

# **Pretrial Interview Inquiry Subsystem (PIQ)**

## **Inquiry Manual**

A Model 204 Subsystem for  
Criminal Justice Agencies

Justice Information Management System  
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## Overview of the Pretrial Interview Inquiry Subsystem

PIQ is used to display information gathered by Office of Court Services (OCS) employees during interviews and subsequent background checks on defendants in Harris County. OCS 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.

The data is recorded in the PIN (Pretrial Interview) subsystem and 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.

### LOCATE SCREENS

<b>Transaction</b>	<b>Screen Name</b>	<b>Function</b>
PIQ 01	DIM Records	Retrieve defendant's DIM log number
PIQ 05	Interview Index	Access interview records

## INTERVIEW SCREENS

<b>Transaction</b>	<b>Screen Name</b>	<b>Function</b>
PIQ 10*	Interview Descriptors	Displays interviewer and defendant data.
PIQ 15	DIM Associated Cases	Displays charges in DIM associated to DIM log number and cases associated to interview.
PIQ 16*	All Associated Cases for SPN	Displays cases associated to SPN and cases associated to interview.
PIQ 20*	Defendant Name/Descriptors	Displays defendant descriptors or refusal notice.
PIQ 30*	Defendant Address	Displays defendant's current address.
PIQ 35	Previous Residence	Displays defendant's previous address record.
PIQ 40	Defendant Employment	Displays defendant's employment/educational status.
PIQ 50*	Defendant Health	Displays defendant's physical and mental state.
PIQ 60	Defendant Financial	Displays defendant's financial status.
PIQ 70*	Defendant Criminal Record	Displays defendant-reported criminal history.
PIQ 80*	Defendant Reference	Displays defendant's primary contacts.
PIQ 85	Defendant Add'l Reference	Displays defendant's additional contacts.

## POST-INTERVIEW SCREENS

PIQ 100.10*	Defendant Classification	Defendant's bail classification.
PIQ 100.20*	Computer Criminal Record	Results of defendant's computerized criminal history background check.
PIQ 100.30	PDLW Verification	Status of confirmation of defendant-supplied data by the person with whom the defendant lives.
PIQ 100.40	Next of Kin Reference/ Not Parent Verification	Status of next-of-kin's confirmation of defendant-supplied data.
PIQ 100.50	Contact Since Arrest Verification	Status of confirmation of defendant-supplied data by anyone the defendant contacted since the arrest.
PIQ 100.60	Parent Verification	Status of parent(s) confirmation of defendant-supplied data.
PIQ 100.70	Other References	Status of other references' confirmation of defendant-supplied data.
PIQ 100.80*	Case Activity Index	Summary of cases associated to an interview.
PIQ 100.91	Court Action by Case Inquiry	All actions and outcomes for a specific case or all cases associated to an interview.
PIQ 100.95	Personal Bond Activity	Status of a personal bond approved by a judge.

**NOTE:** The options marked \* are also used to document Rapid Drug Screen information.

## ACCESSING THE NEXT SCREEN

Press the **F2** or **PF2** key to move forward from PIQ screens 10 - 85 and 100.10 - 100.70.

## 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 PIQ 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 PIQ 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 7 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 PIQ 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 PIQ (the subsystem ID for Pretrial Interview Inquiry) and press Enter. The PIQ Main Menu will appear.

### Method 2

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

### Method 3

To go directly to an option screen and bypass the PIQ menu, type PIQ on the first blank line of the SELECTION field. Type the option number on the second blank line of the SELECTION field (for example, PIQ 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.

# PIQMM — Main Menu

Use this screen to select and transfer to options in the PIQ 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      FEB 22, 2000 (C2)
PIQMM              PRETRIAL INTERVIEW INQUIRY                 PAGE: 1  OF 1
                                                           SCROLL:  ____
                                                           OPT:  _____ - PIQ

[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
*****
```

## PIQ 01— DIM Records

Use PIQ 1 to inquire on charges filed in DIM.

### ACCESS METHOD

Select Option 1 from the PIQ menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 08, 2000 (C2)
PIQ01             PRETRIAL INTERVIEW INQUIRY                 OPT _____ - PIQ
                  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,

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 the associated pre-trial interview record,**

1. Inquire as explained above.
2. In field 18, type an **X** next to the appropriate record. NOTE: A pre-trial interview record exists if a date displays in the INT DATE field.
3. Press F1.

**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: Date the interview data was entered in PIN.
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 PIQ 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 PIQ 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. See Appendix C for more information.
- 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 PIQ 10.
- 6=INT INDEX: Press F6 to access PIQ 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.

## PIQ 05 — Interview Index

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

### ACCESS METHOD

Select Option 5 from the PIQ Menu. Press Enter.

```

*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      FEB 22, 2000 (C2)
PIQ05              PRETRIAL INTERVIEW INQUIRY              OPT          - PIQ
                   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=PIQ10      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.

## **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. Valid codes are:

**DAY** = Day Shift

**EVE** = Evening Shift

**MID** = Midnight Shift

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. Valid codes are:
- DAY** = Day Shift  
**EVE** = Evening Shift  
**MID** = Midnight Shift
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 initiated in PIN.
13. INT#: Interview number. Unique, computer-generated number used to track 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 PIQ and PIN, type an **X** next to the appropriate record and press F2.
- 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 PIQ 100.10 – the Defendant Classification screen.
- 2=PIQ10: Press F2 to access PIQ 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 PIQ 01 – 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.

## PIQ 10 — Interview Descriptors

Use PIQ 10 to retrieve an interview record.

### ACCESS METHOD

Select Option 10 from the PIQ Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 18, 2002 (C2)
PIQ10             PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                  INTERVIEW DESCRIPTORS

      [1]          [2]          [3]          [4]
INTERVIEW NUM: 00000002 SPN: _____ DIM LOG #: _____ CJIS #: _____

      [5]
COMMENTS: N=====

      [6]          [7]
INTERVIEWER'S SPN: 001700314 NAME: FRANKLIN, BENJAMIN_____
      [8]          [9]
INTERVIEW DATE: 04122000 INTERVIEW TIME: 0859
      [10]         [11]
INTERVIEW LOCATION: OJL_ SHIFT: DAY_

=====

      [12]
DEFENDANT SPN: 000307142
      [13]
DEF LAST NAME: GIBLER_____ FIRST: DAWN_____ MIDDLE: ANN_____
      [14]
DIM LOG #: 0113343
      [15]         [16]         [17]
CJIS #: 9000937367 DEF STATUS AT INTERVIEW: N REASON FOR INTERVIEW: N

==>
                2=NEXT SCREEN 3=INT INDEX                5=VIEW COMMEN
                                                         10=REFRESH 11=HELP
*****
```

### To retrieve a summary record,

1. In field 1, 2, 3, or 4, type the appropriate information.
2. Press Enter.
3. The most recent interview record will display.

## EXPLANATION OF FIELDS

### Inquiry Fields

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

### Display Fields

5. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
6. INTERVIEWER'S SPN: The system person number of the individual who interviewed the defendant.
7. NAME: Interviewer's name.
8. INTERVIEW DATE: Date the interview occurred.
9. INTERVIEW TIME: Time the interview occurred.
10. INTERVIEW LOCATION: Three to four-character code for the location of the interview.

**CRT** = Court  
**HCJ** = Harris County Jail  
**HOS** = Hospital  
**HPD** = Houston Police Department  
**OCS** = OCS Office  
**OJL** = Other Jail Location  
**OTH** = Other  
**PCH** = Probable Cause Courtroom  
**RCV** = Receiving - HCJ  
**SEJ** = Southeast Jail  
**VID** = Video Identification

11. **SHIFT:** Three-character code for the shift during which the interview was processed.
- DAY** = Day Shift  
**EVE** = Evening Shift  
**MID** = Midnight Shift
12. **DEFENDANT SPN:** Defendant's system person number.
13. **DEF LAST NAME thru MIDDLE:** The name associated with the DIM log number and/or CJIS number.
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:** Single-character code identifying the defendant's custody status at the time of the interview.
- J** = Jail  
**N** = Non-Arrest (Open Warrant or To-Be)  
**O** = No Warrant (On Bond or Case Disposed)  
**W** = Witness
17. **REASON FOR INTERVIEW:** Single-character code identifying the reason for the interview.
- A** = Appeal  
**F** = Fugitive  
**I** = Indigency Affidavit  
**M** = Motion  
**N** = New  
**P** = Performance Bond  
**R** = Rapid Drug Screen  
**S** = Modified Sentence  
**W** = Witness

## **F-KEY OPTIONS**

2=NEXT SCREEN:

After retrieving a record, press F2 to access one of the following:

If a log number displays in field 14, PIQ 15 – the DIM Associated Cases screen will display.

If a log number does NOT display in field 14, PIQ 16 – the All Associated Cases for SPN screen will display.

3=INT INDEX:

Press F3 to access PIQ 5 – the Interview Index screen.

5=VIEW COMMEN:

Press F5 to access PIQ.COMME – the General Comments screen.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.



## EXPLANATION OF FIELDS

1. INTERVIEW NUMBER: Type the computer-generated, eight-digit number that identifies the interview in PIQ and 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 number.
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. Single-character code identifying when comments were entered. Valid codes are:  
  
**I** = Comment entered before interview marked complete.  
**P** = Comment entered after interview marked complete.
7. {DEFN WAS...}: Comment text.
8. {JUH13}: Log-on ID of the person who entered the comments.
9. {03/05/2000}: Date the comments were entered.

## **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:	Press F9 to print the comments.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIQ 15 — DIM Associated Cases

Use PIQ 15 to view charges in DIM that were associated to an interview record.

### ACCESS METHOD

After reviewing PIQ 10, press F2. PIQ 15 displays if the defendant has a DIM log number.

OR

Select Option 15 from the PIQ menu. Press Enter.

