

X-Jail Gap Analysis

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Menu Bar

File

Contains functionality to E-Mail, Print, Secure XJail (not certain of this functionality), and Exit

Edit

System Unresponsive. Nothing happened when this menu item was selected. –Does not work with full rights.

View

- ❖ View the following:
 - View Whiteboard: The facility really relies on the whiteboards/shift summaries.
 - Menu Options: Doesn't appear to be any OMIS related features here.

Utilities

- ❖ Used to define drop-down lists, configure systems, etc.
- ❖ This feature would be useful to define contents of drop-down lists.
- ❖ This feature will be discussed at the end of this document under Appendix

Reports

- ❖ Discussed later in the Reports section

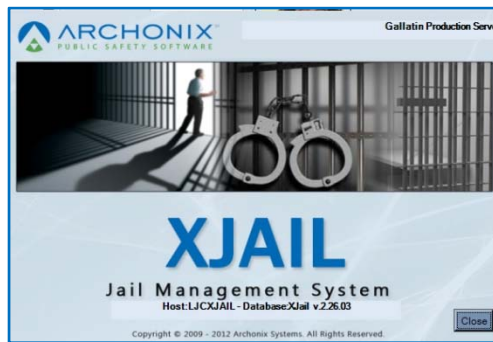
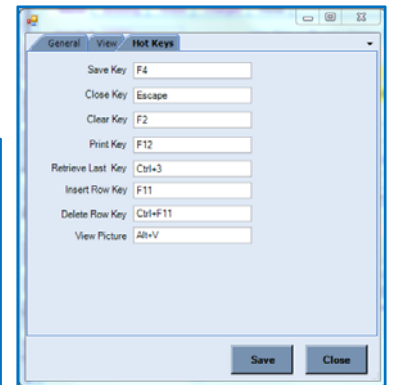
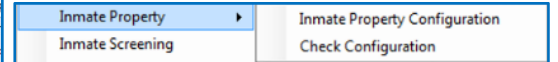
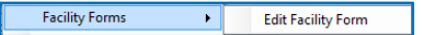
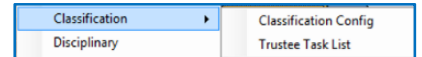
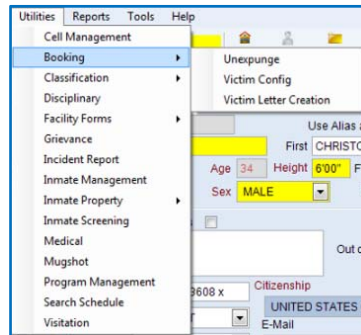
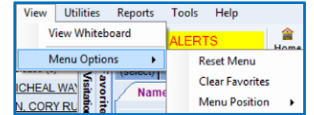
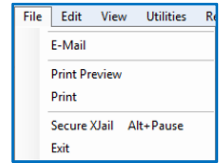
Tools

- ❖ Basic system tools. Biggest function is defining Hot Keys for various system operations.

Help

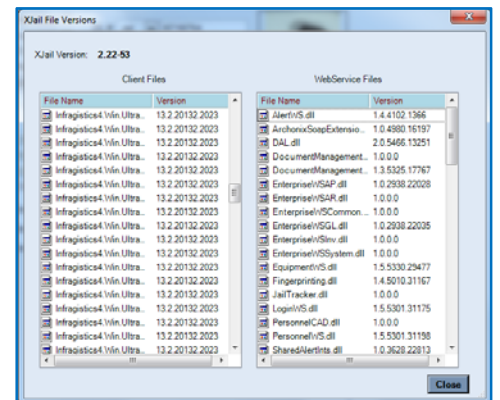
About

- ❖ Displays the version, host, database, and server connection.



Installed Versions

- ❖ Shows all versions of Infragistics reports dlls on the left, and all versions of XJail dlls on right.
- ❖ Not used by GCDC staff.



OMIS 3 Assessment (Menu Bar): Functionality Negligible

- ❖ Menu bar items that are important can be replicated in an OMIS 3 screen as necessary.
- ❖ The only real important item might be the ability to update (add items only, no capability to delete or edit) drop-down list items

Ribbon

Preview Icon

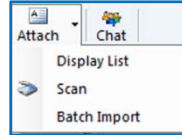
- ❖ Previews Booking Report, shown to right.

Print Icon

- ❖ Normal Print functionality

Attach Icon

- ❖ Attach a scanned or imported file, to X-Jail. Such as a citation.



Chat Icon

Non-functioning

Home Icon

- ❖ Opens the whiteboard feature to allow viewing of continuous shift logs.

Whiteboard

- ❖ The whiteboard is a shift log.
- ❖ Examples shown to right and below.
 - Example below was for the Saturday of our visit.
 - ❖ Example shown are slightly different.
 - A month's worth is saved in X-Jail. Older whiteboards are exported to Word.

Gallatin County Detention Center

Booking Report

| | | | | |
|---|---|-------------------------------|--|------------------------|
| Inmate # 17884 | Inmate Name MCCANN, CHRISTOPHER FREDRICK | Sex Male | Race White/Eurp/ N AA/Mid East | |
| Booking Number 79676 | Date/Time 04/14/2017 15:28 | Hair Color Brown | Eye Color Blue | |
| Drivers License # AK 8718754 | SSN [REDACTED] | DOB 03/04/1983 | Ethnicity Not of Hispanic Origin | Height 6'00" |
| Address 171 AIRPORT RD ENNIS, MT 59729 | | Phone (406)692-3608 | FBI # 122667986 SID # MT0253982 | |

Resident: Resident
County: Gallatin
Birth State: AK
Citizenship: United States of America

Scars, Marks, Tattoos:
Type: SCAR
Location: CHIN
Description: T

Arrest Information
Committed By/Room & Board:
Arrest Date/Time: 04/14/2017 09:40
Location:
Arresting Agency: Other
Arresting Officer:
Booking Officer: DUNLAP, ADAM

Additional Information
Classification: Disciplinary
Cell Assignment: HOLDING CELL 4
Sentence Status: Transport
Occupation: AIRPLANE MECHANIC
Employer: UNEMPLOYED
Emergency Contact: MICHELLE MCCANN (907)715-7331

Charges

| Reference # | Case Nbr | Status | Description | Category | Charge D/Tm | Disposition D/Tm | Document | Court | Bond Type | Bond Amount |
|-------------|----------|----------|--|-------------|------------------|------------------|---------------------------|---------|----------------|-------------|
| 32405 | | 45-8-101 | | Misdemeanor | 08/11/2016 04:23 | (none) | Warrant | Biz | Cash or Surety | |
| TK16-03222 | | | DISORDERLY CONDUCT | | 07/10/2017 | | Bond \$100.00 | | \$ | 100.00 |
| 38450 | | HOLD/MAD | | Felony | 04/14/2017 09:40 | (none) | New Arrest | MADISON | Cash or Surety | |
| DC29-2017-8 | | | Hold for Madison County | | 07/10/2017 | | Bond \$20,000.00 | | \$ | 20,000.00 |
| 38459 | | HOLD/MAD | | Misdemeanor | | (none) | New Arrest | MADISON | Cash or Surety | |
| TK17-0312 | | | Hold for Madison County | | 05/15/2017 | | Comp w/38458 | | | |
| 38460 | | HOLD/MAD | | Misdemeanor | | (none) | New Arrest | MADISON | Cash or Surety | |
| TK17-0312 | | | Hold for Madison County | | 05/15/2017 | | Comp w/38458 | | | |
| 38529 | | HOLD/MAD | | Felony | | (none) | Warrant | | Cash or Surety | |
| DC29-2014-1 | | | Hold for Madison County | | | | Bond \$30,000.00 | | \$ | 30,000.00 |
| 79555 | | 45-8-102 | | Misdemeanor | | 05/02/2017 14:03 | Court Order | Del | | |
| TK17-0053 | | | CRIMINAL POSSESSION OF DANGEROUS DRUGS | | 08/02/2017 | Time Served | 2 Days - 05/02/2017 09:45 | | | |

Active Bond Total \$50100.00
Bonds Total \$50100.00

DC20 ANDERSON 07/16/2017 12:52 Page 1

Detention Center Shift Briefing

| Team | Date | Sergeant | Corporal |
|-------|-----------|----------|----------|
| Green | 7/16/2017 | Evans | |

Officers Assigned Posts:

| Booking 1 | Booking 2 | West 1 | West 2 | East 1 | East 2 | Central | I-pod |
|-----------|-----------|--------|----------|----------|--------|---------|-------|
| Kohler | Hampton | Coles | Harrison | Hamilton | | Evans | Ellis |

Absent Officers and Reason: Nelson (V), Cooper (V)

Safety, Security, Health/Medical, Environmental (information relevant to all Staff):

Booking:

Passive Booking: Apple- Done
HCL 1: Hayes- F- SW, CRT will be in the morning
HCL 2: Mendez- DT protocol, have him seen by medical
HCL 3: Tochihara- MH obs
HCL 4: McCann- No change
HCL 5: Kline- Done, can be housed when sober also needs changed out
Johnson- Done
Lutz- Done, can be housed when sober
Sattler- Done, can be housed
HCL 6: Zilkoski- Medical night mare, needs to see medical first thing, colostomy supplies needed

West:

A-pod:
B-pod: Palin-Very jumpy
C-pod:
D-pod: Allen withdrawing from meds.
Hayes, F- is having issues being LD. ON SW
Diaz- LD until 7/16/17 at 1830 Hours
E-pod- Grandchamp- LD until 7/16/17 at 1830 Hours
Sanders- LD until 7/16/17 at 2200 hours will need hour out

East:

F-Pod: High energy Hughes is trying to be the boss
G-Pod: Baggs- LD 7/16/17 at 1630 and received a major
Inye still crazy and was warned for taking remotes into cell

Detention Center Shift Briefing

Team: Blue Date: 07-15-17 Sergeant: Walliser Corporal: Burtch (06-14)

Officers assigned posts:
Booking 1 - Deklyen Booking 2 - Slyngstad
West 1 - Anderson
West 2 - Powell
East 1 - Brekke
East 2 -
Central - Patterson
I-Pod - Banerjee / Ellis
Hospital -
Total Officers on OT:
Absent Officers and Reason:
In-Service Training Conducted:

Booking:

HCL 1 - Windset- arrogant and has an attitude. Has a giant hoop earring (L) and is refusing to take it out. Now he wants phone numbers out of his phone. Keep in the holding cell until he actually has a bond agent come here or gives us the earring. Only give him phone numbers if they will get him bonded out. FYI: Windset does have a violent history. Back in 78' he was convicted of manslaughter, so be very cautious with him, if we need to go hands on.

HCL 2 - Mendez: d/t protocol

HCL 3 - Tochihara: still mental health obs per Adrian w/CRT until

HCL 4 - McCann: Attempting to talk circles with staff about what he can have and make staff wait excessively for him. As a result, he lost his hour out. Started taking a bird bath above the drain in his cell and has yet to stop. As of now that has been around 3 hours, so we turned his water off.

HCL 5 - empty

HCL 6 - empty

Passive:

East: F,G,H pods all got rec.

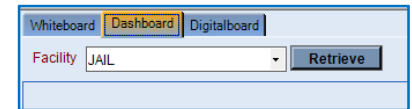
GPOD: Everyone in GPOD had their hours out. Baggs gets off L/D at 1830 tonight.

West: Nothing to report.

A-pod -
B-pod-
C-pod-
D-pod-
E-pod-

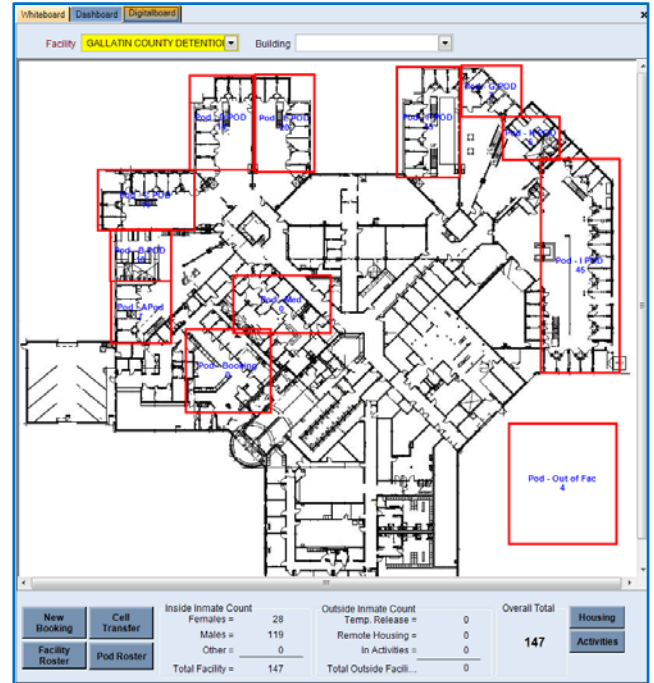
Dashboard

- ❖ System Unresponsive. - Does not work with admin rights.



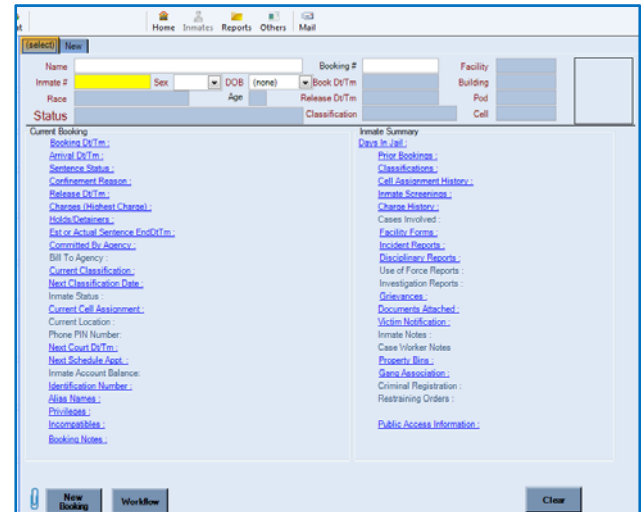
Digitalboard

- ❖ The Digitalboard contains a useful facility diagram with the following functionality:
 - Fields: Facility, Building
 - Functionality:
 - New Booking
 - Cell Transfer
 - Facility Roster
 - Pod Roster
 - Housing
 - Activities.
 - Additional Information Displayed
 - Inside Inmate Count + Totals
 - Outside Inmate Count + Totals
 - Overall Total
 - Each Red Square displays either Pod Name and Inmate Total or Out of Facility Inmate Total



Inmates Icon

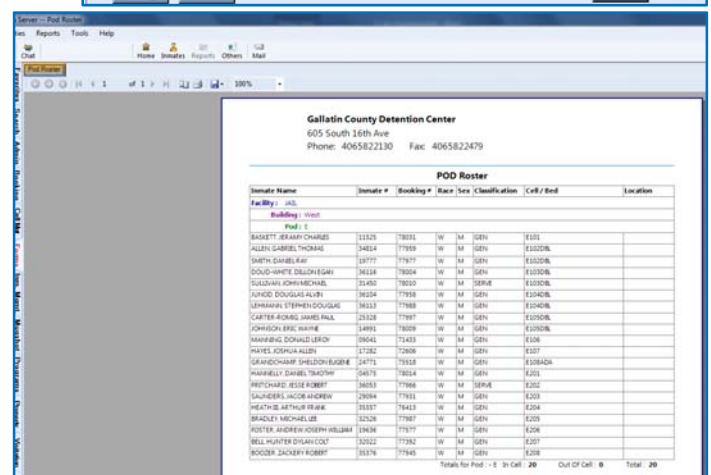
- ❖ Displays the main screen.
- ❖ Allows populating for a specific inmate.
- ❖ Name auto-search populates drop-down list of inmate names as the name is typed into the name field.



Reports Icon

Pod Roster

- ❖ Opens a pod roster report
- ❖ Inmate detail and total count for pod.
- ❖ Selection Criteria:
 - Fields:
 - Facility: GCDC
 - Building: East Wing, West Wing
 - Pod: F, G, I,
 - Show Empty Beds
 - Functions
 - Page Eject – Provides option to print (Page Break by.... Total # is important
 - Facility, Building, Pod (most used), etc.
 - Sort By



- ❖ Display Fields: Facility, Building, Pod, Inmate Name, Inmate #, Booking #, Race, Sec, Classification, Cell/Bed, Location

Others Icon

- ❖ No Information. Nothing happened when selected. – Nothing with admin rights.

Mail Icon

- ❖ No Information. System Error on Key– Nothing with admin rights.

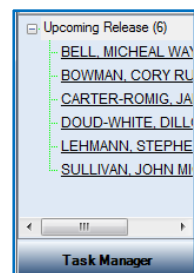
OMIS 3 Assessment (Ribbon): Functionality Negligible

- ❖ Ribbon items that are important can be replicated in an OMIS 3 screen likely by including functionality in a work center.
- ❖ The only real important items might be the ability to
 - Attach items (Scan or Batch Import)
 - Quickly access a Booking Report
 - Quickly access the Digitalboard (facility diagram)
 - Quickly Access Pod Roster Reports

Left Side Bars

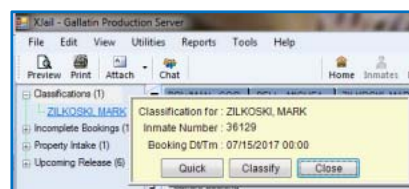
Task Manager Bar

- ❖ Content of this bar is dependent on population/processes in the detention center...
- ❖ Categories:
 - Classification, Incomplete Bookings, Inmate Screenings, Mugshot Needed, Property Intake, Upcoming Release
- ❖ Frequently Used.



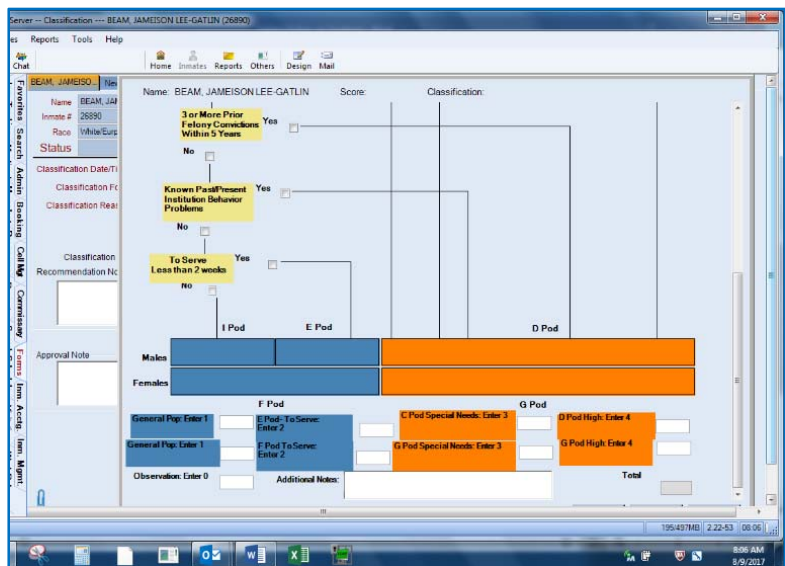
Classifications

- ❖ Classifications or Reclassifications that are Due. (Not positive about Reclassifications, those might be in a separate grouping...)
- ❖ Display Fields: Classification for <Name>, Inmate #, Booking Date/Time, Facility
- ❖ Functionality:
 - Provides the following:
 - Quick
 - Classify



Quick Classify / Classify

- ❖ Quick Classify is only used if someone is major problem and a classification decision must be made promptly.
- ❖ The normal method is shown at right using a decision tree.
 - When in the Classification screen, clicking the Questions bottom. at bottom pulls up decision tree.
- ❖ Classification/Custody Levels: Keep in Booking: Assaultive, Gang Member, Protective Custody, Medical, Handicap, Suicidal, Crisis Mental Health, Intoxicated.
- ❖ Frequently Used.



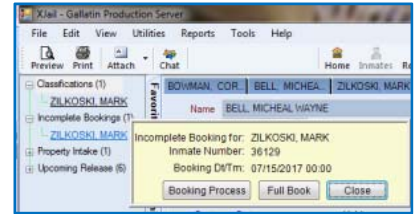
OMIS Assessment (Task Manager Bar - Classifications): Functionality Exists with Minor Modifications and Pending Functionality

- ❖ Tasks is a feature in development that will assist in documenting tasks in progress and providing functionality to identify and complete those tasks.
- ❖ The Custody Level Review module will provide the classification functionality. Custody Level review module currently only documents custody level. A later feature will allow assessing the custody level in OMIS via a classification/reclassification assessment.
- ❖ Concern: Several Recommended Custody Levels (overrides) are special management designations intermixed with custody

levels: Ad Seg, BMP Stage 1/2/3, Book & Release, Detox, Disciplinary, Gen Pop, High, Inmate Worker, I-Pod Inmate Worker, Low, Medium, Observation, Special Management, Special Needs, To Serve (only has less than two-weeks to serve)

Incomplete Bookings

- ❖ Bookings that weren't completed that require additional documentation/processing.
- ❖ **Display Fields:** Incomplete Booking for <Name>, Inmate #, Booking Date/Time
- ❖ **Functionality:**
 - Booking Process: Wizards the user through the following screens:
 - Name, Booking, Arrest, Charge, Hold, Receive Property, Inmate Screening, Classification, Victim Notification.
 - Perform all yellow fields before moving on
 - Full Book: Moves user into booking screen and user manually.
- ❖ **Frequently Used.**



OMIS Assessment (Task Manager Bar – Incomplete Bookings): *Functionality Does Not Exist*

- ❖ Tasks is a feature in development that will assist in documenting tasks in progress and providing functionality to identify and complete those tasks.
- ❖ A booking module will have to be created for a Jail Management System.

Property Intake

- ❖ Property to receive upon booking. Note indicator is used to mark that an inmate has no property.
 - This is a good method to use to ensure there is not just a blank property record, which would cause staff to wonder if the property was not booked, booked under another inmate, or if there is no property.
- ❖ **Display Fields:** Property Intake for <Name>, Inmate #, Booking Date/Time
- ❖ **Functionality:**
 - Provides ability to:
 - Receive Property: Property Form
 - Property Receipt Data: Received By, Relationship, CashBox, Receipt #, Received Date/Time, Capture Device, Property Search Officer, Received From, ...
 - Property Items: Location, Bin (only those available), Qty, Picture, Item Nbr, Description
 - Does Not Have Property: (Done for book and release, property taken for evidence, transport, etc.) Document that inmate does not have property at time of booking.
- ❖ **Frequently Used.**

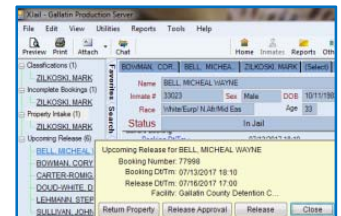


OMIS Assessment (Task Manager Bar – Property Intake): *Pending Functionality*

- ❖ Tasks is a feature in development that will assist in documenting tasks in progress and providing functionality to identify and complete those tasks.
- ❖ The Property module will handle property functionality.

Upcoming Releases

- ❖ Documents inmates that will be released within the designated period of time (not sure if these are flagged somewhere or if ran off sentence).
- ❖ **Display Fields:** Upcoming Release for <Name>, Booking #, Booking Date/Time, Facility
- ❖ **Functionality:**
 - Return Property: Return Property Process
 - Release Approval: Goes to Release Approval Screen (Approval Type, Release Approval Data, Bond Payment Data, Charges, Holds) --- NEVER USED
 - Release: Goes to Release Screen...
- ❖ **Frequently Used.**



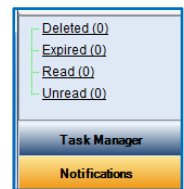
OMIS Assessment (Task Manager Bar – Upcoming Releases): *Pending Functionality*

- ❖ Tasks is a feature in development that will assist in documenting tasks in progress and providing functionality to identify and complete those tasks.

- ❖ The Placement module, Sentence Calculation module, Court Case and Offense module will combine to provide this functionality

Notifications Bar

- ❖ Wasn't able to see anything populated for Deleted, Expired, Read, Unread – NEVER USED
- ❖ Deleted, Expired, Read, Unread
- ❖ **Feature Not Used**

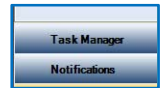


OMIS Assessment (Notification Bar – All Associated Items): Functionality Does Not Exist

- ❖ Not Used. Assessment not necessary.

Report Approval Bar

- ❖ Wasn't able to see anything populated here – NEVER USED
- ❖ **Feature Not Used**

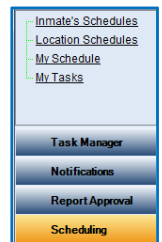


OMIS Assessment (Report Approval Bar): Functionality Does Not Exist

- ❖ Not Used. Assessment not necessary.

Scheduling Bar

- ❖ See below: Inmate's Schedules, Location Schedules, My Schedule, My Tasks – NEVER USED, but could use at some point.

