Y/N) \_  
COMMENTS: \_\_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN 3=ADDRESS CK 4=PTSP 5=ADD COMMENT  
6=PIN10 10=REFRESH 11=HELP

\*\*\*\*\*

**To inquire on the results of a defendant's computerized criminal history search,**

1. In field 1, type an interview number.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.

- ▶ An inquiry performed with a SPN will retrieve the most recent interview number associated with the SPN.

**To enter the results of a CCH search,**

1. Inquire as explained above.
2. In fields 6 - 37, type the appropriate information.
3. Press F2 to save the data and advance to the next screen.

**To modify a CCH results record,**

1. Inquire as explained above.
2. In fields 6 - 37, make desired changes.
3. Press Enter.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: The defendant's name displays automatically.
5. COMMENTS: Defaults to **N** (no). Displays a **Y** (yes) if comments have been entered for the interview.

### Entry Fields

6. ATTORNEY: Name of the attorney representing defendant on the current charge.
7. ATT PH: Attorney's phone number.

8. ATT STATUS>: Three-character code identifying the attorney's connection to the case. For a list of valid codes, type a ? and press F11.
9. REPORT? Did the attorney receive a copy of the defendant's interview report? Type a **Y** (yes) or an **N** (no).
10. PROB STATUS: Required. Is the defendant on probation? Type a **Y** (yes) or an **N** (no).
11. PAROLE STATUS: Required. Is the defendant on parole? Type a **Y** (yes) or an **N** (no).
12. ON BOND? Is the defendant on bond? Type a **Y** (yes) or an **N** (no).
13. HOLDS? Required. Are there any holds filed against the defendant? Type a **Y** (yes) or an **N** (no).
14. FUG WAR? Required. Is there a fugitive warrant for the defendant? Type a **Y** (yes) or an **N** (no).
15. PREV FTA? Required. Does the defendant have any previous failure-to-appear charges? Type a **Y** (yes) or an **N** (no).
16. CLASS C WAR: Type the number of outstanding class C warrants against the defendant.
17. FEL CONV: Required. Type the number of felony convictions on record for the defendant.
18. MISD CONV: Required. Type the number of misdemeanor convictions on record for the defendant.
19. NUMBER OF ARRESTS? Required. Type the number of **all** arrests for felony and Class A or B misdemeanor offenses on record for the defendant.
20. 1ST JIMS CK BY: Type the SPN of the person who performed the first JIMS background check.
21. NAME: Defaults to the name of the person attached to the SPN in field 20.
22. DATE RUN: Type the date the JIMS computerized criminal history (CCH) check was run.

23. TIME: Type the time the JIMS computerized criminal history (CCH) background check was run.
24. LOCATION>: Three- to four-character code identifying the place where the JIMS CCH check was run. For a list of valid codes, type a ? and press F11.
25. NIT: Not In Terminal. Were the current charges filed in the District Clerk's Office after the interviewer ran a TCIC/NCIC search? Type a Y (yes) or an N (no).
26. 2ND JIMS CK BY through LOCATION>: Enter information about the second JIMS background check. See explanation of fields 20 – 24 for more detail.
27. TCIC HISTORY: Did the interviewer locate TCIC criminal history records for the defendant? Type a Y (yes) or an N (no).
28. TCIC WANTS: Did the defendant have any wants in TCIC? Type a Y (yes) or an N (no).
29. NCIC HISTORY: Did the interviewer locate NCIC criminal history records for the defendant? Type a Y (yes) or an N (no).
30. NCIC WANTS: Did the defendant have any wants in NCIC? Type a Y (yes) or an N (no).
31. DATE RUN through LOCATION>: Type the date, time and location where the TCIC/NCIC inquiry was run.
32. RUN BY: System person number (SPN) of the person who ran the TCIC/NCIC background check.
33. HPD RAP>: Code identifying the response to a CCH search from the HPD system. Valid codes are:  
**AAAT** = Only HPD Arrest Authorization Report received  
**IDBP** = Identified By Prints addendum to AAAT received  
**NA** = Not Applicable. Defendant not arrested by HPD.
34. CC ADDRESS: Was there a Coles' Criss-Cross match for the address supplied by the defendant? Type a Y (yes) or an N (no).
35. ADX ADDRESS: Was there an ADX record for the address supplied by the

defendant? Type a **Y** (yes) or an **N** (no). ADX is the Address Cross-Reference subsystem in JIMS

36. OTHER ADDRESS: Was another source used to verify the address supplied by the defendant? Type a **Y** (yes) or an **N** (no).
37. COMMENTS: Free-form field. Type the defendant's HPD identification number, SID, a description of the source referred to in field 36 (example, Southwestern Bell telephone book), or other applicable information.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 100.10 – the Defendant Classification screen.
- 2=NEXT SCREEN: Press F2 to access PIN 100.30 – the PDLW Reference screen.
- 3=ADDRESS CK: Press F3 to access PIN 30 – the Defendant Address screen.
- 4=PTSP: You must be signed on through CICS2. Press F4 to access PTSP – the Print PTSA Criminal History screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 6=PIN10: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100.30 — PDLW Reference

Use PIN 100.30 to note whether or not the defendant's information was verified by the person the defendant lives with (PDLW).

### ACCESS METHOD

After completing PIN 100.20, press F2.  
OR  
Select Option 30 from the PIN 100 Submenu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10030 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
PDLW REFERENCE PAGE: 1 - 1

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE  
=====

[5] PDLW NAME: _____	[6] RELATION TO DEF>	SEL
[7] ADD: 11310_ HAMPTON BLVD _____	[8] PH: 409 6320892	[9] WK PH: 281 8021141
[10] PDLW NAME: _____	[11] RELATION TO DEF>	[12] PH: _____

[13] ATTEMPT TO VERIFY (DATE/TIME/INIT) \_\_\_\_\_

[14] DEF ADDRESS.....: \_ COMMENTS: \_\_\_\_\_  
[15] DEF TRANS.....: \_ COMMENTS: \_\_\_\_\_  
[16] DEF TELEPHONE...: \_ COMMENTS: \_\_\_\_\_  
[17] DEF EMPLOYMENT...: \_ COMMENTS: \_\_\_\_\_  
[18] DEF LIVES WITH...: \_ COMMENTS: \_\_\_\_\_  
[19] DEF AGE.....: \_ COMMENTS: \_\_\_\_\_  
[20] OTHER NAMES: \_\_\_\_\_

[21] VERIFIED BY: SPN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION> \_\_\_\_\_  
[22] ADDL COMMENTS: \_\_\_\_\_

==>  
1=PREV SCREEN 2=NEXT SCREEN 5=ADD COMMENT  
6=PIN10 7=BKWD 8=FWRD 10=REFRESH 11=HELP

\*\*\*\*\*

**To view the PDLW verification records for a defendant,**

1. In field 1, type an interview number.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter a verification record,**

1. Inquire as explained above.
2. a. If the reference record exists, proceed to step 7.  
OR  
b. If the reference record does not exist, begin with step 3.
3. In field 5, type SELF or the name of a person who lives with the defendant.
4. In field 6, type the relationship code for the person in field 5.
5. In fields 7 – 9, type the address, phone number and work number for the person listed in field 5.
6. If there is an additional person-defendant-lives-with,
  - a. In field 10, type the name of the person.
  - b. In field 11, type the relationship code for the person in field 10.
  - c. In field 12, type the phone number of the person listed in field 10.
7. In field 13, type the date and time an attempt was made to verify the person-defendant-lives-with data and the initials of the verifier.
8. In fields 14 – 19 indicate if the information was verified and type any comments regarding the verification.
9. In field 20, type any additional names by which the next-of-kin reference knows the defendant.
10. In field 21, type verifier's SPN, the date and time of the verification and the code for the verification location.
11. In field 22, type any additional comments.
12. Press F2 to save the data and advance to the next screen.

**To modify a PDLW verification record,**

1. Inquire as explained above.
2. In fields 5 - 22, make the desired changes.
3. Press Enter.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: The defendant's name displays automatically.

### Entry Fields

5. PDLW NAME: Defaults to data entered on PIN 30. Type SELF or the name of a person who lives with the defendant, if necessary.
6. RELATION TO DEF>: Defaults to data entered on PIN 30. Type the three-character code identifying the relationship of the person in field 5 to the defendant. For a list of valid codes, type a ? and press F11.
7. ADD: Address of the person who lives with defendant. Defaults to data entered on PIN 30. Type address if necessary.
8. PH: Home phone number of the person who lives with defendant. Defaults to data entered on PIN 30. Type number if necessary.
9. WK PH: Work phone number of person who lives with defendant. Defaults to data entered on PIN 30. Type phone number if necessary.
10. PDLW NAME: Defaults to data entered on PIN 30. Type SELF or the name of an additional person who lives with the defendant, if necessary.
11. RELATION TO DEF>: Defaults to data entered on PIN 30. Type the three-character code identifying the relationship of the person in field 10 to the defendant. For a list of valid codes, type a ? and press F11.