```

*****
JUFVI (8UE2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      FEB 24, 2000 (C2)
PIQ15             PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                  DIM ASSOCIATED CASES                PAGE: 1 - 1

  [1]             [2]             [3]             [4]
DIM LOG #: _____ INTERVIEW NUM: 00000002 DATE: 09011999 CJIS #: _____
=====
  [5]
INTERVIEW TYPE: F      *** CHARGE INFORMATION ***      [6]
                                     PAGE: 1_ OF 5_

  [7] [8]      [9]      [10]      [11]      [12]      [13]
INS CDI      CASE      CRT      CHARGE      BOND      FILE DT
FIN 003 70207201010_ 351 MURDER_____ 30000_____ 12302001
____
____
____

                                     [14]      [15]
*** CASES ASSOCIATED WITH THE INTERVIEW ***      PAGE: 1_ OF 5_

INS CDI      CASE      CRT      CHARGE      BOND      FILE DT
FIN 003 70207201010_ 351 MURDER_____ 30000_____ 12302001
____
____
____

==>

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

```

### To view charges that were filed in DIM,

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

## EXPLANATION OF FIELDS

### Inquiry Fields

1. DIM LOG #: Defendant's DIM log number generated when the charge was filed.
2. INTERVIEW NUM: Required. Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
4. CJIS #: Defendant's CJIS number.

### Display/Entry Fields

3. DATE: The date the interview number was generated.
5. INTERVIEW TYPE: Code for the type of offense for which the defendant was interviewed. Valid codes are:  
  
**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. 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).
8. CDI: Court division indicator. Three-character code identifying the case type.  
  
**002** = Class A or B misdemeanor  
**003** = Felony
9. CASE: Case (cause) number.
10. CRT: Court to which the case was assigned.
11. CHARGE: Offense filed against defendant.
12. BOND: Bond amount.

13. FILE DT: Date the charge was filed.
14. CASES ASSOCIATED...: Once charges are associated with an interview, information about those charges displays below this section heading. See the explanation of fields 7 – 13 for details.
15. PAGE: Current page and total number of pages of charges associated with the interview.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIQ 10 – the Interview Descriptors screen.
- 2=NEXT SCREEN: Press F2 to access PIQ 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 PIQ 100.80 – the Case Activity Index screen.
- 6=SPN CASES: Press F6 to access PIQ 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.

## PIQ 16 — All Associated Cases for SPN

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

### ACCESS METHOD

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

OR

Select Option 16 from the PIQ menu. Press Enter.

\*\*\*\*\*

```
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      FEB 25, 2000 (C2)
PIQ16             PRETRIAL INTERVIEW INQUIRY                    OPT _____ - PIQ
                  ALL ASSOCIATED CASES FOR SPN        PAGE: 1 - 1
```

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

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

[7] [8]          [9]          [10]          [11]          [12]          [13]
INS CDI          CASE          CRT          CHARGE          BOND          FILE DT
COM 003 70311501010_ 185 AGG ASLT-SER BOD INJURY_____ 100000_____ 12112001
COM 010 1230980000000 INM STALKING_____ 12301998
COM 003 70311601010_ 209 ROBBERY-THREATS_____ 50000_____ 07241998
COM 003 70311601020_ 209 AGGRAVATED SEXUAL ASSAULT_____ 50000_____ 07241998
_____          _____          _____          _____          _____          _____
```

```
[14]              [15]
*** CASES ASSOCIATED WITH THE INTERVIEW ***      PAGE: 1_ OF 5_
```

```
INS CDI          CASE          CRT          CHARGE          BOND          FILE DT
COM 003 70311501010_ 185 AGG ASLT-SER BOD INJURY_____ 100000_____ 12112001
_____          _____          _____          _____          _____          _____
_____          _____          _____          _____          _____          _____
_____          _____          _____          _____          _____          _____
```

==>

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

**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 PIQ and PIN.
3. DATE: The date the interview number was generated.
4. CJIS #: Defendant's CJIS number.

**Display/Entry Fields**

5. INTERVIEW TYPE> Code for the type of offense for which the defendant was interviewed. Valid codes are:  
  
**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. 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).
8. CDI: Court division indicator. Three-character code identifying the case type.  
  
**002** = Class A or B misdemeanor  
**003** = Felony
9. CASE: Case (cause) number.

- 10. CRT: Court to which the case was assigned.
- 11. CHARGE: Offense filed against defendant.
- 12. BOND: Bond amount.
- 13. FILE DT: Date the charge was filed.
- 14. CASES ASSOCIATED...: Once charges are associated with an interview, information about those charges displays below this section heading. See the explanation of fields 7 – 13 for details.
- 15. PAGE: Current page and total number of pages of charges associated with the interview.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIQ 10 – the Interview Descriptors screen.
- 2=NEXT SCREEN: Press F2 to access PIQ 20 – the Defendant Name/Descriptors screen.
- 3=CHRG BWKD: 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 PIQ 100.80 – the Case Activity Index screen.
- 6=DIM CASES: Press F6 to access PIQ 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.

## PIQ 20 — Defendant Name/Descriptors

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

### ACCESS METHOD

After reviewing PIQ 15 or PIQ 16, press F2.

OR

Select Option 20 from the PIQ menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM FEB 25, 2000 (C2)  
PIQ20 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
DEFENDANT NAME/DESCRIPTORS PAGE: 1 - 1

[1] [2] [3]  
INTERVIEW NUM: 00000002 DATE: 09011999 PRINTER> RMT28\_  
[4] [5]  
DEFENDANT SPN: 000307142 DEFENDANT NAME: GIBLER, DAWN ANN \_\_\_\_\_  
[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: F RACE: W ETHNICITY: N AGE: 40 DOB: 09201960  
[15] [16]  
MARITAL STATUS: DI SPOUSE'S NAME: \_\_\_\_\_  
[17] [18] [19] [20] [21] [22]  
HEIGHT: 511 WEIGHT: 177 EYE: GRY HAIR: BLN MILITARY STATUS: \_ BRANCH: \_\_\_\_\_  
[23] [24] [25] [26] [27]  
LANG: EN POB: TX TEXAS \_\_\_\_\_ US CIT: Y CIT STATUS: USCI GRADE LEVEL: \_\_\_\_\_  
[28] [29] [30] [31]  
DIPLOMA: MAS DL NUMBER: 94829329 \_\_\_\_\_ ST: TX SSN: 480 48 4829

OTHER NAMES:  
[32]  
LAST NAME: \_\_\_\_\_ 1ST: \_\_\_\_\_  
[33] [34]  
MIDDLE: \_\_\_\_\_ 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=VIEW COMMEN  
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.  
Or  
In field 4, 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.

### EXPLANATION OF FIELDS

- |                                  |  |
|----------------------------------|--|
| 1. INTERVIEW NUM:                | Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.   |
| 2. DATE:                         | The date the interview number was generated.   |
| 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.   |
| 5. DEFENDANT NAME:               | Defendant's name.  |
| 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?            | Displays an <b>N</b> (no) or a <b>Y</b> (yes) to indicate if defendant refused to complete the interview.                                |
| 8. IS INTERVIEW COMPLETE?        | Displays <b>Y</b> (yes) after an interview is finished and has been locked.  |
| 9. COMMENTS:                     | Displays a <b>Y</b> (yes) or an <b>N</b> (no) to indicate if comments have been entered for the interview.                               |
| 10. SEX:                         | Gender code. Valid codes are:<br><br><b>F</b> = female, <b>M</b> = male, <b>U</b> = unknown  |

11. RACE: Race code. Valid codes are:
- A** = Asian
  - B** = Black
  - I** = American Indian
  - U** = Unknown
  - W** = White
12. ETHNICITY: Ethnicity code.
- H** = Hispanic
  - N** = Non-Hispanic
  - U** = Unknown
13. AGE: Defendant's age.
14. DOB: Date of birth (MMDDYYYY).
15. MARITAL STATUS: Marital status code.
16. SPOUSE'S NAME: Name of defendant's spouse.
17. HEIGHT: Height. A three-digit number, example: 5 ft. 4 in. = 504.
18. WEIGHT: Weight. A three-digit number, example: 90 lbs = 090.
19. EYE: Eye color code.
20. HAIR: Hair color code.
21. MILITARY STATUS: Military status code. Valid codes are:
- A** = Active
  - N** = None
  - R** = Reserves
  - V** = Veteran
22. BRANCH: If entry in field 21 is **A**, **R** or **V**, displays code for the branch of defendant's military service.
23. LANG: Primary language code.
24. POB: Place of birth code and literal.
25. US CIT: Is defendant a U.S. citizen? **Y** (yes) or an **N** (no).

26. CIT STATUS: Citizen status code. Valid codes are:
- DECL** = Declined to answer
  - LEGR** = legal resident
  - UNDO** = Undocumented alien
  - UNK** = Unknown
  - USCI** = U.S. citizen
  - VISA** = Visa
  - WORK** = Work permit
27. GRADE LEVEL: Level of formal education.
- 00** = No education
  - 01-12** = First through twelfth grade
  - 13-19** = One year through seven or more years of college
  - 99** = Unknown
28. DIPLOMA: Highest diploma obtained by defendant.
29. DL NUMBER: Driver's license number.
30. ST: Two-character code for the state that issued the driver's license.
31. SSN: Social Security number.
32. LAST NAME...MIDDLE: Additional defendant name records.
33. SOURCE: Code for source of name.
34. NAME TYPE: Name type code.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access one of the following screens:
- If a DIM log number was attached to the record, PIQ 15 – the DIM Associated Cases screen.
  - If a DIM log number was not attached to the record, PIQ 16 – the All Associated Cases for SPN screen.
- 2=NEXT SCREEN: Press F2 to access PIQ 30 – the Defendant Address screen.

4=REFUSAL COM:	Press F4 to access PIQ 21 – the Refusal Completion screen.
5=VIEW COMMENT:	Press F5 to access PIQ.COMME – the Comments screen.
6=INT DESC:	Press F6 to access PIQ 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. See Appendix C for more information.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIQ 21 — Refusal Completion

Use PIQ 21 to view a refusal record. Displays the basic personal information entered when a person refuses to be interviewed.

### ACCESS METHOD

From PIQ 20, press F4.

OR

Select Option 21 from the PIQ menu. Press Enter.