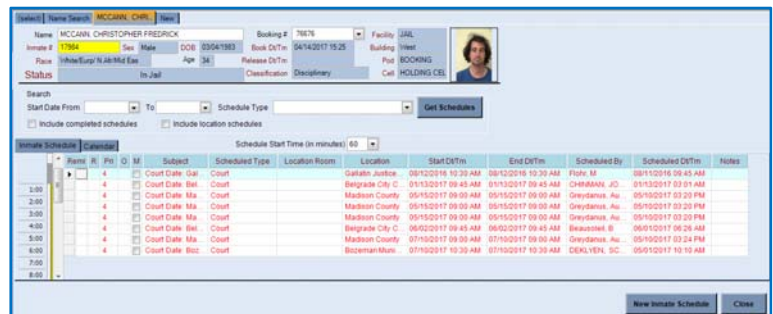


OMIS Assessment (Scheduling Bar): Pending Functionality

- ❖ The Tasks feature along with the pending scheduling feature could handle this functionality.

Inmate's Schedules

- ❖ Looks like primarily used for scheduling OCAs, or just displaying an inmate's schedule.
- ❖ This is an essential feature as a court list is produced from this.
- ❖ Functionality:
 - Search inmate schedule by Date Range and Schedule
 - New Inmate Schedule
- ❖ **Feature Not Used**



OMIS Assessment (Scheduling Bar – Inmate Schedules): Pending Functionality

- ❖ (For Details see “Side Bar - Inmate Management – Inmate Schedules)

Location Schedules

- ❖ Could not access with officer logon.
- ❖ Most likely this feature provides a schedule for a specific location such as a court or unit.
- ❖ **Feature Not Used**

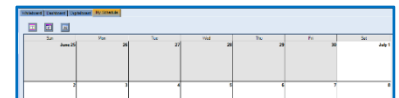


OMIS Assessment (Scheduling Bar – Location Schedules): Pending Functionality

- ❖ It is probable that the pending scheduling feature would handle this feature.

My Schedule

- ❖ Didn't see anything scheduled.
- ❖ Most likely this feature provides a schedule for the user.
- ❖ **Feature Not Used**

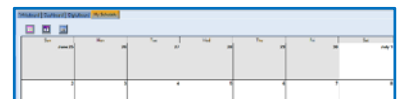


OMIS Assessment (Scheduling Bar – My Schedule): Pending Functionality

- ❖ It is probable that the pending scheduling feature would handle this feature.

My Tasks

- ❖ Didn't see anything scheduled.
- ❖ Most likely this feature provides a task list schedule for the user.



❖ **Feature Not Used**

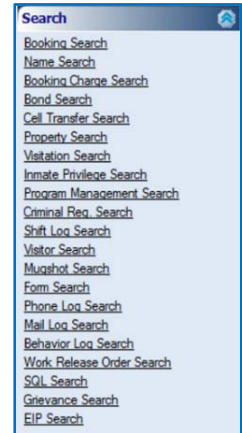
OMIS Assessment (Scheduling Bar – My Tasks): Pending Functionality

- ❖ It is probable that the pending Tasks feature would handle this feature.

Left Side Bar Tabs

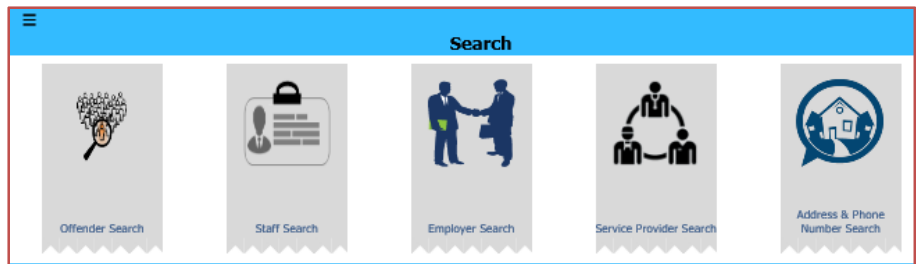
Side Bar - Search Tab

- ❖ Provides the ability for a wide variety of searches, described below.



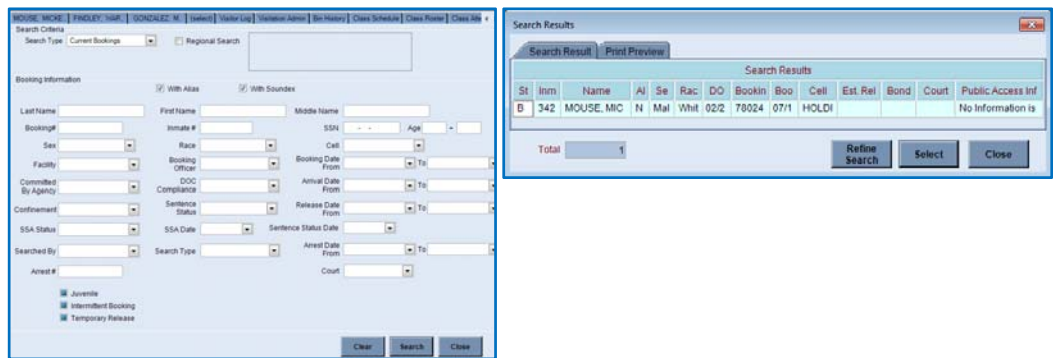
OMIS Assessment (Left Side Bar Tabs - Search Tab): Functionality Could Be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ Current searches are: Offender, Staff, Employer, Service Provider, Address & Phone Number Search
- ❖ It is highly likely that the necessary searches can be performed.



Booking Search

- ❖ Provides ability to search for various bookings via a wide variety of search terms (Names, ID Numbers, DOB, Age, Addresses, Phone Numbers, Demographics, Dates (Booking, Arrival, Release, Sentence).
- ❖ Search results:
 - Displays booking information
- ❖ Search results display a list of offenders meeting the criteria including the following information: Status, Inmate #, Name, Alias, Sex, Race, DOB, Booking #, Booking Date, Cell, Estimated Release Date, Bond Amount, Court, Public Access Information.



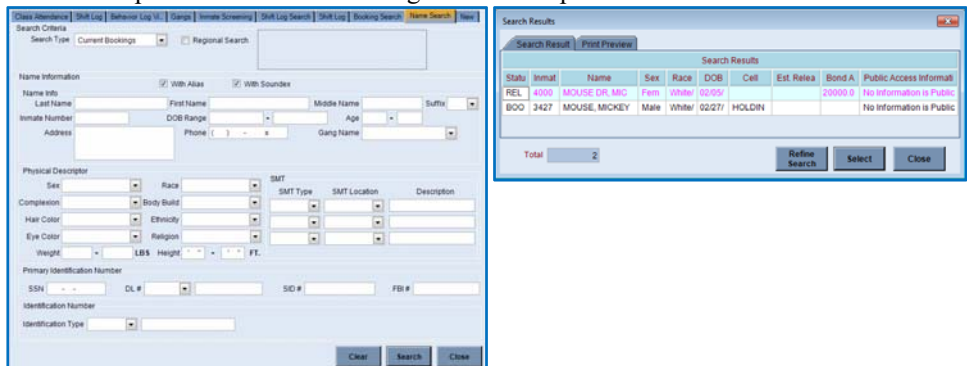
❖ **Frequently Used.**

OMIS 3 Assessment (Left Side Bar Tabs – Search Tab - Booking Search): Functionality Could Be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed once a Booking feature is implemented.

Name Search

- ❖ Provides ability to search for inmates within the system via a wide variety of search terms (Names, ID Numbers, DOB, Age, Addresses, Phone Numbers, Demographics).
- ❖ This is used for:
 - Ensuring a person being booked does not already exist in the system.
 - Find specific inmates (former or



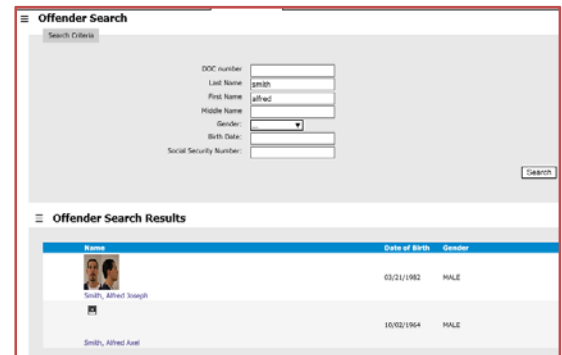
current)

- ❖ Search results display a list of offenders meeting the criteria including the following information: Status, Inmate #, Name, Sex, Race, DOB, Cell, Estimated Release Date, Bond Amount, Public Access Information.

- ❖ **Frequently used.**

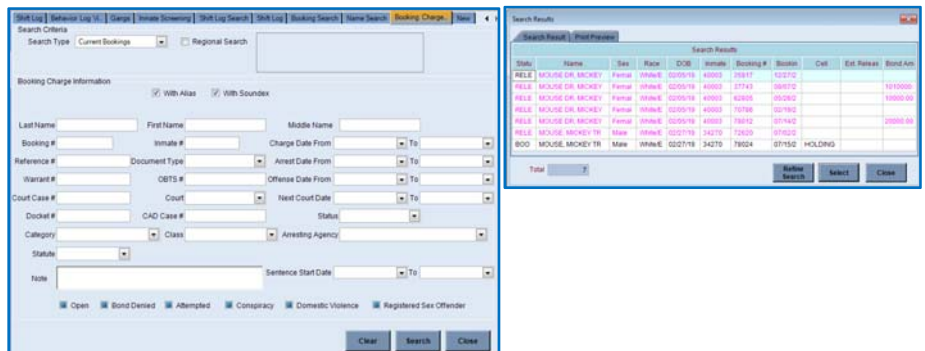
OMIS 3 Assessment (Left Side Bar Tabs – Search Tab - Name Search): Functionality Could be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed via the Name Search feature.
- ❖ Name searches exist in OMIS, but not with all of the search criteria indicated.



Booking Charge Search

- ❖ Provides ability to search for inmates within the system via a wide variety of search terms related to past booking information (Name, Booking #, Inmate #, Charge Date Range, Reference #, Document Type, Arrest Date Range, Warrant #, OBTS #, Offense Date Range, Court Case #, Court, Next Court Date Range, Docket #, CAD Case #, Status, Category, Class, Arresting Agency, Statute, Note, Sentence Start Date Range, Open (? Not sure what this is), Bond Denied, Attempted, Conspiracy, Domestic Violence, Registered Sex Offender).
 - This is used for finding specific inmates (former or current)
- ❖ Search results display a list of offenders meeting the criteria including the following information: Status, Name, Sex, Race, DOB, Inmate #, Booking #, Booking Date, Cell, Estimated Release Date, Bond Amount.
- ❖ **Occasionally used.**

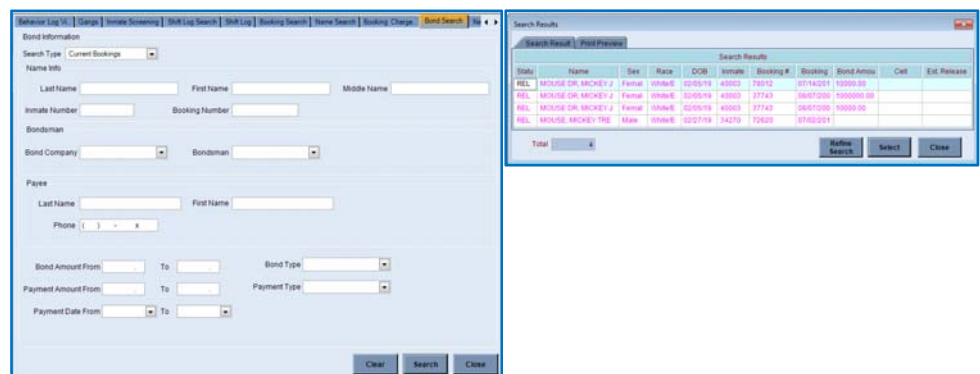


OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Booking Charge Search): Functionality Could Be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed once the Pending Charges feature is implemented.

Bond Search

- ❖ Provides ability to search for inmates within the system via a wide variety of search terms related to past bonding information (Search Type, Name, Inmate #, Booking #, Bond Company, Bondsman, Payee Name or Phone, Bond Amount Range, Bond Type, Payment Amount Range, Payment Type, Payment Date Range).
 - This is used for finding specific inmates (former or current)
- ❖ Search results display a list of offenders meeting the criteria including the following information: Status, Name, Sex, Race, DOB, Inmate #, Booking #, Booking Date, Bond Amount, Cell, Estimated Release Date.
- ❖ **Officers indicated this is not used**
 - It could be a useful search to view inmates bonded out by various entities.



OMIS 3 Assessment (Left Side Bar Tabs – Bond Search): Functionality Could Be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed once a Bond feature is implemented.

Cell Transfer Search

- ❖ Provides ability to search for inmates within the system via a wide variety of search terms related to past cell housing information (Name, Inmate #, Booking #, Sex, Race, Note, Cell Transfer Info (Facility, Building, Cell, Bed, Cell Transfer Date Range), Empty Cells Info (Facility, Building, Sex, Capacity, Bed, Classification)).
 - This is used for:
 - Finding specific inmates (former or current)
 - Finding empty cells available for occupation
- ❖ Search results display a list of offenders meeting the criteria including the following information: Status, Name, Inmate #, Sex, Race, Booking #, Booking Date, Cell, Bed, Assign Date, End Date, Estimated Release Date, Bond Amount.

❖ Frequently used.

OMIS 3 Assessment (Left Side Bar Tabs – Search Tab - Cell Transfer Search): Pending Functionality

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the Bed Placement module.
- ❖ See “OMIS 3 Assessment (Side Bar – Cell Management Tab – Cell Transfer)” for screenshots.

Property Search

- ❖ Provides ability to search for inmates/property within the system via a wide variety of search terms related to past property information.
 - This is used for finding specific property information.
- ❖ Search results display a list of offenders meeting the criteria including the following information: Booking #, Booking Date, Inmate #, Name, Return/Receive/Money, Transaction Date, Officer Name, Receipt #/Property Item #, Cell, Estimated Release Date, Bond Amount, Bond Amount, Location, Bin.
- ❖ **Officers indicated this is not used**
 - It could be a useful search to view past information on inmate property.

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Property Search): Pending Functionality

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the pending Property module.

Visitation Search

- ❖ Provides ability to search for visitors/inmates within the system via a wide variety of search terms related to past visitor/visitation information (Visitor Info: Name, Suffix, DOB Range, Sex, Race, Address, Is Active?, Note; Visit Info: Inmate Name, Suffix, Visit Date Range, Visitor Booth).
 - This is used for finding specific visits or visitations.
- ❖ Search results display a list of offenders/visitors meeting the criteria including the following information: Unable to produce results, so results fields are undefined.
- ❖ **Officers indicated this is not used. Visitation is Web-based.**
 - It could be a good method to find out which inmate’s certain visitors are visiting or to attempt to trace introduction of contraband, etc.

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Visitation Search): Pending Functionality

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the Visitation module.
- ❖ See “OMIS 3 Assessment (Side Bar – Visitation Tab – Active Inmate Visitors)” for screenshots.

Inmate Privilege Search

- ❖ Provides ability to search for privileges of inmates or inmates with similar privileges within the system via a wide variety of search terms related to past or present privilege information (Name, Sex, Race, Inmate #, Booking #, Privilege, Cell, Established Release Date, Bond Amount).
 - This is used for finding specific privileges or inmates with privileges.
- ❖ Search results display a list of offenders meeting the criteria including the following information: Name, Sex, Race, , Inmate #, Booking #, Privilege, Cell, Estimated Release Date, Bond Amount.
- ❖ **Officers indicated this is not used.**
 - It could be a good method to find out which inmates have the same privileges or to see what privileges an inmate was given on past incarcerations.

| Name | Sex | Race | Inmate # | Booking # | Privilege | Cell | Est. Release Date | Bond Amount |
|--------------------|------|------------|----------|-----------|------------|-----------|-------------------|-------------|
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Razor | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Visitation | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Commissary | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Recreation | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Television | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Tote | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Razor | HOLDNG CE | | 50100.00 |
| MCCANN, CHRISTOPHE | Male | White/Eurp | 17984 | 76676 | Visitation | HOLDNG CE | | 50100.00 |
| Total | | | | | | | | 12 |

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Inmate Privilege Search): *Functionality Could Be Implemented*

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed once an Inmate Privilege feature is implemented.

Program Management Search

- ❖ Provides ability to search for inmates or programs via a wide variety of search terms related to past or present programming information (Name, Suffix, Inmate #, Booking #, Sex, Race, Program, Class, Scheduled On, Recurs On Day, Start Date/End Date, Location, Start Time/End Time, Instructor Name).
 - This is used for finding specific programming of inmates with inmates utilizing the same programming
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results, so results fields are undefined.
- ❖ **Officers indicated this is not used.**
 - It could be a good method to find out which inmates have the same privileges or to see what privileges an inmate was given on past incarcerations.

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Program Management Search): *Functionality Could Be Implemented*

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the pending Programming module.

Criminal Reg. (Registraton) Search

- ❖ Provides ability to search for offenders that have requirements to register (Name, Registration Date, Registration Type, Charge Status & Description, Vehicle Make & Model, Internet Identifier).
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results, so results fields are undefined.
- ❖ **Reported as Not Used**

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Criminal Registration Search): *Functionality Could Be Implemented*

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed if it is deemed necessary.
- ❖ See "OMIS 3 Assessment (Main Screen - Name Tab)" for screenshot of Offender Flags module.

Shift Log Search

- ❖ Provides ability to search for shift logs using date ranges, activities, actions, persons, demographics, employees or comments (Facility, Building, Log Date Range, Activity, Action, Name, Suffix, DOB Range, Sex, Race, Employee, Comments).
- ❖ Search results display a list of offenders meeting the criteria including the following information: Log Date, Activity Description, Activity Details, Action Description, Action Details, Employee, Inmate Name, Comments.
- ❖ **Officers indicated this is not used**
 - It could be a good method to search for entries for disciplinary actions, incidents, inmates booked in or out, etc.

| Log Date | Activity Description | Activity Details | Action Details | Employee | Inmate Name | Comments |
|------------------|----------------------|------------------|----------------|--------------|-------------|-------------------|
| 07/14/2017 00:06 | BOOKING | | | Gatlen Court | MUNSON, PH | |
| 07/14/2017 00:21 | New Arrest | All Appeared OK | | ROGERS, B | | 1 from prebook |
| 07/14/2017 02:02 | Other | All Appeared OK | | ROGERS, B | | 184 into route w/ |
| 07/14/2017 02:07 | Entry | All Appeared OK | | ROGERS, B | | 184 into VSP w/ |
| 07/14/2017 02:09 | Movement | All Appeared OK | | ROGERS, B | | 184 into preb |
| 07/14/2017 02:11 | CELLOUT | | | KINOMAN, ED | KEISELFRING | Transferred fro |
| 07/14/2017 02:11 | CELLOUT | | | KINOMAN, ED | KEISELFRING | Transferred fro |
| 07/14/2017 02:14 | BOOKING | | | Boeman, Phil | SORENSEN, H | |
| 07/14/2017 02:29 | New Arrest | All Appeared OK | | ROGERS, B | | 1 from prebook |
| 07/14/2017 02:52 | CELLIN | | | KINOMAN, ED | SORENSEN, H | Transferred fro |
| 07/14/2017 02:52 | CELLOUT | | | KINOMAN, ED | SORENSEN, H | Transferred fro |
| 07/14/2017 02:54 | Other | All Appeared OK | | ROGERS, B | | 182 into route w/ |
| 07/14/2017 02:59 | Entry | All Appeared OK | | ROGERS, B | | 118 into VSP w/ |
| 07/14/2017 03:00 | Release Inmate | | | DUNLAP, ADA | MUNSON, PH | |
| 07/14/2017 03:02 | Entry | All Appeared OK | | ROGERS, B | | 118 into preb |
| 07/14/2017 03:07 | Entry | All Appeared OK | | ROGERS, B | | 182 into VSP w/ |
| 07/14/2017 03:09 | Movement | | | ROGERS, B | | 182 into preb |
| 07/14/2017 03:14 | Other | All Appeared OK | | ROGERS, B | | 216/214 en rou |
| 07/14/2017 03:16 | BOOKING | | | Boeman, Phil | DOUD-WHITE, | |
| 07/14/2017 03:18 | Entry | All Appeared OK | | ROGERS, B | | 179 into VSP w/ |
| 07/14/2017 03:25 | Movement | All Appeared OK | | ROGERS, B | | 179 into preb |
| 07/14/2017 03:28 | BOOKING | | | Boeman, Phil | VOLLUM, JOS | |

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Shift Log Search): Functionality Could Be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed once a Shift Log feature is implemented.

Visitor Search

- ❖ Provides ability to search for visitors by name, DOB, sex, race address or notes (Name, Suffix, DOB Range, Sex, Race, Address, Note).
- This is used for finding specific visitors
- ❖ Search results display a list of offenders meeting the criteria including the following information: Visitor Name, Birth Date, Sex, Race, Address.
- ❖ **Officers indicated occasional use.**

| Visitor Name | Birth Date | Sex | Race | Address |
|-----------------|------------|--------|-------------------------|-----------------------|
| LAIR, NANCY | 01/25/1963 | Female | White/Eurp/N.Am/Mid Eas | 168 Gareth Way |
| LAIR, JESS | 03/09/1953 | Male | White/Eurp/N.Am/Mid Eas | 168 Gareth Way, Bozem |
| LAIR, JESS F | 03/09/1956 | Male | White/Eurp/N.Am/Mid Eas | 168 Gareth Way Bozem |
| LAIR, KATIE | 02/08/1993 | Female | White/Eurp/N.Am/Mid Eas | 1 Lancelot Ln Bozeman |
| LAIR, MICHAEL | 06/05/1960 | Female | White/Eurp/N.Am/Mid Eas | 719 S 7TH ST BOZEMAN |
| LAIR, JACQUELYN | 06/06/1989 | Female | White/Eurp/N.Am/Mid Eas | 208 LAUNFEL LANE B |

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Visitor Search): Functionality Exists

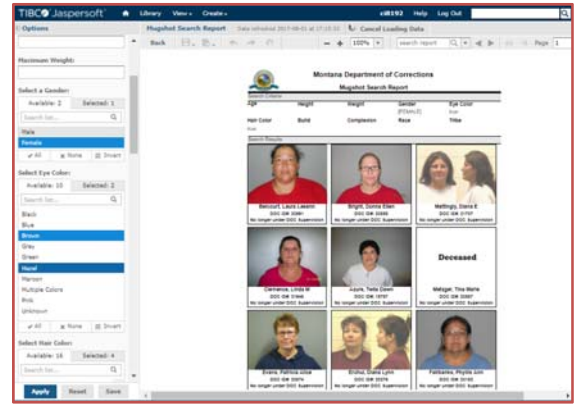
- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the Visitation module.
- ❖ See “OMIS 3 Assessment (Side Bar – Visitation Tab – Active Inmate Visitors)” for Visitation module screenshots.

Mugshot Search

- ❖ Provides ability to search for inmate mugshots/pictures using date ranges, names, gender, DOB, race, appearance or scars/marks/tattoos (Picture Type/View, Mugshot Date Range, Name, Sex, Race, Weight Range, DOB Range, Height Range, Appearance (Complexion, Facial Oddity 1/2/3, Distinct Feature 1/2, Hair Style, Teeth, Facial Hair 1/2, Facial Shape, Glasses, Hair Color, Scars/Marks/Tattoos (Location & Description)).
- This is used for finding specific inmate’s mugshots
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results, so results fields are undefined.
- Identifying inmates without knowledge or recollection of their name
- Creating a lineup sheet of inmates.
- ❖ **Officers indicated occasional use.**

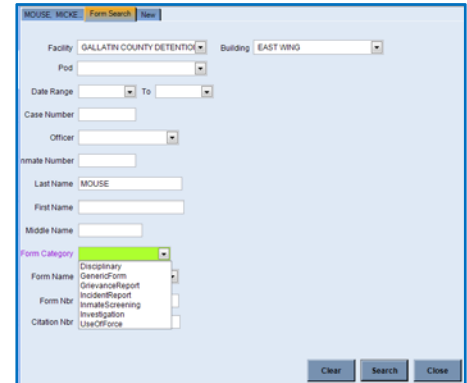
OMIS 3 Assessment (Left Side Bar Tabs - Search Tab - Mugshot Search): Functionality Could Be Implemented

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ The necessary searches can be performed through the Basic Information Group (Demographics; Mugshots; Legal Names; Alternative Names; Scars, Marks, and Tattoos).
- ❖ A feature that provides the ability to search for mugshots or create a lineup utilizing similar search criteria is planned for implementation.



Form Search

- ❖ Uncertain of use. Appears to be able to identify forms that have completed on specific inmates (Facility, Building, Pod, Date Range, Case #, Officer, Inmate #, Name, Form Category, Form Name, Form #, Citation #).
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results, so results fields are undefined.
- ❖ **Officers indicate that this is not used.**

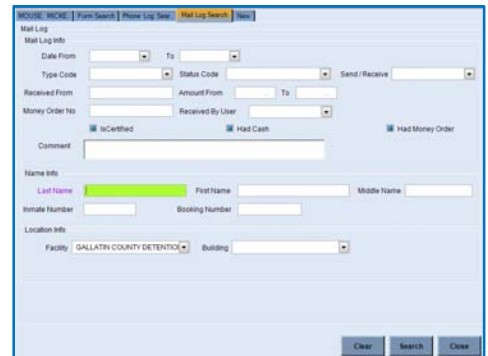


OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Form Search): **Functionality Does Not Exist**

- ❖ Require additional information to make an assessment.