12. PH: Home phone number of the additional person who lives with defendant. Defaults to data entered on PIN 30. Type phone number if necessary.
13. ATTEMPT TO VERIFY: Type the date and time an unsuccessful attempt was made to contact the reference. Also, type the initials of the person who attempted the verification.
14. DEF ADDRESS and COMMENTS: Did the PDLW confirm the defendant's address response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
15. DEF TRANS and COMMENTS: Did the PDLW confirm the defendant's access to transportation response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
16. DEF TELEPHONE and COMMENTS: Did the PDLW confirm the defendant's phone number response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
17. DEF EMPLOYMENT and COMMENTS: Did the PDLW confirm the defendant's employment status response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
18. DEF LIVES WITH and COMMENTS: Did the PDLW confirm the defendant's living arrangements response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
19. DEF AGE and COMMENTS: Did the PDLW confirm the defendant's reported age? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
20. OTHER NAMES: Free form field. Type any other names by which the reference knows the defendant.
21. VERIFIED BY: Type the verifier's system person number, the date and time of the verification and the location code indicating where the verification was entered.
- For a list of valid location codes, type and ? in the LOCATION field and press F11.

22. ADDL COMMENTS: Free-form field. Type additional comments regarding the verification process.

### **F-KEY OPTIONS**

1=PREV SCREEN: Press F1 to access PIN 100.20 – the Computer Criminal Record screen.

2=NEXT SCREEN: Press F2 to access PIN 100.40 – the Next of Kin/Not Parent Verification screen.

5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.

6=PIN10: Press F6 to access PIN 10 – the Interview Descriptors screen.

7=BKWD: Press F7 to access the preceding page.

8=FWRD: Press F8 to access the next page.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## PIN 100.40 — Next of Kin Reference/Not Parent Verification

Use PIN 100.40 to note the next-of-kin's confirmation of information supplied by the defendant.  
The next-of-kin cannot be the defendant's parent.

### ACCESS METHOD

After completing PIN 100.30, press F2.  
OR  
Select Option 40 from the PIN 100 Submenu. Press Enter.

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JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10040 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
NEXT OF KIN/NOT PARENT VERIFICATION PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000015 DATE: 05092002  
[3] [4]  
DEFENDANT SPN: 000000012 DEFENDANT NAME: MC CLINTOCK, EUGENE

=====

[5]  
NEXT OF KIN NOT LIVING W/DEF NAME: SARAHJANE MCCLINTOCK

[6] [7] [8]  
RELATION TO DEF> SIS KNOWN DEF: 35 Y CAN CONTACT? Y

[9] [10] [11]  
ADD: 7001\_\_ EASTER LANE PH: 713 8150801 WK PH \_\_\_\_

[12]  
ATTEMPT TO VERIFY (DATE/TIME/INIT) \_\_\_\_\_

[13]  
DEF ADDRESS.....: \_ COMMENTS: \_\_\_\_\_

[14]  
DEF TRANS.....: \_ COMMENTS: \_\_\_\_\_

[15]  
DEF TELEPHONE...: \_ COMMENTS: \_\_\_\_\_

[16]  
DEF EMPLOYMENT...: \_ COMMENTS: \_\_\_\_\_

[17]  
DEF LIVES WITH...: \_ COMMENTS: \_\_\_\_\_

[18]  
DEF AGE.....: \_ COMMENTS: \_\_\_\_\_

[19]  
OTHER NAMES: \_\_\_\_\_

[20]  
VERIFIED BY: SPN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION> \_\_\_\_\_

[21]  
ADDL COMMENTS: \_\_\_\_\_

==>  
1=PREV SCREEN 2=NEXT SCREEN 5=ADD COMMENT  
6=INT DESCP 7=BKWD 8=FWRD 10=REFRESH 11=HELP

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**To inquire on a defendant's next-of-kin verification record,**

1. In field 1, type an interview number.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter a next-of-kin verification record,**

1. Inquire as explained above.
2. a. If the reference record exists, proceed to step 6.  
OR  
b. If the reference record does not exist, begin with step 3.
3. In field 5, type the name of a relative or friend who does not reside with the defendant.
4. In field 6, type the relationship code for the person identified in field 5.
5. In field 7, indicate how long the next-of-kin has known the defendant.
6. In field 8, indicate if the Office of Court Services can contact the person.
7. In fields 9 – 11, type the contact's address, phone number and work number.
8. In field 12, type the date and time an attempt was made to verify the next-of-kin data and the initials of the verifier.
9. In fields 13 – 18 indicate if the information was verified and type any comments regarding the verification.
10. In field 19, type any additional names by which the next-of-kin knows the defendant.
11. In field 20, type the verifier's SPN, the date and time of the verification, and the code for the verification location.
12. In field 21, type any additional comments.
13. Press F2 to save the data and advance to the next page.

**To modify a next-of-kin verification record,**

1. Inquire as explained above.
2. In fields 5 - 21, make the desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |                      |  |
|----------------------|--|
| 1. INTERVIEW NUMBER: | Computer-generated, eight-digit number that identifies the interview in PIN.         |
| 2. DATE:             | The date the interview number was generated displays automatically.                  |
| 3. DEFENDANT SPN:    | Defendant's SPN. Retrieves the most recent interview number associated with the SPN. |
| 4. DEFENDANT NAME:   | The defendant's name displays automatically.   |

5. NEXT OF KIN NOT LIVING  
W/DEF NAME: Name of relative or friend who does not reside with defendant. Defaults to data entered on PIN 80. Type name if necessary.
6. RELATION TO DEF>: Three-character code identifying the relationship of the person in field 5 to the defendant. Defaults to data entered on PIN 80. Type the code if necessary. For a list of valid codes, type a ? and press F11.
7. KNOWN DEF: The length of time the person in field 5 has known the defendant (example, 6 years = 6\_Y). Defaults to data entered on PIN 80. Type data if necessary. For a list of valid codes, type a ? in the duration-type field and press F11.  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
8. CAN CONTACT? May the Office of Court Services contact the person identified in field 5? Defaults to data entered on PIN 80. Type **Y** (yes) or **N** (no), if necessary.
9. ADD: Home address of next-of-kin contact. Defaults to data entered on PIN 80. Type address if necessary.
10. PH: Home phone number of next-of-kin contact. Defaults to data entered on PIN 80. Type number if necessary.
11. WK PH: Work phone number of next-of-kin contact. Defaults to data entered on PIN 80. Type number if necessary.
12. ATTEMPT TO VERIFY: Type the date (MMDDYYYY) and time an unsuccessful attempt was made to contact the reference. Also, type the initials of the person who attempted the verification.
13. DEF ADDRESS and COMMENTS: Did the next-of-kin confirm the defendant's address response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
14. DEF TRANS and COMMENTS: Did the next-of-kin confirm the defendant's access to transportation response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.

15. DEF TELEPHONE and COMMENTS: Did the next-of-kin confirm the defendant's phone number response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
16. DEF EMPLOYMENT and COMMENTS: Did the next-of-kin confirm the defendant's employment status response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
17. DEF LIVES WITH and COMMENTS: Did the next-of-kin confirm the defendant's living arrangements response? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
18. DEF AGE and COMMENTS: Did the next-of-kin confirm the defendant's reported age? Type a **Y** (yes) or an **N** (no). Type comments if applicable.
19. OTHER NAMES: Free form field. Type any other names by which the reference knows the defendant.
20. VERIFIED BY: Required. Type the verifier's system person number, the date and time of the verification, and the location code indicating where the verification was entered.
21. ADDL COMMENTS: Free-form field. Type additional comments regarding the verification process.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 100.30 – the PDLW Reference screen.
- 2=NEXT SCREEN: Press F2 to access PIN 100.50 – the Contact Since Arrest Verification screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 6=INT DESC: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 7=BKWD: Press F7 to access the preceding page.

8=FWRD:

Press F8 to access the next page.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## PIN 100.50 — Contact Since Arrest Verification

Use PIN 100.50 to note the after-arrest contact's confirmation of data supplied by the defendant.

### ACCESS METHOD

After completing PIN 100.40, press F2.

OR

Select Option 50 from the PIN 100 Submenu. Press Enter.