\*\*\*\*\*

```
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 30, 2001 (C2)
PIQ21             PRETRIAL INTERVIEW INQUIRY              OPT: _____ - PIQ
                  REFUSAL COMPLETION                PAGE: 1 - 1
```

```
      [1]                [2]                [3]
INTERVIEW NUM: 00000013  DATE: 04132000  PRINTER> RMT15_
      [4]                [5]
DEFENDANT SPN: 001839102  DEFENDANT NAME: WINQUIST, EDWARD
=====
[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 view a refusal completion record,

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

## EXPLANATION OF FIELDS

1. INTERVIEW NUM: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
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.  
  
A = Asian  
B = Black  
I = American Indian  
U = Unknown  
W = White
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? Displays a Y (yes) or an N (no) to indicate if a client needs a mental health referral.
11. \_\_: Two-digit reason code for the mental health referral.
12. \_\_\_\_\_: The meaning of the referral reason code displays automatically.

## F-KEY OPTIONS

1=INT INDEX:	Press F1 to access PIQ 5 – the Interview Index screen.
2=INT DESC:	Press F2 to access PIQ 10 – the Interview Descriptors screen.
3=BAIL CLASS:	Press F3 to access PIQ 100.10 – the Defendant Classification screen.
4=CASE ACT IN:	Press F4 to access PIQ 100.80 – the Case Activity Index screen.
5=PRINT REFER:	Press F5 to access PIQ 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. See Appendix C for more information.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIQ 30 — Defendant Address

Use PIQ 30 to view the defendant's current address information and any other address where the defendant may live or receive mail.

### ACCESS METHOD

After reviewing PIQ 20, press F2.  
OR  
Select Option 30 from the PIQ menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM FEB 29, 2000 (C2)  
PIQ30 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
DEFENDANT ADDRESS PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000001 DATE: 08301999  
[3] [4]  
DEFENDANT SPN: 000001480 DEFENDANT NAME: WRIGHT-MCDONALD, CHARLOTTE  
[5]  
COMMENTS: N=====

[6] [7]  
RESIDENCE RES TYPE: APART NAME ON LEASE/MORT: CHARLOTTE MCDONALD \_\_\_\_\_  
[8] [9]  
APT NAME: SUNNYSIDE PLACE \_\_\_\_\_ APT #: 123 \_\_\_\_\_  
[10] [11] [12]  
ST #: 12342\_ ST NAME: WILLIAMS \_\_\_\_\_ HOME PH: 281 4549872  
[13] [14] [15] [16]  
CITY: HOUSTON \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: 77520 CELL PH: \_\_\_\_\_  
[17] [18] [19] [20]  
COUNTY: \_\_\_\_\_ LOR: \_\_\_\_\_ CAN RETURN? Y PAGER: \_\_\_\_\_  
[21] [22] [23]  
PDLW: \_\_\_\_\_ REL TO DEF: SEL WK PH: \_\_\_\_\_  
PDLW: \_\_\_\_\_ REL TO DEF: \_\_\_\_\_ WK PH: \_\_\_\_\_  
[24] [25]  
# OF CHILDREN/LIVING WITH DEF \_\_\_ / \_\_\_ CHILDREN AGE RANGE \_\_\_ TO \_\_\_

[26] [27]  
OTHER ADDRESS TYPE: \_\_\_\_\_ APT NAME: \_\_\_\_\_  
[28] [29] [30]  
ST #: \_\_\_\_\_ ST NAME: \_\_\_\_\_ APT #: \_\_\_\_\_  
[31] [32] [33] [34]  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
[35] [36] [37]  
HOME PH: \_\_\_\_\_ LOR: \_\_\_\_\_ CAN RETURN? -  
[38] [39] [40]  
PDLW: \_\_\_\_\_ REL TO DEF: \_\_\_\_\_ WK PH: \_\_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN

5=VIEW COMMEN  
10=REFRESH 11=HELP

\*\*\*\*\*

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

1. In field 1, type the defendant's interview number.  
Or  
In field 3, type the defendant's system person number.
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. INTERVIEW NUM: | Computer-generated, eight-digit number that identifies the interview in PIQ and PIN. |
| 3. DEFENDANT SPN: | Defendant's system person number.  |

**Display Fields**

- |                        |  |
|------------------------|--|
| 2. DATE:               | The date the interview number was generated.   |
| 4. DEFENDANT NAME:     | Defendant's name displays automatically.   |
| 5. COMMENTS:           | Displays a Y (yes) or an N (no) to indicate if comments have been entered for the interview. |
| 6. RES TYPE:           | The five-character code for the type of residence in which the defendant currently lives.    |
| 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.   |

14. STATE: State code of residence.
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). Valid residence length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
19. CAN RETURN? Displays a **Y** (yes) or an **N** (no) to indicate if the defendant can live at the address upon release.
20. PAGER: Defendant's pager number.
21. PDLW: Person defendant lives with. Name of person with whom the defendant lives.
22. REL TO DEF: Code identifying the relationship between the defendant and the person identified in field 21.
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.
27. APT NAME: Apartment complex name.
28. ST #: Street number.
29. ST NAME: Street name.
30. APT #: Apartment number.

31. CITY: City of residence.
32. STATE: State code.
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). Valid residence length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
37. CAN RETURN? Displays 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.
40. WK PH: Phone number of employer for person identified in field 38.

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIQ 20 – the Defendant Name/Descriptors screen.
- 2=NEXT SCREEN: Press F2 to access PIQ 35 – the Previous Residence screen.
- 5=VIEW COMMEN: Press F5 to access PIQ.COMME – the General Comments screen.
- 10=REFRESH: Press F10 to erase input.
- 11=HELP: Press F11 to access Help.

## PIQ 35 — Previous Residence

Use PIQ 35 to view where the defendant lived before moving to his or her current residence. Also use this screen to view the length of the defendant's residency in Harris County, e-mail address, concealed handgun license information, and information about vehicles the defendant owns.

### ACCESS METHOD

After reviewing PIQ 30, press F2.  
OR  
Select Option 35 from the PIQ menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 02, 2000 (C2)
PIQ35             PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                  PREVIOUS RESIDENCE                      PAGE: 1 - 1

      [1]                      [2]
INTERVIEW NUMBER: 00000015      DATE: 11052001
      [3]                      [4]
DEFENDANT SPN: 000000012      DEFENDANT NAME: MC CLINTOCK, EUGENE ___
      [5]
COMMENT: 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: N
      [27]                      [28]
OWN AUTO? Y HAVE ACCESS TO TRANSPORTATION? Y
      [29]                      [30]                      [31]
AUTO-MAKE/MODEL/YR: FORD/RANGER/95_ LIC TAG: _____ ST: _____
AUTO-MAKE/MODEL/YR: _____ LIC TAG: _____ ST: _____

==> ** PREVIOUS RESIDENCE AND AUTOMOBILE RECORDS FOUND **
1=PREV SCREEN 2=NEXT SCREEN                      5=VIEW COMMENT
                                                    10=REFRESH 11=HELP
*****
```

**To retrieve a previous address record,**

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

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

**EXPLANATION OF FIELDS**

- |                    |   |
|--------------------|---|
| 1. INTERVIEW NUM:  | Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.                        |
| 2. DATE:           | The date the interview number was generated.  |
| 3. DEFENDANT SPN:  | Defendant's system person number.   |
| 4. DEFENDANT NAME: | Defendant's name.   |
| 5. COMMENTS:       | Displays a <b>Y</b> (yes) or an <b>N</b> (no) to indicate if comments have been entered for the interview.  |
| 6. RES TYPE:       | The five-character code for the type of residence in which the defendant previously lived.                  |
| 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.   |
| 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). Valid residence length codes are: |

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

17. PDLW STILL HERE: Is the person the defendant lived with still at the address? Displays a **Y** (yes) or an **N** (no).
18. CAN RETURN? Displays 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.
21. WK PH: Work phone number 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). Valid residence length codes are:
- 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 codes for other states where defendant has lived.
26. HANDGUN LICENSE: Is the defendant licensed to carry a concealed weapon? Displays a **Y** (yes) or an **N** (no).
27. OWN AUTO? Does the defendant own a vehicle? Displays a **Y** (yes) or an **N** (no).
28. HAVE ACCESS TO TRANSPORTATION?: Does the defendant have access to some form of transportation (example, public transportation) ? Displays a **Y** (yes) or an **N** (no).
29. AUTO-MAKE/MODEL/YR: The make, model, and year of manufacture of the vehicle (example, Ford/Ranger/1993). Two vehicles can display.

30. LIC TAG: Vehicle license plate number.

31. ST: Two-character code for the state that issued the license plate.

### **F-KEY OPTIONS**

1=PREV SCREEN: Press F1 to access PIQ 30 – the Defendant Address screen.

2=NEXT SCREEN: Press F2 to access PIQ 40 – the Defendant Employment screen.

5=VIEW COMMEN: Press F5 to access PIQ.COMME – the General Comments screen.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

# PIQ 40 — Defendant Employment

Use PIQ 40 to view the defendant's employment and/or educational status.

## ACCESS METHOD

After reviewing PIQ 35, press F2.  
OR  
Select Option 40 from the PIQ Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 03, 2000 (C2)  
PIQ40 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
DEFENDANT EMPLOYMENT

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 11052001

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

[5] COMMENTS: N =====

[6] EMPLOYMENT STATUS: EMPT [7] HOW LONG THIS STATUS? 20 Y [8] PRIMARY INCOME SOURCE: EMP  
[9] SECONDARY INCOME SOURCE: \_\_\_\_\_

[10] EMP/SCH NAME: RELIANT ENERGY [11] LENGTH EMP: 10 Y [12] CAN RETURN? Y  
[13] ST NUMBER: 4444 ST NAME: MILAM

CITY: HOUSTON [14] STATE: TX [15] ZIP: 77002 [16] PHONE: 713 6439389

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

[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=VIEW 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.  
Or  
In field 3, type the defendant's SPN.
2. Press Enter.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUM: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's system person number.
4. DEFENDANT NAME: Defendant's name.
5. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
6. EMPLOYMENT STATUS: Four-character code identifying the defendant's employment status.
7. HOW LONG THIS STATUS? The duration of the defendant's current employment status (example, 10 months = 10\_M). Valid length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
8. PRIMARY INCOME SOURCE: Three-character code identifying the primary source of the defendant's income.
9. SECONDARY INCOME SOURCE: Three-character code identifying an additional source of income for the defendant.
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). Valid length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years

12. CAN RETURN? Can the defendant return to the job or school after release? Displays 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? Displays 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). Valid length codes are:  
**D** = days; **M** = months; **W** = weeks; **Y** = years
19. CAN RETURN? Can the defendant return to the job or school after release? Displays 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? Displays 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, **N/A** or **Not Applicable** displays.