Mail Log Search

- ❖ Provides ability to search for inmate mail using date ranges, names, type codes, status codes, sent or received, received from, money orders, ID numbers, etc. (Mail Log Info: Date Range, Type Code, Status Code, Send/Receive, Received From, Amount Range, Money Order #, Received By User, Content Check Boxes (Is Certified, Had Cash, Had Money Order), Comment; Name Info: Name, Inmate #, Booking #; Location Info: Facility, Building)
 - This is used for finding specific inmate's mail log entries.
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results, so results fields are undefined.
- ❖ **Officers indicate that this is used frequently.**

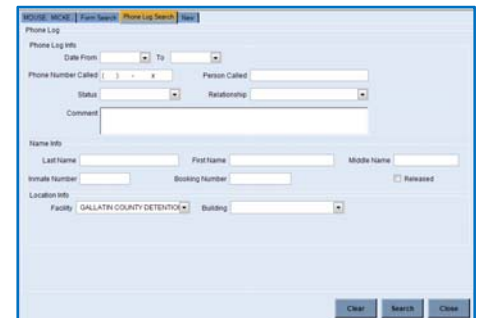


OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Mail Log Search): **Pending Functionality**

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the pending Mail feature.

Phone Log Search

- ❖ Provides ability to search the Phone Log for phone calls using phone log info, name info, location info (Phone Log Info: Date Range, Phone # Called, Person Called, Status, Relationship, Comment; Name Info: Name, Inmate #, Booking #, Released?; Location Info: Facility, Building)
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results due to unused feature, so results fields are undefined.
- ❖ **This is not used due to use of the Telmate system having all the necessary functionality.**



OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Phone Log Search): **Functionality Could Be Implemented**

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed if the phone log feature is utilized within the Jail Management

System implementation of OMIS.

Behavior Log Search

- ❖ Provides ability to search the Behavior Log using
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results due to unused feature, so results fields are undefined.
- ❖ **Officers indicate not used.**

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Behavior Log Search): *Functionality Could Be Implemented*

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed once a Behavior Log feature is implemented.

Work Release Order Search

- ❖ Provides the ability to search the Work Release Orders for inmates on work release using Work Release Order Info, Offender Name Info, and Location Info (Work Release Order Info: Order Date Range, Judge Name, Work Start Date Range, Work End Date Range, Employer, Court, Occupation, Supervisor, Work Fee Amount Range, Supervisor's Phone #, Note; Name Info: Name, Inmate #, Booking #; Location Info: Facility, Building).
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results due to unused feature, so results fields are undefined.
- ❖ **Officers indicate not used.**

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Work Release Order Search): *Functionality Does Not Exist*

- ❖ Does not sound like this is a job module search, but rather searching for inmates that have been authorized to be released periodically to perform their regular jobs outside of jail and return to jail when completed for the day/weekend/week, etc.

SQL Search

- ❖ This feature would only be good for users with a good knowledge of the table structure of the X-Jail database, providing unlimited possibilities to query the data.
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results due to unused feature, so results fields are undefined.
- ❖ **Officers indicate not used.**

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – SQL Search): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ Feature most likely would not be implemented due to complexity of use for common users.

Grievance Search

- ❖ Provides ability to retrieve grievances using Grievance Info, Name Info, and Location Info (Grievance Info: Grievance Date Range, Grievance #, Case #, Disposition; Name Info: Name, Inmate #, Booking #; Location Info: Facility, Building)
- ❖ Search results display a list of offenders meeting the criteria including the following information: **Unable to produce results due to unused feature, so results fields are undefined.**
- ❖ **Officers indicate not used.**

OMIS 3 Assessment (Left Side Bar Tabs - Search Tab – Grievance Search): *Pending Functionality*

- ❖ OMIS provides a wide variety of search capabilities.
- ❖ It is highly likely that the necessary searches can be performed through the Grievance module.
- ❖ See “OMIS 3 Assessment (Side Bar – Forms Tab – Grievance – Grievance Summary)” for screenshot.

EIP Search

- ❖ Provides ability to retrieve grievances using EIP Info: Date Range, People in EIP, # of Days in EIP, Scheduled Test, Cancelled EIP Check Box; Name Info: Name, Inmate #, Booking #; Location Info: Facility, Building)
- ❖ Search results display a list of offenders meeting the criteria including the following information: Unable to produce results due to unused feature, so results fields are undefined.
- ❖ Staff didn't know what this was used for.
- ❖ **Officers indicate not used.**

OMIS Assessment (Left Side Bar Tabs – EIP Search): *Inconclusive with Current Information*

- ❖ It cannot be currently determined what EIP actually is. Further analysis will need to be performed to determine if this screen is used and if so, what it's equivalent is in OMIS if it exists.

Side Bar - Administration Tab

Personal

- ❖ **Officers indicate not used.**

Whiteboard Update

- ❖ This feature is used to thoroughly summarize the staffing and occurring events on a shift in each unit of a facility.
- ❖ Identifies:
 - On-shift Team, including supervisors and posts
 - Significant events that occur in each unit
 - Notes on specific inmates.
- ❖ **This feature is used extensively by GCDC.**

OMIS 3 Assessment (Left Side Bar Tabs – Administration Tab – Whiteboard Update): *Functionality Does Not Exist*

- ❖ This feature does not exist in OMIS.
- ❖ An equivalent use in the Department of Corrections are Unit Log Books that are handwritten.
- ❖ In the past, OMIS has been offender-centric, so a feature such as this has not made its way into OMIS. The focus of OMIS 3 is to make OMIS a work enhancer and not just a storage place for data.
- ❖ This appears to be a beneficial feature that we can research and implement into OMIS as a future enhancement

Side Bar - Booking Tab

- ❖ Many of the links here display on an inmate banner containing the following:
 - Name, Booking #, Facility, Inmate #, Sex, DOB, Booking Date and Time, Building, Race, Age, Release Date and Time, Pod, Race, Age, Release Date and Time, Pod, Status, Classification, Cell, Inmate Mugshot

- ❖ This feature does not exist in OMIS. An equivalent use in the Department of Corrections are facility intakes. The booking process, as utilized by detention centers, is considered the largest gap between OMIS and Jail Management Systems.
- ❖ Since the purpose of this gap analysis is to determine what gaps exist, these features were anticipated to be gaps between prison and jail management systems.
- ❖ In order for detention centers to utilize OMIS as a Jail Management System, this sort of functionality must be implemented and possibly enhanced.
- ❖ The booking process requires functionality in the following areas:
 - Arrest
 - An Arrest module is non-existent in OMIS, although it does/will document the circumstances of the offense as a narrative as part of the PSI module. The circumstances of offense will require modification to include: Arresting Officer, Agency, Date, Time, Location. It is possible that vehicle disposition could be added as a note in the OMIS Vehicle module.
 - Pre-Booking
 - Pre-Booking involves capture of demographics and arrest information. The Basic Information group in OMIS should be able to cover all of this information related to demographics.
 - Booking
 - The Booking Process is similar to the Intake Process in a prison. There are similarities and differences that will need to be addressed.
 - Mugshots
 - Mugshot capability is included in OMIS 3. The ability to create badges resides in OMIS 2 and will be transitioned into OMIS 3. Mugshot capability is included in OMIS 3. The ability to create badges resides in OMIS 2 and will be transitioned into OMIS 3.
 - Charges
 - Pending Charges is a planned feature of OMIS 3 related to the PSI and other functionality.
 - Holds (RELEASE HOLD) – Charges are public, Holds are private.
 - Detainers and Notifications capabilities exist within OMIS.
 - NOTE: Detainers and Notifications are performed in Charges**
 - Drop-Down List contents: Dept. of Corrections, Montana State Prison, US Marshall, Immigration and Customs Enforcement, Mental Health (MH assessor must approve release), Conditions Need to be Set before Release, Other (free text entry)
 - Court Appearance Scheduling
 - Court Scheduling does not exist within OMIS, however a scheduling concept exists in the Health Referral Center that is used for scheduling medical and mental health appointments that will be used as a model for all scheduling.
 - Sentencing
 - A Sentencing module exists in OMIS, with a planned Sentence Calculation module pending. The big difference in Sentencing between prisons and jails is that prisons measure in Years/Months/Days and jails must also include Hours and Minutes.
 - Victim Identification and Notification
 - A Victim module exists within OMIS 3 Test that will soon be deployed to production. It should be able to handle all identification and notification functionality needed.
 - Security Threat Group Information
 - A Security Threat Group module exists in OMIS that is far more extensive than what exists in X-Jail.
 - Screening
 - Screening assessments would be covered by the assessment engine in OMIS. This feature exists in OMIS 2 and will be implemented in OMIS 3. Individual assessments would need to be created within the assessment engine in OMIS.
 - Classification
 - A Custody/Classification Documentation capability exists in OMIS, however the ability to produce the classification assessment within OMIS is a pending feature and each facility's classification assessment would need to be created within the assessment engine in OMIS.
 - Property Control
 - Property Control capabilities do not currently exist within OMIS, however, it is a planned feature.
 - Phone/Mail Logs
 - A Mail module is planned for OMIS 3 that will document that receipt/sending of mail/packages/legal mail/etc.
 - Inmate Billing
 - Used by accounting...

New Booking

- ❖ This is the main booking form.
- ❖ The following tabs are available related to booking:
 - Name
 - Booking
 - Arrest
 - Charges
 - Holds
- ❖ The benefit of this form is that all the necessary information is available on one screen.
- ❖ Items in yellow are entered in the pre-booking process by the arresting officer.
- ❖ Functionality:
 - Users enter name information and when they hit Enter, a list of matching inmates including enough information to make an accurate decision on positive identity appears.
 - If a match is present, the user selects that person.
 - If no match is present, the user creates a new person.
- ❖ Subform Tabs are available for ease of access to the following forms (items used are marked as follows: * = Used, ~ = Not currently Used but have Potential, # = Not Used):
 - Top Row: #Associates, #Restraining Orders, ~Medical, ~Public Assistance, ~Substance Abuse
 - Middle Row: #Condition/Handicap, #Comments, *Employer, *Attorney, *Languages, *Education, *Notification, *Phone Numbers
 - Bottom Row: *Additional Information, *Aliases, *Addresses, *Scar/Mark/Tattoo, *Identification, *Contacts, *Gang, *Incompatible, *Appearance
- ❖ **This feature is used extensively by staff.**

OMIS 3 Assessment (Side Bar – Booking Tab – New Booking): Feature Does Not Exist (PRIMARY FEATURE)

- ❖ This feature is a primary feature of a Jail Management System.
- ❖ It would be a mandatory feature to be able to document the detainee's Name, Booking, Arrest, Charge, and Holds information.
- ❖ It is recommended that a Booking wizard be utilized with a Task Manager to track which tasks have been completed and which are yet to be performed.
- ❖ Each of the Primary Tabs (Name, Arrest, Booking, Charge, and Holds) will be discussed later in this document.
 - It should be noted that a more preferred order should be Name, Arrest, Charge, Booking, and Holds.

Update Booking

- ❖ This process uses the same screen as the New Booking.
- ❖ This process occurs periodically if any of the included information, such as address, phone number, etc. are changed.
- ❖ **This feature is used frequently.**

OMIS 3 Assessment (Side Bar – Booking Tab – New Booking): Functionality Does Not Exist (PRIMARY FEATURE)

- ❖ This feature would be handled using the View/Edit feature common to OMIS records once the Booking module is implemented.

Booking History

- ❖ This feature displays the complete booking history of the selected inmate.
- ❖ **Fields:** Booking #, Booking Date/Time, Release Date/Time, Release Type, Booking Facility, Booking Name, Committed by Agency, Date
- ❖ A Blank Release Date/Time and Release Type indicates a current inmate.
- ❖ Booking history is viewed frequently
- ❖ **This feature is used frequently.**

| Booking # | Booking Date/Tim | Release Date/Tim | Release Type | Booking Facility | Booking Name | Committed By Agency | Da |
|-----------|------------------|------------------|--------------|-------------------|-------------------|---------------------|----|
| 78024 | 07/15/2017 09:50 | | JAIL | MOUSE, MICKEY TR. | Bozeman Police | | |
| 72820 | 07/02/2016 20:04 | 07/02/2016 20:38 | Time Served | JAIL | MOUSE, MICKEY TR. | Bozeman Police | |

OMIS 3 Assessment (Side Bar – Booking Tab – Booking History): Functionality Does Not Exist

- ❖ Once the Booking module is created, this feature would be available on the Booking Listing screen.

Release

❖ This feature is used for viewing and documenting the release of the inmate.

❖ Fields:

- **Release:** Release Reason, Date/Time, Released By, Transfer to Agency, Transportation, Released To, Intermittent Booking (Reveals Next Booking Date), Temporary Release (work release: Expected Return Date, Stop Sentence Clock, Include in Count, Hold Cell), Note
- **Bond Payment:** Bond Company, Payment Type, Last Name, First
- **Charges Tab:** Reference #, Document, Case #, Statute, Description, Charge Date/Time, Disposition, Disposition Date/Time, Dispositioned By, Bond Payment, Bond Amount, Balance, Charge Note, See Judge
- **Holds Tab:** ORI, Agency Name, Bond Amount, Bond Denied, Warrant Number, Statute, Description

❖ Functionality:

- View History – Opens the selected record
- Print Bond Payment Report
- Save & Print, Save, Close

❖ **This feature is used frequently.**

OMIS 3 Assessment (Side Bar – Booking Tab - Release): *Some Features Do Not Exist. Functionality Could Be Implemented*

❖ Most Release information would be documented via the Placement module.

❖ Exceptions not included in the Placement module include:

- Transportation Arrangements – Transportation is a pending feature of OMIS that requires implementation of a Planned Movements module
- Intermittent Booking
- Temporary Release
- Bond Payment Information – A Bond module is a Primary feature of a Jail Management System which will a mandatory implementation
- Charges – The pending module Pending Charges module should handle this feature.

Sentences

❖ This feature is used for viewing and documenting the sentence information of the inmate.

❖ This Sentence screen is frequently used, however, this subform is not used – charges screen used instead. Officers possibly don't recognize the usefulness, ease of access.

❖ Fields:

- **Sentence Information:**
 - Editable: Sentence Status, Sentence Status Date, Confinement, Bill To, Show all Charges
 - Non-Editable: Total Days for Current Booking, Custody Level
- **Sentences Table:**
 - Reference #, Case #, Statute, Charge Date, Description, Sentence To Serve, Estimated End Date, Completed, Effective Start Date, Comments, Alternate Credit, Consecutive With, Concurrent With

❖ Functionality:

- View History
- Select All
- Add, Edit, Delete Sentence
- Update Bill To Agency
- Update Confinement
- Update Status
- Update Sentences

❖ **This Sentence screen is frequently used**

- This subform is not used – The Charges screen is used instead. Officers possibly don't recognize the usefulness, ease of access.

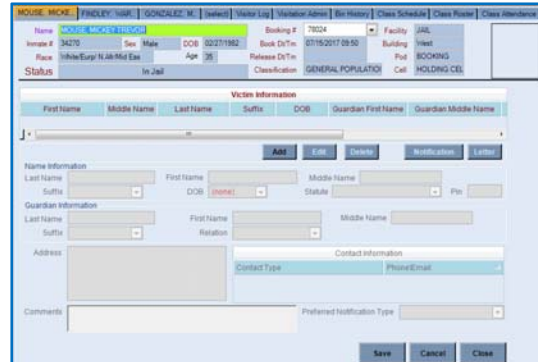
OMIS 3 Assessment (Side Bar – Booking Tab - Sentences): *Functionality Exists with Minor Modification*

- ❖ Sentences are documented in the Legal group's Court Case and Offense Terms module and the pending Sentence Calculation module.
- ❖ The following are exceptions that would need to be implemented:
 - Sentence Status and Sentence Status Date
 - This is most likely covered in the pending release of Court and Current Offense in conjunction with the Sentence Calculation module
 - Confinement
 - Bill To
 - Alternate Credit
 - Sentence to Serve



Victim Notification

- ❖ This feature is used to view and document the victim information.
- ❖ **Fields:**
 - **Victim Information Table:** First Name, Middle Name, Last Name, Suffix, DOB, Guardian First Name, Guardian Middle Name
 - **Victim Form:**
 - **Name Information:** Last Name, First Name, Middle Name, Suffix, DOB, Statute, PIN, Address, Comments, Preferred Notification Type
 - **Guardian Information:** Last Name, First Name, Middle Name, Suffix, Relation
 - **Contact Information:** Contact Type, Phone/Email
- ❖ **Functionality:**
 - Add, Edit, Delete Victims
 - Notification (Contact Documentation – Would like to work with Everbridge for mass notification)
 - Letter
 - Save Record, Cancel Edits, Close Form
- ❖ Note: Three attempts to contact the victim are made prior to detained release. If contact is not made, then dispatch sends PD.
- ❖ **This feature is used frequently.**



OMIS 3 Assessment (Side Bar – Booking Tab – Victim Notification): Functionality Exists with Minor Modification

- ❖ The Victim module provides necessary functionality with the following exceptions:
 - Notification – **Undetermined functionality**, but if this is documenting victim notifications, it is covered.
 - Letter – A form/report can be created as needed.
- ❖ GCDC's Victim Information is associated with a charge(s)



Charge History

- ❖ This feature is used to view and document the inmate's charge history.
- ❖ **Fields:** Reference #, Document, Court, Court Case Number, Statute, Description, Date/Time
- ❖ **Functionality:**
 - Edit Charge
 - Close Form
 - If Court and Court Case Number fields are empty, this would indicate that court has not been scheduled.
- ❖ **The Charge screen is frequently used.**
 - This subform provides a good deal of information and is easily accessible, however staff do not tend to use this.



OMIS 3 Assessment (Side Bar – Booking Tab – Charge History): Functionality Exists

- ❖ This feature is covered by the Court Case & Offense Terms module
- ❖ See "OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)" for screenshots of OMIS assessment functionality.

Gangs

- ❖ This feature is used to view and document the inmate's gang association.
- ❖ **Fields:** Select Gang, Gang Name, First Known Date, Last Active Date, Area of Operation.
- ❖ **Functionality:**
 - Add, Save, Cancel, Close
- ❖ **The Gang information on the Main screen is frequently used to view information.**
 - This subform provides a good deal of information and is easily accessible, however staff do not tend to use this.
 - Staff documenting gang affiliation would use this screen to create the official gang record.

OMIS 3 Assessment (Side Bar – Booking Tab - Gangs): Functionality Exists

- ❖ This feature is covered by the Security Threat Groups module, including the added functionality of documenting STG activity.

Phone Log

- ❖ This feature documents phone calls by inmates
- ❖ **Fields:** Call Date/Time, Phone Number Called, Person Called, Relationship, Status, Comment
- ❖ **Functionality:** Save, Close
- ❖ **This feature is not used, due to the use of Telmate inmate phone system.**
 - However, it would seem useful to use this feature to document the phone calls in the main inmate/inmate database for reference purposes.
 - Additionally, this would seem to be a good practice to document detainee phone calls while in the booking stage to ensure documenting of calls that detainees have a right to.
 - It would appear to be cumbersome to document every phone call once a detainee is housed outside of the booking area.

OMIS 3 Assessment (Side Bar – Booking Tab – Phone Log): Functionality Does Not Exist

- ❖ The MDOC also used Telmate making this feature unnecessary.
- ❖ This feature would most likely be necessary for non-Telmate detention centers throughout the state.
- ❖ Gallatin County Detention Center could also utilize this feature to document certain phone calls necessary for disciplinary or investigative purposes.

Mail Log

- ❖ This feature is used to document incoming/outgoing mail, and to document mail restrictions.
- ❖ Mail log in booking tab restricts mail in/out by name. Address optional.
- ❖ Inmate to Inmate letters must be approved.
- ❖ All letters are logged here. No packages are accepted, although they are logged and returned.
- ❖ **Fields:**

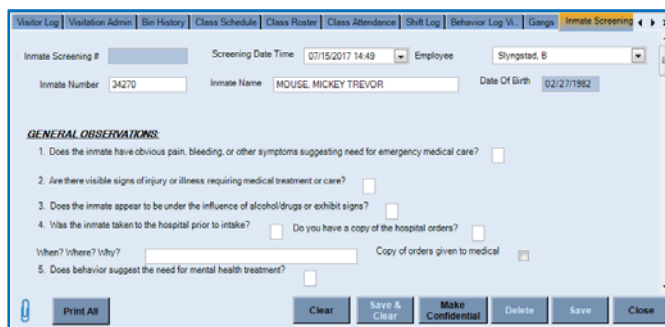
-
- Mail Log in Booking Tab: **Fields unknown**
- Mail Restrictions: Restricted Name, Address, Start Date, End Date, Comment
- ❖ **Functionality:**
 - Copy Mail Restrictions Row, Save, Close
- ❖ **The mail module is used frequently.**

OMIS 3 Assessment (Side Bar – Booking Tab – Mail Log): Pending Functionality

- ❖ A Mail module is planned for OMIS.
 - This module should cover all necessary features described here with additional functionality to document the receipt/sending/disposition of letters, packages, and legal mail.
 - This module is in design mode. No screenshot is available.

Inmate Screening

- ❖ This feature is utilized to document information and observations from the screening form that is filled out by the inmate as a self report.
- ❖ This looks more like the pre-booking assessment form rather than the full screening form (see Gallatin pre-booking assessment.pdf). Matches grease pencil form. This form fluctuates...
- ❖ **This feature is used frequently.**



Pre-Booking Assessment Form

Inmate's Printed Name: _____ Date and Time: _____

New Arrest / Walk Over / Transport / Warrant / Other _____ Inmate's Signature: _____

| Please circle | Ask the Inmate | Officer / Inmate Notes |
|---------------|---|------------------------|
| Yes No | Do you have injuries, pain, bleeding or other symptoms needing emergency medical treatment? | |
| Yes No | Have you been involved in an accident of any kind recently, such as car, motorcycle, bike, horseback riding? | |
| Yes No | Have you been tased, or pepper sprayed today? | |
| Yes No | Are you under the influence of alcohol or drugs right now? BAC: _____ @ _____ | |
| Yes No | Do you have any Medical Conditions, such as diabetes, asthma, illnesses or physical disabilities? Diabetic Type 1,2 | |
| Yes No | Do you have any Mental Health Conditions, such as Bi-polar, PTSD, Anxiety, Depression, other? | |
| Yes No | Do you take any medications or have any specialized medical equipment? How can we help you get them here? | |
| Yes No | Do you have any thoughts of hurting yourself or others? | |
| Yes No | Have you, within the past 3 months, traveled outside of the country? | |

If "YES" to any above questions, a shift supervisor must be notified IMMEDIATELY & needs to sign off. ****If they have a medical insurance card, make a copy and attach. ****

If offender is refused for incarceration Reason why: _____

DC Staff member refusing offender: _____

Returned to facility Date & Time: _____
**** Must have Medical Forms provided by Doctor (not ambulance attendant)

Arresting Officer Signature & Badge #: _____
(By signing this, you are witnessing these questions and answers were asked and answered in front of you)

DC Officer Signature: _____ Date and Time: _____

Shift Supervisor Signature: _____ Date and Time: _____

Receipt of Form Nurse's Signature: _____ Date and Time: _____

Please Check Yes or No

Do you have a contagious illness? Yes No If yes, what: _____

Are you presently taking medications? Yes No How can we get them here? _____

List Medications: _____

Do you have any medical conditions that require medical care within the next 12 hours? Yes No
If yes, Explain: _____

Do you have a medical condition that you see a physician for? Yes No If yes, explain: _____
Who do you see? _____

Have you been hospitalized in the last three months? Yes No Why? _____

Are you allergic to any medications? Yes No What? _____

Are you allergic to any foods? Yes No Which Foods and Reaction? _____

Do you require a special diet? Yes No What kind? _____

Do you have Asthma? Yes No Diabetes? Yes No Seizures? Yes No
Heart Condition? Yes No Blood Pressure? Yes No

Have you tested POSITIVE for TB? Yes No Did you receive treatment? Yes No Were you cleared? Yes No

Do you have any false teeth? Yes No What kind (i.e. dentures, partial, flipper)? _____

Do you use any medical equipment (i.e. cane, crutches, CPAP, O2, brace, etc.)? Yes No
What kind? _____

If female, are you pregnant? Yes No If yes, how far along? _____

Do you have medical insurance? Yes No If yes, do you have your information? _____

Do you currently or have you ever seen a psychiatrist/Counselor/Therapist? Yes No Who? _____

If yes, do you have a mental health diagnosis? Yes No If yes, what? _____

Do you take any psychiatric medications? Yes No If yes, what? _____

Have you ever been to a mental health hospital or crisis facility? Yes No
When & Where? _____

[More questions on other side](#)

Please Check Yes or No

Have you ever served in the military? Yes No

Have you ever been deployed to a theater of combat? Yes No If yes, when did you return? _____

Are you or a member of your household enrolled in the VA Healthcare system? Yes No Where? _____

Do you have any mental health condition that requires care within the next 12 hours? Yes No

Any other medical notes or concerns: _____

Have you recently experienced any of the following? (Check the Box if Yes, leave blank if No)

Job Loss? Marital Separation? Divorce? Loss of Business?