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JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10050 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
CONTACT SINCE ARREST VERIFICATION PAGE: 1 - 1

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE

=====  
[5] CONTACTED ANYONE SINCE ARREST? Y [6] WHO? MARCUS JAMESON \_\_\_\_\_  
[7] RELATION TO DEF> FRD [8] KNOWN DEF: 15 Y [9] CAN CONTACT? Y  
[10] ADD: \_\_\_\_\_ [11] PH: 713 6720531 [12] WK PH \_\_\_\_\_

[13] ATTEMPT TO VERIFY (DATE/TIME/INIT) \_\_\_\_\_  
[14] DEF ADDRESS.....: \_ COMMENTS: \_\_\_\_\_  
[15] DEF TRANS.....: \_ COMMENTS: \_\_\_\_\_  
[16] DEF TELEPHONE...: \_ COMMENTS: \_\_\_\_\_  
[17] DEF EMPLOYMENT...: \_ COMMENTS: \_\_\_\_\_  
[18] DEF LIVES WITH...: \_ COMMENTS: \_\_\_\_\_  
[19] DEF AGE.....: \_ COMMENTS: \_\_\_\_\_  
[20] OTHER NAMES: \_\_\_\_\_  
[21] VERIFIED BY: SPN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION> \_\_\_\_\_  
[22] ADDL COMMENTS: \_\_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN 5=ADD COMMENT  
6=INT DESCP 7=BKWD 8=FWRD 10=REFRESH 11=HELP

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**To inquire on a defendant's contact-since-arrest verification record,**

1. In field 1, type an interview number.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter a contact verification record,**

1. Inquire as explained above.
2. a. If the reference record exists, proceed to step 9.  
OR  
b. If the reference record does not exist, begin with step 3.
3. In field 5, indicate if the defendant has contacted anyone since the arrest.
4. In field 6, type the name of a person (not an attorney) the defendant has contacted since the arrest.
5. In field 7, type the relationship code for the person identified in field 6.
6. In field 8, indicate how long the contact has known the defendant.
7. In field 9, indicate if the Office of Court Services can contact the person.
8. In fields 10 – 12, type the contact's address, phone number and work number.
9. In field 13, enter the date and time an attempt was made to verify the contact data. Also type the initials of the verifier.
10. In fields 14 – 19 indicate if the information was verified and type any comments regarding the verification.
11. In field 20, type any additional names by which the next-of-kin knows the defendant.
12. In field 21, enter the verifier's SPN, the date and time of the verification, and the code for the verification location.
13. In field 22, type any additional comments.
14. Press F2 to save the data and advance to the next screen.

**To modify a contact verification record,**

1. Inquire as explained above.
2. In fields 5 - 22, make the desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.

4. DEFENDANT NAME: The defendant's name displays automatically.
5. CONTACTED ANYONE SINCE ARREST? Has the defendant contacted anyone (not an attorney) since the arrest? Defaults to data entered on PIN 80. Type a **Y** (yes) or an **N** (no).
6. WHO: Name of person defendant contacted after being arrested. Defaults to data entered on PIN 80. Type name if necessary.
7. RELATION TO DEF>: Three-character code identifying the relationship of the contact to the defendant. Defaults to data entered on PIN 80. Type the code if necessary. For a list of valid codes, type a **?** and press F11.
8. KNOWN DEF: The length of time the contact has known the defendant (example, 6 years = 6\_Y). Defaults to data entered on PIN 80. Type data if necessary. For a list of valid codes, type a **?** in the duration-type field and press F11.  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
9. CAN CONTACT? May the Office of Court Services contact the person identified in field 6? Defaults to data entered on PIN 80. Type **Y** (yes) or **N** (no), if necessary.
10. ADD: Home address of contact. Defaults to data entered on PIN 80. Type address if necessary.
11. PH: Home phone number of contact. Defaults to data entered on PIN 80. Type number if necessary.
12. WK PH: Work phone number of contact. Defaults to data entered on PIN 80. Type number if necessary.
13. ATTEMPT TO VERIFY: Type the date (MMDDYYYY) and time an unsuccessful attempt was made to contact the reference. Also, type the initials of the person who attempted the verification.
14. DEF ADDRESS and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's address was verified. Type comments if applicable.

15. DEF TRANS and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's access to transportation was verified. Type comments if applicable.
16. DEF TELEPHONE and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's home phone number was verified. Type comments if applicable.
17. DEF EMPLOYMENT and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's employment status was verified. Type comments if applicable.
18. DEF LIVES WITH and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's living arrangement was verified. Type comments if applicable.
19. DEF AGE and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's age was verified. Type comments if applicable.
20. OTHER NAMES: Free form field. Type any other names by which the reference knows the defendant.
21. VERIFIED BY: Required. Type the verifier's system person number, the date and time of the verification, and the location code indicating where the verification was entered.
22. ADDL COMMENTS: Free-form field. Type additional comments regarding the verification process.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 100.40 – the Next Of Kin/Not Parent Verification screen.
- 2=NEXT SCREEN: Press F2 to access PIN 100.60 – the Parent Verification screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.

6=INT DESC:	Press F6 to access PIN 10 – the Interview Descriptors screen.
7=BACK:	Press F7 to access the preceding page.
8=FWRD:	Press F8 to access the next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIN 100.60 — Parent Verification

Use PIN 100.60 to note a parent's confirmation of data supplied by the defendant.

### ACCESS METHOD

After completing PIN 100.50, press F2.  
OR  
Select Option 60 from the PIN 100 Submenu. Press Enter.

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JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10060 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
PARENT VERIFICATION PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000015 DATE: 05092002  
[3] [4]  
DEFENDANT SPN: 000000012 DEFENDANT NAME: MC CLINTOCK, EUGENE

=====

[5]  
PARENT(S): SALLY HEMMINGS \_\_\_\_\_  
[6] [7] [8]  
RELATION TO DEF> MTR KNOWN DEF: CAN CONTACT? Y  
[9] [10] [11]  
ADDR 4391\_\_ HALSBURGH \_\_\_\_\_ PH: \_\_\_\_\_ WK PH: \_\_\_\_\_  
[12]  
ATTEMPT TO VERIFY (DATE/TIME/INIT) \_\_\_\_\_  
[13]  
DEF ADDRESS.....: Y COMMENTS: \_\_\_\_\_  
[14]  
DEF TRANS.....: Y COMMENTS: \_\_\_\_\_  
[15]  
DEF TELEPHONE...: Y COMMENTS: \_\_\_\_\_  
[16]  
DEF EMPLOYMENT...: Y COMMENTS: \_\_\_\_\_  
[17]  
DEF LIVES WITH...: Y COMMENTS: \_\_\_\_\_  
[18]  
DEF AGE.....: Y COMMENTS: \_\_\_\_\_  
[19]  
OTHER NAMES: \_\_\_\_\_  
[20]  
VERIFIED BY: SPN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION> \_\_\_\_\_  
[21]  
ADDL COMMENTS: \_\_\_\_\_

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1=PREV SCREEN 2=NEXT SCREEN 5=ADD COMMENT  
6=INT DESC 10=REFRESH 11=HELP

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**To inquire on a defendant's parental verification record,**

1. In field 1, type an interview number.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter a parent verification record,**

1. Inquire as explained above.
2. a. If the reference record exists, proceed to step 8.  
OR  
b. If the reference record does not exist, begin with step 3.
3. In field 5, type the name of a parent.
4. In field 6, type the relationship code for the person identified in field 5.
5. In field 7, indicate how long the parent has known the defendant.
6. In field 8, indicate if the Office of Court Services can contact the person.
7. In fields 9 – 11, type the parent's address, phone number and work number.
8. In field 12, type the date and time an attempt was made to verify the reference data. Also type the initials of the verifier.
9. In fields 13 – 18 indicate if the information was verified and type any comments regarding the verification.
10. In field 19, type any other names by which the parent knows the defendant.
11. In field 20, type the verifier's SPN, the date and time of the verification and the code for the verification location.
12. In field 21, type any additional comments.
13. Press F2 to save the data and advance to the next screen.

**To modify a parent verification record,**

1. Inquire as explained above.
2. In fields 5 – 21, make the desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

- |                      |  |
|----------------------|--|
| 1. INTERVIEW NUMBER: | Computer-generated, eight-digit number that identifies the interview in PIN.         |
| 2. DATE:             | The date the interview number was generated displays automatically.                  |
| 3. DEFENDANT SPN:    | Defendant's SPN. Retrieves the most recent interview number associated with the SPN. |
| 4. DEFENDANT NAME:   | The defendant's name displays automatically.   |

5. PARENT(S): Required. Name of the defendant's parent or parents. Defaults to data entered on PIN 80.
6. RELATION TO DEF>: Required. Three-character code identifying the relationship of the parent or parents to the defendant. Defaults to data entered on PIN 80. Type the code if necessary. For a list of valid codes, type a ? and press F11.
7. KNOWN DEF: The length of time the parent has known the defendant (example, 6 years = 6\_Y). Defaults to data entered on PIN 80. Type data if necessary. For a list of valid codes, type a ? in the duration-type field and press F11.
- D** = days; **M** = months; **W** = weeks; **Y** = years
8. CAN CONTACT? May the Office of Court Services contact the person identified in field 5? Defaults to data entered on PIN 80. Type **Y** (yes) or **N** (no), if necessary.
9. ADDR: Home address of parent(s). Defaults to data entered on PIN 80. Type address if necessary.
10. PH: Home phone number of parent(s). Defaults to data entered on PIN 80. Type number if necessary.
11. WK PH: Work phone number of parent(s). Defaults to data entered on PIN 80. Type number if necessary.
12. ATTEMPT TO VERIFY: Type the date (MMDDYYYY) and time an unsuccessful attempt was made to contact the reference. Also, type the initials of the person who attempted the verification.
13. DEF ADDRESS and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's address was verified. Type comments if applicable.
14. DEF TRANS and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's access to transportation response was verified. Type comments if applicable.
15. DEF TELEPHONE and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's home phone number was verified. Type comments if applicable.