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.
28. TIME EMP AT THIS JOB: Duration of defendant's employment with previous employer (example, 10 months = 10\_ M). Valid length codes are:
- D** = days; **M** = months; **W** = weeks; **Y** = years

### **F-KEY OPTIONS**

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

## PIQ 50 — Defendant Health

Use PIQ 50 to view records about the defendant's physical and mental state records.

### ACCESS METHOD

After reviewing PIQ 40, press F2.

OR

Select Option 50 from the PIQ Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 03, 2000 (C2)
PIQ50             PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                  DEFENDANT HEALTH

      [1]                      [2]
INTERVIEW NUMBER: 00000015      DATE: 11052001
      [3]                      [4]
DEFENDANT SPN: 000000012  DEFENDANT NAME: MC CLINTOCK, EUGENE KJ _____
      [5]
COMMENTS: N =====
      [6]                      [7]
DISABLED? N  IF YES, DISABILITY TYPE> _  LITERAL _____
      [8]                      [9]                      [10]
PHYS HEALTH PROBLEM? N  IF YES, PROBLEM TYPE: _____  PH CODE: _____
      [11]                     [12]                      [13]
MENT HEALTH PROBLEM? Y  IF YES, PROBLEM TYPE: DEPRESSION _____  MH CODE: _____
      [14]                     [15]
NEED ADA ACCOMODATION?  N  IF YES, TYPE: _____
      [16]                     [17]                      [18]
ON MAINTENANCE MED? Y  NAMES OF MED: PROZAC _____  MED TYPE: M
      [19]                     [20]                     [21]                     [22]                     [23]                     [24]
MHMRA CLIENT? N  MEDICARE N  MEDICAID N  VA BENEFITS N  TRC N  PUB HOUSING N
      [25]                      [26]
ANY SUBSTANCE ABUSE OR MENTAL HEALTH HOSPITALIZATIONS? Y  LAST YEAR HOSP 2001
      [27]                      [28]
DO YOU WANT SUBSTANCE ABUSE TREATMENT? N  SUBSTANCE ABUSE TYPE? _____
      [29]                      [30]
PERSONAL CONTACT/GUARDIAN _____  VA REFERRAL: _
      [31]                      [32]
PHONE: _____  REL TO DEF: _____
      [33]
DOES CLIENT NEED MENTAL HEALTH REFERRAL? N
      [34]
IF Y, WHY> _____
IF Y, WHY> _____

==> ** (1) RECORD(S) FOUND **
1=PREV SCREEN 2=NEXT SCREEN                5=VIEW COMMEN
6=VIEW INTER  10=REFRESH  11=HELP
*****
```

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

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

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's system person number.
4. DEFENDANT NAME: Defendant's name.
5. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
6. DISABLED? Does the defendant have a disability? Displays a **Y** (yes) or an **N** (no).
7. IF YES, DISABILITY TYPE: If field 6 is **Y** (yes), displays the two-character code and the literal for defendant's disability.
8. PHYS HEALTH PROBLEM? Does the defendant have a physical health problem (example, diabetes)? Displays a **Y** (yes) or an **N** (no).
9. IF YES, PROBLEM TYPE: Description of the defendant's physical health problem noted in field 8. Access the PIQ Comments screen (F5) to view more information.
10. PH CODE: Not in use.
11. MENT HEALTH PROBLEM: Is the defendant mentally ill or disturbed? Displays a **Y** (yes) or an **N** (no).
12. IF YES, PROBLEM TYPE: Description of the defendant's mental health problem noted in field 11. Access the PIQ Comments screen (F5) to view more information.
13. MH CODE: Not in use.

14. **NEED ADA ACCOMODATION:** Does the defendant need any accommodations consistent with the 1990 Americans with Disabilities Act? Displays 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?** Is the defendant taking prescribed medication for a physical or mental disability or both? Displays a **Y** (yes) or an **N** (no).
17. **NAMES OF MED:** Names of the defendant's prescribed medications. Access the PIQ Comments screen (F5) to view more information.
18. **MED TYPE:** 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?** Is the defendant a client of the Mental Health and Mental Retardation Agency? Displays a **Y** (yes) or an **N** (no).
20. **MEDICARE?** Is the defendant on Medicare? Displays a **Y** (yes) or an **N** (no).
21. **MEDICAID?** Is the defendant on Medicaid? Displays a **Y** (yes) or an **N** (no).
22. **VA BENEFITS?** Is the defendant receiving benefits from the Department of Veterans Affairs? Displays a **Y** (yes) or an **N** (no).
23. **TRC:** Is the defendant receiving services from the Texas Rehabilitation Commission? Displays a **Y** (yes) or an **N** (no).
24. **PUB HOUSING:** Is the defendant a recipient of public housing? Displays a **Y** (yes) or an **N** (no).
25. **ANY SUBSTANCE ABUSE OR MENTAL HEALTH HOSPITALIZATIONS?** Has the defendant ever been hospitalized for substance abuse or mental health issues? Displays 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? Does the defendant want treatment for substance abuse? Displays a **Y** (yes) or an **N** (no).
28. SUBSTANCE ABUSE 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 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? Displays 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.
33. DOES CLIENT NEED MENTAL HEALTH REFERRAL? Does the defendant need a referral for mental health treatment? Displays a **Y** (yes) or an **N** (no).
34. IF Y, WHY> : If a **Y** (yes) was entered in field 33, displays the two-character code identifying the reason for the mental health referral and the literal of the code. Two referral codes can display.

## **F-KEY OPTIONS**

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

## PIQ 60 — Defendant Financial

Use PIQ 60 to view the defendant's current financial status, including sources of income and current expenses.

### ACCESS METHOD

After reviewing PIQ 50, press F2.  
OR  
Select Option 60 from the PIQ Menu. Press Enter.

\*\*\*\*\*

```
JUFVI (8I5#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 04, 2002 (C2)
PIQ60             PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                  DEFENDANT FINANCIAL
```

```
[1]              [2]              [3]
INT#: 00000015 DEF SPN: 00000012 NAME: MC CLINTOCK, EUGENE KJ _____
[4]
COMMENTS: Y ===== NET MONTHLY INCOME =====
[5]              [6]              [7]              [8]
DEF MONTHLY SALARY      1200 .00 - INVESTMENT INCOME      00 .00 -
[9]              [10]
RENTAL INCOME           _____ .00 - PENSION      00 .00 -
[11]              [12]
SOCIAL SECURITY INCOME  00 .00 - FOOD STAMPS      00 .00 -
[13]              [14]
TANF                    00 .00 - ALLOWANCE      00 .00 -
[15]              [16]
CHILD SUPPORT           00 .00 - SPOUSE'S MONTHLY SALARY _____ .00 -
[17]              [18]
OTHER INCOME            00 .00 - EXPLAIN _____
[19]
----- FINANCIAL ACCOUNTS -----
TOTAL      1200 .00
```

```
[20]              [21]              [22]              [23]
FINANCIAL INSTITUTION ACCT BALANCE ACCT TYPE
-----
_____ .00 - _____
_____ .00 - _____
_____ .00 - _____
_____ .00 - _____
_____ .00 - _____
```

==>

```
1=PREV SCREEN 2=NEXT SCREEN      5=VIEW COMMENTEN
10=REFRESH      11=HELP
```

\*\*\*\*\*

**To view a defendant's financial status record,**

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

**EXPLANATION OF FIELDS**

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

### **F-KEY OPTIONS**

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

## PIQ 65 — Defendant Financial Expenses

Use PIQ 65 to view information about the defendant's monthly expenses.

### ACCESS METHOD

After completing PIQ 60, press F2.

OR

Select Option 65 from the PIQ Menu. Press Enter.

\*\*\*\*\*

```
JUFVI (8I5#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      JUN 04, 2002 (C2)
PIQ65            PRETRIAL INTERVIEW INQUIRY              OPT _____ - PIQ
                  DEFENDANT FINANCIAL EXPENSES
```

```
[1]              [2]              [3]
INT#: 00000015 DEF SPN: 000000012 NAME: MC CLINTOCK, EUGENE KJ _____
```

```
----- ===== MONTHLY EXPENSES ===== -----
[4]              [5] [6]              [7]
MORTGAGE/RENT    161 .00 _ FOOD          100 .00 _ CAR PAYMENT      200 .00 _
[8]              [9]              [10]
CAR INSURANCE    00 .00 _ WATER          _____ .00 _ ELECTRICITY      100 .00 _
[11]             [12]             [13]
UTILITY GAS      _____ .00 _ HM PHONE      _____ .00 _ CELL PHONE       _____ .00 _
[14]             [15]
PAGER            _____ .00 _ CABLE/SATELLITE TV _____ .00 _
[16]             [17]
MEDICAL EXPENSES 60 .00 _ MED INSURANCE _____ .00 _
[18]             [19]
CHILD CARE       00 .00 _ CHILD SUPPORT _____ .00 _
[20]             [21]
FAMILY SUPPORT   _____ .00 _ CRT ORDERED          00 .00 _
[22]             [23]
LOAN PAYMENTS    _____ .00 _ CREDIT CARD DEBT    300 .00 _
[24]             [25]
OTHER EXPENSE    00 .00 _ EXPLAIN _____
                                           [26]
                                           TOTAL          921 .00
```