First arrest? Arrest of a loved one? Major financial loss? Death of a loved one?

Other major problems? If so, what? _____

Have you ever contemplated suicide? Yes No
Where & When? _____

Have you ever attempted suicide? Yes No
Where & When? _____

Are you contemplating hurting yourself or others now? Yes No
If yes, please explain: _____

Do you have a disability of any type (physical, developmental, or otherwise)? Yes No
If yes, please explain: _____

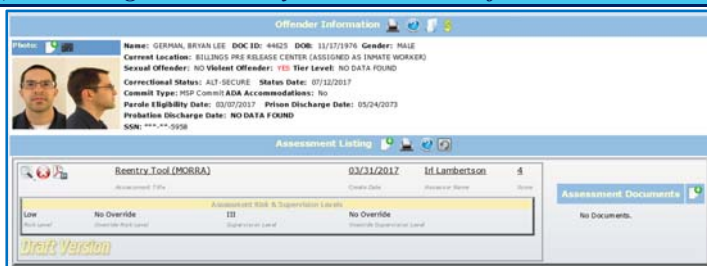
Do you have any vulnerability concerns regarding your sexual orientation while incarcerated? Yes No
If yes, please explain: _____

Have you ever been sexually assaulted while incarcerated? Yes No If yes, where? _____

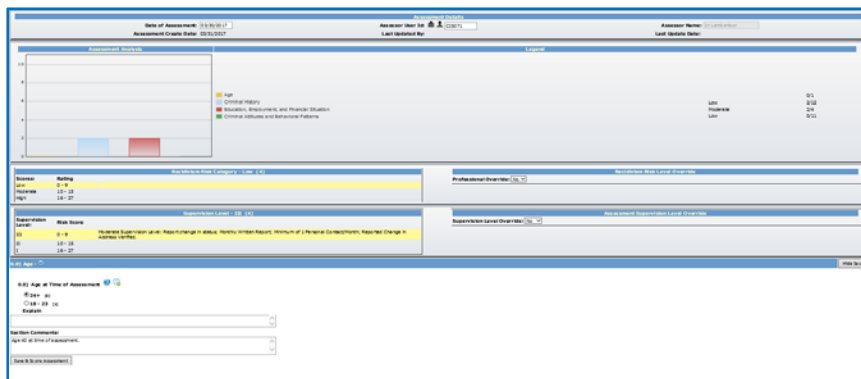
Are you an active gang member? Yes No What gang? _____

OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening): Pending Functionality with Minor Modification

- ❖ The assessment module in OMIS will provide the ability to document any sort of assessment.
- ❖ OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet. As such, no screenshots are available for OMIS 3.
- ❖ The assessments used for the facility must then be created in OMIS 3.

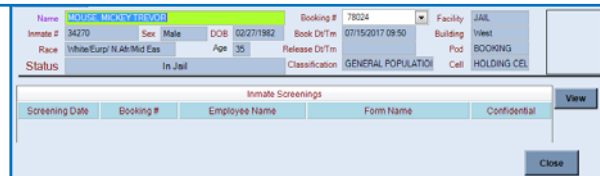


- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)” for screenshots of OMIS assessment functionality.



Screening History

- ❖ This feature is used to view the inmate’s current and previous screenings. Users are able to open a selected screening to view the screening details.
- ❖ **Fields:** Screening Date, Booking #, Employee Name, Form Name, Confidential.
- ❖ **Functionality:**
 - View – Opens selected Inmate Screening
 - Close
- ❖ **Very Frequently Used.**

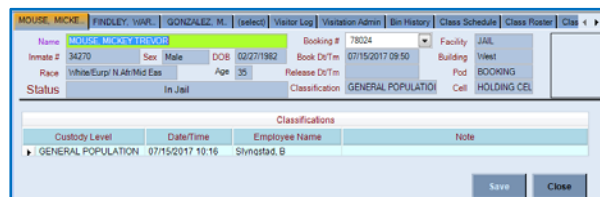


OMIS 3 Assessment (Side Bar – Booking Tab – Screening History): Pending Functionality with Minor Modification

- ❖ Once the Screening Assessments are created, providing a history of those assessments is an included function.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening)” for screenshot of OMIS 2 functionality.

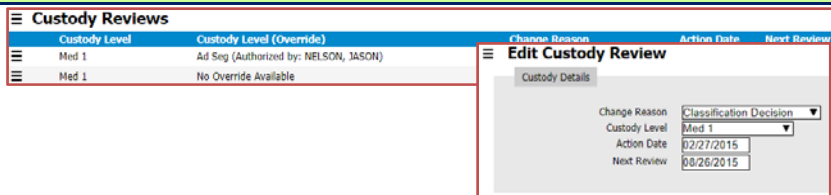
Quick Classification

- ❖ This feature is used to view and document the inmate’s current and previous classifications.
- ❖ **Fields:** Custody Level, Date/Time, Employee Name (Classifier), Note.
- ❖ **Functionality:**
 - Save
 - Close
- ❖ **Quick classification is used occasionally**
 - The normal method is to use the full classification feature.



OMIS 3 Assessment (Side Bar – Booking Tab – Quick Classification): Functionality Exists

- ❖ A Custody Review module exists within OMIS.
- ❖ A planned implementation will include the ability to perform a classification assessment.



Pre-Booking

- ❖ This feature is used to document the initial booking information for the inmate.
- ❖ Pre-Booking is performed by both the arresting officer and a detention center booking officer
- ❖ **Fields:**
 - **Inmate Information:** Inmate #, Last (name), First (name), Middle (name), Suffix, DOB, Age, Sex, Race, SSN, Photo
 - **Booking Information:** Booking Number, Date/Time, Committed By, Cell
 - **Charge Information:** Reference #, Statute, Description, Charge Date/Time, Category, Bond
 - **Arrest Information:** Arrest Number, Agency ORI, Arrest Date/Time, Arresting Agency, Arrest Location, Vehicle Disposition, Arresting Officers (Agency Name, Officer Name, Badge Number), Note
- ❖ **Functionality:**
 - Charge Information: Add, Delete
 - Record: Save & Print, Save, Close
- ❖ When Inmate is Pre-Booked, Name shows up under **Inmate Screenings** in the **Task Manager** section of the side bar. Pale yellow window appears on hover providing the user with options to complete the booking tasks.
- ❖ **This feature is used frequently (each booking).**

OMIS 3 Assessment (Side Bar – Booking Tab – Pre-Booking): Functionality Exists Partially with Major Additions

- ❖ The Basic Information group and its associated modules allows creating a new offender or loading an existing offender.
- ❖ Booking Information will need to be added to accommodate the following:
 - Booking #, Date/Time, Committing Agency, Cell
 - The only item that OMIS covers here is Cell, which is in the Bed Placement module
- ❖ An Arrest module will need to be created, which will accommodate the following:
 - Arrest Number, Agency ORI, Arrest Date/Time, Arresting Agency, Arrest Location, Vehicle Disposition, Arresting Officers (Agency Name, Officer Name, Badge Number), Note.
- ❖ Vehicle Disposition is documented in X-Jail if the arrest involved a vehicle.
 - This portion describes if the vehicle was left at the scene, picked up by a family member, impounded, etc.
 - It is possible that vehicle disposition could be added as a note in the OMIS Vehicle module. I could see where it might be a beneficial feature in OMIS as offenders being supervised in the community might be arrested, etc. and Probation and Parole Officers could document the location of the vehicle.
 - We could easily do that as a vehicle note, but it would involve documenting the vehicle information itself first (make, model, color, license plate, owner, etc.).
- ❖ A Vehicle note section will need to be added to the Vehicle Detail Record to accommodate this

Incompatible Person

- ❖ This feature is used to view and document an inmate's relationships with persons that could result in conflict resulting in the needs to establish an incompatible (separation needs) record.
- ❖ Incompatible is normally utilized from the Incompatible tab on the Name screen.
- ❖ **Fields:** Inmate Number, Inmate Name, Cell, SID #, Note, Waived.
- ❖ **Functionality:**
 - Save
 - Close
- ❖ **Frequently Used**

OMIS 3 Assessment (Side Bar – Booking Tab – Incompatible Person): *Functionality Exists with Minor Modification*

- ❖ The Separation Needs module is the OMIS equivalent of Incompatible Person and contains all of the functionality necessary with the exception of the Waived field.

Estimated Release Date/Time

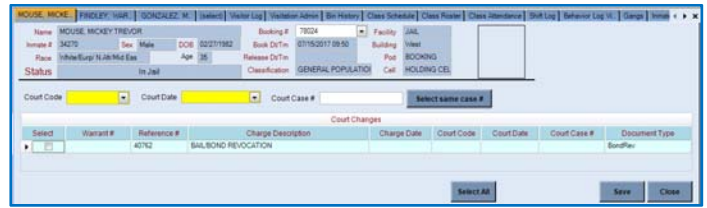
- ❖ This feature is used to view and document an inmate's estimated release information. This is driven by the sentencing feature.
- ❖ **Fields:**
 - **Current Incarceration:** Estimated Release Type, Estimated Release Date/Time, Note, Entered On, Entered By
- Note:** This area relates to a selected line item in the Estimated Release History table.
- **Estimated Release History:** Estimated Release Type, Estimated Release Date/Time, Note, Entered On, Entered By
- ❖ **Functionality:**
 - Save
 - Close
- ❖ **Frequently Used.**
 - It would appear that it might be used to populate the Upcoming Releases area in the Task Manager side bar.
 - In many of the screen shots this field is empty when displayed.

OMIS 3 Assessment (Side Bar – Booking Tab – Estimated Release Date/Time): *Functionality Exists with Minor Modifications and Pending Functionality*

- ❖ The Court Case and Offense module in combination with the pending Sentence Calculation module will be able to handle all necessary functionality.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)” for screenshots of OMIS assessment functionality.

Court Changes

- ❖ This feature is used to view and document an inmate's Court Change information.
- ❖ **Fields:**
 - **Court Information:** Court Code, Court Date, Court Case #
 - **Note: This area relates to a selected line item in the Court Changes table.**
 - **Court Changes Table:** Select, Warrant #, Reference #, Charge Description, Charge Date, Court Code, Court Date, Court Case #, Document Type
- ❖ **Functionality:**
 - Select Same Case #
 - Select All
 - Save
 - Close
- ❖ **Officers indicate that this is not used.**

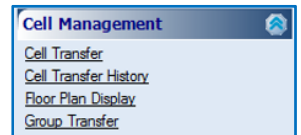


OMIS 3 Assessment (Side Bar – Booking Tab – Court Changes): Inconclusive with Current Information

- ❖ Not Used

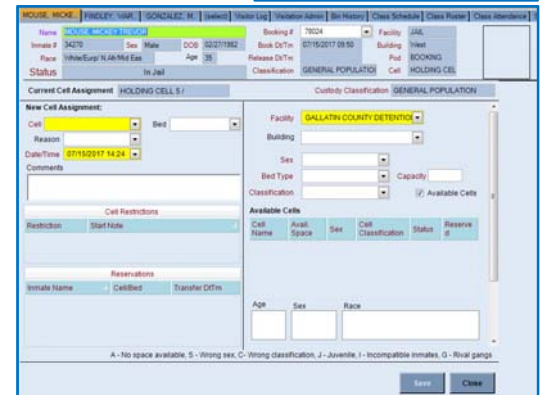
Side Bar - Cell Management

- ❖ This feature manages the living locations of inmates.



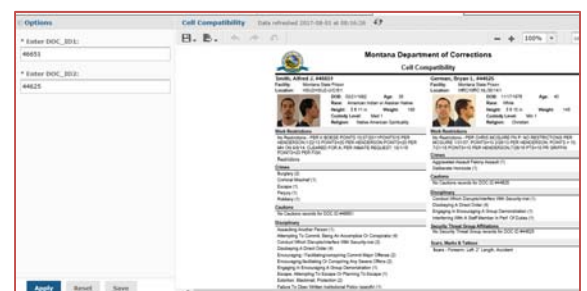
Cell Transfer

- ❖ This feature is used to transfer offenders from one cell to another.
 - ❖ **Fields:**
 - **Current Assignment/Classification:** Current Cell Assignment, Custody Classification
 - **New Cell Assignment:** Cell, Bed, Reason, Date/Time, Comments
 - **Cell Restrictions:** Restriction, Start Note (Special Management Designations, Separation Needs)
 - **Reservations:** Inmate Name, Cell/Bed, Transfer Date/Time
 - **Facility Cell Availability:** Facility, Building, Sex, Bed Type, Capacity, Classification, Available Cells
 - **Available Cells:** Cell Name, Available Space, Sex, Cell Classification, Status, Reserved
 - **Assumption:** Status indicators include: A-No Space Available, S-Wrong Sex, C-Wrong Classification, J-Juvenile, I-Incompatible Inmates, G-Rival Gangs
 - **Demographics**
 - Age, Sex, Race, **Possibly additional fields...**
 - ◆ It is possible that additional fields exist due to appearance of white space below the scroll bar on the left side of the Facility Cell Availability area.
- ❖ **Functionality:**
 - Save, Close
- ❖ **Officers indicate that this feature is not used from this location.**
 - Use main screen menu items: current cell assignment. Same screen frequently used.



OMIS 3 Assessment (Side Bar – Cell Management Tab – Cell Transfer): Functionality Exits with Minor Modifications and Pending Functionality

- ❖ The Bed Placement module contains functionality to document placement of an offender in a cell/bed and to identify available beds.
 - A feature within Bed Placement is a Cell Compatibility check which allows users to view two inmates' compatibility information side by side to determine issues.
 - Another feature within the Security Threat Groups (Gangs) module is an STG Compatibility check. Users can select a facility/unit/room/gang and enter up to 24 DOC ID #'s. Results will highlight the entered DOC ID#'s and show how that inmate fits into



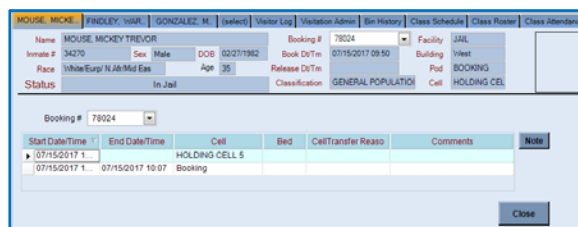
the STG (gang) population in the selected facility or unit or room.

- Jails contain both male and female offenders while prisons generally only house one gender. Functionality needs to be implemented to designate the gender that a compound, unit, level, section, room can accommodate.
 - See “OMIS 3 Assessment (Left Side Bar Tabs – Search Tab - Cell Transfer Search)” for screenshots.
- ❖ Cell Restrictions is similar to the Special Management Designations.
 - ❖ Reservations would be handled with the pending Placement Planning module.
 - ❖ Demographics contains Age, Sex, and Race information



Cell Transfer History

- ❖ This feature is used to display the inmate’s cell housing history.
- ❖ **Fields:**
 - Booking Number, Start Date and Time, End Date and Time, Cell, Bed, Cell Transfer Reason, Comments
- ❖ **Functionality:**
 - Note
 - Close
- ❖ **Officers indicate that this is not used.**

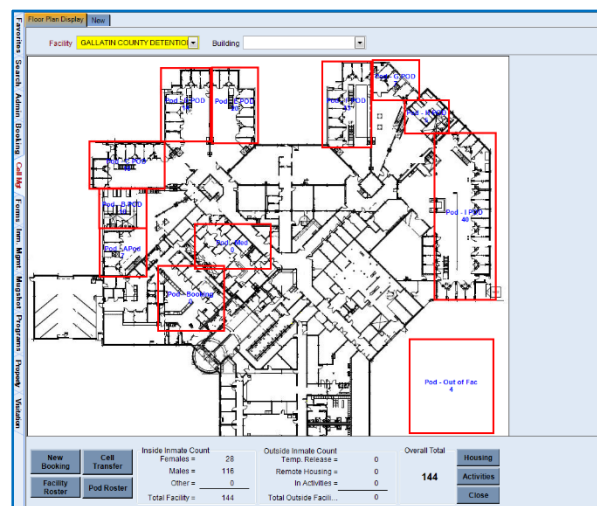


OMIS 3 Assessment (Side Bar – Cell Management Tab – Cell Transfer History): Functionality Exists

- ❖ The Bed Placement module contains the required functionality, although a view would be necessary to show bed placements for a selected Booking #
- ❖ See “OMIS 3 Assessment (Side Bar – Cell Management Tab – Cell Transfer)” for screenshots.

Floor Plan Display

- ❖ This feature is used to display the facility floor plan, with pod locations denoted in red boxes. It shows the number of inmates housed in each pod, total males and females, and total housed in the facility.
- ❖ **Fields:**
 - Facility
 - Building
- ❖ **Functionality:**
 - New Booking: Open Booking Screen
 - Cell Transfer
 - Facility Roster
 - Pod Roster
 - Housing (Highlights housing areas in red)
 - Activities (Highlights areas that have activities)
 - Close
- ❖ **Occasionally used.**
 - Also on home page.



OMIS 3 Assessment (Side Bar – Cell Management Tab – Floor Plan Display): Feature Does Not Exist

- ❖ OMIS 3 does not include floor plans.
- ❖ This feature would be a good addition to OMIS.

Group Transfer

- ❖ Provides the ability to transfer multiple offenders from one location to another.
- ❖ **Fields:**
 - Inmate worker status (no data in drop-down list)
 - Programs (no data in drop-down list)
 - Facility
 - Building
 - Cell
 - Race
 - Sex
 - Gang
 - New Facility
 - New Location
- ❖ **Functionality:**
 - Retrieve
- ❖ **Officers indicate that this is not used. Potential for use is there.**
 - It is likely that it would be infrequently used.
 - If a certain location became unable to support a population due to damage, disease, etc. a mass movement of offenders might be required.

OMIS 3 Assessment (Side Bar – Cell Management Tab – Group Transfer): *Functionality Does Not Exist*

- ❖ OMIS 3 does not have capability in the Placement group to move mass quantities of inmates, however, it would be a valuable addition.
- ❖ A Transportation module might be able to accommodate this functionality.

Side Bar – Forms Tab

Forms

- ❖ X-Jail contains lots of forms, but these appear to be the primarily used forms. Doubtful if Forms Submitted and Forms Rejected are used. Seems to be a process for staff to submit forms to be approved.

Forms Submitted / Forms Rejected

Forms Submitted

Forms Rejected

OMIS 3 Assessment (Side Bar – Forms Tab – Forms - Forms Submitted/Forms Rejected): *Negligible, Not Used*

- ❖ This likely will not be a function in OMIS

Inmate Screening

Inmate Screening

- ❖ Offenders self-fill out or are interviewed on a paper form similar to this (see Gallatin inmate screening.pdf) and then the officer completes this form in X-Jail. Sometimes the officers will interview while filling in the X-Jail form instead of paper.

OMIS Assessment (Side Bar – Forms Tab – Forms - Inmate Screening – Inmate Screening): Pending Functionality

- ❖ The assessment module in OMIS will provide the ability to document any sort of assessment.
- ❖ OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet.
- ❖ See “**OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening)**” for screenshot of OMIS 2 functionality.
- ❖ The assessments used for the facility must then be created in OMIS 3.

Screening History

- ❖ Shows inmate’s screening history.
- ❖ **Fields:** Screening date, booking number, employee name, form (Quick or Inmate Screening), and Confidential indicator.
- ❖ **Functionality:**
 - View – Opens selected screening
 - Close

OMIS Assessment (Side Bar – Forms Tab – Forms – Screening History): Pending Functionality

- ❖ Screenings in OMIS are handled as Assessments.
- ❖ OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet.
- ❖ The assessments used for the facility must then be created in OMIS 3.
- ❖ See “**OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)**” for screenshots of OMIS assessment functionality.

Classification

Quick Classification

- ❖ Quick permits documenting a classification level without processing a classification assessment.
- ❖ Classifications are: General, High, and Administrative Segregation
- ❖ **Fields:** Custody Level, Date/Time/Employee Name, Note.
- ❖ **Functionality:** Save, Close
- ❖ **Feature Not Used**

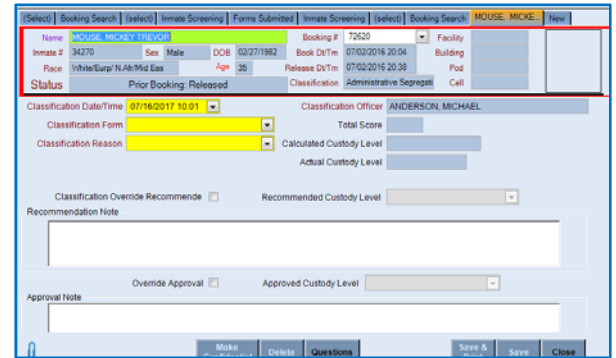
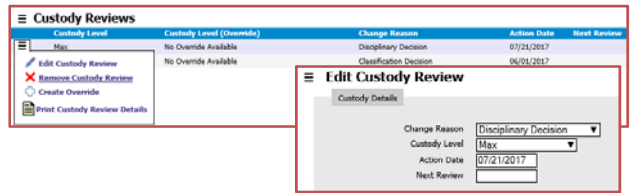
OMIS 3 Assessment (Side Bar – Forms Tab – Classification – Quick Classification): Functionality Exists with Minor Modification

- ❖ In OMIS 3, Create Custody Review allows documenting the Custody Level (Classification). This feature also includes the ability to override an assessed custody level.
- ❖ A modification would need to be made to the custody level table to document which custody level each facility/detention center utilizes.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)” for screenshots of OMIS assessment functionality.

Classification

- ❖ Classification occurs after the X-Jail inmate classification form (decision tree) has been completed.
- ❖ The following choices in Classification Form (Initial, Interim) and Classification Reason (Initial, Reclassification) drive the form that is loaded via the Questions button
- ❖ **Fields:** Classification Date and Time, Classification Officer, Classification Form, Classification Reason, Calculated Custody Level, Actual Custody Level, Classification Override Recommended, Recommended Custody Level, Recommendation Note, Override Approval, Approved Custody Level, Approval Note
- ❖ **Functionality:**
 - Override Recommendation: Classification Override Recommended, Recommended Custody Level
 - Override Approval: Override Approval, Approved Custody Level
 - Make Confidential (Does not appear to have functionality)
 - Delete
 - Questions (Opens decision tree form)
 - Save and Print, Save, Close

Frequently used.



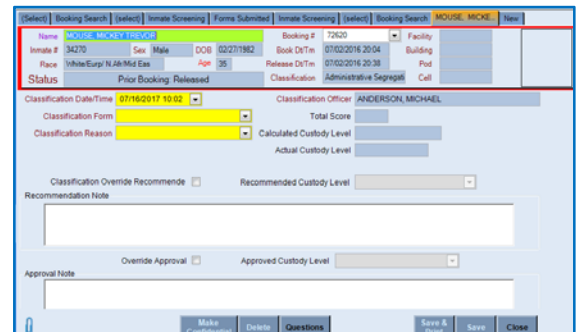
OMIS 3 Assessment (Side Bar – Forms Tab – Classification – Classification): Pending Functionality

- ❖ This will be an assessment.
- ❖ The assessment module in OMIS will provide the ability to document any sort of assessment.
- ❖ OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening)” for screenshot of OMIS 2 functionality.
- ❖ The assessments used for the facility must then be created in OMIS 3.

Reclassification

- ❖ Reclassification occurs every 30 days, to make sure behavior and other factors have been reviewed.
- ❖ Same screen as classification, see above.

Frequently used.



OMIS 3 Assessment (Side Bar – Forms Tab – Classification – Reclassification): Pending Functionality

- ❖ This will be an assessment.
- ❖ The assessment module in OMIS will provide the ability to document any sort of assessment.
- ❖ OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab – Sentences)” for screenshots of OMIS assessment functionality.
- ❖ The assessments used for the facility must then be created in OMIS 3.

Classification History

- ❖ Shows inmate's classification history.
- ❖ **Fields:** Classification, Date, Booking Number, Officer, Form (Quick Form or Inmate Screening).
- ❖ **Functionality:**
 - View – View full classification details for selected record
 - Close

OMIS 3 Assessment (Side Bar – Forms Tab – Classification – Classification History): Functionality Exists

- ❖ OMIS 3 List Custody Review allows this functionality.
- ❖ See "OMIS 3 Assessment (Side Bar – Booking Tab – Quick Classification)" for screenshots.