16. DEF EMPLOYMENT and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's employment status was verified. Type comments if applicable.
17. DEF LIVES WITH and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's living arrangement was verified. Type comments if applicable.
18. DEF AGE and COMMENTS: Required. Type a **Y** (yes) or an **N** (no) to indicate if the defendant's age was verified. Type comments if applicable.
19. OTHER NAMES: Free form field. Type any other names by which the parent knows the defendant.
20. VERIFIED BY: Required. Type the verifier's system person number, the date and time of the verification, and the location code indicating where the verification was entered.
21. ADDL COMMENTS: Free-form field. Type additional comments regarding the verification process.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 100.50 – the Contact Since Arrest Verification screen.
- 2=NEXT SCREEN: Press F2 to access PIN 100.70 – the Other References Verification screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 6=INT DESCP: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100.70 — Other References Verification

Use PIN 100.70 to note whether or not additional references confirmed data supplied by the defendant.

### ACCESS METHOD

After completing PIN 100.60, press F2.  
OR  
Select Option 70 from the PIN 100 Submenu. Press Enter.

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JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10070 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
OTHER REFERENCES VERIFICATION PAGE: 1 - 3

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 05092002  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE KJ \_\_\_\_\_  
=====

[5] REFERENCE NAME: JASON DILEY \_\_\_\_\_

[6] [7]  
RELATION TO DEF> BRO KNOWN DEF:

[8] ADDR \_\_\_\_\_ [9] PH: \_\_\_\_\_ [10] WK PH: \_\_\_\_\_

[11] ATTEMPT TO VERIFY (DATE/TIME/INIT) \_\_\_\_\_

[12] DEF ADDRESS.....: \_ COMMENTS: \_\_\_\_\_

[13] DEF TRANS.....: \_ COMMENTS: \_\_\_\_\_

[14] DEF TELEPHONE...: \_ COMMENTS: \_\_\_\_\_

[15] DEF EMPLOYMENT...: \_ COMMENTS: \_\_\_\_\_

[16] DEF LIVES WITH...: \_ COMMENTS: \_\_\_\_\_

[17] DEF AGE.....: \_ COMMENTS: \_\_\_\_\_

[18] OTHER NAMES: \_\_\_\_\_

[19] VERIFIED BY: SPN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION> \_\_\_\_\_

[20] ADDL COMMENTS: \_\_\_\_\_

==>

1=PREV SCREEN 3=MORE REF 4=VIEW REFS 5=ADD COMMENT  
6=INT DESC 7=BKWD 8=FWRD 10=REFRESH 11=HELP

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**To inquire on a defendant's additional references records,**

1. In field 1, type an interview number.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

**To enter an additional reference's verification record,**

1. Inquire as explained above.
2. a. If the reference record exists, proceed to step 7.  
OR  
b. If the reference record does not exist, begin with step 3.
3. In field 5, type the name of a reference.
4. In field 6, type the relationship code for the person identified in field 5.
5. In field 7, indicate how long the reference has known the defendant.
6. In fields 8 – 10, type the reference's address, home phone number and work number.
7. In field 11, enter the date and time an attempt was made to verify the reference data. Also enter the verifier's initials.
8. In fields 12 – 17, indicate if the information was verified and type any comments regarding the verification.
9. In field 18, type any other names by which the reference knows the defendant.
10. In field 19, enter the verifier's SPN, the date and time of the verification and the code for the verification location.
11. In field 20, type any additional comments.
12. Press Enter.
13. If multiple records exist, press F8 to page forward and F7 to page backward through the records.
14. Repeat steps 2 – 13 as necessary.

**To modify an additional reference verification record,**

1. Inquire as explained above.
2. In fields 5 – 20, make the desired changes.
3. Press Enter.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. DATE: The date the interview number was generated displays automatically.

3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: The defendant's name displays automatically.
5. REFERENCE NAME: Name of the defendant's reference. Defaults to data entered on PIN 85.
6. RELATION TO DEF>: Three-character code identifying the relationship of the reference to the defendant. Defaults to data entered on PIN 85. Type the code if necessary. For a list of valid codes, type a ? and press F11.
7. KNOWN DEF: The length of time the reference has known the defendant (example, 6 years = 6\_Y). Defaults to data entered on PIN 85. Type data if necessary. For a list of valid codes, type a ? in the duration-type field and press F11.  
  
D = days; M = months; W = weeks; Y = years
8. ADDR: Home address of reference. Defaults to data entered on PIN 85. Type address if necessary.
9. PH: Home phone number of reference. Defaults to data entered on PIN 85. Type number if necessary.
10. WK PH: Work phone number of reference. Defaults to data entered on PIN 85. Type number if necessary.
11. ATTEMPT TO VERIFY: Type the date (MMDDYYYY) and time an unsuccessful attempt was made to contact the reference. Also, type the initials of the person who attempted the verification.
12. DEF ADDRESS and COMMENTS: Type a Y (yes) or an N (no) to indicate if the defendant's address was verified. Type comments if applicable.
13. DEF TRANS and COMMENTS: Type a Y (yes) or an N (no) to indicate if the defendant's access to transportation was verified. Type comments if applicable.
14. DEF TELEPHONE and COMMENTS: Type a Y (yes) or an N (no) to indicate if the defendant's home phone number was verified. Type comments if applicable.

15. DEF EMPLOYMENT and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's employment status was verified. Type comments if applicable.
16. DEF LIVES WITH and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's living arrangement was verified. Type comments if applicable.
17. DEF AGE and COMMENTS: Type a **Y** (yes) or an **N** (no) to indicate if the defendant's age was verified. Type comments if applicable.
18. OTHER NAMES: Free form field. Type any other names by which the reference knows the defendant.
19. VERIFIED BY: Type the verifier's system person number, the date and time of the verification, and the location code indicating where the verification was entered.
20. ADDL COMMENTS: Type any comments regarding the verification process.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIN 100.60 – the Parent Verification screen.
- 3=MORE REF: Press F3 to access a blank reference entry screen.
- 4=VIEW REFS: Press F4 to access the View of References screen.
- 5=ADD COMMENT: Press F5 to access PIN.COMME – the General Comments screen.
- 6=INT DESC: Press F6 to access PIN 10 – the Interview Descriptors screen.
- 7=BACK: Press F7 to access the preceding page.
- 8=FWRD: Press F8 to access the next page.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100.80 — Case Activity Index

Use PIN 100.80 to display a summary of cases for which an interview number has been generated.

### ACCESS METHOD

Select Option 80 from the PIN 100 Submenu. Press Enter.

\*\*\*\*\*

```
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN10080          PRETRIAL INTERVIEW          OPT _____ - PIN
                  CASE ACTIVITY INDEX          PAGE: 1 - 1
```

```
[1]              [2]
DEFENDANT SPN:   _____ DEFENDANT NAME: _____
[3]              [4]      [5]
INTERVIEW NUMBER: 012 _____ CDI:  _____ CASE:  _____
```

[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]
DEFENDANT NAME	CDI	CASE NUMBER	CRT	INT#	INT DT	BC	ACL	
[15]	[16]	[17]	[18]	[19]	[20]			
ACTION DT.	REV#	COURT	OUTCOME	BD FILED DT	RELEASE DT			
MC CLINTOCK, EUGENE	003	703134401010	345	00000100	05092002	09	REF	
_____	1	PCH	APP	05112002	05292001			
MC CLINTOCK, EUGENE	003	070402101010	337	00000100	05092002			
_____	2	PCH	APP					
_____								
_____								
_____								
_____								

==>

```
1=INT INDEX      2=INT DESCR      3=BAIL CLASS      4=CASE ACT
6=PIN100.95     7=BACKWARD      8=FORWARD          10=REFRESH      11=HELP
```

\*\*\*\*\*

### To inquire on a summary of cases,

1. a. In any combination of fields 1-3, type the appropriate information.  
OR  
b. In fields 4 and 5, type the CDI and case number, respectively.
2. Press Enter.
3. If multiple records exist, press F8 to page forward and F7 to page backward through the records.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
2. DEFENDANT NAME: Type the defendant's name in last name, first name format.
3. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
4. CDI: Court division indicator (example, 003 = felony).
5. CASE: Twelve-digit Harris County case (cause) number. All twelve digits are required for an inquiry.

### Display Fields

6. \_: Selection field. Type an X and press the appropriate F-key. See F-Key Options below for more information.
7. DEFENDANT NAME: Name of defendant in last name, first name format.
8. CDI: Court division indicator.
9. CASE NUMBER: Harris County case (cause) number.
10. CRT: Court to which the case was assigned.
11. INT #: Interview number generated in PIN.
12. INT DT: Date the interview number was generated.
13. BC: Bail classification point total.
14. ACL: Application classification.
15. ACTION DT.: Date the court made a release (personal bond) and/or supervision decision about a case.
16. REV#: Review number. The number of court activity records for the associated case.
17. COURT: Court that issued the bond and/or supervision decision.