```
----- ===== MISC FINANCIAL ===== -----
[27]             [28]             [29]
CASH ON HAND     00 .00 _ OWN OR RENT: R # OF DEPENDENTS 01
[30]
SPOUSE'S EMPLOYER _____
[31]
LOC/NAME OTHER PROPERTY OWNED: _____
```

==>

1=PREV SCREEN 2=NEXT SCREEN

5=VIEW COMMENT

10=REFRESH 11=HELP

\*\*\*\*\*

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

1. In field 1, type an interview number.
2. 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. MORTGAGE/RENT: Monthly mortgage or rent payment.
5. \_.: Refusal/Unknown indicator. Displays a **D** if the defendant declined to supply specific dollar amount information. Displays a **U** if the defendant did not know the specific dollar amount.
6. FOOD: Monthly amount spent on food.
7. CAR PAYMENT: Monthly automobile loan payment.
8. CAR INSURANCE: Monthly automobile insurance payment.
9. WATER: Monthly water bill payment.
10. ELECTRICITY: Monthly electricity bill payment.
11. UTILITY GAS: Monthly gas bill payment.
12. HM PHONE: Monthly residential phone bill payment.
13. CELL PHONE: Monthly cellular phone bill payment.
14. PAGER: Monthly pager bill payment.
15. CABLE/SATELLITE TV: Monthly cable or satellite television bill payment.
16. MEDICAL EXPENSES: Monthly amount allotted for medical expenses.
17. MED INSURANCE: Monthly insurance payments.

18. CHILD CARE: Monthly amount allocated for childcare.
19. CHILD SUPPORT: Monthly child support payment to custodial parent.
20. FAMILY SUPPORT: Monthly amount allocated to support family members (example, families abroad, elderly relatives, etc.).
21. CRT ORDERED: Monthly court-ordered payments other than child support (example, alimony, legal fees, judgments, fines, fees, etc.).
22. LOAN PAYMENTS: Monthly amount of payment to creditors (example, student loans, pawn shop loans, etc.).
23. CREDIT CARD DEBT: Monthly amount of payment to credit card issuers.
24. OTHER EXPENSE: Monthly expenses not listed in fields 4 – 23.
25. EXPLAIN: Free-form field. Type a description of the expenses accounted for in field 24.
26. TOTAL: Computer-generated total of the expenses listed in fields 4 – 24 displays after Enter is pressed.
27. CASH ON HAND: Amount of cash in defendant's possession.
28. 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
29. # OF DEPENDENTS: Number of defendant's dependents, including spouse, children, parents, etc.
30. SPOUSE'S EMPLOYER: Name of spouse's employer.
31. LOC/NAME OTHER PROPERTY OWNED: Address and name of additional property owned by defendant.

## **F-KEY OPTIONS**

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

# PIQ 70 — Defendant Criminal Record

Use PIQ 70 to view defendant-reported criminal history and gang affiliation.

## ACCESS METHOD

After reviewing PIQ 60, press F2.

OR

Select Option 70 from the PIQ Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 06, 2000 (C2)  
PIQ70 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
DEFENDANT CRIMINAL RECORD

[1] [2] [3]  
INTERVIEW #: 00000015 DEF SPN: 000000012 NAME: MC CLINTOCK, EUGENE \_\_\_\_\_

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

[5]  
DEFENDANT REPORTED PRESENTLY ON PROBATION: N

[6]  
DEFENDANT REPORTED PRESENTLY ON PAROLE: N

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

[9]  
ANY JUVENILE ADJUDICATIONS? N

[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  
03141995 DALLAS \_\_\_\_\_ ASSAULT \_\_\_\_\_ SAME \_\_\_\_\_ PROBATION \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

==>

1=PREV SCREEN 2=NEXT SCREEN

5=VIEW COMMENT  
10=REFRESH 11=HELP

\*\*\*\*\*

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

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

**EXPLANATION OF FIELDS**

1. INTERVIEW #: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DEF SPN: Defendant's system person number.
3. NAME: Defendant's name.
4. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
5. DEFENDANT REPORTED PRESENTLY ON PROBATION: Did the defendant report that he or she was currently on probation? Displays a **Y** (yes) or an **N** (no).
6. DEFENDANT REPORTED PRESENTLY ON PAROLE: Did the defendant report that he or she was currently on parole? Displays a **Y** (yes) or an **N** (no).
7. DEF REPORTED GANG MEMBER: Did the defendant report membership or association with a gang involved in criminal activity? Displays a **Y** (yes) or an **N** (no).
8. AFFILIATION: Displays a description of the defendant's affiliation with a gang.
9. ANY JUVENILE ADJUDICATIONS? Did the defendant report any adjudications received as a juvenile? Displays 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: Did the defendant report that he or she is currently on bond? Displays a **Y** (yes) or an **N** (no).
21. DEF REPORTED NO PRIOR CRIMINAL CONVICTIONS: Did the defendant state that he or she has never been convicted of a criminal case? Displays a **Y** (yes) or an **N** (no).

### **F-KEY OPTIONS**

- 1=PREV SCREEN: Press F1 to access PIQ 60 – the Defendant Financial screen.
- 2=NEXT SCREEN: Press F2 to access PIQ 80 – the Defendant Reference screen.

5=VIEW COMMEN:

Press F5 to access PIQ.COMME – the General Comments screen.

10=REFRESH:

Press F10 to erase input.

11=HELP:

Press F11 to access Help.

## PIQ 80 — Defendant Reference

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

### ACCESS METHOD

After reviewing PIQ 70, press F2.  
OR  
Select Option 80 from the PIQ Menu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 07, 2001 (C2)  
PIQ80 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
DEFENDANT REFERENCES

[1] [2] [3]  
INTERVIEW NUMBER: 00000015 DATE: 11052001 PRINTER> RMT15\_  
[4] [5]

DEFENDANT SPN: 000000012 DEFENDANT NAME: MC CLINTOCK, EUGENE KJ \_\_\_\_\_  
[6]

COMMENTS: N =====

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

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

[12] [13] [14]  
RELATION TO DEF: FRD KNOWN DEF: 3\_ Y CAN CONTACT? Y

[15]  
ADD: \_\_\_\_\_ PH: 713 633-1843 WK PH: \_ \_ \_

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

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

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

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

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

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

==> (1) RECORDS FOUND

1=PREV SCREEN 2=NEXT SCREEN 5=VIEW 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.  
Or  
In field 4, type a defendant's SPN.
2. Press Enter.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
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 system person number.
5. DEFENDANT NAME: Defendant's name.
6. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
7. CONTACTED ATTY? Displays 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? Displays 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.
13. KNOWN DEF: The length of time the contact has known the defendant (example, 6 years = 6\_Y). Valid length indicators are:

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

14. CAN CONTACT? May the Office of Court Services contact the person identified in field 11? Displays 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. Parent information displays in fields 21 - 25.
17. RELATION TO DEF: Three-character code identifying the relationship of the next-of-kin contact to the defendant.
18. KNOWN DEF: The length of time the next-of-kin contact has known the defendant (example, 6 years = 6\_Y). Valid length indicators are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
19. CAN CONTACT? May the Office of Court Services contact the next-of-kin? Displays 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.
23. KNOWN DEF: The length of time the parent has known the defendant (example, 6 years = 6\_Y). Valid length indicators are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years
24. CAN CONTACT? May the Office of Court Services contact the parent? Displays 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 PIQ 70 – the Defendant Criminal Record screen.
2=NEXT SCREEN:	Press F2 to access PIQ 85 – the Defendant Additional Reference screen.
5=VIEW COMMEN:	Press F5 to access PIQ.COMME – the General Comments screen.
9=PRINT REPT:	Press F9 to access PIN 98.10 – the Print Defendant Report screen. See Appendix C for more information.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIQ 85 — Defendant Additional Reference

Use PIQ 85 to view additional references for the defendant.

### ACCESS METHOD

After reviewing PIQ 80, press F2.  
OR  
Select Option 85 from the PIQ Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 07, 2000 (C2)
PIQ85              PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                   DEFENDANT ADDITIONAL REFERENCE          PAGE:    1 -    1

      [1]                      [2]                      [3]
INTERVIEW NUMBER: 00000015      DATE: 02252000 PRINTER> RMT15_
      [4]                      [5]
DEFENDANT SPN: 000000012  DEFENDANT NAME: MC CLINTOCK, EUGENE KJ _____
      [6]
COMMENTS: N =====
      [7]
REFERENCE SMITH, JOANNA _____
      [8]                      [9]
RELATION TO DEF: COU KNOWN DEF: 18 Y
      [10]
ADD: 12355 MAIN _____ PH: 713 6662213  WK PH: 281 8631921

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

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

==>

1=PREV SCREEN      7=BKWD      8=FWRD      9=PRINT REPT      5=VIEW COMMEN
                   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.

## EXPLANATION OF FIELDS

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
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: Defendant's system person number.
5. DEFENDANT NAME: Defendant's name.
6. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
7. REFERENCE: Reference's name.
8. RELATION TO DEF: Three-character code identifying the reference's relationship to the defendant.
9. KNOWN DEF: The length of time the reference has known the defendant (example, 6 years = 6\_Y). Valid length indicators are:  
  
**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 PIQ 80 – the Defendant Reference screen.
- 5=VIEW COMMEN: Press F5 to access PIQ.COMME – the General Comments screen.
- 7=BKWD: 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.

## PIQ 100 — Post Interview Updates Submenu

Use PIQ 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 PIQ Main Menu.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 09, 2000 (C2)
PIQ100           PRETRIAL INTERVIEW INQUIRY                PAGE: 1  OF 1
                  POST INTERVIEW ACTIVITY                SCROLL: ____
                  SUB MENU                                OPT: _____ - PIQ

[1] [2]          [3]
- 10. DEFENDANT CLASSIFICATION
- 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
- 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
*****
```

## PIQ 100.10 — Defendant Classification

Use PIQ 100.10 to view the risk assessment 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 PIQ 100 Menu. Press Enter.