Inmate Trustee Tasks

- ❖ Documents Work Assignments (Inmate Trustee Tasks) of a specific inmate.
- ❖ Allows a trustee task assignment for inmate.
- ❖ **Fields:** Trustee Task (need drop-down data), Start and End Date, Comments, Medical Approval, and Eligibility Verified.
- ❖ **Functionality:** Save, Close
- ❖ **Feature Not Used**

OMIS 3 Assessment (Side Bar – Forms Tab – Classification – Inmate Trustee Tasks: Modification) Functionality Exists with Minor Modification

- ❖ The Work Assignments module documents inmate jobs.
- ❖ Work Restrictions documents medical concerns for inmates that would prevent them from performing certain jobs.
- ❖ Fence restrictions defines an inmate's ability to work within or outside of the various compounds at a facility such as Montana State Prison.

Disciplinary

Disciplinary Report

- ❖ Allows disciplinary offense (violation) report to be entered for an inmate.
- ❖ **Fields:**
 - **Main Form:** Disciplinary #, Case Number, Inmate Number/Name, Employee Name, Cell Assignment, Offense Date and Time, Location Type (Facility, Building, Pod, Other), Location Description, Offense Details (Narrative), Evidence Disposition, Waiver of Right to Appear
 - **Offense Details:** Offense type, Offense code, Description
 - **Inmate Witnesses:** Inmate #, Name
 - **Employee Witnesses:** Name
- ❖ **Functionality**
 - Make Confidential
 - Delete
 - Save & Print, Save, Close
- ❖ **Use Frequently**

OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report): Pending Functionality with Minor Modification

- ❖ The Violation Event module and the pending Disciplinary module will allow most of this functionality. The Disciplinary module is currently in a programming status, so screenshots are unavailable.

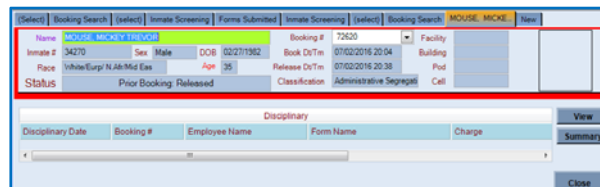
- ❖ Discrepancies:

- Facility disciplinary codes and descriptions would need added.
- Location Type/ Location of Offense is not currently a function, but should be considered for addition.
- Currently there is no ability within the Violation Event module to include involved inmates, witness, etc except.
 - Incident Statements / Reports does include this functionality.
- Evidence Disposition and the ability to document a waiving of right is not yet included in any affiliated module.
- It is desired to tie Incident Statements/Report to a resulting violation event/disciplinary action at some point.



Disciplinary History

- ❖ Displays disciplinary history for an inmate, and allows detail and summary views.
- ❖ **Fields:** Disciplinary date, booking number, employee name, form name (N/A-only one form used), and charge.
- ❖ **Functionality:**
 - View – Opens selected disciplinary record
 - Summary – Provides a summary of offender’s disciplinary
 - Close



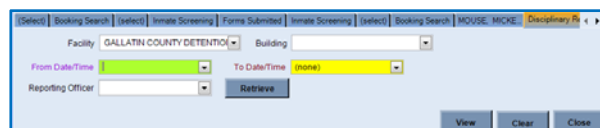
- ❖ **Used Frequently**

OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary History): Functionality Exists with Minor Modification

- ❖ The Violation Events and Disciplinary modules will allow this functionality.
- ❖ Form Name field functionality is unknown at this time and may need included in the Violation Events module.
- ❖ Form Name drop-down list data is necessary, as well as determining if this field is useful/used.
- ❖ See “OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report)” for screenshots.

Disciplinary Report View

- ❖ Screenshot not available for this feature.
- ❖ **Used Frequently.**

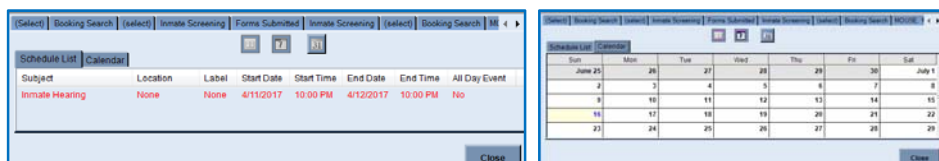


OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report View): Functionality Exists with Minor Modification

- ❖ If all data exists in the Disciplinary module, this report view will be creatable.
- ❖ See “OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report)” for screenshots.

Hearing Schedule

- ❖ Allows user to schedule a disciplinary hearing for an inmate.
- ❖ **Fields:** Facility and building for hearing, and reporting officer.
- ❖ **Functionality:**
 - Retrieve – Retrieves Hearing schedule for selected fields
 - View
 - Clear – Clear Search criteria
 - Close
- ❖ **Not Used Currently, but could be.**

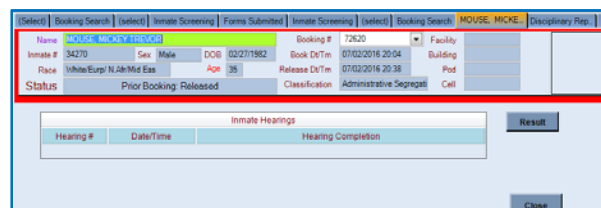


OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Hearing Schedule): Functionality Does Not Exist

- ❖ Currently there is no functionality to schedule Disciplinary Board Hearings, but it is a desirable functionality that will be explored.
- ❖ The Facility Health Referral Center would be a good model to base a disciplinary work center from.

Hearing History

- ❖ Displays disciplinary hearing history for an inmate.
- ❖ **Fields:** Hearing number, date and time, and Hearing Completion
- ❖ **Functionality**
 - Result – Open the selected hearing to view results.
 - Close
- ❖ **Used Frequently**



OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Hearing History): Pending Functionality

- ❖ The Disciplinary module listing screen will provide this functionality when released.

Inmate Confinement

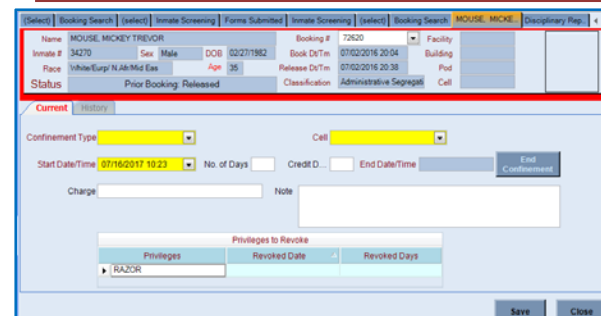
- ❖ Allows user to document an inmate’s current privileges by documenting confinement type, cell, and confinement duration for an inmate. Additionally, the History tab allows documenting a history of confinement for this inmate.

- ❖ **Fields:**
 - **Confinement:** Confinement Type (23 Hour Lock Down, Single Cell, Solitary, Visitation Revoked) and Cell (optional), Start Date And Time, Number Of Days, Credit Days, End Date And Time, Charge, Notes
 - **Privileges to Revoke:** Privileges, Revoked Date, Revoked Days.

- ❖ **Functionality:**
 - End Confinement – Ends current confinement by inserting insert current date and time. Record is moved to history status.
 - Save, Close

- ❖ **Used Frequently**

Module in developmental stage. Screenshot not available.



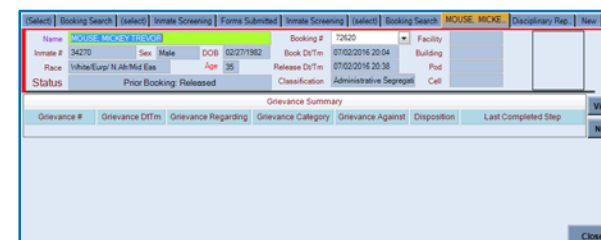
OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Inmate Confinement): Functionality Partially Exists

- ❖ In OMIS, movements contain a movement reason with Detention as a possible choice.
- ❖ OMIS doesn’t currently contain the possibility to document revoked privileges.
- ❖ This screen contains Charge. In OMIS violation events are contained in a different screen, so it might be possible to connect the violation/disciplinary event to the movement, so this could be contained on the same screen.
- ❖ See “OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report)” for screenshots.

Grievance

Grievance Summary

- ❖ Displays either grievance history or summary of one grievance for an inmate.
- ❖ **Field:** Grievance number, date and time, subject, category, against whom, disposition, and last completed step.
- ❖ **Functionality:**
 - View – Opens the selected grievance for viewing
 - New – Creates a new grievance
 - Close
- ❖ **Not Used in X-Jail. Performed in Turnkey as a Kite.**



OMIS 3 Assessment (Side Bar – Forms Tab – Grievance – Grievance Summary): Functionality Exists with Minor Modification

- ❖ The Grievance module should allow this functionality, although it will have to be modified as per who answers the various types of grievances.

Incident Report

Incident History

- ❖ Displays incident history for an inmate.
- ❖ **Fields:** Incident Date and Time, Type, Booking Number, Reporting Officer, Form Name (unknown field)
- ❖ **Functionality:**
 - View – Opens the selected incident for viewing.
 - Close
- ❖ **Frequently Used.**

OMIS 3 Assessment (Side Bar – Forms Tab – Incident Report – Incident History): Functionality Exists with Minor Modification

- ❖ OMIS contains an Incident Management Center which will contain the following modules: Incident Statements, Incident Reports (a compilation/summary of Incident Statements related to a single incident), Investigations, Use of Force
 - Currently Incident Statements is the only module that is currently completed.
- ❖ Incident Statements/Reports should eventually drive the Violation Events modules as well.

Incident Report

- ❖ Displays Incident Report/Rule Infraction for an inmate for the selected facility.
- ❖ **Fields:**
 - **Main Form:** Incident Report #, Case Number, Incident Date and Time, Subject, Incident, Details of Incident or Rule Infraction, Action Taken, Recommendation, Officer Signature line, Date line, Reporting Officer, Sargent, Date
 - **Inmates Involved:** Inmate #, Name
- ❖ **Functionality:**
 - Clear
 - Make Confidential
 - Delete
 - Create Disciplinary – Spawns disciplinary record

- Add Supplemental (allows others to add their aspect)
- View Supplemental
- Save & Close, Save & Print, Save, Close

❖ **Frequently Used.**

OMIS 3 Assessment (Side Bar – Forms Tab – Incident Report – Incident Report): Functionality Exists with Minor Modification

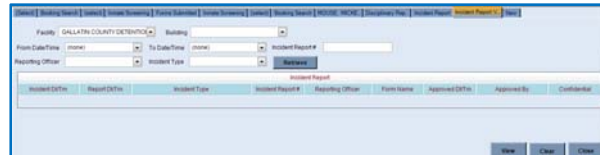
- ❖ OMIS contains an Incident Management Center which will contain the following modules: Incident Statements, Incident Reports (a compilation/summary of Incident Statements related to a single incident), Investigations, Use of Force
 - Currently Incident Statements is the only module that is currently completed.
- ❖ Incident Statements/Reports should eventually drive the Violation Events modules as well.
- ❖ See above section for OMIS 3 screenshots.

Incident Report View

- ❖ Provides Search and Displays an incident report for an inmate.

❖ **Fields:**

- **Search:** Facility, Building, Incident Date and Time (From And To), Incident Type, Report Number, Or Reporting Officer.
- **Incident Report:** Incident Date and Time, Report Date and Time, Incident Type, Incident Report #, Reporting Officer, Form Name, Approved Date and Time, Approved By, Confidential



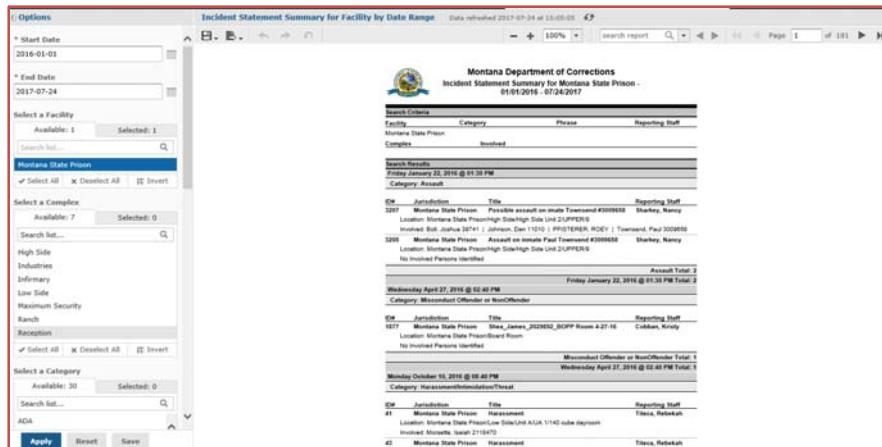
❖ **Functionality:**

- Retrieve – Retrieve records matching selected search criteria
- View – Open selected Incident record
- Clear – Clear Search Criteria
- Close

❖ **Frequently Used.**

OMIS 3 Assessment (Side Bar – Forms Tab – Incident Report – Incident Report View): Functionality Exists with Minor Modification

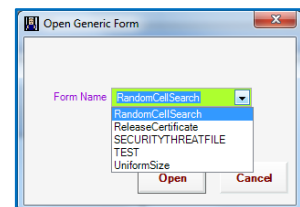
- ❖ The OMIS 3 Incident Management Center contains the ability to search incidents to display a variety of incident-related items through Jasper Server Reports Pro.
- ❖ Functionality Exists includes the ability to search by:
 - Start/End Date
 - Facility
 - Complex
 - Category
 - Involved Person
 - Reported By Name
 - Search Phrase (a phrase used in the incident statement such as “drugs”)



Facility Forms

Facility Form

- ❖ Access portal to various forms.



Random Cell Search

- ❖ This form is a checklist used to document various items performed during a random cell search

- ❖ **Fields:**
 - **Main Form:** Cell Number, Inmate Number, Inmate Name, Employee Name, Shift, Date and Time
 - **Cell Search Checklist Items:** As seen on form to right.
- ❖ **Functionality:**
 - Clear, Save & Clear
 - Make Confidential
 - Delete
 - Print, Save & Print
 - Save
 - Close
- ❖ **Frequently Used.**

OMIS 3 Assessment (Side Bar – Forms Tab – Facility Forms – Facility Form – Random Cell Search): Functionality Does Not Exist

- ❖ The ability to randomly select cells to search does not exist as a function of OMIS 3.
- ❖ The cell search checklist could be handled as an assessment, which does exist in OMIS 3.
- ❖ The assessment module in OMIS will provide the ability to document any sort of assessment.
- ❖ OMIS 2 contains assessments, but we haven't built an assessment engine in OMIS 3 yet.
- ❖ See “**OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening)**” for screenshot of OMIS 2 functionality.
- ❖ The assessments used for the facility must then be created in OMIS 3.

Release Certificate

- ❖ This form is used to create a release certificate
- ❖ **Fields:** Offender Name, Offender Number, Release Date, Release Type, Primary SSN, Release Order Instruction (instructions to offender), Date of Birth, Sheriff/Designee
- ❖ **Functionality:**
 - Clear, Save & Clear
 - Make Confidential – Places a watermark on form.
 - Delete
 - Print, Save & Print
 - Save
 - Close
- ❖ Release Report is generated.
- ❖ **Not used, but could be.**

OMIS 3 Assessment (Side Bar – Forms Tab – Facility Forms – Facility Form – Release Certificate): Feature Does Not Exist, but Could with Minor Modifications

- ❖ The ability to create a Certificate of Release does not exist as a function of OMIS 3.
- ❖ A movement or planned movement record could contain most of the information necessary on this form other than Release Order Instruction and Sheriff/Designee.
 - Once all of the fields are documented within OMIS or on a report input control, a report can easily be created

Security Threat File

- ❖ It would appear that the Security Threat File is just a Narrative note on STG involvement.
- ❖ Double checked to ensure this was the correct screen.
- ❖ **Used by Security Threat Staff**

OMIS 3 Assessment (Side Bar – Forms Tab – Facility Forms – Facility Form – Security Threat File): **Functionality Exists**

- ❖ This feature is covered by the Security Threat Groups module, including the added functionality of documenting STG activity.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab - Gangs)” for screenshots.

Uniform Size

- ❖ Used to document the Inmate’s uniform size.
- ❖ **Used Frequently**

OMIS 3 Assessment (Side Bar – Forms Tab – Facility Forms – Facility Form – Uniform Size): **Functionality Does Not Exist**

- ❖ This feature does not exist.

Facility Form History

- ❖ Shows history of forms created for the specific offender.
- ❖ **Used Frequently**

| Date/Time | Form Name | Created By (Officer Name) | View |
|-----------|-----------|---------------------------|------|
|-----------|-----------|---------------------------|------|

OMIS 3 Assessment (Side Bar – Forms Tab – Facility Forms – Facility Form History): **Inconclusive with Current Information**

- ❖ Prior to assessing fully, determine if this feature is used or not.

Side Bar - Inmate Management Tabs



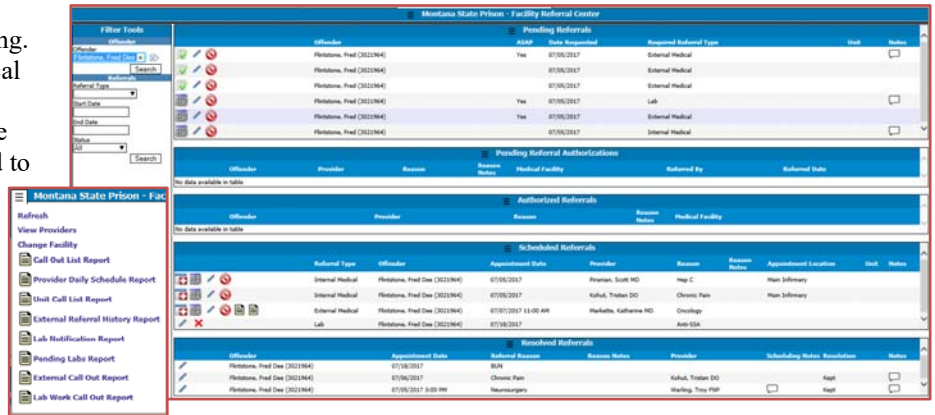
Inmate Schedule

- ❖ This feature is used to search for an inmate’s schedule, and add a new inmate schedule. One function is to document court dates.
- ❖ **Fields:**
 - Search Start Date
 - Search to Date
 - Schedule Type (lots of options to document)
 - Include Completed Schedules Indicator
 - Include Location Schedules Indicator
 - Schedule Start Time (In Minutes)
- ❖ **Functionality:**
 - Get Schedules
 - New Inmate Schedule
 - Close
- ❖ **Officers indicate that this is occasionally used**

OMIS 3 Assessment (Side Bar – Inmate Management Tab – Inmate Schedule):

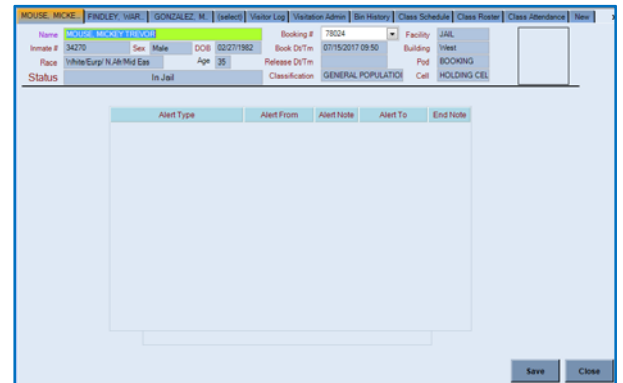
Pending Functionality

- ❖ OMIS 3 contains a health referral center module that is a model for inmate scheduling. We haven't gone beyond scheduling medical and mental health appointments (will add dental to this module) but this same module concept can and is anticipated to be created to assist in facilitating an inmate scheduling module. From the Health Referral Center, we can currently schedule the following for internal medical appointments: Pending Appointments (an appointment queue that tracks appointments needing schedules), Scheduled Appointments and Resolved Appointments. This module also handles External appointments (including the approval process) and Lab Appointments. This module also allows us to create Call Out Lists (permits offenders to leave the unit to attend appointments, groups, religious activities, etc.), Provider Daily Schedules, Unit Call Lists (a list of offenders that require the infirmary security officer to call the units to release an offender to come to the infirmary, and several other reports.



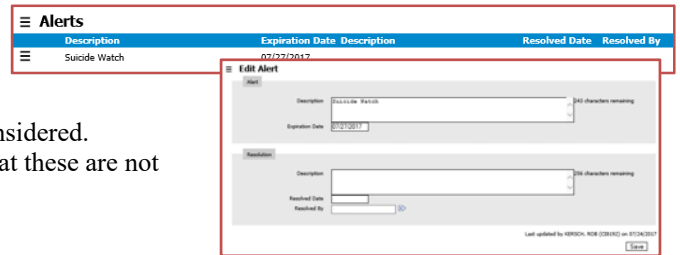
Inmate Alerts

- ❖ This feature is used to display alerts for an inmate.
- ❖ **Fields:**
 - Alert Type, Alert From, Alert Note, Alert To, End Note
- ❖ **Functionality:**
 - Save
 - Close
- ❖ **Officers indicate that this is Frequently used**



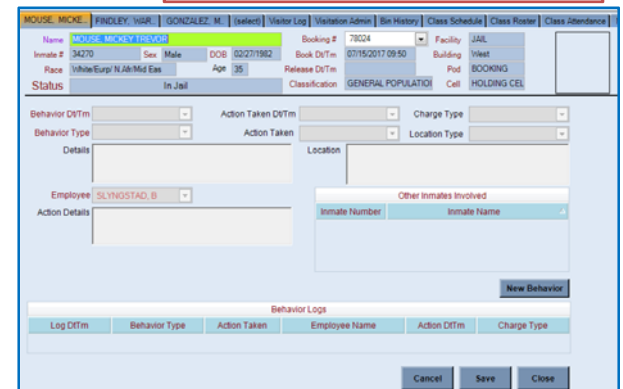
OMIS 3 Assessment (Side Bar – Inmate Management Tab – Inmate Alerts): **Functionality Exists**

- ❖ OMIS 3 contains an Alerts module. Alerts are short term in nature. Related modules in OMIS 3 are Cautions, Special Management Designations, Separation Needs, and ADA Accommodations.
- ❖ OMIS 3 does not use alert types, but it is something that can be considered.
 - Would need to document/determine Alert Types and ensure that these are not conflictual with our Cautions.



Behavior Log

- ❖ This feature is used to document occurrences of deviant inmate behavior.
- ❖ **Fields:**
 - Behavior Date and Time, Behavior Type, Action Taken Date and Time, Action Taken, Charge Type, Location Type, Details, Location, Employee, Action Details, Other Inmates Involved
- ❖ **Functionality:**
 - New Behavior
 - Cancel
 - Save
 - Close
- ❖ **Officers indicate that this is Occasionally used.**



OMIS 3 Assessment (Side Bar – Inmate Management Tab – Behavior Log): **Pending Functionality**

- ❖ The Violation Events module will handle this functionality.
- ❖ The Violation Events module documents violations of facility rules, sentencing conditions, etc.
- ❖ See “OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report)” for screenshots.

Shift Log

- ❖ This feature is used to create a new log entry, and search and display previous log entries.
- ❖ **Fields:**
 - Facility: Facility, Building
 - Log Entry: Log Date and Time, Activity, Employee, Entered By, Entered Date and Time
 - Officers Involved: Name
 - Inmates Involved: Inmate Name, Number
 - Comments: Comments
 - Log: From, To, Activity
 - Shift Log Table: Date/Time, Activity, Action, Location, Employee, Comments
- ❖ **Functionality:**
 - Log Entry: New, Save, Delete, Inmates
 - Log: Retrieve (Retrieves logs from the selected From and To date ranges)
 - Form: Shift Log Report, Refresh, Close
- ❖ **Officers indicate that this is Frequently used.**

OMIS 3 Assessment (Side Bar – Inmate Management Tab – Shift Log): **Functionality Does Not Exist (PRIMARY FEATURE)**

- ❖ This feature does not exist in any OMIS module.
- ❖ This is a nice feature and consideration will be made to create Unit Logs to implement these features.

Behavior Log View

- ❖ This feature is used to search for and display inmate behavior logs.
- ❖ **Fields:**
 - **Search:** From date and time, To date and time, Facility, Building
 - **Behavior Log Table:** Inmate name, Inmate number, Log date and time, Behavior type, Location name
- ❖ **Functionality:**
 - **Search:** Retrieve (Retrieves behavior logs for selected criteria)
 - **Form:** Clear, Close
- ❖ **Officers indicate that this is Occasionally used.**

| Inmate Name | Inmate# | Log Date/Time | Behavior Type | Location Name |
|---------------------------|---------|------------------|---------------------|---------------|
| BEAM, JAMEISON LEE-GATLIN | 26890 | 10/04/2012 07:48 | Not keeping bed/b'y | APod |
| BEAM, JAMEISON LEE-GATLIN | 26890 | 10/10/2012 18:15 | Contraband | APod |
| BEAM, JAMEISON LEE-GATLIN | 26890 | 10/21/2012 08:30 | Rule Violation | APod |

OMIS 3 Assessment (Side Bar – Inmate Management Tab – Behavior Log View): **Functionality Exists with Minor Modifications**

- ❖ The Violation Events module contains much of the functionality along with the Disciplinary module.
 - Documenting Other Inmates Involved does not exist, unless it comes from the Incident Statement/Report modules.
- ❖ The MDOC is currently evaluating an incentive/disciplinary grid for use by the Probation Parole Division.
- ❖ See “OMIS 3 Assessment (Side Bar – Forms Tab – Disciplinary – Disciplinary Report)” for screenshots.