18. OUTCOME: Three-character code indicating the judge's decision about a personal bond and/or court-ordered supervision. See Appendix D for valid codes.
19. BD FILED DT: Date the personal bond was filed.
20. RELEASE DT: Date the defendant was released from jail on a personal bond.

### **F-KEY OPTIONS**

- 1=INT INDEX: Press F1 to access PIN 5 – the Interview Index screen.
- 2=INT DESCR: Type an **X** next to the appropriate case and press F2 to access PIN 10 – the Interview Descriptors screen.
- 3=BAIL CLASS: Type an **X** next to the appropriate case and press F3 to access PIN 100.10 – the Defendant Classification screen.
- 4=CASE ACT: Type an **X** next to the appropriate case and press F4 to access PIN 100.90 – the Case Activity Entry screen.
- 6=PIN 100.95: Press F6 to access PIN 100.95 – the Personal Bond Activity screen.
- 7=BACKWARD: Press F7 to access the preceding page.
- 8=FORWARD: Press F8 to access the next page.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100.90 — Case Activity Entry

Use PIN 100.90 to enter court decisions regarding a personal bond and/or court-ordered supervision.

### ACCESS METHOD

Select Option 90 from the PIN 100 Submenu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN10090          PRETRIAL INTERVIEW                          OPT _____ - PIN
                  CASE ACTIVITY ENTRY                      PAGE:      1 - 1

   [1]              [2]      [3]
INTERVIEW NUMBER: 100_____ CDI: _____ CASE: _____
   [4]              [5]
DEFENDANT SPN: 000000012 DEFENDANT NAME: MC CLINTOCK, EUGENE_____
=====
   [6]      [7]      [8]      [9]      [10]      [11]      [12]      [13]
ACTION DT LOCATION> OUTCOME> SHIFT> DEF STATUS> ENTERED BY NEW BOND AMT AA
=====
[14]      [15]              [16] [17]      [18]
_ CDI: 003 CASE: 703134401010      178 INS:      OUTCOME: APP      - 05/11/2002
   [19]              [20]
  BOND AMT: 100_____ NEW BOND AMT: 1234_____

_ CDI: 003 CASE: 070402101010      337 INS:      OUTCOME:      -
  BOND AMT:      NEW BOND AMT: _____

==>

1=INT INDEX      2=INT DESCR      3=BAIL CLASS      4=PB ACTIVITY      5=LQY6
6=LQY8           7=BACK           8=FORWARD        9=LQY9           10=REFRESH      11=HELP
*****
```

#### To inquire on case activity records,

1. a. In field 1, type the interview number.  
OR  
b. In fields 2 and 3, type the CDI and case number, respectively.
2. Press Enter.
3. If multiple pages exist, press F8 to page forward and F7 to page backward through the records.

#### To enter case activity records,

1. Inquire as explained above.
2. In field 6, type the date the judge signed the court order.
3. In field 7, type the court that issued the order.

4. In field 8, type the code identifying the judge's decision.
5. In field 9, type the code for the shift during which the order was received.
6. In field 10, type the code for the defendant's custody status at the time the order was issued.
7. In field 11, type the SPN of the person who entered the record.
8. If the bond amount was changed as a result of the action, type the new amount in field 12.
9. If the defendant requested an appointed attorney and the defendant's report was used in the petition, type a **Y** in field 13.
10. In field 14, type an **X** next to each case to which the court activity applies.
11. Press Enter.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. INTERVIEW NUMBER: Type the computer-generated, eight-digit number that identifies the interview in PIN.
2. CDI: Type the court division indicator. Required with field 3.
3. CASE: Type the twelve-digit Harris County case (cause) number. All twelve digits are required for an inquiry.

### Display/Entry Fields

4. DEFENDANT SPN: The defendant's system person number displays.
5. DEFENDANT NAME: The defendant's name displays in last name, first name format.
6. ACTION DT: Type the date (MMDDYY or MMDDYYYY) the court made a release (personal bond) and/or supervision decision about a case.
7. Location>: Type the number of the court that issued the release and/or supervision decision. For a list of valid courts, type a **?** and press F11.
8. OUTCOME>: Type the three-character code indicating the judge's decision about the personal bond and/or court-ordered supervision. For a list of valid codes, type a **?** and press F11.
9. SHIFT>: Type the three-character code indicating the shift during which the court action was received. For a list of valid

codes, type a ? and press F11.

10. DEF STATUS>: Type the single-character code indicating the custody status of the defendant. For a list of valid codes, type a ? and press F11.
11. COMPLETED BY (SPN): Type the system person number of the person who presented the Defendant Report to the court.
12. NEW BOND AMT: If the bond amount was changed as a result of the court action, type the new amount.
13. AA: Attorney affidavit. Type a **Y** if the defendant requested an appointed attorney and the defendant's report was used in the petition.
14. \_: Selection field. Type an **X** to select the case to which the action should be applied.
15. CDI and CASE: Court division indicator and Harris County case (cause) number.
16. {178}: Court to which the case was assigned.
17. INS: Instrument type. Three-character code identifying the filing status of the case when it was associated with the interview (examples: **APP** = Appeal, **MIN** = misdemeanor indictment).
18. OUTCOME: Three-character code indicating a judge's most recent decision regarding a personal bond and/or court-ordered supervision and the date the order was signed.
19. BOND AMT: Initial bond amount.
20. NEW BOND AMT: If bond amount has been modified, displays modified bond amount.

### **F-KEY OPTIONS**

- 1=INT INDEX: Press F1 to access PIN 5 – the Interview Index screen.
- 2=INT DESCR: Press F2 to access PIN 10 – the Interview Descriptors screen.

3=BAIL CLASS: Press F3 to access PIN 100.10 – the Defendant Classification screen.

4=PB ACTIVITY: Press F4 to access PIN 100.95 – the Personal Bond Activity screen.

5=LQY6: You must be signed on through CICS2. Type an **X** next to the appropriate case and press F5 to access LQY6 – Persons Connected With Case.

6=LQY8: You must be signed on through CICS2. Type an **X** next to the appropriate case and press F6 to access LQY8 – the Court Setting Dates screen.

7=BACK: Press F7 to access the preceding page.

8=FORWARD: Press F8 to access the next page.

9=LQY9: You must be signed on through CICS2. Type an **X** next to the appropriate case and press F9 to access LQY9 – the Case Transactions screen.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## PIN 100.91 — Court Action by Case Inquiry

Use PIN 100.91 to display all actions and outcomes for a specific case, for all cases associated with an interview, or for all interviews associated with a SPN.

### ACCESS METHOD

Select Option 91 from the PIN 100 Submenu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAY 09, 2002 (C2)  
PIN10091 PRETRIAL INTERVIEW OPT \_\_\_\_\_ - PIN  
COURT ACTION BY CASE INQUIRY PAGE: 1 - 2

[1] [2] [3]  
INTERVIEW NUMBER: 12 \_\_\_\_\_ CDI: \_\_\_\_\_ CASE: \_\_\_\_\_  
[4] [5]  
DEFENDANT SPN: 15 \_\_\_\_\_ DEFENDANT NAME: MC CLINTOCK, EUGENE \_\_\_\_\_

=====  
[6] [7]  
COURT ACTIVITY FOR CDI: 003 CASE: 703134401010 CRT: 345

[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]
ACTION DT	INT #	CRT	INS	OUTCOME	SHIFT	DEF STAT	COMPLETED BY	
- 11062002	000000050	179	MRP	APP/BL	EVE_	J	COOPER, ROBBIE	_____
[17]	[18]	[19]						
BOND AMT:	100	NEW BOND AMT:	500	ATTY AFFIDAVIT:	Y			
- 07012002	000000050	G17	MRP	APP	DAY	J	COOPER, ROBBIE	_____
BOND AMT:	100	NEW BOND AMT:	1234	ATTY AFFIDAVIT:	Y			
- 02282002	000000050	G18	MRP	APP	DAY	J	FROST, JACK	_____
BOND AMT:	100	NEW BOND AMT:	6000	ATTY AFFIDAVIT:				

==> \*\* 2 CASES FOUND \*\*

1=ACTION 2=INT INDEX 3=ACTION FWD 4=ACTION BKWD 5=PB ACTIVITY  
7=PREV CASE 8=NEXT CASE 10=REFRESH 11=HELP

\*\*\*\*\*

### To inquire on activity records,

1. a. Type the interview number in field 1.  
OR
- b. Type the CDI and case number in fields 2 and 3 respectively.  
OR
- c. Type the defendant's SPN in field 4.

2. Press Enter.
3. If multiple pages of activity records exist for a case, press F3 to page forward and F4 to page backward through the activity records.
4. If multiple cases are associated with an interview number, press F8 to page forward and F7 to page backward through the case records.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. CDI: Court division indicator.
3. CASE: Twelve-digit Harris County case (cause) number. All twelve digits are required for an inquiry.
4. DEFENDANT SPN: Defendant's SPN.

### Display Fields

5. DEFENDANT NAME: The defendant's name displays in last name, first name format.
6. COURT ACTIVITY FOR CDI: and CASE: Court division indicator and Harris County case number to which the displayed activity applies.
7. CRT: Court to which the case was assigned.
8. \_: Selection field. Type an **X** and press the appropriate F-key. See F-Key Options below for more information.
9. ACTION DT: Date the court made a release (personal bond) and/or supervision decision about the case.
10. INT #: Interview number generated in PIN.
11. COURT: Court that issued the bond and/or supervision decision.
12. INS: Instrument type. Three-character code identifying the filing status of the case when it was associated with the interview (examples: **APP** = Appeal, **MIN** = misdemeanor indictment).

13. OUTCOME: Three-character code indicating the judge's decision about the personal bond and/or court-ordered supervision. See Appendix D for valid codes.
14. SHIFT: The three-character code for the shift during which the court action was received.
15. DEF STAT: The single-character code indicating the custody status of the defendant. Valid codes are:
- J** = Jail
  - N** = Non-arrest (open warrant or to-be)
  - O** = No warrant (on bond or case disposed)
  - W** = Witness
16. COMPLETED BY: Name of the person who entered the court action record.
17. BOND AMT: Initial bond amount.
18. NEW BOND AMT: If the bond amount was changed as a result of the court action, displays the modified amount.
19. ATTY AFFIDAVIT: Attorney affidavit. Displays a **Y** if the defendant requested an appointed attorney and the defendant's report was used in the petition.

### F-KEY OPTIONS

- 1=ACTION: Press F1 to access PIN 100.90 – the Case Activity Entry screen.
- 2=INT INDEX: Press F2 to access PIN 5 – the Interview Index screen.
- 3=ACTION FWD: Press F3 to access the next page of activity records for the case.
- 4=ACTION BKWD: Press F4 to access the previous page of activity records for the case.
- 5=PB ACTIVITY: Press F5 to access PIN 100.95 – the Personal Bond Activity screen.

7=PREV CASE:

Press F7 to access the previous case associated with the interview number.

8=NEXT CASE:

Press F8 to access the next case associated with the interview number.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## PIN 100.95 — Personal Bond Activity

Use PIN 100.95 to update the status of a personal bond approved by a judge. An outcome code of APP, APP/BL, APP/BR, APP/PV or APP/WC must be attached to a court activity record for the case.

### ACCESS METHOD

Select Option 95 from the PIN 100 Submenu. Press Enter.