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 09, 2000 (C2)
PIQ10010          PRETRIAL INTERVIEW                          OPT _____ - PIQ
                  DEFENDANT CLASSIFICATION

      [1]                      [2]                      [3]
INTERVIEW NUMBER: 00000113      DATE: 11052001      PRINTER> RMT15_
      [4]                      [5]
DEFENDANT SPN: 000002566      DEFENDANT NAME: CASSADINE, STRAVOS_____
      [6]
COMMENTS: N ===== ( BAIL CLASSIFICATION SCALE ) =====
      [7]
1. TRANSPORTATION..... (ADD 1 FOR ACCESS)..... (+) 0
      [8]
2. TELEPHONE..... (ADD 1 FOR HOME PHONE)..... (+) 1
      [9]
3. FULL TIME EMPLOYMENT OR IN SCHOOL, HOMEMAKER, RETIRED
   OR DISABLED..... (ADD 1 IF DEF QUALIFIES IN A CATEGORY)..... (+) 1
      [10]
4. NUCLEAR FAMILY..... (ADD 1 IF DEF LIVES ALONE, WITH SPOUSE OR CHILD).. (+) 1
      [11]
5. UNDER 21 YEARS OLD (SUBTRACT 1 FOR AGE UNDER 21)..... (-) 0
      [12]
6. PRIOR FAILURES TO APPEAR (SUBTRACT 1 FOR PRIOR FTAS)..... (-) 0
      [13]
7. PRIOR MISDEMEANORS (SUBTRACT 1 FOR 2 OR MORE PRIOR MISD CONV)..... (-) 0
      [14]
8. PRIOR FELONIES..... (SUBTRACT 2 FOR 2 OR MORE PRIOR FELONY CONV)..... (-) 1
      [15]
      RANGE +4 TO -5..... TOTAL      4
      [16]                      [17]
APPLICATION CLASSIFICATION> CABD MANUAL ENTERED: DATE: _____ BY _____

==>
                2=NEXT SCREEN 3=INT INDEX      5=VIEW COMMEN
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 the defendant's SPN.
  2. Press Enter.
- ▶ An inquiry performed with a SPN will retrieve the most recent interview number associated with the SPN.
  - ▶ If the defendant has refused to be interviewed, fields 7 - 14 default to **9** and the TOTAL (field 15) defaults to **-9**. The APPLICATION CLASSIFICATION (field 16) defaults to **REF**.

### EXPLANATION OF FIELDS

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
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.
6. COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if comments have been entered for the interview.
7. TRANSPORTATION: Does the defendant have access to transportation?  
**0** = No , **1** = Yes
8. TELEPHONE: Does the defendant have a home phone?  
**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 points in fields 7 – 14.  
**-9** displays 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). Valid codes are:  
**CABD** = Cash bond  
**CJST** = On probation, parole or bond  
**DISP** = Case disposed  
**HIRK** = High risk score  
**NOBD** = No bond set  
**OTHR** = All other reports  
**REF** = Refused  
**SUBD** = Surety bond  
**TEMP** = Temporary classification  
**UNV** = Unverifiable

17. MANUAL ENTERED: If the interview responses were entered after the interview was completed (for example, PIN subsystem was down), the date (MMDDYYYY) the responses were entered and the interviewer's SPN should display.

### **F-KEY OPTIONS**

2=NEXT SCREEN: Press F2 to access PIQ 100.20 – the Computer Criminal Record screen.

3 = INT INDEX: Press F3 to access PIQ 5 – the Interview Index screen.

5=VIEW COMMEN: Press F5 to access PIQ.COMME – the General Comments screen.

6=INT DESC: Press F6 to access PIQ 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. See Appendix C for more information.

10=REFRESH: Press F10 to erase input.

11=HELP: Press F11 to access Help.

## PIQ 100.20 — Computer Criminal Record

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

### ACCESS METHOD

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

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 10, 2000 (C2)  
PIQ10020 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
COMPUTER CRIMINAL RECORD

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 11052001  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE \_\_\_\_\_

[5] COMMENTS: N =====

[6] ATTORNEY: LOURDES RODRIGUEZ [7] ATT PH: 713 8574584 [8] ATT STATUS: AAT\_ REPORT? X [9]  
[10] PROB STATUS: N [11] PAROLE STATUS: N [12] ON BOND: N [13] HOLDS? N [14] FUG WAR? N [15] PREV FTA? N  
[16] CLASS C WAR: 00 [17] FEL CONV: 00 [18] MISD CONV: 00 [19] NUMBER OF ARRESTS: 01

[20] 1ST JIMS CK BY: 000000012 [21] NAME: COOPER, ROBBIE \_\_\_\_\_  
[22] DATE RUN: 11052001 [23] TIME: 0900 [24] LOCATION: HPD\_ [25] NIT: N  
[26]

2ND JIMS CK BY: \_\_\_\_\_ NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
DATE RUN: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
[27] TCIC HISTORY: Y [28] TCIC WANTS: N [29] NCIC HISTORY: N [30] NCIC WANTS: N

[31] DATE RUN: \_\_\_\_\_ [32] TIME: \_\_\_\_\_ [33] LOCATION: \_\_\_\_\_ [34] RUN BY: \_\_\_\_\_

[33] HPD RAP: IDBP [34] CC ADDRESS (Y/N) Y [35] ADX ADDRESS (Y/N) Y [36] OTHER ADDRESS (Y/N) Y

[37] COMMENTS: \_\_\_\_\_

==>

1=PREV SCREEN 2=NEXT SCREEN 3=ADDRESS CK 4=PTSP 5=VIEW COMMEN  
6=PIQ10 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.

**EXPLANATION OF FIELDS**

- |     |                   |   |
|-----|-------------------|---|
| 1.  | INTERVIEW NUMBER: | Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.                                |
| 2.  | DATE:             | The date the interview number was generated.  |
| 3.  | DEFENDANT SPN:    | Defendant's SPN. Retrieves the most recent interview number associated with the SPN.                                |
| 4.  | DEFENDANT NAME:   | Defendant's name.   |
| 5.  | COMMENTS:         | Displays a <b>Y</b> (yes) or an <b>N</b> (no) to indicate if comments have been entered for the interview.          |
| 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.   |
| 9.  | REPORT?           | Did the attorney receive a copy of the defendant's interview report? Displays a <b>Y</b> (yes) or an <b>N</b> (no). |
| 10. | PROB STATUS:      | Was the defendant on probation? Displays a <b>Y</b> (yes) or an <b>N</b> (no).                                      |
| 11. | PAROLE STATUS:    | Was the defendant on parole? Displays a <b>Y</b> (yes) or an <b>N</b> (no).   |
| 12. | ON BOND?          | Was the defendant on bond? Displays a <b>Y</b> (yes) or an <b>N</b> (no).   |

13. HOLDS? Were there any holds filed against the defendant? Displays a **Y** (yes) or an **N** (no).
14. FUG WAR? Was there a fugitive warrant for the defendant? Displays a **Y** (yes) or an **N** (no).
15. PREV FTA? Did the defendant have any previous failure-to-appear charges? Displays a **Y** (yes) or an **N** (no).
16. CLASS C WAR: Number of outstanding class C warrants against the defendant at the time of the interview.
17. FEL CONV: Number of felony convictions on record for the defendant at the time of the interview.
18. MISD CONV: Number of misdemeanor convictions on record for the defendant at the time of the interview.
19. NUMBER OF ARRESTS? Number of **all** arrests for felony and Class A or B misdemeanor offenses on record for the defendant at the time of the interview.
20. 1ST JIMS CK BY: SPN of the person who performed the JIMS background check.
21. NAME: Name of the person who performed the JIMS background check.
22. DATE RUN: Date the JIMS computerized criminal history (CCH) check was run.
23. TIME: 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.
25. NIT: Not In Terminal. Were the current charges filed in the District Clerk's Office after the interviewer ran a TCIC/NCIC search? Displays a **Y** (yes) or an **N** (no).
26. 2ND JIMS CK BY through LOCATION: 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? Displays a **Y** (yes) or an **N** (no).
28. TCIC WANTS: Did the defendant have any wants in TCIC? Displays a **Y** (yes) or an **N** (no).
29. NCIC HISTORY: Did the interviewer locate NCIC criminal history records for the defendant? Displays a **Y** (yes) or an **N** (no).
30. NCIC WANTS: Did the defendant have any wants in NCIC? Displays a **Y** (yes) or an **N** (no).
31. DATE RUN through LOCATION: 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? Displays a **Y** (yes) or an **N** (no).
35. ADX ADDRESS: Was there an ADX record for the address supplied by the defendant? Displays 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? Displays a **Y** (yes) or an **N** (no).
37. COMMENTS: Free-form field. May display defendant's HPD identification number, SID, a description of the source referred to in field 36 (example, Southwestern Bell telephone book) or other information.

## F-KEY OPTIONS

1=PREV SCREEN:	Press F1 to access PIQ 100.10 – the Defendant Classification screen.
2=NEXT SCREEN:	Press F2 to access PIQ 100.30 – the PDLW Reference screen.
3=ADDRESS CK:	Press F3 to access PIQ 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=VIEW COMMEN:	Press F5 to access PIQ.COMME – the General Comments screen.
6=PIQ10:	Press F6 to access PIQ 10 – the Interview Descriptors screen.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIQ 100.30 — PDLW Reference

Use PIQ 100.30 to see whether or not the person the defendant lives with (PDLW) confirmed the data supplied by the defendant.

### ACCESS METHOD

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

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 13, 2000 (C2)  
PIQ10030 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
PDLW REFERENCE PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000015 DATE: 11052001  
[3] [4]  
DEFENDANT SPN: 000000012 DEFENDANT NAME: MC CLINTOCK, EUGENE

=====

[5] [6]  
PDLW NAME: \_\_\_\_\_ RELATION TO DEF: SEL  
[7] [8] [9]  
ADD: 11310 HAMPTON BLVD \_\_\_\_\_ PH: 409 6320892 WK PH: 281 8021141  
[10] [11] [12]  
PDLW NAME: \_\_\_\_\_ RELATION TO DEF \_\_\_\_\_ 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=VIEW COMMEN  
6=PIQ10 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.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: Defendant's name.
5. PDLW NAME: Name of the person defendant lives with.
6. RELATION TO DEF: Three-character code identifying the relationship of the PDLW to the defendant.
7. ADD: Address of the person who lives with defendant.
8. PH: Home phone number of the person who lives with defendant.
9. WK PH: Work phone number of person who lives with defendant.
10. PDLW NAME: Name of an additional person who lives with the defendant, if necessary.
11. RELATION TO DEF: Three-character code identifying the relationship of the person in field 10 to the defendant.
12. PH: Home phone number of the additional person who lives with defendant.
13. ATTEMPT TO VERIFY: Date and time an unsuccessful attempt was made to verify the defendant-supplied data with the reference. Also, the initials of the person who attempted the verification.