Inmate Privileges

- ❖ This feature is used to document privileges that inmates are entitled to or have earned and which ones have been denied or revoked.
- ❖ **Fields:**
 - **Inmate Privileges:** Select, Privileges, Denied, Revoked Date, Revoked Day, Reason
- ❖ **Functionality:**
 - Reinstall
 - Save, Close
- ❖ **Used Frequently**

OMIS 3 Assessment (Side Bar – Inmate Management Tab – Inmate Privileges): **Functionality Does Not Exist**

- ❖ OMIS 3 does not have this functionality at this time.
- ❖ Functionality should be considered for addition to OMIS, though as similar needs exists in MDOC facilities. This would enhance the ability to document the Behavior Management Plan.

Side Bar – Mugshots Tab

Mugshot Capture

- ❖ This feature is used to document demographics and add a mugshot from a capture device or from a stored image.
- ❖ **Fields:**
 - **Demographics:** Eye Color, Hair Color, Complexion, Distinct Feature1, Distinct Feature2, Hair Style, Hair Length, Hair Shade, Facial Shape, Facial Hair1, Facial Hair2, Facial Oddity1, Facial Oddity2, Facial Oddity3, Teeth, Glasses
 - **Photo and Stored Demographics:** Age, Height, Weight, Photo
- ❖ **Functionality:**
 - Add, Edit Delete (photo)
 - Copy Prior Mugshot
 - Default Mugshot
 - Capture Device (select camera)
 - Print Functions: Print Badge, Print Label, Print Wristband, Print Summary, print All Pictures
 - Image Export
 - Save, Close
- ❖ **Officers indicate that this is used frequently.**
 - It is utilized on every booking.

OMIS 3 Assessment (Side Bar – Mugshots Tab – Mugshot Capture): *Functionality Exists with Minor Modification and Pending Functionality*

- ❖ The Mugshot module allows for capturing mugshots.
- ❖ Demographic fields that are included here beyond Eye Color, Hair Color, and Complexion are not utilized by the MT Department of Corrections.
- ❖ The pending Badge module (exists currently in OMIS 2) will allow the printing of Badges. Labels and Wristband printing are not currently supported in the Badge module (not used by GCDC)

Inmate Mugshots

- ❖ This feature is used to display inmate mugshots.
- ❖ **Fields:**
 - **Photos:** Photo, Front/Left View, Photo Date/Time, Inmate #
- ❖ **Functionality:**
 - Close
- ❖ **Officers indicate that this is used frequently.**

OMIS 3 Assessment (Side Bar – Mugshots Tab – Inmate Mugshots): *Functionality Exists*

- ❖ The Mugshot module allows for capturing and displaying mugshots.
- ❖ See “OMIS 3 Assessment (Side Bar – Mugshots Tab – Mugshot Capture)” for screenshots.

Side Bar – Programs Tab

Class Schedule

- ❖ Screenshot not captured.
- ❖ **Officers indicate that this feature is not used.**

OMIS 3 Assessment (Side Bar – Programs Tab – Class Schedule): *Inconclusive with Current Information*

- ❖ Feature not used.

Inmate Program Eligibility

- ❖ This feature is used to assign eligibility of programs to inmates.
- ❖ **Fields:**
 - **Program List:** Select, Course Name
 - **Selected Programs for Inmate:** Course Name
- ❖ **Functionality:**
 - Add – Adds programs from the Program List to the Selected Programs for Inmate
 - Remove – Removes Program from the Selected Programs for Inmate list.
- ❖ **Officers indicate that this is not used.**
 - If inmate sentencing is long enough, this might be a feature that is used.

OMIS 3 Assessment (Side Bar – Programs Tab – Inmate Program Eligibility): Pending Functionality

- ❖ A planned Programming module will be implemented in OMIS. Currently an Offender Management Plan exists in OMIS 2 with some functionality. The planned implementation has program recommendations and waiting list functionality.

Class Roster

- ❖ This feature is used to add offenders that are eligible for selected courses to those courses.
- ❖ **Fields:**
 - **Course Selection:** Selected Course, Course Date
 - **Eligible Inmates:** Select, Inmate Name
 - **Search Inmate:** Inmate #, Name, Booking #, Sex, Race, Date of Birth, Housing, Photo
 - **Selected Inmates:** Booking #, Inmate #, Inmate Name, Custody Level, Housing, Prayer Leader
- ❖ **Functionality:**
 - Add – Add selected inmate to the Selected Inmates list
 - Clear – Clears the Eligible Inmates list to allow for selection of a new course.
 - Search – Loads results of the Inmate Search
 - Save, Close
- ❖ **Officers indicate that this is not used.**
 - Judging by the content of the Selected Inmates table, it appears this is primarily for religious activities.

OMIS 3 Assessment (Side Bar – Programs Tab – Class Roster): Pending Functionality

- ❖ A planned Programming module will be implemented in OMIS. Currently an Offender Management Plan exists in OMIS 2 with some functionality.

Class Attendance

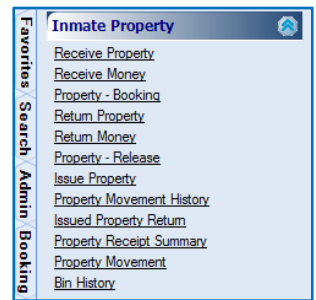
- ❖ This feature is used to log attendance of enrolled in the selected course on the selected date.
- ❖ **Fields:**
 - **Course Selection:** Selected Course, Selected Instructor, Attend Date
 - **Present Inmates:** Inmate Name, Present
- ❖ **Functionality:**
 - Clear – Clears selected course/attendees
 - Save & Clear, Save, Close
- ❖ **Officers indicate that this is not used.**
 - This could be a useful feature, if used.

OMIS 3 Assessment (Side Bar – Programs Tab – Class Attendance): Pending Functionality

- ❖ A planned Programming module will be implemented in OMIS. Currently an Offender Management Plan exists in OMIS 2 with some functionality.

Side Bar - Property

- ❖ This feature is used to document/view all property transactions.
- ❖ It is important to note that property in detention centers is:
 - Individually Inventoried and Received
 - Stored in specific bins
 - Cash may be returned as Cash (short term stays/weekends/after hours) or as Check (long term stays)
 - Property can be returned:
 - To the inmate or a designated person
 - As a whole unit of individual items at one disbursement
 - An individual items at multiple disbursements (i.e.. A spouse might pick up car keys the morning after incarceration, then a day or two later pick up cash, checkbook, etc.)
 - Recipient must be documented as an entity type (Inmate, Spouse, Friend, Mother, Father, etc.) and name of person
 - Staff member receiving/returning/dispersing property must be documented
 - Required to have an Inventory Sheet
 - Required to print a Receipt
- ❖ **This feature is frequently used.**



OMIS 3 Assessment (Side Bar – Property Tab): Functionality Partially Exists

- ❖ A Property module is pending that should cover all functionality.
- ❖ A 2Property work center would likely be created to provide quick access to all of the property features, similar to this bar.

Receive Property

- ❖ This feature is used to receive inmate property.
- ❖ **Fields:**
 - **Property Record:** Received By, Relationship, Cashbox, Received From, Receipt #, Received Date/Time, Capture Device, Property Search Officer
 - **Note: This area relates to a selected line item in the Property Items table.**
 - **Property Items Subform:** Location, Bin, Quantity, Picture, Item Number, Description
- ❖ **Functionality:**
 - Take Picture
 - Save, Close
- ❖ **This feature is frequently used.**
 - Officers indicate that feature is normally utilized from the Booking Name screen's Property tab.

OMIS 3 Assessment (Side Bar – Property Tab – Receive Property): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Receive Money

- ❖ This feature is used to document the receipt of money from inmates.
- ❖ **Fields:**
 - **Property Area:** Receipt #, Received Date/Time, Cashbox, Received By, Received From, Relationship
 - **Note: This area relates to a selected line item in the Money table.**
 - **Money Subform:** Type, Account, Check Number, Amount, Check Hold
 - **Notes:** Notes
- ❖ **Functionality:**
 - Save, Close
- ❖ **Officers indicate that this feature is used occasionally.**
 - Main functionality is on the Name screen's Property tab.

OMIS 3 Assessment (Side Bar – Property Tab – Receive Money): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Property – Booking

- ❖ This feature is used to document and view all property items during the booking process. It could also be used to document additional items received outside of booking.
- ❖ **Fields:**
 - **Received Property Area:** Receipt #, Received Date/Time, Cashbox, Received From, Relationship, Capture Device, Receipt #, Received Date/Time
 - **Note: This area relates to a selected line item in either the Property Items table or the Money table.**
 - **Property Items Subform:** Location, Bin, Quantity, Picture, Item Number, Description
 - **Money Subform:** Type, Account, Check Number, Amount, Check Hold
 - **Issued Property:** Property Item, Charge, Current Quantity, New Quantity, Condition, Condition Comment, Size
 - **Total Charge/Notes:** Total Charge, Notes
- ❖ **Functionality:**
 - Take Picture
 - Save & Close, Save, Close
- ❖ **Officers indicate that this is used occasionally**
 - Used mainly when an inmate damages property.
 - It would seem this would be used more extensively.

| Property Item | Charge | Current Qty | New Qty | Condition | Condition Comment | Size |
|---------------|--------|-------------|---------|-----------|-------------------|------|
| Sheets | 0.00 | 0 | 2 | | | |
| Handbook | 0.00 | 0 | 1 | | | |
| Matress | 0.00 | 0 | 1 | | | |
| Jail Uniform | 0.00 | 0 | 2 | | | |
| Hygiene Kit | 0.00 | 0 | 1 | | | |
| Towel | 0.00 | 0 | 1 | | | |
| Blanket | 0.00 | 0 | 1 | | | |
| Armband | 0.00 | 0 | 1 | | | |
| Washcloth | 0.00 | 0 | 1 | | | |
| Laundry Bag | 0.00 | 0 | 1 | | | |

OMIS 3 Assessment (Side Bar – Property Tab – Property – Booking): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Returning Property

- ❖ This feature is used to return property items to the inmate or to designated individuals.
- ❖ **Fields:**
 - **Returned Property Area:** Receipt #, Returned By, Returned Date/Time, Returned To, Relationship, Cashbox, Notes
 - **Note: This area relates to a selected line item in the Property Items table.**
 - **Property Items:** Location, Bin, Quantity, Picture, Item Number, Description, Return Quantity
 - **Notes:** Notes
- ❖ **Functionality:**
 - Return All Items
 - Save & Close, Save, Close
- ❖ **Officers indicate that this is frequently used.**

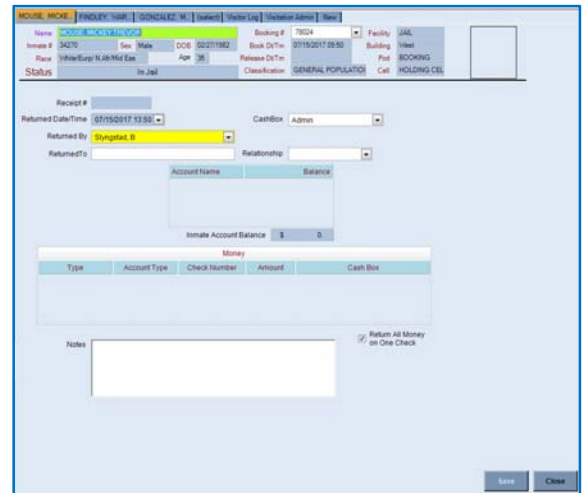
| Location | Bin | Qty | Picture | Item # | Description | Return Qty |
|----------|-----|-----|---------|--------|-------------|------------|
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OMIS 3 Assessment (Side Bar – Property Tab – Returning Property): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Return Money

- ❖ This feature is used to return money either to the inmate or a designated individual. Normally money is returned via a check, however if the term is short term or accounting staff are unavailable to create a check the money might be returned as cash.
- ❖ **Fields:**
 - **Money Returned Section:** Receipt #, Returned Date/Time, CashBox, Returned By, Returned To, Relationship
 - **Account Name:** Account Name, Balance, Inmate Account Balance
 - **Money:** Type, Account Type, Check Number, Amount, Cash Box
 - **Notes:** Notes
- ❖ **Functionality:**
 - Return All Money on One Check
 - Save, Close
 - As money is returned the Account Name/Balance information is updated, the Inmate Account Balance is also updated
- ❖ **Officers indicate that this is not used.**
 - Money returned is perform normally on another screen.

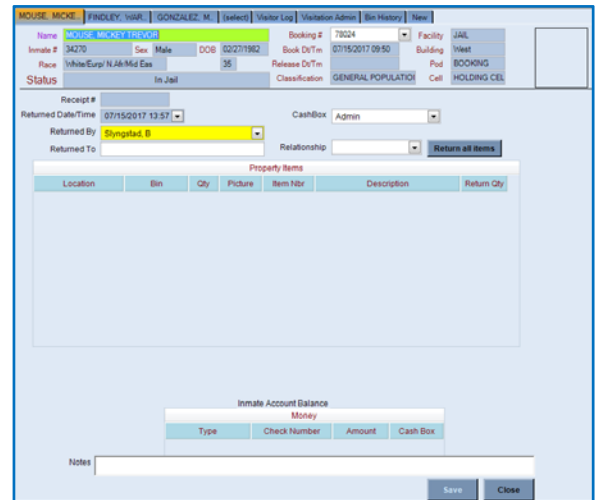


OMIS 3 Assessment (Side Bar – Property Tab – Returning Money): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Property – Release

- ❖ This feature is used to release property to the inmate or to an individual that is not the inmate.
- ❖ **Fields:**
 - **Return Area:** Receipt #, Returned Date/Time, CashBox, Returned By, Returned To, Relationship
 - **Property Items:** Location, Bin, Quantity, Picture, Item Number, Description, Return Quantity
 - **Inmate Account Balance/Money Subform** Type, Check Number, Amount, Cash Box
 - **Notes:** Notes
- ❖ **Functionality:**
 - Return All Items
 - Save, Close
- ❖ **Officers indicate that this is frequently used.**

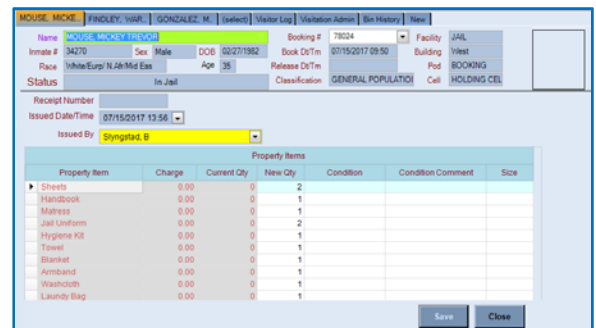


OMIS 3 Assessment (Side Bar – Property Tab – Property - Release): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Issue Property

- ❖ This feature is used to Issue facility property to inmates.
- ❖ **Fields:**
 - **Issue Area:** Receipt Number, Issued Date/Time, Issued By
 - **Property Items:** Property Item, Charge, Current Quantity, New Quantity, Condition, Condition Comment, Size
- ❖ **Functionality:**
 - Save, Close
- ❖ **Officers indicate that this is not used.**
 - Functionality is on another screen, however, this is an efficient screen to issue property.



OMIS 3 Assessment (Side Bar – Property Tab – Issue Property): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Property Movement History

- ❖ This feature is used to view the history of the transfer of property items from one location to another in the rare event that this is necessary.
- ❖ **Fields:**
 - **Property Items:** Item Type, Description
 - **Property Movements:** Original Location/Bin, New Location/Bin, Date/Time of the Movement, Moved By
- ❖ **Functionality:**
 - Close
- ❖ **Officers indicate that this is not used.**
 - This is probably due to the infrequency or perhaps lack of need for its use.

OMIS 3 Assessment (Side Bar – Property Tab – Property Movement History): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Issued Property Return

- ❖ This feature is used to return facility-issued property to the facility.
- ❖ **Fields:**
 - **Return Area:** Receipt #, Returned Date/Time, Returned By, Returned To, Relationship
 - **Property Items:** Property Item, Charge, Current Quantity, Return Quantity, Condition, Condition Comment
 - **Total Charge/Notes:** Total Charge, Notes
- ❖ **Functionality:**
 - Save, Close
- ❖ **Officers indicate that this is not used.**
 - The functionality is adequate for use, but is performed elsewhere.

OMIS 3 Assessment (Side Bar – Property Tab – Issued Property Return): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Property Receipt Summary

- ❖ This feature is used to view property receipt transactions.
- ❖ **Fields:**
 - **Property Receipts:** Date/Time, Type, Receipt #, From/To, Officer, Property Search Officer
- ❖ **Functionality:**
 - View selected receipt
 - Close
- ❖ **Officers indicate that this is frequently used.**

OMIS 3 Assessment (Side Bar – Property Tab – Property Receipt Summary): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Property Movement

- ❖ This feature is used to document the transfer of property items from one location to another in the rare event that this is necessary.
- ❖ **Fields:**
 - **Movement Information:** Moved Date/Time, Moved By
 - **Property Items:** Check Box, Item Number, Description, Location, Bin, Picture, Original Quantity, New Location, New Bin, Quantity
 - **Property Movements:** Original Location/Bin, New Location/Bin, Date/Time of the Movement, Moved By
- ❖ **Functionality:**
 - Save, Close
- ❖ **Officers indicate that this is not used.**
 - This is probably due to the infrequency or perhaps lack of need for its use.

OMIS 3 Assessment (Side Bar – Property Tab – Property Movement): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Bin History

- ❖ This feature is used to document the history of all items that have been stored in a bin.

❖ **Fields:**

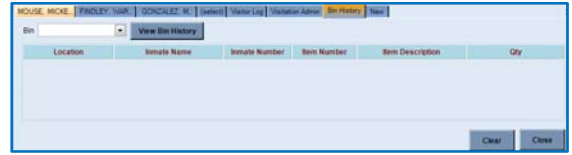
- **Bin Selector:** Bin drop-down list
- **Bin Item Information:** Location, Inmate Name, Inmate Number, Item Number, Item Description, Quantity

❖ **Functionality:**

- View Bin History
- Clear, Close

❖ **Officers indicate that this is occasionally used.**

- Efficiency of this screen would improve by including a start/end date.



OMIS 3 Assessment (Side Bar – Property Tab – Bin History): Pending Functionality

- ❖ A Property module is pending that should cover all functionality.

Side Bar - Visitation Tab

- ❖ Visitation appeared to be a function mainly of the front desk and wasn't observed during initial visit to GCDC.

Active Inmate Visitors

- ❖ This feature is used to view and document an inmate's active and inactive visitors and document approval and revoking visitation privileges or reinstating an inactive inmate visitor to an active status.

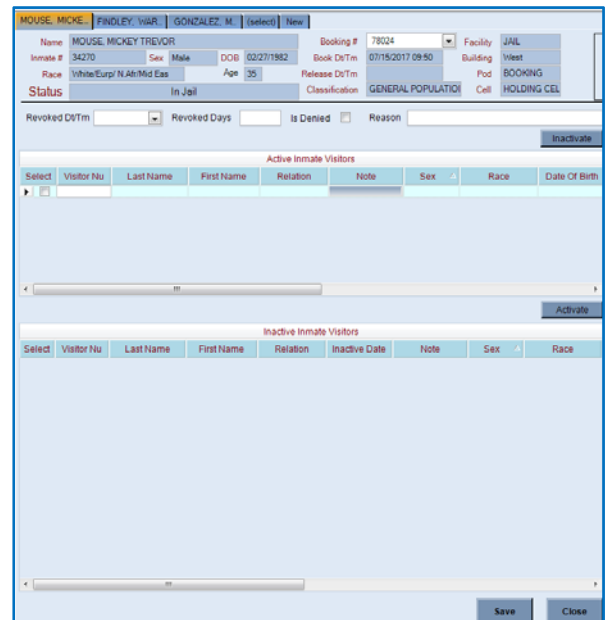
❖ **Fields:**

- **Visitor Revocation:** Revoked Date/Time, Revoked Days, Is Denied, Reason
 - **Note:** It appears that these fields correspond to the selected active visitor.
- **Active Inmate Visitors:** Select, Visitor Number, Last Name, First Name, Relation, Note, Sex, Race, Date of Birth
- **Inactive Inmate Visitors:** Select, Visitor Number, Last Name, First Name, Relation, Note, Sex, Race, Date of Birth

❖ **Functionality:**

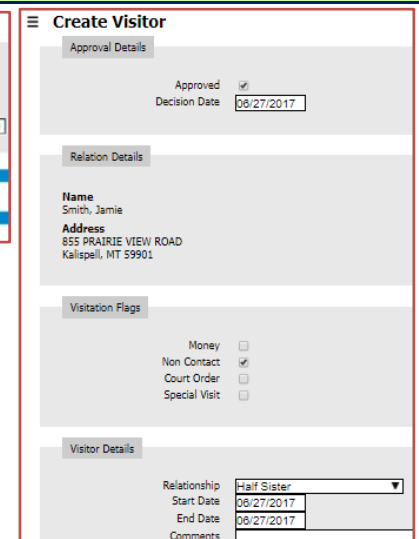
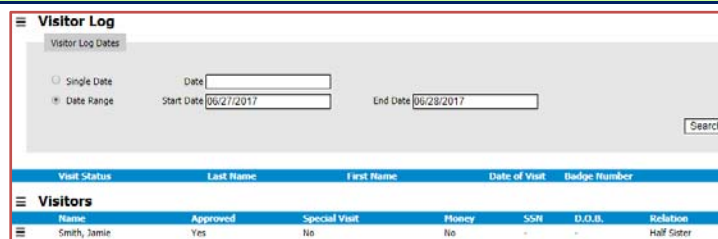
- Inactivate – Inactivates the selected visitor after documenting required information
- Activate – Reactivates the selected visitor
- Save, Close

❖ **Used Frequently**



OMIS 3 Assessment (Side Bar – Visitation Tab – Active Inmate Visitors): Functionality Exists

- ❖ The Visitation module should provide all necessary functionality.



Visitor List

- ❖ Visiting is controlled by Archonic Web Visitation...
- ❖ **Fields:** Inmate #, Inmate Name, Visitor Name, Visitor Booth, Booth Type, Visitation Start Date/Time, End Time.
- ❖ **Functionality:**
 - Booth Usage – Defines which booth was used for visitation.
 - NCIC – Documents NCIC checks
 - Save, Close
- ❖ **Used Frequently, but Not in X-Jail.**

| Visitor Log | | | | | | |
|-------------|-----------------------|---------------|---------------|------------|-----------------------|----------|
| Inmate No | Inmate Name | Visitor Name | Visitor Booth | Booth Type | Visitation Start DTTm | End Time |
| 19620 | DURICK, CASEY BEN ... | vicki durick | | | 02/08/2018 11:06 | 00:00 |
| 06243 | KIRK, RYAN SCOTT | PAUL GROSSMAN | | | 12/18/2044 13:35 | 00:00 |

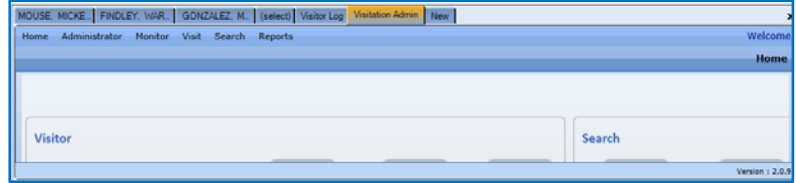
Booth Usage NCIC Save Close

OMIS 3 Assessment (Side Bar – Visitation Tab – Visitor List): Functionality Exists

- ❖ The Visitation module should provide all necessary functionality.
- ❖ See “OMIS 3 Assessment (Side Bar – Visitation Tab – Active Inmate Visitors)” for screenshots.

Visitation Web

- ❖ Visiting is controlled by Archonic Web Visitation...
- ❖ This feature does not work in X-Jail.



OMIS 3 Assessment (Side Bar – Visitation Tab – Visitation Web): Functionality Does Not Exist

- ❖ This feature most likely will not be included since it is non-functional anyway in X-Jail.
- ❖ See “OMIS 3 Assessment (Side Bar – Visitation Tab – Active Inmate Visitors)” for screenshots.