```

*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN10095          PRETRIAL INTERVIEW                          OPT _____ - PIN
                  PERSONAL BOND ACTIVITY                    PAGE:      1 - 2

      [1]                [2]      [3]
INTERVIEW NUMBER: 015_____ CDI:  _____ CASE:  _____
      [4]                [5]
DEFENDANT SPN:  12_____ DEFENDANT NAME:  MC CLINTOCK, EUGENE_____
=====
      [6]                [7]      [8]
COURT ACTION FOR CDI: 003 CASE NUMBER: 703134401010 COURT: 345_ INS:  ____

      [9]  [10]  [11]  [12]  [13]  [14]
ACTION DT  COURT  OUTCOME  SHIFT  DEF STATUS  COMPLETED BY (SPN)
10252001   178   RESTR   EVE   J          01700203 COOPER, ROBBIE_____
05112002   PCH   APP     MID   J          31_____ CRAMDEN, JOHN_____
=====
      [15]                [16]                [17]
JUDGE SPN: 16_____ SAYER, LEO          BOND AMT: 500_____ SPLIT: N
      [18]                [19]                [20]
BOND FILE DATE: 05112002  TIME: 1200          NOT FILED REASON> _____
      [21]                [22]                [23]  [24]
RELEASE DATE: 05112002  TIME: 1200  REL LOC> CRT_ NOT REL REASON> _____

      [25]
UPDATE PERSONAL BOND ACTIVITY TO CDI: _____ CASE NUMBER: _____

==> *** PLEASE COMPLETE INFORMATION AND PRESS ENTER ***
1=INT INDEX  2=INT DESCR  3=BAIL CLASS  4=CASE ACT  5=LQY6
6=LQY8       7=PREV CASE  8=NEXT CASE  9=LQY9     10=REFRESH  11=HELP
*****

```

### To inquire on personal bond status records,

1. a. In field 1, type the interview number.  
OR  
b. In fields 2 and 3, type the CDI and case number, respectively.
2. Press Enter.
3. If multiple cases exist, press F8 to page forward and F7 to page backward through the records.

- Fields 15 – 24 display the current status of the personal bond(s).

**To update the status of a personal bond,**

1. Inquire as explained above.
2. In field 15, type the SPN of the judge who signed the personal bond.
3. If the personal bond is for a different amount than the case bond, type the amount of the personal bond in field 16.
4. In field 17, if the judge
  - a. did not order a split bond, type an N.
  - b. ordered a split bond, type the code indicating the type of split (C = cash and S = surety).
5.
  - a. If the bond was filed, type the file date and time in fields 18 and 19.OR
  - b. If the bond was not filed, type the reason code in field 20.
6.
  - a. If the defendant was released from custody, in fields 21 – 23 type the release date and time and the code for the location from which the defendant was released.OR
  - b. If the defendant was not released, type the reason code in field 24.
7. If the same bond information should be applied to another case connected with the interview, type the CDI and case number in field 25.
8. Press Enter.

**EXPLANATION OF FIELDS**

**Inquiry Fields**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. CDI: Court division indicator (example, 003 = felony).
3. CASE: Twelve-digit Harris County case (cause) number. All twelve digits are required for an inquiry.

**Display Fields**

4. DEFENDANT SPN: Defendant's SPN displays automatically.
5. DEFENDANT NAME: The defendant's name displays automatically.
6. COURT ACTION FOR  
CDI: and CASE: Court division indicator and Harris County case number for which the displayed activity applies.
7. COURT: Court to which the case was assigned.

8. **INS:** Instrument type. Three-character code identifying the filing status of the case when it was associated with the interview (examples: **APP** = Appeal, **MIN** = misdemeanor indictment).
9. **ACTION DT:** Date the court made a release (personal bond) and/or supervision decision about a case.
10. **COURT:** Court that issued the bond and/or supervision decision.
11. **OUTCOME:** Three-character code indicating the judge's decision about the personal bond and/or court-ordered supervision. See Appendix D for valid codes.
12. **SHIFT:** The three-character code for the shift during which the court action was received.
13. **DEF STAT:** The single-character code indicating the custody status of the defendant. Valid codes are:
- J** = Jail
  - N** = Non-arrest (open warrant or to-be)
  - O** = No warrant (on bond or case disposed)
  - W** = Witness
14. **COMPLETED BY:** Name of the person who entered the court action record.
15. **JUDGE SPN:** System person number of the judge who signed the personal bond order.
16. **BOND AMT:** Amount of the bond approved by the judge.
17. **SPLIT:** Type an **N** (no) if the judge did not order a split bond.
- If the judge ordered a split bond, type the single-character code indicating the type of split. Valid codes are:
- C** = Cash
  - S** = Surety
18. **BOND FILE DATE:** If the personal bond was filed, type the date (MMDDYY or MMDDYYYY) the bond was filed.
19. **TIME:** If the personal bond was filed, type the time (military format) the bond was filed.

20. NOT FILED REASON>: If the personal bond was NOT filed after the judge signed the order, type the three- to four-character code indicating why the bond was not filed. For a list of valid codes, type a ? and press F11.
21. RELEASE DATE: If the defendant was released from custody on the personal bond, type the date (MMDDYY or MMDDYYYY) the defendant was released.
22. TIME: If the defendant was released from custody on the personal bond, type the time (military format) the defendant was released.
23. REL LOC>: If the defendant was released from custody on the personal bond, type the three-character code for the release location. For a list of valid codes, type a ? and press F11.
24. NOT REL REASON>: If the defendant was NOT released after the personal bond was filed, type the four- to five-character code indicating why the defendant was not released.
25. UPDATE PERSONAL BOND ACTIVITY TO CDI: If there is another case under the interview number in field 1 to which the same bonding information should be applied, type the CDI and case number of that case.

### **F-KEY OPTIONS**

- 1=INT INDEX: Press F1 to access PIN 5 – the Interview Index screen.
- 2=INT DESCR: Press F2 to access PIN 10 – the Interview Descriptors screen.
- 3=BAIL CLASS: Press F3 to access PIN 100.10 – the Defendant Classification screen.
- 4=CASE ACT: Press F4 to access PIN 100.90 – the Case Activity Entry screen.

- 5=LQY6: You must be signed on through CICS2. Press F5 to access LQY6 – the Persons Connected With Case screen.
- 6=LQY8: You must be signed on through CICS2. Press F6 to access LQY8 – the Court Dates screen.
- 7=PREV CASE: Press F7 to access the preceding case associated with the interview number when more than one case exists.
- 8=NEXT CASE: Press F8 to access the next case associated with the interview number when more than one case exists.
- 9=LQY9: You must be signed on through CICS2. Press F9 to access LQY9 – the Case Transactions screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIN 100.96 — Court Action By Case Delete

Use PIN 100.96 to delete court action records for a case. Access restricted.

### ACCESS METHOD

Select Option 96 from the PIN 100 Submenu. Press Enter.