14. DEF ADDRESS and COMMENTS: Did the PDLW confirm the defendant's address response? Displays a **Y** (yes) or an **N** (no). Additional comments may display.
15. DEF TRANS and COMMENTS: Did the PDLW confirm the defendant's access to transportation response? Displays a **Y** (yes) or an **N** (no). Additional comments may display.
16. DEF TELEPHONE and COMMENTS: Did the PDLW confirm the defendant's phone number response? Displays a **Y** (yes) or an **N** (no). Additional comments may display.
17. DEF EMPLOYMENT and COMMENTS: Did the PDLW confirm the defendant's employment status response? Displays a **Y** (yes) or an **N** (no). Additional comments may display.
18. DEF LIVES WITH and COMMENTS: Did the PDLW confirm the defendant's living arrangements response? Displays a **Y** (yes) or an **N** (no). Additional comments may display.
19. DEF AGE and COMMENTS: Did the PDLW confirm the defendant's reported age? Displays a **Y** (yes) or an **N** (no). Additional comments may display.
20. OTHER NAMES: Free form field. Other names by which the reference knows the defendant.
21. VERIFIED BY: 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. Additional comments may display.

## **F-KEY OPTIONS**

1=PREV SCREEN:	Press F1 to access PIQ 100.20 – the Computer Criminal Record screen.
2=NEXT SCREEN:	Press F2 to access PIQ 100.40 – the Next of Kin/Not Parent Verification screen.
5=VIEW COMMEN:	Press F5 to access PIQ.COMME – the General Comments screen.
6=PIQ10:	Press F6 to access PIQ 10 – the Interview Descriptors screen.
7=BKWD:	Press F7 to access the preceding page.
8=FRWD:	Press F8 to access the next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

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

Use PIQ 100.40 to see whether or not the defendant's next of kin confirmed the data supplied by the defendant. The next-of-kin is someone other than the defendant's parent.

### ACCESS METHOD

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

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JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 13, 2000 (C2)  
PIQ10040 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
NEXT OF KIN/NOT PARENT VERIFICATION PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000015 DATE: 11052001  
[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) 11-06-01/1400/RYW \_\_\_\_\_  
[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=VIEW COMMEN  
6=INT DESCP 7=BKWD 8=FWRD 10=REFRESH 11=HELP

\*\*\*\*\*

**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.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: Defendant's name.
5. NEXT OF KIN NOT LIVING W/DEF NAME: Name of relative or friend who does not reside with defendant.
6. RELATION TO DEF>: Three-character code identifying the relationship of the next-of-kin to the defendant.
7. KNOWN DEF: The length of time the next-of-kin has known the defendant (example, 6 years = 6\_Y). Valid length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years.
8. CAN CONTACT? May the Office of Court Services contact the next-of-kin? Displays a **Y** (yes) or **N** (no).
9. ADD: Home address of next-of-kin contact.
10. PH: Home phone number of next-of-kin contact.
11. WK PH: Work phone number of next-of-kin contact.
12. ATTEMPT TO VERIFY: Date (MMDDYYYY) and time an unsuccessful attempt was made to verify the defendant-supplied data with the reference. Also, 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? Displays a <b>Y</b> (yes) or an <b>N</b> (no).  |
| 14. DEF TRANS and COMMENTS:      | Did the next-of-kin confirm the defendant's access to transportation response? Displays a <b>Y</b> (yes) or an <b>N</b> (no).                         |
| 15. DEF TELEPHONE and COMMENTS:  | Did the next-of-kin confirm the defendant's phone number response? Displays a <b>Y</b> (yes) or an <b>N</b> (no).                                     |
| 16. DEF EMPLOYMENT and COMMENTS: | Did the next-of-kin confirm the defendant's employment status response? Displays a <b>Y</b> (yes) or an <b>N</b> (no).                                |
| 17. DEF LIVES WITH and COMMENTS: | Did the next-of-kin confirm the defendant's living arrangements response? Displays a <b>Y</b> (yes) or an <b>N</b> (no).                              |
| 18. DEF AGE and COMMENTS:        | Did the next-of-kin confirm the defendant's reported age? Displays a <b>Y</b> (yes) or an <b>N</b> (no).  |
| 19. OTHER NAMES:                 | Free form field. Other names by which the reference knows the defendant.  |
| 20. 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. |
| 21. ADDL COMMENTS:               | Free-form field. Additional comments regarding the verification process.  |

### **F-KEY OPTIONS**

- |                |   |
|----------------|---|
| 1=PREV SCREEN: | Press F1 to access PIQ 100.30 – the PDLW Reference screen.                    |
| 2=NEXT SCREEN: | Press F2 to access PIQ 100.50 – the Contact Since Arrest Verification screen. |
| 5=VIEW COMMEN: | Press F5 to access PIQ.COMME – the General Comments screen.                   |

6=INT DESC:	Press F6 to access PIQ 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.

## PIQ 100.50 — Contact Since Arrest Verification

Use PIQ 100.50 to see whether or not the defendant's after-arrest contact confirmed the data supplied by the defendant.

### ACCESS METHOD

After reviewing PIQ 100.40, press F2.  
OR  
Select Option 50 from the PIQ 100 Submenu. Press Enter.

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 13, 2000 (C2)  
PIQ10050 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
CONTACT SINCE ARREST VERIFICATION PAGE: 1 - 1

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 11052001  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE

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

[13] ATTEMPT TO VERIFY (DATE/TIME/INIT) \_\_\_\_\_  
[14] DEF ADDRESS.....: Y COMMENTS: \_\_\_\_\_  
[15] DEF TRANS.....: Y COMMENTS: \_\_\_\_\_  
[16] DEF TELEPHONE...: Y COMMENTS: \_\_\_\_\_  
[17] DEF EMPLOYMENT...: Y COMMENTS: \_\_\_\_\_  
[18] DEF LIVES WITH...: Y COMMENTS: \_\_\_\_\_  
[19] DEF AGE.....: N COMMENTS: DOESN'T KNOW \_\_\_\_\_  
[20] OTHER NAMES: \_\_\_\_\_  
[21] VERIFIED BY: SPN: 001700203 DATE: 11052001 TIME: 1300 LOCATION> OFS\_  
[22] ADDL COMMENTS: \_\_\_\_\_

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

\*\*\*\*\*

**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.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: Defendant's name.
5. CONTACTED ANYONE SINCE ARREST? Has the defendant contacted anyone (not an attorney) since the arrest? Displays a **Y** (yes) or an **N** (no).
6. WHO: Name of person defendant contacted after being arrested.
7. RELATION TO DEF: Three-character code identifying the relationship of the contact to the defendant.
8. KNOWN DEF: The length of time the contact has known the defendant (example, 6 years = 6\_Y). Valid length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years.
9. CAN CONTACT? May the Office of Court Services contact the person identified in field 6? Displays a **Y** (yes) or an **N** (no).
10. ADD: Home address of contact.
11. PH: Home phone number of contact.
12. WK PH: Work phone number of contact.

13. ATTEMPT TO VERIFY: Date (MMDDYYYY) and time an unsuccessful attempt was made to verify the defendant-supplied data with the reference. Also, the initials of the person who attempted the verification.
14. DEF ADDRESS and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's address was verified. Additional comments may display.
15. DEF TRANS and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's access to transportation was verified. Additional comments may display.
16. DEF TELEPHONE and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's home phone number was verified. Additional comments may display.
17. DEF EMPLOYMENT and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's employment status was verified. Additional comments may display.
18. DEF LIVES WITH and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's living arrangement was verified. Additional comments may display.
19. DEF AGE and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's age was verified. Additional comments may display.
20. OTHER NAMES: Free form field. Other names by which the reference knows the defendant.
21. VERIFIED BY: 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. Additional comments may display.

## **F-KEY OPTIONS**

1=PREV SCREEN:	Press F1 to access PIQ 100.40 – the Next Of Kin/Not Parent Verification screen.
2=NEXT SCREEN:	Press F2 to access PIQ 100.60 – the Parent Verification screen.
5=VIEW COMMEN:	Press F5 to access PIQ.COMME – the General Comments screen.
6=INT DESC:	Press F6 to access PIQ 10 – the Interview Descriptors screen.
7=BKWD:	Press F7 to access the preceding page.
8=FRWD:	Press F8 to access the next page.
10=REFRESH:	Press F10 to erase input.
11=HELP:	Press F11 to access Help.

## PIQ 100.60 — Parent Verification

Use PIQ 100.60 to see whether or not the defendant's parent(s) confirmed the data supplied by the defendant.

### ACCESS METHOD

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

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 13, 2000 (C2)  
PIQ10060 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
PARENT VERIFICATION PAGE: 1 - 1

[1] [2]  
INTERVIEW NUMBER: 00000015 DATE: 02252000  
[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: 001700203 DATE: 11062001 TIME: 1330 LOCATION> OCS\_

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

==>

1=PREV SCREEN 2=NEXT SCREEN 5=VIEW COMMENTEN  
6=INT DESCP 10=REFRESH 11=HELP

\*\*\*\*\*

**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.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: Defendant's name.
5. PARENT(S): Name of the defendant's parent or parents.
6. RELATION TO DEF: Three-character code identifying the relationship of the parent or parents to the defendant.
7. KNOWN DEF: The length of time the parent has known the defendant (example, 6 years = 6\_Y). Valid length codes are:  
  
**D** = days; **M** = months; **W** = weeks; **Y** = years.
8. CAN CONTACT? May the Office of Court Services contact the parent(s)? Displays a **Y** (yes) or an **N** (no).
9. ADDR: Home address of parent(s).
10. PH: Home phone number of parent(s).
11. WK PH: Work phone number of parent(s).
12. ATTEMPT TO VERIFY: Date (MMDDYYYY) and time an unsuccessful attempt was made to verify the defendant-supplied data with the reference. Also, the initials of the person who attempted the verification.

13. DEF ADDRESS and COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if the defendant's address was verified. Additional comments may display.
14. DEF TRANS and COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if the defendant's access to transportation response was verified. Additional comments may display.
15. DEF TELEPHONE and COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if the defendant's home phone number was verified. Additional comments may display.
16. DEF EMPLOYMENT and COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if the defendant's employment status was verified. Additional comments may display.
17. DEF LIVES WITH and COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if the defendant's living arrangement was verified. Additional comments may display.
18. DEF AGE and COMMENTS: Displays a **Y** (yes) or an **N** (no) to indicate if the defendant's age was verified. Additional comments may display.
19. OTHER NAMES: Free form field. Other names by which the parent knows the defendant.
20. VERIFIED BY: 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. Additional comments may display.