Visiting Log

- ❖ Displays a list of visitors that have visited inmates
- ❖ **Fields:** Inmate Number, Inmate Name, Visitor Name, Visitor Booth, Booth Type, Visitation Start Date/Time, End Time
- ❖ **Functionality:**
 - Booth Usage – Defines which booth was used for visitation.
 - NCIC – Documents NCIC checks
 - Save, Close
- ❖ **Used Frequently, but Not in X-Jail.**

| Visitor Log | | | | | | |
|-------------|-------------------------|---------------|---------------|------------|-----------------------|----------|
| Inmate No | Inmate Name | Visitor Name | Visitor Booth | Booth Type | Visitation Start DTTm | End Time |
| 19620 | DURICK, CASEY BEN ... | vicki durick | | | 02/08/2018 11:06 | 00:00 |
| 06243 | KIRK, RYAN SCOTT | PAUL GROSSMAN | | | 12/18/2044 13:35 | 00:00 |
| 17668 | LAIR III, JESSE FRAN... | JESS LAIR | | | 09/06/2040 10:05 | 00:00 |
| 17668 | LAIR III, JESSE FRAN... | JESS LAIR | | | 09/06/2040 10:05 | 00:00 |

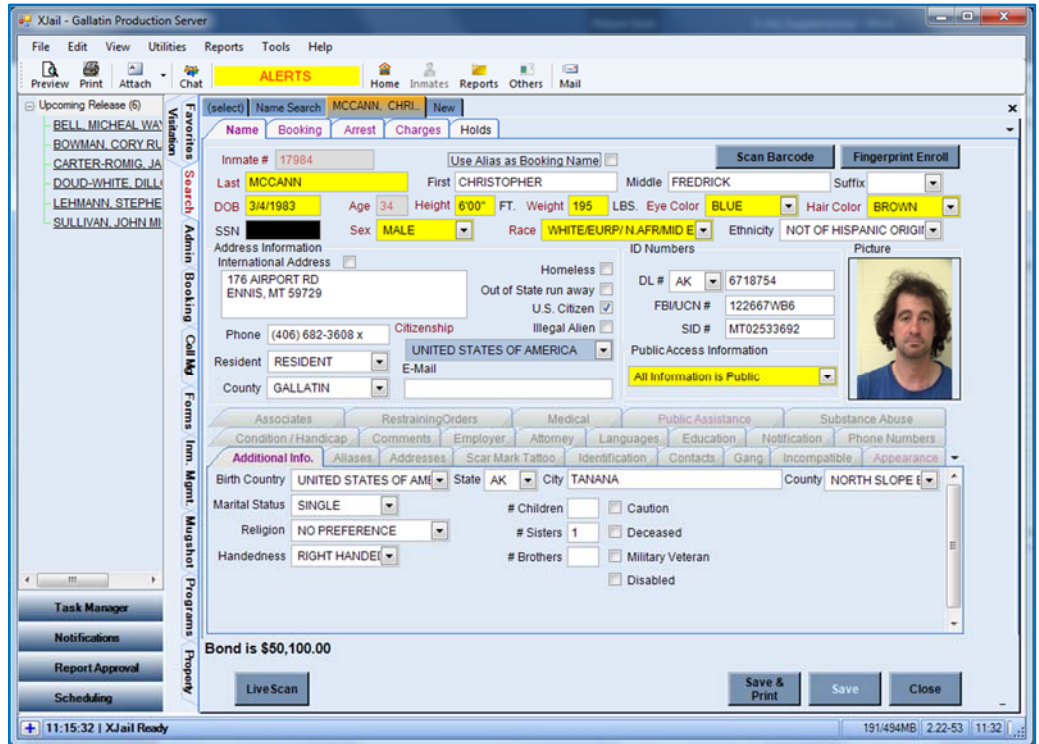
Booth Usage NCIC Save Close

OMIS 3 Assessment (Side Bar – Visitation Tab – Visiting Log): Functionality Exists

- ❖ The Visitation module should provide all necessary functionality.
- ❖ See “OMIS 3 Assessment (Side Bar – Visitation Tab – Active Inmate Visitors)” for screenshots.

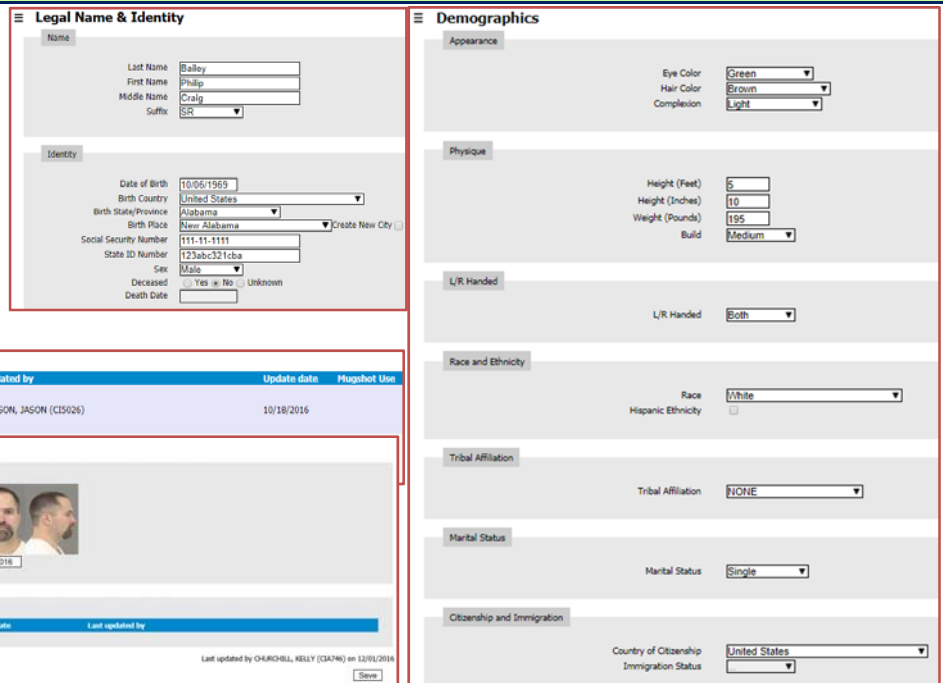
Main Screen – Name Tab

- ❖ This is their main inmate screen. Nicely laid out with all of the important information on the inmate in a Banner-like area at the top of the screen with tabs to select additional information.
- ❖ Each tab will be shown in the following sections.
 - Not all of the tabs are used by all staff.
- ❖ **Fields:** Inmate #, Last/First/Middle Name, Suffix, DOB, Age, Height, Weight, Eye Color, Hair Color, SSN, Sex, Race, Ethnicity, Address Information (International Address Check Box, Address free-form, Homeless, Out of State Run Away, U.S. Citizen, Illegal Alien, Citizenship, Phone, Resident, County, E-Mail), ID Numbers (DL # State/Number, FBI/UCN #, SID #, Public Access Information Flag)
- ❖ **Functionality:**
 - Bond Display
 - LiveScan
 - Save & Print, Save, Close
- ❖ **Frequently used.**
 - **None of the top row of Tabs (Associates to Substance Abuse are Used)**
 - All others are.



OMIS 3 Assessment (Main Screen – Name Tab): Functionality Exists with Minor Modification

- ❖ Most of this information is found in the Basic Information module (Demographics, Legal Name & Identity, Identification Numbers, Mugshots), Offender Contact Information.
- ❖ Exceptions:
 - Ethnicity (MDOC does not currently document all ethnicities, but does track Hispanic ethnicity)
 - Public Access Information flag
 - Out of State Run Away
 - Scan Barcode
 - Fingerprint Enroll.
 - A pending OMIS feature will be a connection to LiveScan for connecting OMIS information to LiveScan



| Identification Numbers | | | | |
|------------------------|-----------|---------|------------|-------------|
| Issuer | Category | Number | Issue Date | Expire Date |
| Alabama | Air Force | 45rv3q2 | | |
| Montana | Air Force | | | |

| Edit Identification Number | |
|----------------------------|------------|
| Identification Number | |
| Issuer | Montana |
| Category | Air Force |
| Number | 123456 |
| Issue Date | 11/15/2016 |
| Expire Date | 11/01/2018 |

| Edit Offender Flags | |
|---|--|
| Offender Flags | |
| MT Resident | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Mental Institution | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Juvenile Institution | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Ever Absconded | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Ever Escaped | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Medicaid Application Completed | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Sexual Offender | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Sexual Offender - Required to Register | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Violent Offender | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Violent Offender - Required to Register | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |

Name - Associates

- ❖ Functionality to document any Associations
- ❖ **Fields:** Last Name, First Name, Inmate #, Cell, Note
- ❖ **Feature Not Used.**

| Associates | RestrainingOrders | Medical | Public Assistance | Substance Abuse |
|----------------------|--------------------|----------------|-------------------|-----------------|
| Condition / Handicap | Comments | Employer | Attorney | Languages |
| Education | Notification | Phone Numbers | Additional Info | Aliases |
| Addresses | Scar Mark / Tattoo | Identification | Contacts | Gang |
| Incompatible | Appearance | | | |

| Last Name | First Name | Inmate Number | Cell | Note |
|-----------|------------|---------------|------|------|
| | | | | |

OMIS 3 Assessment (Main Screen – Name Tab - Associates): Functionality Exists

- ❖ The Relationships module should handle this functionality.
- ❖ Additionally, Criminal Associates, Separation Needs, Victims, Visitors modules will accommodate this functionality.

| Relationships | | | |
|---------------|---------------|--------|---------|
| Relation | Family Member | Victim | Visitor |
| Smith Jamie | Half Sister | No | No |
| Finley Jamie | | | |

| Criminal Associates | | | |
|---------------------|----------|---------------------------|-------------|
| Start Date | End Date | Offender | Category |
| 10/03/2016 | | FARMER, RICARDO (2051685) | Gang Member |

| Edit Criminal Association | |
|---------------------------|-----------------|
| Start Date | 10/03/2016 |
| End Date | |
| Offender | FARMER, RICARDO |
| Category | Gang Member |

| Edit Relation | | | | | | | | | | | |
|--------------------------|---|------------------|-----------|----------|---------|--------|--|--|--|--|--|
| Person Details | First Name: Jamie Last Name: Smith Middle Name: Suffix: Sex: Date of Birth: Birth Country: Birth State: Birth City: ZIP: State ID: Deceased: Date of Death: | | | | | | | | | | |
| Address Details | Enter Address of: <input type="radio"/> Use Current Address: 255 HAZARD VETER ROAD, LUTHERVILLE, MT 59001, United States <input type="radio"/> Use Existing Address: <input type="radio"/> Create New Address: | | | | | | | | | | |
| PO Box Details | Enter PO Box: | | | | | | | | | | |
| Telephone Number Details | <table border="1"> <thead> <tr> <th>Telephone Number</th> <th>Extension</th> <th>Category</th> <th>Primary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Telephone Number | Extension | Category | Primary | Action | | | | | |
| Telephone Number | Extension | Category | Primary | Action | | | | | | | |
| | | | | | | | | | | | |
| Online Account Details | <table border="1"> <thead> <tr> <th>Online Account</th> <th>Host</th> <th>Primary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Online Account | Host | Primary | Action | | | | | | |
| Online Account | Host | Primary | Action | | | | | | | | |
| | | | | | | | | | | | |

| Family Members | | | | | | |
|---------------------|--------------|---------|--------------|-------------------|-----------|------------|
| Name | Relationship | Address | Phone Number | Emergency Contact | Dependent | Lives with |
| Jamie Finley | Sister | | | Yes | No | No |
| TONY RICHARD DUBRAY | Father | | | | | |

| Edit Family Association | |
|-------------------------|---|
| Name | Finley, Jamie |
| Family Association | |
| Start Date | 06/07/2010 |
| End Date | |
| Relationship | Sister |
| Emergency Contact | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Dependent | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |
| Lives with | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown |

Name – Restraining Orders

- ❖ Functionality to document any Restraining Orders the inmate might have.
- ❖ **Fields:** Last Name, First Name, Inmate #, Cell, Note
- ❖ **Feature Not Used.**

| Associates | RestrainingOrders | Medical | Public Assistance | Substance Abuse |
|----------------------|--------------------|----------------|-------------------|-----------------|
| Condition / Handicap | Comments | Employer | Attorney | Languages |
| Education | Notification | Phone Numbers | Additional Info | Aliases |
| Addresses | Scar Mark / Tattoo | Identification | Contacts | Gang |
| Incompatible | Appearance | | | |

| Last Name | First Name | Inmate Number | Cell | Note |
|-----------|------------|---------------|------|------|
| | | | | |

OMIS 3 Assessment (Main Screen – Name Tab – Restraining Orders): Functionality Exists with Minor Modification

- ❖ OMIS 3 Cautions can be configured for restraining orders.

| Cautions | | | | |
|-------------|--------|------------|----------|--------------|
| Description | Source | Start Date | End Date | Caution Note |
| Escape Risk | MDOC | 05/09/2016 | | test |

| Edit Caution | |
|-----------------|-------------|
| Caution Details | |
| Start Date | 05/09/2016 |
| End Date | |
| Description | Escape Risk |
| Source | MDOC |
| Source Note | test |
| Caution Note | test |

Last updated by KER5

Name - Medical

- ❖ Functionality to document any Medical Insurance that the inmate might have.
- ❖ Dual functionality includes documenting of DNA samples.
 - GCDF does not perform DNA samples on bookings, however they do perform them for P&P and others who require them.
- ❖ Unclear what “Medical Notified” would refer to. Best guess is that if the inmate has medical issues, the Medical Staff are notified and that is documented.
- ❖ **Fields:** Medical Insurance Type, Company, DNA Requested, DNA Taken, DNA Taken By, DNA Kit #, Medical Notified (Who, When)
- ❖ **Feature Not Used.**

OMIS 3 Assessment (Main Screen – Name Tab - Medical): *Functionality Does Not Exist*

- ❖ Documenting Medical Insurance documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to reduce cost of care. This could include Veteran Benefits, Retirement Benefits, etc. and is worth documenting.
- ❖ DNA Samples are documented in the OMIS DNA Sample module.

Name – Public Assistance

- ❖ Functionality to document any Public Assistance that the inmate might have.
- ❖ **Fields:** Food Stamps, SSI, Cash Assistance, Disability
- ❖ **Feature Not Used.**

OMIS 3 Assessment (Main Screen – Name Tab – Public Assistance): *Functionality Does Not Exist*

- ❖ This could be added to the OMIS 3 Financial Profile module.
- ❖ Public Assistance documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to reduce cost of care. This includes Food Stamps, Social Security, Disability, Social Security Insurance, Cash Assistance.
- ❖ The PSI Questionnaire does ask about these topics and it would be beneficial to document.

Name – Substance Abuse

- ❖ Functionality to document any Substance Abuse Programming that the inmate might have had or is receiving.
- ❖ **Fields:** Substance Abuse Program, Level of Completion, Comments
- ❖ **Feature Not Used.**

OMIS 3 Assessment (Main Screen – Name Tab – Substance Abuse): *Pending Functionality*

- ❖ Functionality exists in OMIS 2 in the form of the Offender Management Plan module and will be added to OMIS 3 as the Programming module and will accommodate this.

Name – Condition / Handicap

- ❖ Functionality to document any Conditions or Handicaps that the inmate might have.
- ❖ **Fields:** Condition, Description AND Handicap, Description
- ❖ **Used Occasionally**

OMIS 3 Assessment (Main Screen – Name Tab – Condition / Handicap): *Functionality Exists*

- ❖ Functionality exists in OMIS 3 to document ADA Disabilities and Accommodations.

Name - Comments

- ❖ Functionality to document any Comments that might be appropriate for the inmate.
- ❖ **Fields:** Date/Time, Comments
- ❖ **Used Frequently**

OMIS 3 Assessment (Main Screen – Name Tab - Comments): Functionality Exists with Minor Modification

- ❖ Functionality exists in OMIS 3 to document a variety of notes, however a general notes area does not yet exist.
- ❖ This functionality might also be useful to carry over to the shift log/whiteboard.

Name - Education

- ❖ Functionality to document inmate's education background.
- ❖ **Fields:** Education Level, Area of Study, Other Areas of Study, School Name, Address
- ❖ **Used Frequently.**

OMIS 3 Assessment (Main Screen – Name Tab - Education): Functionality Exists

- ❖ The Education module will cover this functionality.

| Education | | | | |
|------------|-------|-------------|------------------|-----------|
| Started | Ended | Category | Name | Graduated |
| 04/26/2002 | | High School | STATE OF MONTANA | Yes |

| Documents | | | |
|----------------------|-------------|------------|--|
| Title | Category | Date | |
| Official Transcripts | Transcripts | 05/01/2017 | |

Name - Employer

- ❖ Functionality to document inmate's employer(s).
- ❖ **Fields:** Employer Name, Occupation, Phone #, Address, Status
- ❖ **Used frequently.**

OMIS 3 Assessment (Main Screen – Name Tab - Employer): Functionality Exists

- ❖ Functionality exists in OMIS 3 to document employment in greater detail than is described here.

The image shows two overlapping forms. The top form is 'Employment Terms' with fields for Start Date (06/28/2017), End Date, Employer (Hardees, 2404 CENTRAL AVENUE, Billings, Montana 59102, United States), and Job Title (Front Counter). Below it is the 'Create Employment Term' form with sections for Employer Summary, Employment Term (Start Date, End Date, Termination Reason), and Position (Extension, Job Title, Supervisor Name, Work Shift, Days Off, Start Time, End Time, Hours Per Week). The bottom form is 'Employer Search' with a search bar for 'hardees' and a list of search results including Hardees at 103 1ST AVE, Laurel, MT 59044. Below the search results are sections for Wages (Wage Amount: 7.50, Wages Per: Hour) and Verification (Verified By: Van Alostyna, Mark (CID470), Verification Date: 09/28/2017, Verified Per: Officer Verification).

Name - Attorney

- ❖ Functionality to document inmate's attorney.
- ❖ **Fields:** Attorney Name, Firm Name, Phone #, Address
- ❖ **Used occasionally.**

The image shows a screenshot of the 'Attorney' form in the OMIS 3 interface. It includes tabs for Associates, Restraining Orders, Medical, Public Assistance, Substance Abuse, Condition/Handicap, Comments, Employer, Attorney, Languages, Education, Notification, Phone Numbers, Additional Info, Aliases, Addresses, Scar Mark/Tattoo, Identification, Contacts, Gang, Incompatible, and Appearance. The main form fields are Attorney Name, Firm Name, Phone Number, and Address.

OMIS 3 Assessment (Main Screen – Name Tab - Attorney): Functionality Exists with Minor Modification

- ❖ Functionality exists in OMIS 3 to document attorneys as visitors. Some modifications might be necessary to document this outside of the Visitation module.

Name - Languages

- ❖ Functionality to document inmate's ability to speak and/or write foreign languages.
- ❖ **Fields:** Language, Spoken, Written, Read
- ❖ **Used frequently.**

The image shows a screenshot of the 'Languages' form in the OMIS 3 interface. It includes tabs for Associates, Restraining Orders, Medical, Public Assistance, Substance Abuse, Condition/Handicap, Comments, Employer, Attorney, Languages, Education, Notification, Phone Numbers, Additional Info, Aliases, Addresses, Scar Mark/Tattoo, Identification, Contacts, Gang, Incompatible, and Appearance. The main form fields are Language, Spoken, Written, and Read.

OMIS 3 Assessment (Main Screen – Name Tab - Languages): Functionality Does Not Exist

- ❖ Functionality does not exist in OMIS 3 to document languages, but could be added fairly easily in the basic information module.

Name - Notification

- ❖ Functionality to document any notifications on inmates.
- ❖ Notifications are not public (not published on the public facing jail page)
- ❖ **Fields:** Event, Description, Notification Type, Message
- ❖ **Functionality:** Add, Edit, Delete
- ❖ **Used frequently.**

The image shows a screenshot of the 'Notification' form in the OMIS 3 interface. It includes tabs for Associates, Restraining Orders, Medical, Public Assistance, Substance Abuse, Condition/Handicap, Comments, Employer, Attorney, Languages, Education, Notification, Phone Numbers, Additional Info, Aliases, Addresses, Scar Mark/Tattoo, Identification, Contacts, Gang, Incompatible, and Appearance. The main form fields are Event, Description, Notification Type, and Message. There are buttons for Add, Edit, and Delete.

OMIS 3 Assessment (Main Screen – Name Tab - Notification): Functionality Exists

- ❖ Functionality exists in OMIS 3 to document Alerts.
- ❖ The Charges portion of X-Jail documents legal Detainers and Notifications.
 - In OMIS, that portion would be documented in Detainers and Notifications, which are

The image shows a screenshot of the 'Alerts' form in the OMIS 3 interface. It includes tabs for Associates, Restraining Orders, Medical, Public Assistance, Substance Abuse, Condition/Handicap, Comments, Employer, Attorney, Languages, Education, Notification, Phone Numbers, Additional Info, Aliases, Addresses, Scar Mark/Tattoo, Identification, Contacts, Gang, Incompatible, and Appearance. The main form fields are Description, Expiration Date, Resolved Date, and Resolved By. There are buttons for Add, Edit, and Delete. A table below shows an alert for 'Locked up for Drug Use/Distribution' with an expiration date of 05/30/2016 and a resolution date of 05/31/2016.

Name – Phone Numbers

- ❖ Functionality to document inmate's phone numbers.
- ❖ **Fields:** Phone Number Type, Phone Number, Phone Number Date
- ❖ **Used frequently.**

The image shows a screenshot of the 'Phone Numbers' form in the OMIS 3 interface. It includes tabs for Associates, Restraining Orders, Medical, Public Assistance, Substance Abuse, Condition/Handicap, Comments, Employer, Attorney, Languages, Education, Notification, Phone Numbers, Additional Info, Aliases, Addresses, Scar Mark/Tattoo, Identification, Contacts, Gang, Incompatible, and Appearance. The main form fields are Phone Number Type, Phone Number, and Phone Number Date.

OMIS 3 Assessment (Main Screen – Name Tab – Phone Numbers): Inconclusive with Current Information

- ❖ The Offender Contact module contains this functionality if it is the Offender Phone Numbers.
- ❖ Additionally, the Family, Employer, Victim, and Visitor modules contain phone numbers.

Name – Additional Info

- ❖ Functionality to document a variety of demographic information, including Birth Country/State/City/County, Marital Status, Religion, Handedness, # Children/Sisters/Brothers, Caution (vague – no specifics), Deceased, Military Veteran, Disabled.
- ❖ **Fields:** Birth Country/State/City/County, Marital Status, Religion, Handedness, # Children, # Sisters, # Brothers, Caution, Deceased, Military Veteran, Disabled
- ❖ **Used frequently**

OMIS 3 Assessment (Main Screen – Name Tab – Additional Info): Functionality Exists

- ❖ Functionality exists in OMIS 3 in the Basic Information group, Relationships group, Cautions module, and Safety group.

| Family Members | | | | Phone Number | Emergency Contact | Dependent | Lives with |
|---------------------|--------------|---------|--|--------------|-------------------|-----------|------------|
| Name | Relationship | Address | | Yes | No | No | No |
| Jamie Finley | Sister | | | | | | |
| TONY RICHARD DUBRAY | Father | | | | | | |

| Military Service Terms | | | |
|------------------------|------------|-----------|-----------------------|
| Start Date | End Date | Branch | Discharge Type |
| 11/16/2009 | 11/14/2016 | Air Force | Bad Conduct Discharge |

| Alerts | | | | |
|-------------------------------------|-----------------|---|---------------|-------------|
| Description | Expiration Date | Description | Resolved Date | Resolved By |
| Locked up for Drug Use/Distribution | 05/30/2016 | He spoke to Josh and now he's on the straight and narrow. | 05/31/2016 | KERSCH, ROB |
| Temporary Lockup for Drug Use | 05/23/2016 | | | |

| Cautions | | | | |
|-------------|--------|------------|----------|--------------|
| Description | Source | Start Date | End Date | Caution Note |
| Escape Risk | MDOC | 05/09/2016 | | test |

| Religious Preferences | | | | | | |
|------------------------|------------|------------|----------------|--------------------------|----------------------|----------|
| Denomination or Sect | Start Date | End Date | Religious Diet | Holy Day Work Exemptions | Religious Hair Style | Approved |
| None (NONRELIGIOUS) | 01/01/2016 | 10/01/2016 | No | No | No | No |
| Foursquare (CHRISTIAN) | | | | | | |

Name - Aliases

- ❖ Functionality to document variations of an inmate's name or nicknames.
- ❖ **Fields:** Last Name, First Name, Middle Name, Suffix, DOB, SSN
- ❖ **Used frequently**

OMIS 3 Assessment (Main Screen – Name Tab - Aliases): Functionality Exists

- ❖ The Alternative Names module in conjunction with the Alternative Identities module contains this functionality and additional features.

The image shows three screenshots related to the Alternative Identities and Alternative Names modules. At the top, a table titled 'Alternative Identities' lists columns: Alternative Name, Social Security Number, State ID Number, Date of Birth, Birth Country, Birth Place, Sex, Category, Start Date, and End Date. Below it, a record for 'PEEWEE' is shown with SSN 111-11-1111, DOB 05/02/2016, Birth Country Africa, and Category Fictitious. To the left, a table titled 'Alternative Names' lists columns: Last Name, First Name, Middle Name, Suffix, Category, Start Date, and End Date. It shows records for 'PEEWEE' and 'SMITH JOE'. In the center, an 'Edit Alternative Name' form shows fields for Name, Last Name (PEEWEE), First Name, Middle Name, Suffix, Category (Alias), Start Date, and End Date. To the right, an 'Edit Alternative Identity' form shows fields for Identity, Alternative Name, Date of Birth (05/02/2016), Birth Country (Africa), Birth State/Province (All States/Provinces), Birth Place, Social Security Number (111111111), State ID Number, Sex, Category (Fictitious), Start Date, and End Date.