```
*****
JUFVI (8UE2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
PIN10096          PRETRIAL INTERVIEW                          OPT _____ - PIN
                  COURT ACTION CHANGE/ DELETE                PAGE: 1 - 2

      [1]                [2]          [3]
INTERVIEW NUMBER: 15_____ CDI: _____ CASE: _____
      [4]                [5]
DEFENDANT SPN: 12_____ DEFENDANT NAME: MC CLINTOCK, EUGENE_____
=====
      [6]                [7]
COURT ACTIVITY FOR CDI: 003 CASE: 703134401010 CRT: 345

[8]  [9]      [10]  [11][12] [13]  [14]      [15]      [16]
      ACTION DT  INT #  CRT INS OUTCOME SHFT      DEF STATUS  COMPLETED BY
_ 11062002 00000050_ 179 MRP APP/BL  EVE_      J      COOPER, ROBBIE_____
      [17]
      NEW BOND AMT: 500_____ ATTY AFFIDAVIT: Y [18]
_ 07012002 00000050_ G17 MRP APP_____ DAY_      J      COOPER, ROBBIE_____
      NEW BOND AMT: 1234_____ ATTY AFFIDAVIT: Y
_ 02282002 00000050_ G18 MRP APP_____ DAY_      J      FROST, JACK_____
      NEW BOND AMT: 6000_____ ATTY AFFIDAVIT: _

==> ** 2 CASES FOUND **

1=ACTION      2=INT INDEX      3=ACTION FWD      4=ACTION BKWD      5=PB ACTIVITY
              7=PREV CASE      8=NEXT CASE      10=REFRESH      11=HELP
*****
```

### To inquire on court action records for a case,

1. a. In field 1, type the interview number.  
OR  
b. In fields 2 and 3, type the CDI and case number, respectively.  
OR  
c. In field 4, type the defendant's SPN.
2. Press Enter.
3. If multiple cases exist, press F8 to page forward and F7 to page backward through the cases.

### **To modify a court action record,**

1. Inquire as explained above.
2. If multiple cases exist, press F8 to page forward and F7 to page backward through the cases to locate.
3. In field 8, type an **X** next to the appropriate action.
4. In field 9, type the date the judge signed the court order.
5. In field 11, type the number of the court that issued the order.
6. In field 13, type the code identifying the judge's decision.
7. In field 14, type the code for the shift during which the order was received.
8. In field 15, type the code for the defendant's custody status at the time the order was issued.
9. Press Enter.
10. Press F9 to process the change.

### **To delete a court action record,**

1. Inquire as explained above.
2. In field 8, type a **D** next to the appropriate court action record.
3. Press Enter.
4. Press F9 to confirm the delete request.

## **EXPLANATION OF FIELDS**

### **Inquiry Fields**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIN.
2. CDI: Court division indicator (example, 003 = felony).
3. CASE: Twelve-digit Harris County case (cause) number. All twelve digits are required for an inquiry.
4. DEFENDANT SPN: Defendant's system person number.

### **Display/Entry Fields**

5. DEFENDANT NAME: Defendant's name displays in last name, first name format.
6. COURT ACTIVITY FOR CDI and CASE: Court division indicator and Harris County case number to which the displayed activity applies.
7. CRT: Court to which the case was assigned.

8. **\_:** Selection field. Type an **X** to change a record. Type a **D** to delete a record.
9. **ACTION DT:** Date the court made a release (personal bond) and/or supervision decision about a case. Type over to change.
10. **INT #:** Interview number generated in PIN.
11. **CRT:** Court that issued the bond and/or supervision decision. Type over to change.
12. **INS:** Instrument type. Three-character code identifying the filing status of the case when it was associated with the interview (examples: **APP** = Appeal, **MIN** = misdemeanor indictment.).
13. **OUTCOME:** Three-character code indicating the judge's decision about the personal bond and/or court-ordered supervision. Type over to change. For a list of valid codes, type a **?** and press F11 or see Appendix D.
14. **SHFT:** The three-character code for the shift during which the court action was received. Type over to change. For a list of valid codes, type a **?** and press F11.
15. **DEF STATUS:** The single-character code indicating the custody status of the defendant. Type over to change. Valid codes are:
- J** = Jail
  - N** = Non-arrest (open warrant or to-be)
  - O** = No warrant (on bond or case disposed)
  - W** = Witness
16. **COMPLETED BY:** Name of the person who entered the court action record.
17. **NEW BOND AMT:** If the bond amount was changed as a result of the court action, displays the modified amount.
18. **ATTY AFFIDAVIT:** Attorney affidavit. Displays a **Y** if the defendant requested an appointed attorney and the defendant's report was used in the petition.

## F-KEY OPTIONS

1=ACTION:	Press F1 to access PIN 100.90 – the Case Activity Entry screen.
2=INT INDEX:	Press F2 to access PIN 5 – the Interview Index screen.
3=ACTION FWD:	Press F3 to access the next page of court actions for the case displayed in field 6.
4=ACTION BKWD:	Press F4 to access the previous page of court actions for the case listed in field 6.
5=PB ACTIVITY:	Press F5 to access PIN 100.95 – the Personal Bond Activity screen.
7=PREV CASE:	Press F7 to access the court action records for the previous case associated with an interview number.
8=NEXT CASE:	Press F8 to access the court action records for the next case associated with an interview number.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## Appendix A Features of Model 204

### HELP SCREENS

#### General

Once you access an option in a Model 204 subsystem, general assistance is available by pressing F11.

#### Specific Fields

Specialized Help screens are available for fields ending with >. These screens contain lists of valid codes.

To access a specialized Help screen:

- a. Type a ? in a field ending with > and press F11. The code table will display.
- b. Select the appropriate code by typing an X in the selection field to the left of the listing.
- c. Press Enter and the original screen will reappear with the selected code displaying in the field.

### THE OPTION FIELD

#### Transferring to Different Options

OPT: \_\_\_\_ appears at the top right of each screen. Use this field to transfer quickly from one option to another within a subsystem.

Type an option number beside OPT and press Enter. The requested screen will appear.

#### Transferring to Different Subsystems

Beside OPT: \_\_\_\_ are the initials PIN. Use this field to transfer from one subsystem to another — for example, from PIN to ADX, the Address Cross-Reference subsystem. You may only transfer to subsystems for which you have clearance.

Type the code for another subsystem over the PIN initials and press Enter. If you are cleared for the subsystem you've requested, the subsystem main menu will display.

#### Transferring to a Specific Option Within a Subsystem

To access a specific option within a subsystem, first type the option number beside OPT, then type the subsystem code over the code that currently displays and press Enter.

## **Logging Off**

Type an **L** in any OPT field and press Enter.

## **THE SCROLL FIELD**

### **On Option Screens**

Above the OPT field on some screens is a field labeled SCROLL. When records are contained on more than one page, this field allows you to quickly move from one page to another.

Type a page number in this field and press Enter. The requested page will appear.

### **On Help Screens**

The SCROLL field on Help screens may be used with page numbers as described above, or for some screens on which data is listed in alphabetical order, it may be used with letters of the alphabet. To access a particular part of an alphabetic list, type a letter or letters in the SCROLL field and press Enter.

## **THE PAGE NUMBER FIELD**

Below the OPT field on some screens is a field labeled PAGE \_\_\_ OF \_\_\_ (example, PAGE 1 OF 10). This field allows you to access any specific page when records are contained on more than one page.

Type desired page number over the current page number and press Enter. The requested page will appear.

## **RETURNING TO THE MAIN MENU**

### **From Option Screens**

Press the Clear key to access the subsystem menu.

Press the Clear key again to access the Subsystem Selection Main Menu.

### **From Help Screens**

Press Clear.

## Appendix B Model 204 Name Inquiries

### FULL NAME

When the person's full name is known, type the name in the following format:

LAST NAME, FIRST NAME MIDDLE NAME  
Example, **SAMPLE, JOHN DAVID**

### PARTIAL NAME

When the full name is unknown, type a partial name. Also use this method when you are unsure of the spelling of the name. A minimum of one to three characters may be required for a search. A comma is not required.

Example, **SAM**

The response will list all last names beginning with the letters SAM, such as:

Sample, John  
Samson, Edith  
Samuel, George  
Saminski, Betty

Partial first names can also be entered.

Example, **SAMPLE, J**

The response will list all names containing the letters you typed in the order you typed them.

This search will find such names as:

Sample, Jan  
Sample, John  
Sample, June

## WILDCARDS

Two “wildcard” characters can help you perform a search:

An asterisk (\*) is a wildcard that can stand for any number of characters.

A plus sign (+) is a wildcard that corresponds to only one character at a time.

If you do not know some of the letters in a name, use the wildcard characters to take their place.

Example, **SAM\*J**

This search will find such names as:

Sampling, Joe  
Sams, Jimmy  
Sampleton, Julie  
Samjak, Rick  
Sample, Jeff

Or

Example, **SA+PLE**

This search will find such names as:

Sample, Beverly  
Sanple, Douglas  
Sapple, Lydia  
Sample, Chris

An asterisk is assumed to be at the end of any name entered.

## Appendix C NAM 20 — Enhanced Name Inquiry

Use NAM 20 to perform a Harris County Criminal System name inquiry.

### ACCESS METHOD

Select NAM from the Master Subsystem Selection Menu. Press Enter.  
Select Option 20 from the NAM Menu. Press Enter.