## **F-KEY OPTIONS**

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

## PIQ 100.70 — Other References Verification

Use PIQ 100.70 to see whether or not the defendant's other references confirmed the data supplied by the defendant.

### ACCESS METHOD

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

\*\*\*\*\*

JUFVI (8UE#) JUSTICE INFORMATION MANAGEMENT SYSTEM MAR 13, 2000 (C2)  
PIQ10070 PRETRIAL INTERVIEW INQUIRY OPT \_\_\_\_\_ - PIQ  
OTHER REFERENCES VERIFICATION PAGE: 1 - 3

[1] INTERVIEW NUMBER: 00000015 [2] DATE: 11052001  
[3] DEFENDANT SPN: 000000012 [4] DEFENDANT NAME: MC CLINTOCK, EUGENE KJ \_\_\_\_\_  
=====

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

[6] RELATION TO DEF: BRO KNOWN DEF: [7] \_\_\_\_\_

[8] ADDR \_\_\_\_\_ [9] PH: 832 4503291 [10] WK PH: \_\_\_\_\_

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

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

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

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

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

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

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

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

[19] VERIFIED BY: SPN: 001700203 DATE: 11062001 TIME: 1259 LOCATION: OCS\_

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

==>

1=PREV SCREEN 4=VIEW REFS 5=VIEW COMMENTEN  
6=INT DESC 7=BKWD 8=FWRD 10=REFRESH 11=HELP

\*\*\*\*\*

**To inquire on a defendant's additional reference 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.
- ▶ Press F4 to view a list of all OTHER reference records. To view the verification data for a specific reference, type an **X** next to the appropriate record and press Enter. Press Clear to exit the screen without selecting a record.

**EXPLANATION OF FIELDS**

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and PIN.
2. DATE: The date the interview number was generated.
3. DEFENDANT SPN: Defendant's SPN. Retrieves the most recent interview number associated with the SPN.
4. DEFENDANT NAME: Defendant's name.
5. REFERENCE NAME: Name of the defendant's reference.
6. RELATION TO DEF: Three-character code identifying the relationship of the reference to the defendant.
7. KNOWN DEF: The length of time the reference has known the defendant (example, 6 years = 6\_Y). Valid length codes are:  
**D** = days; **M** = months; **W** = weeks; **Y** = years.
8. ADDR: Home address of reference.
9. PH: Home phone number of reference.
10. WK PH: Work phone number of reference.
11. ATTEMPT TO VERIFY: Date (MMDDYYYY) and time an unsuccessful attempt was made to verify the defendant-supplied data with the reference. Also, the initials of the person who attempted the verification.

12. DEF ADDRESS and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's address was verified. Additional comments may display.
13. DEF TRANS and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's access to transportation was verified. Additional comments may display.
14. DEF TELEPHONE and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's home phone number was verified. Additional comments may display.
15. DEF EMPLOYMENT and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's employment status was verified. Additional comments may display.
16. DEF LIVES WITH and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's living arrangement was verified. Additional comments may display.
17. DEF AGE and COMMENTS: Displays a Y (yes) or an N (no) to indicate if the defendant's age was verified. Additional comments may display.
18. OTHER NAMES: Free form field. Other names by which the reference knows the defendant.
19. VERIFIED BY: 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: Additional comments regarding the verification process.

## **F-KEY OPTIONS**

1=PREV SCREEN:	Press F1 to access PIQ 100.60 – the Parent Verification screen.
4=VIEW REFS:	Press F4 to access the View of References screen. Press Clear to return to PIQ 100.70.
5=VIEW COMMEN:	Press F5 to access PIQ.COMME – the General Comments screen.
6=INT DESC:	Press F6 to access PIQ 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.

## PIQ 100.80 — Case Activity Index

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

### ACCESS METHOD

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

\*\*\*\*\*

```
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      OCT 25, 2001 (C2)
PIQ10080          PRETRIAL INTERVIEW INQUIRY              OPT _____ - PIQ
                  CASE ACTIVITY INDEX                  PAGE: 1 - 1
```

```
  [1]              [2]
DEFENDANT SPN: _____ DEFENDANT NAME: _____
  [3]              [4]      [5]
INTERVIEW NUMBER: 100 _____ 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			
ENGLAND, STEVEN ERIC	003	703134401010	345	00000100	03212001	09	REF	
_____	1	PCH	APP	05292001	05292001			
ENGLAND, STEVEN ERIC	003	070402101010	337	00000100	03212001			
_____	2	PCH	APP					
_____								
_____								
_____								
_____								

==>

```
1=INT INDEX      2=INT DESCR      3=BAIL CLASS
6=PIQ100.95     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 PIQ and 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 PIQ 5 – the Interview Index screen.
- 2=INT DESCR: Type an **X** next to the appropriate case and press F2 to access PIQ 10 – the Interview Descriptors screen.
- 3=BAIL CLASS: Type an **X** next to the appropriate case and press F3 to access PIQ 100.10 – the Defendant Classification screen.
- 6=PIQ 100.95: Press F6 to access PIQ 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.

## PIQ 100.91 — Court Action by Case Inquiry

Use PIQ 100.91 to display all actions and outcomes for a specific case or all cases associated with an interview.

### ACCESS METHOD

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

```

*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      OCT 26, 2001(C2)
PIQ10091          PRETRIAL INTERVIEW INQUIRY              OPT _____ - PIQ
                  COURT ACTION BY CASE INQUIRY         PAGE: 1 - 2

    [1]                [2]      [3]
INTERVIEW NUMBER: 100_____ CDI: _____ CASE: _____
    [4]                [5]
DEFENDANT SPN: 2450_____ DEFENDANT NAME: ENGLAND, STEVEN ERIC_____

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

[8]   [9]      [10]  [11]  [12] [13]      [14]      [15]      [16]
      ACTION DT  INT #  COURT  INS  OUTCOME  SHIFT  DEF STAT  COMPLETED BY
      - 10252001  000000100 178  _____  DEN_____  EVE_      J      COOPER, ROBBIE_____
      - 05292001  000000100 PCH  _____  APP_____  MID_      J      CRAMDEN, JOHN_____

==> ** 2 CASES FOUND **

                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 PIQ and 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. Valid codes are:

**DAY** = Day Shift

**EVE** = Evening Shift

**MID** = Midnight Shift

15. DEF STAT: The single-character code indicating the custody status of the defendant at the time of the court.

16. COMPLETED BY: Name of the person who entered the court action record.

### **F-KEY OPTIONS**

2=INT INDEX: Press F2 to access PIQ 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 PIQ 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.

## PIQ 100.95 — Personal Bond Activity

Use PIQ 100.95 to view the status of a personal bond approved by a judge.

### ACCESS METHOD

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

```
*****
JUFVI (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      OCT 29, 2001(C2)
PIQ10095          PRETRIAL INTERVIEW INQUIRY                OPT _____ - PIQ
                  PERSONAL BOND ACTIVITY                  PAGE: 1 - 2

[1]              [2]      [3]
INTERVIEW NUMBER: 100_____ CDI: _____ CASE: _____
[4]              [5]
DEFENDANT SPN: 2450_____ DEFENDANT NAME: ENGLAND, STEVEN ERIC____
=====
[6]              [7]      [8]
COURT ACTION FOR CDI: 003 CASE NUMBER: 703134401010 COURT: 345_ INS: MRP

[9]  [10]  [11]  [12]  [13]  [14]
ACTION DT COURT OUTCOME SHIFT DEF STATUS COMPLETED BY (SPN)
10252001 178_ RESTR_ EVE_ J 01700203_ COOPER, ROBBIE_____
05292001 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: 05292001 TIME: 1200 NOT FILED REASON: _____
[21] [22] [23] [24]
RELEASE DATE: 05292001 TIME: 1200 REL LOC: CRT_ NOT REL REASON: _____

==>

1=INT INDEX 2=INT DESCR 3=BAIL CLASS 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).

## EXPLANATION OF FIELDS

### Inquiry Fields

1. INTERVIEW NUMBER: Computer-generated, eight-digit number that identifies the interview in PIQ and 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: Defendant's name.
6. COURT ACTION FOR CDI: and CASE: Court division indicator and Harris County case number to 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. Valid codes are:

**DAY** = Day Shift  
**EVE** = Evening Shift  
**MID** = Midnight Shift

13. DEF STAT: The single-character code indicating the custody status of the defendant at the time of the court action.
- 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 bond approved by the judge.
17. SPLIT: Displays an N (no) if the judge did not order a split bond.
- If the judge ordered a split bond, displays 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, displays the date (MMDDYY or MMDDYYYY) the bond was filed.
19. TIME: If the personal bond was filed, displays 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, displays the three- to four-character code indicating why the bond was not filed.
21. RELEASE DATE: If the defendant was released from custody on the personal bond, displays the date (MMDDYY or MMDDYYYY) the defendant was released.
22. TIME: If the defendant was released from custody on the personal bond, displays the time (military format) the defendant was released.
23. REL LOC: If the defendant was released from custody on the personal bond, displays the three-character code for the release location.

24. NOT REL REASON: If the defendant was NOT released after the personal bond was filed, displays the four- to five-character code indicating why the defendant was not released.

### **F-KEY OPTIONS**

1=INT INDEX: Press F1 to access PIQ 5 – the Interview Index screen.

2=INT DESCR: Press F2 to access PIQ 10 – the Interview Descriptors screen.

3=BAIL CLASS: Press F3 to access PIQ 100.10 – the Defendant Classification 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 F7 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.

## 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 PIQ. Use this field to transfer from one subsystem to another — for example, from PIQ 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 PIQ 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

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

## 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      MAR 08, 2000 (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 print only the comments for an interview, enter 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, enter the appropriate comments-type code. Valid codes are:

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

### **F-KEY OPTIONS**

1=INT INDEX:

Access restricted.

2=INT DESCR:

Access restricted.

3=BAIL CLASS:

Access restricted.

4=CAS INDEX:

Access restricted.

5=PTSP:

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

6=PRT MENTAL:

Access restricted.

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
<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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