```
*****
JUALK (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAY 09, 2002 (C2)
NAM20              NAME INQUIRY SYSTEM                      OPT _____ - NAM
                   ENHANCED NAME INQUIRY                  PAGE: 1 - 1
```

```
[1] NAME: SANDERS, HENRY _____ [2] USE SOUNDEX: N [3] [4]
[5] [6] [7] [8] [9]
RACE> _ SEX: _ DOB: _____ - _____ AGE: ___ - ___ W/W: _
[10] [11] [12]
SPN : _____ USC: _ POB> _____
```

[18]	[19]	[13]	[14]	[15]	[16]	[17]						
NAME	CAP	RAC	SEX	DOB	JAL	W/W	CIN	USC	PB	SPN	&	SEQ
<\$>												
— SANDERS, HENRY MARLIN	DEF	W	M	020157		H				1105240		1
— SANDERS, HENRY MAE	DEF	B	F	100463		Y		U		1594375		1
— SANDERS, HENRY LEE	DEF	B	M	100650	H	H	C	Y	TX	384605		5
— SANDERS, HENRY JR.	DEF	B	M	102035	H	H				269131		1
— SANDERS, HENRY JR.	DEF	B	M	102034		Y		U		1671404		1
— SANDERS, HENRY JOSEPH	DEF	W	M	013160	H	H	C	Y	TX	432937		2
— SANDERS, HENRY CURTIS	DEF	W	M	030537	H	H		Y	LA	589801		3
— SANDERS, HENRY ALBERT	DEF	W	M	082942		H				587585		1

```
[20]
TRANSFER TO CICS TRANSACTION: LNQY WITH INFORMATION: _____
```

```
[21]
==>
```

```
1=*DISP CAP 2=SORT 3=ADD NAME 4=UPDATE ADDR 5=UPDATE NAME
6=BF CAS LIST 7=BACKWARD 8=FORWARD 9=INTRVW DESC 10=REFRESH 11=HELP
```

\*\*\*\*\*

### To inquire on an individual,

1. In field 1, type the full or partial name of the individual (Last Name, First Name Middle Name).
2. Optional. In fields 2 - 12, type the appropriate information to narrow your inquiry.
3. Press Enter.

### To generate a pretrial interview number using a SPN,

1. Inquire as explained above.
2. Type an **X** in field 18, next to the appropriate record.
3. Press F9. See page 19 for more information.

**NOTES:** Field 3 (**CAP**) automatically defaults to **DEF** (defendant). If you leave this field blank, the system will only retrieve records in which the capacity code DEF is associated with the name.

When an asterisk (\*) displays before the capacity code (field 13) in a response this indicates that additional capacity codes are associated with the name. See explanation of F1 below.

The W/W field refers only to warrants/wants issued by Harris County agencies. It does not give any indication of non-county warrants that may be in SETCIC, TCIC/NCIC or other systems.

## EXPLANATION OF FIELDS

### Inquiry Fields

1. **NAME:** Required. Name of the individual being inquired upon. Format is Last name, First name Middle name. See Appendix B for more information about name inquiries.
2. **USE SOUNDEX:** Defaults to **N** to perform an exact match search of the letters typed, followed by any other characters. Type a **Y** to request a Soundex (similar sounding name) search.
3. **CAP>:** Capacity code. Defaults to **DEF** for defendant. Type a code identifying the person's association to a Harris County criminal case. For a list of valid capacity codes, type a **?** and press F11.

4. JAIL: Harris County jail status. Codes are:
- R** = Individual has been received by the Harris County Sheriff's Office but is not yet booked.
  - I** = Individual is in transit from one Harris County jail to another.
  - Y** = Individual is currently booked in a Harris County jail.
  - H** = Individual has been in a Harris County jail but is not at this time.
  - \_** = Individual has never been in a Harris County jail.
5. RACE>: For a list of valid codes, type a ? and press F11. Type the single-character code for the individual's race.
6. SEX: Gender codes are:
- F** = Female **M** = Male
7. DOB: Date of birth or date range. Use six-digit (MMDDYY) or eight-digit (MMDDYYYY) format with no slashes or dashes between numbers (example, March 7, 1945 = 030745 or 03071945).
8. AGE: Age or age range of individual, example, 24 - 27.
9. W/W: Harris County warrant/want status. Codes are:
- H** = Individual has had open warrants or wants from Harris County, but they are now closed.
  - Y** = Individual currently has open warrants or wants from Harris County.
  - \_** = Leave blank to search all records.
- This refers only to warrants issued by Harris County agencies. It does not refer to warrants/wants issued by non-county agencies within Harris County or by agencies in other counties, cities, or states.
- This screen does not check the SETCIC open warrant system.
10. SPN: Eight-digit system person number. Leading zeros do not need to be entered and will not display in the response (example, 00085199 = 85199).

11. USC: Type a **Y** (yes) or **N** (no) to indicate if the individual is a United States citizen. Leave blank to search all records.
12. POB>: Place of birth. Type the two-character code for the individual's state or country of birth. For a list of valid state/country codes, type a **?** and press F11.

## Display Fields

Some of the fields in the response or display are the same as those in the inquiry portion of the screen (see explanations above). All exceptions are explained below.

13. CAP: Capacity code. If an asterisk (\*) displays before the code, more than one capacity code is associated with the SPN. For example, the person may be a witness in one case and a defendant in another. To access the additional codes, see the explanation of F1 below.
14. JAL: Harris County jail status. See explanation under inquiry fields above.
15. W/W: Warrant or want status. See explanation under inquiry fields above.
16. CIN: Caution indicator. If a **C** displays, the individual requires special treatment (example, escape risk). To view caution text information, access the person's Booking (LBKI), Warrant (LWRI) or Person Master (LPER) inquiry screens in CICS.
17. SEQ: Sequence number counting the name records attached to the SPN.
18. \_: Selection field. To select a system person number, type an **X**. If you are signed on through CICS2, you can access the person's Case Information screen (NQY3), by pressing Enter. See F-key explanations below for other options.
19. <\$>: Sort indicator. Appears above the column used to sort displayed records. Default sort is alphabetical by name. See explanation of F2 below for more information.
20. TRANSFER TO LNQY: You must be signed on through CICS2 to make this transfer. Type an individual's SPN. Press Enter. The individual's Case Information screen (NQY3) will display.

To return to Model 204, clear the screen, type M4P2 and press Enter.

21. ==>: Message line indicator. Read the messages on this line for information about inquiries and responses.

### F-KEY OPTIONS

1=\*DISP CAP: If an asterisk (\*) displays before a capacity code in field 13, type an **X** in the selection field of the name record. Press F1 and the additional capacity codes for the individual will display on the message line (field 21).

2=SORT: To re-sort the displayed list, move the cursor to any one of the column headings (CAP through CIN and SPN), then press F2. The sort indicator <\$> will appear above the selected category.

3=ADD NAME: Access restricted.

4=UPDATE ADDR: Access restricted.

5=UPDATE NAME: Access restricted.

6=BF CAS LIST: After selecting a name record by typing an **X** in the appropriate selection field, press F6 to transfer to BFS 55 - the Bond Forfeiture Case List screen.

7=BACKWARD: Press F7 to access previous page.

8=FORWARD: Press F8 to access the next page.

9=INTRVW DESC: After selecting a name record by typing an **X** in the appropriate selection field, press F9 to access PIN 10 – the Interview Descriptors screen.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## Appendix D Review Outcome Code Table

<b>APP</b>	=	Approved
<b>APP/BL</b>	=	Approved personal bond, bond lowered
<b>APP/BR</b>	=	Approved personal bond, bond raised
<b>APP/PV</b>	=	Approved pending verification
<b>APP/WC</b>	=	Approved with conditions
<b>DEN</b>	=	Denied
<b>DEN/BL</b>	=	Denied bond lowered
<b>DEN/BR</b>	=	Denied bond raised
<b>NAT</b>	=	No action taken on personal bond
<b>NAT/BL</b>	=	No personal bond decision, bond lowered
<b>NAT/BR</b>	=	No personal bond decision, bond raised
<b>NPCF</b>	=	No probable cause found
<b>PEND</b>	=	Pending
<b>RDS</b>	=	Rapid drug screen only
<b>RESTR</b>	=	Restricted
<b>RESTBL</b>	=	Restricted, bond lowered-PCH (probable cause hearing) only
<b>RESTBR</b>	=	Restricted, bond raised-PCH (probable cause hearing) only
<b>REVIEW</b>	=	Review only
<b>SUP/DP</b>	=	Court ordered supervision case disposed
<b>SUP/FB</b>	=	Court ordered supervision financial bond

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