Name - Addresses

- ❖ Functionality to document alternative inmate addresses.
- ❖ **Fields:** Address From, Address To, Address Type, Location, Is Non-US, Non-US.
 - Address From/To is a date range the inmate listed that as a contact address.
 - Is Non-US is used for non-US addresses. Non-US is not used.
 - Address Type: Alternate, Frequented, Old, Permanent, Temporary
 - Location is the actual address

This screenshot shows a portion of a software interface with a menu bar containing 'Associates', 'Restraining Orders', 'Medical', 'Public Assistance', and 'Substance Abuse'. Below the menu, there are several tabs: 'Condition / Handicap', 'Comments', 'Employer', 'Aliases', 'Address...', 'Scar Mark Tab', 'Identification', 'Contacts', 'Gang', 'Incompatible', and 'Appearance'. The 'Address...' tab is active, showing fields for 'Address From', 'Address To', 'Address Type', 'Location', 'Is Non-US', and 'Non-US'.

Used frequently

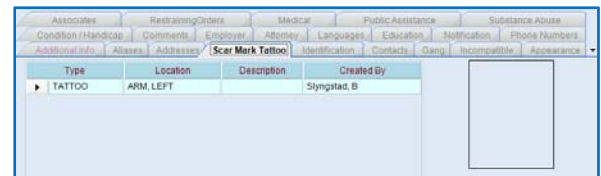
OMIS 3 Assessment (Main Screen – Name Tab - Addresses): Functionality Exists

- ❖ The Residence module in conjunction with the Offender Contact Information module contains this functionality.

This block contains five screenshots of the Residences and Offender Contact Information modules.
 1. 'Residences Listing' shows a table with columns: Start Date, End Date, Address, Residence Category, and Residence Status. It lists records for 06/01/1999 and 10/15/2002.
 2. 'Create Primary Residence Record' form includes fields for Start Date, End Date, Home Type, House Number, Street Name, Street Suffix, Unit Designator, Secondary Address Designator, State (Montana), City, Zip Code, and Comment. It also has a 'Confirmed' checkbox and a 'Verification' section with 'Verified By', 'Verification Date', and 'Verification Method' fields.
 3. 'Create Secondary Residence Record' form is similar to the primary record but includes a 'Confirmed' checkbox.
 4. 'Edit Homeless Record' form includes fields for Start Date (06/01/1999), End Date (10/15/2002), State (Montana), City (Alzada), and Comment. It has a 'Confirmed' checkbox checked.
 5. 'Offender Contact Information' form includes a 'Mailing Address' section with 'Enter Mailing Address', a 'PO Box' section with 'Enter PO Box', and a 'Telephone Numbers' table with columns: Telephone Number, Extension, Category, Primary, and Active. It also has an 'Online Accounts' section with 'Online Account', Host, Primary, and Active columns.

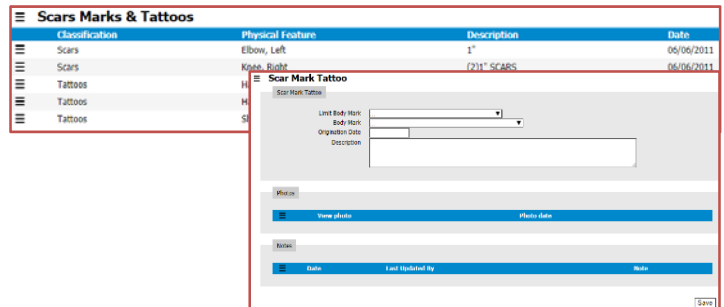
Name – Scar Mark Tattoo

- ❖ Functionality to document inmate scars, marks, and tattoos.
- ❖ **Fields:** Type, Location, Description, Created By, Photo
- ❖ **Used frequently**



OMIS 3 Assessment (Main Screen – Name Tab – Scar Mark Tattoo): **Functionality Exists**

- ❖ The Scars Marks & Tattoos module contains this functionality.



Name - Identification

- ❖ Functionality to document inmate identification numbers.
- ❖ **Fields:** Identification Type, Identification #
- ❖ **Used frequently**



OMIS 3 Assessment (Main Screen – Name Tab - Identification): **Functionality Exists**

- ❖ The Identification Numbers module contains this functionality.

Name - Contacts

- ❖ Functionality to document inmate contacts.
- ❖ **Fields:** Contact Type, Name, Phone, Address
- ❖ **Used frequently**



OMIS 3 Assessment (Main Screen – Name Tab - Contacts): **Functionality Exists**

- ❖ The Relationships group contains the following modules with contain this functionality: Criminal Associates, Family, Relationships, Victims, Visitors

Name - Gang

- ❖ Functionality to document inmate gang affiliation.
- ❖ **Fields:** Gang Name, Date of Gang, Active Member, Comments
- ❖ **Used frequently**



OMIS 3 Assessment (Main Screen – Name Tab - Gangs): **Functionality Exists**

- ❖ The Security Threat Groups module contains this functionality.
- ❖ See “OMIS 3 Assessment (Side Bar – Booking Tab - Gangs)” for screenshots.

Name - Incompatible

- ❖ Functionality to document inmate separation needs/incompatibility.
- ❖ **Fields:** Inmate Number, Inmate Name, Cell, SID #, Note, Waived, MORE?
- **It appears other fields are to the right of “Waived”**
- ❖ **Used frequently**

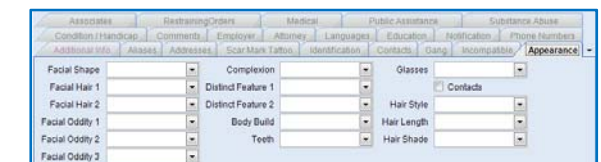


OMIS 3 Assessment (Main Screen – Name Tab - Incompatible): **Functionality Exists**

- ❖ The Separation Needs module contains this functionality

Name - Appearance

- ❖ Functionality to document inmate appearance/demographics.
- ❖ **Fields:** Facial Shape, Facial Hair ½, Facial Oddity 1/2/3, Complexion, Distinct Feature 1/2, Body Build, Teeth, Glasses, Contacts, Hair Style, Hair Length, Hair Shade
- ❖ **Used occasionally**



OMIS 3 Assessment (Main Screen – Name Tab - Appearance): **Functionality Does Not Exist**

- ❖ The Demographics module contains primary appearance fields.

- X-Jail contains the following fields not in OMIS: Facial Shape, Facial Hair 1/2, Facial Oddity 1/2/3, Distinct Feature 1/2, Teeth, Glasses/Contacts, Hair Style, Hair Length, Hair Shade

Main Screen – Booking

- ❖ This is the main Booking screen.
- ❖ The Booking is the Intake of the Inmate into the Detention Facility.
- ❖ Please refer to Gallatin Intake Workflow.pdf for full process description.
 - Issues:
 - Sentenced inmates sometimes return to the detention facility to continue to serve time, such as serving a sentence a weekend at a time or at a time later than the initial sentence declaration.
 - Persons sometimes are detained in a detention facility for purposes of:
 - Detention for another facility due to that facility being full and the person is transferred to another detention center for holding.
 - Holding inmates for other agencies (Federal, Other Counties, Other States, Tribal, University Police Departments, Other Countries, etc.)
 - Detention Centers utilize booking information for billing purposes:
 - Inmate stays may be:
 - ◆ Charged Stays that are charged to one of the following entities:
 - Inmate
 - Other Agencies
 - ◆ Courtesy Stays that are not charged.
- ❖ Documents the following Booking information:
 - Booking Number – Unique ID assigned each time an inmate is booked.
 - Inmate Number – Unique ID assigned only once when an is booked.
 - Functionality might be needed in case a repeat inmate is not identified and a new record is created in error and has to be reassigned to an existing inmate/inmate.
 - Facility (Booked Into)
 - Has Victim
 - Booking Type
 - Firearm Involved
 - Booking Date and Time
 - Registered Sex Offender
 - Arrival Date and Time
 - Medical Alert
 - Committed By (Agency)
 - Bill To (Agency being billed for length of stay)
 - Searched By (Officer performing search of inmate)
 - Search Type (Type of search) {Pat Down Search, Unclothed Search}
 - Sentence Status {Sentenced, Convicted, Hold, PreTrial, Transport} – Determines if goes to the Internet Jail Roster and categorizes them by status.
 - Sentence Status Date (Date of Sentence Status)
 - View History Button
 - Booking Officer (Officer performing booking)
 - Video Rights checkbox {Documenting that they watch a judge’s video of their rights...Not used by GCDC.}
 - Cell
 - Cell
 - Bed
 - Cell Note (Comment field)
 - Booking Notes
 - Date/Time
 - Notes

- View History
- Bond message at bottom of screen – Triggered by Bond on Charge Detail.
- Estimated Release Date at bottom of screen.
- LiveScan button at bottom of screen. Connects to LiveScan

❖ **Used frequently**

- This is a primary feature

OMIS 3 Assessment (Main Screen – Booking): Functionality Does Not Exist (PRIMARY FEATURE)

- ❖ The Booking feature is not contained in OMIS, but is a primary feature of a Jail Management System that must be created.
- ❖ Functionality does not exist for Booking.
 - The following fields need implementation in a Booking module: Booking Type; Booking Date/Time; Arrival Date/Time; Committed By; Bill To; Medic Alert; Searched By/Type; Sentence Status; Sentence Status Date; Booking Officer; Victim Indicator; Firearm Involved Indicator; Video Rights Indicator; Booking Notes (Date/Time, Notes).
 - The ability to View History for both Sentence Status and Booking Notes

Main Screen – Arrest

- ❖ Documents the Arrest Information.
- ❖ The Arrest Information documents the reason that the inmate is being detained for.
- ❖ Information marked with an asterisk (*) is documented by the arresting/transporting officer.

❖ Arrest fields:

- Booking # (from Booking record)
- Inmate # (from Booking record)
- *Name (from Booking record)
- Arrest Number (Auto number)
- *Arrest Date/Time
- Agency ORI
- Arrest Location
- *Arresting Agency
- *Vehicle Disposition
- *Alcohol Test
 - Optional
 - Includes alcohol test(s) data: Test Date, Test Status, Test Type, Test Result, Test Officer
 - May also benefit from a Time field.
 - Note: Inmates are tested as often as necessary until they are below designated limited to allow movement into a cell outside of the booking area or to be released.
- Note (Comments field)
- *Arresting Officers (one or many)
 - Agency Name
 - Officer Name
 - Badge Number

❖ Arrest History

- Includes Arrest info: Arrest Number, Arresting Agency, Arrest Date, Vehicle Disposition, Note, Location, Test Result, Test Officer, Unlabeled field (possibly note)

❖ Buttons:

- Live Scan: Connects to LiveScan and feeds info (doesn't work)
- Save & Print: Saves Arrest data and Prints Arrest information
- Save: Saves Arrest data
- Close: Closes screen

❖ **Used frequently**

| Arrest Hbr | Arresting Agency | Arrest Date | Vehicle Disposition | Note | Location | Test Result | Test Officer | Test Date |
|------------|------------------|-------------|---------------------|------|----------|-------------|--------------|-----------|
| 75994 | Bozeman Police | 07/15/2017 | | | | | | |

- This is a primary feature

OMIS 3 Assessment (Main Screen – Arrest): **Functionality Does Not Exist (PRIMARY FEATURE)**

- ❖ The Arrest feature is not contained in OMIS, but is a primary feature of a Jail Management System that must be created.

Main Screen – Charges

- ❖ Documents the Charge information
- ❖ Each arrest can have one or many Charges

❖ **Open Charges fields:**

- Reference #
- Case Number
- Statute
- Charge Date and Time
- Court, Document Type
- Charge Status
- Description
- Court Date and Time
- Category (Felony or Misdemeanor)
- Bond/Sentence
- Charge Note

❖ **Disposed Charges fields:**

- Reference #
- Case Number
- Statute
- Charge Date and Time
- Court, Document Type
- Charge Status
- Description
- Court Date and Time
- Category (Felony or Misdemeanor)
- Bond/Sentence
- Charge Note

❖ **Buttons:**

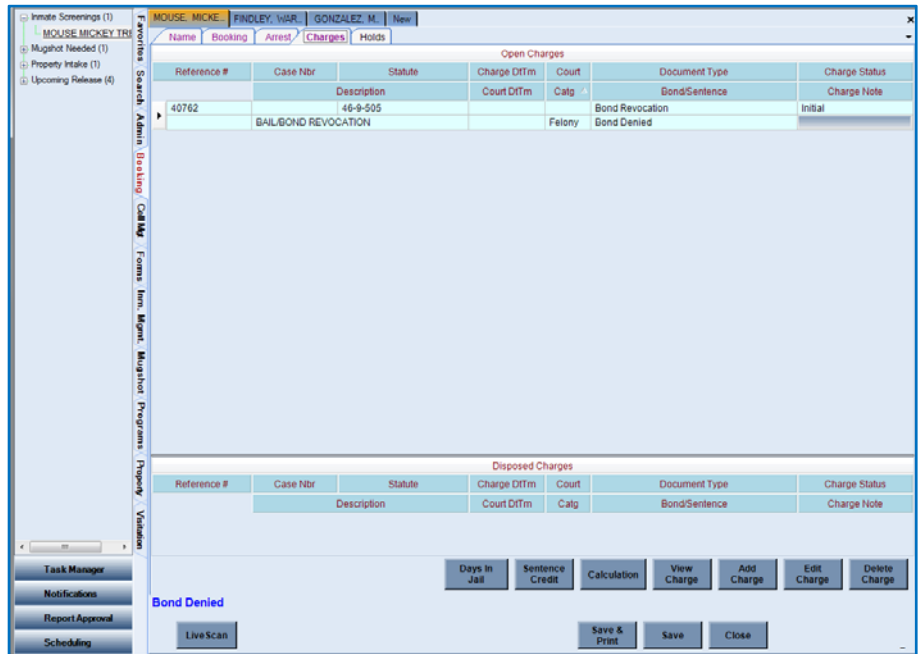
- Days in Jail - **Function Undocumented**
- Sentence Credit - **Function Undocumented**
- Calculation - **Function Undocumented**
- View Charge - **Function Undocumented**
- Add Charge - **Function Undocumented**
- Edit Charge - **Function Undocumented**
- Delete Charge - **Function Undocumented**
- Live Scan - **Function Undocumented**
- Save & Print - Saves Arrest data and Prints Arrest information
- Save - Saves Arrest data
- Close - Closes screen

❖ **Other Functionality:**

- Bond Status
- Estimated Release Date

❖ **Used frequently**

- This is a primary feature



OMIS 3 Assessment (Main Screen – Charges): **Pending Functionality**

- ❖ The Pending Charges module will contain much of this functionality.

Main Screen – Hold

- ❖ Documents any Hold information
- ❖ Holds are:
 - Dept. of Corrections (DOC)
 - MT State Prison (MSP)
 - US Marshall
 - Immigration and Customs Enforcement (ICE)
 - Mental Health
 - Conditions need set before release
 - Other – Free text entry
- ❖ Each arrest can have one or many Holds
- ❖ **Active Hold fields:**
 - ORI (Originating Agency - NCIC)
 - Agency Name: Agency requesting hold
 - Bond Amount: \$ amount of Bond, if not denied
 - Bond Denied: Indicates inmate cannot bond out
 - Warrant Nbr (Number): Warrant identification number
 - Statute: Statute being held for
 - Description: Further description of hold information
- ❖ **Used frequently**
 - This is a primary feature

OMIS 3 Assessment (Main Screen – Hold): *Functionality Exists with Minor Modification and Pending Functionality*

- ❖ The Notifications and Detainers module and the pending Warrants module will contain these features.
- ❖ Bond information is not available in OMIS, however, it is an essential feature of a Jail Management System and as such a Bond module will need to be developed.
- ❖ A Warrant module is planned for implementation.
 - Warrants currently exist in OMIS 2 and will be repurposed for OMIS 3.

Booking Information/Summary Screen

- ❖ This screen is highly utilized by staff.
- ❖ The summary and linked items in the lower portion of the form are very frequently used and relied upon.
- ❖ Without all of these items appearing on one screen, the booking and detention officers would have a much more difficult time viewing and retrieving data.
- ❖ **Features: (Note: Features marked with an asterisk (*) contain both a link to the module/screen and the data. Unmarked features display only data with no link to the module/screen.**

| MOUSE, MICKEY | | Location Sched. | New |
|---------------|---------------------------|-----------------|--------------------|
| Name | MOUSE, MICKEY TREVOR | Booking # | 78024 |
| Inmate # | 34270 | Sex | Male |
| DOB | 02/27/1982 | Book Dt/Tm | 07/15/2017 09:50 |
| Race | White/Eurp/ N.Afr/Mid Eas | Age | 35 |
| Release Dt/Tm | 07/15/2017 16:03 | Pod | West |
| Status | Released | Classification | GENERAL POPULATION |
| Cell | | | BOOKING |

| Current Booking | | Inmate Summary | |
|---------------------------------|--------------------|---------------------------|--------------------------|
| Booking Dt/Tm | 07/15/2017 09:50 | Days In Jail | 0 |
| Arrival Dt/Tm | 07/15/2017 09:45 | Prior Bookings | 1 |
| Sentence Status | PreTrial | Classifications | 2 |
| Confinement Reason | | Cell Assignment History | 2 |
| Release Dt/Tm | 07/15/2017 16:03 | Inmate Screenings | 0 |
| Charges (Highest Charge) | 1 (Felony) | Charge History | 2 |
| Holds/Detainers | 0 | Cases Involved | 0 |
| Est or Actual Sentence EndDt/Tm | | Facility Forms | 0 |
| Committed By Agency | Bozeman Police | Incident Reports | 0 |
| Bill To Agency | | Disciplinary Reports | 0 |
| Current Classification | GENERAL POPULATION | Use of Force Reports | 0 |
| Next Classification Date | 08/14/2017 | Investigation Reports | 0 |
| Inmate Status | | Grievances | 0 |
| Current Cell Assignment | | Documents Attached | 0 |
| Current Location | | Victim Notification | 0 |
| Phone PIN Number | 87992 | Inmate Notes | |
| Next Court Dt/Tm | | Case Worker Notes | |
| Next Schedule Appt | | Property Bins | |
| Inmate Account Balance | 0 | Gang Association | |
| Identification Number | 2 | Criminal Registration | 0 |
| Alias Names | 0 | Restraining Orders | 0 |
| Privileges | 1 | | Unknown |
| Incompatibles | 0 | Public Access Information | No Information is Public |
| Booking Notes | 0 | | |

- Current Booking
 - *Booking Date/Time
 - *Arrival Date/Time
 - *Sentence Status
 - *Confinement Reason
 - *Release Date/Time
 - *Charges (Highest Charge)
 - Number and either Felony or Misdemeanor – (The + feature expands to list all charges)
 - *Hold/Detainers (Number of Holds or Detainers)
 - *Estimated or Actual Sentence End Date/Time
 - *Committed by Agency
 - Bill to Agency
 - *Current Classification
 - *Next Classification Date
 - Inmate Status
 - *Current Cell Assignment
 - Current Location
 - Phone PIN Number (From Telmate)
 - *Next Court Date/Time
 - *Next Scheduled Appointment
 - Inmate Account Balance
 - *Identification Number
 - *Alias Names
 - *Privileges
 - *Incompatibles
 - *Booking Notes
- Inmate Summary (Number to right shows number of records)
 - *Days in Jail
 - *Prior Bookings (The + feature expands to list all prior bookings)
 - *Classifications (The + feature expands to list all prior classifications)
 - *Cell Assignment History (The + feature expands to list all prior cell assignments)
 - *Inmate Screenings
 - *Charge History (The + feature expands to list all prior charges)
 - Cases Involved
 - *Facility Forms
 - *Incident Reports
 - *Disciplinary Reports
 - Use of Force Reports
 - Investigation Reports
 - *Grievances
 - *Documents Attached
 - *Victim Notification
 - Item Notes
 - Case Worker Notes
 - *Property Bins
 - *Gang Association

- Criminal Registration
- Restraining Orders
- Blank field???
- *Public Access Information

- ❖ **Used frequently**
 - This is a primary feature

OMIS 3 Assessment (Booking Information / Summary Screen): Functionality Does Not Exist

- ❖ This screen is heavily used and an attempt to replicate its information and functionality should be made.
- ❖ It is very much like the offender-centric profile screen in OMIS.

Appendix

Utilities

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

OMIS 3 Assessment (Utilities): Functionality Exists or Will Be Created

Cell Management

No System Response

Booking

No System Response

Unexpunge

Victim Config

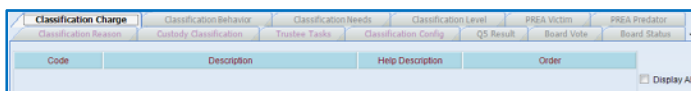
Victim Letter Creation

Classification

Classification Configuration

Classification Charge

- ❖ Used to populate the Classification Charge drop-down list
- ❖ **Fields:** Code, Description, Help Description, Order
- ❖ **Functionality:** Display All

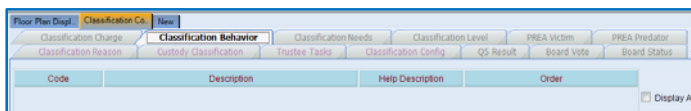


OMIS 3 Assessment (Utilities – Classification – Classification Charge): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Classification Behavior

- ❖ Used to populate the Classification Behavior drop-down list
- ❖ **Fields:** Code, Description, Help Description, Order
- ❖ **Functionality:** Display All

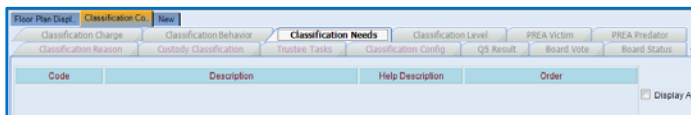


OMIS 3 Assessment (Utilities – Classification – Classification Behavior): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Classification Needs

- ❖ Used to populate the Classification Needs drop-down list
- ❖ **Fields:** Code, Description, Help Description, Order
- ❖ **Functionality:** Display All

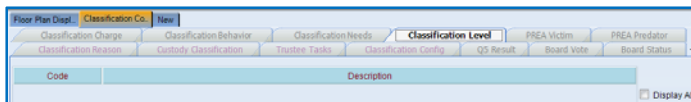


OMIS 3 Assessment (Utilities – Classification – Classification Needs): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Classification Level

- ❖ Used to populate the Classification Level drop-down list
- ❖ **Fields:** Code, Description
- ❖ **Functionality:** Display All



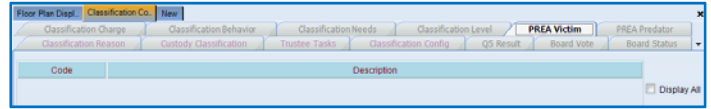
OMIS 3 Assessment (Utilities – Classification – Classification Level): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

user-controlled feature or if it is static enough to be modified with a service desk call.

PREA Victim

- ❖ Used to populate the PREA Victim drop-down list
- ❖ **Fields:** Code, Description
- ❖ **Functionality:** Display All

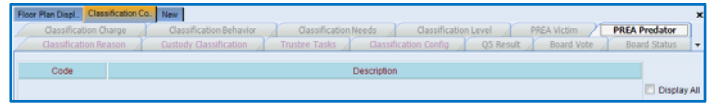


OMIS 3 Assessment (Utilities – Classification – PREA Victim): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

PREA Predator

- ❖ Used to populate the PREA Predator drop-down list
- ❖ **Fields:** Code, Description
- ❖ **Functionality:** Display All

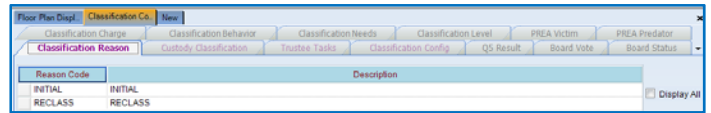


OMIS 3 Assessment (Utilities – Classification – PREA Predator): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Classification Reason

- ❖ Used to populate the Classification Reason drop-down list
- ❖ **Fields:** Reason Code, Description
- ❖ **Functionality:** Display All



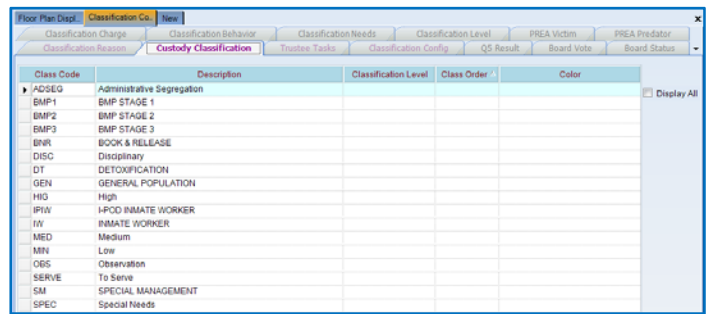
OMIS 3 Assessment (Utilities – Classification – Classification Reason): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Custody Classification

- ❖ Used to populate the Custody Classification drop-down list
- ❖ **Fields:** Class Code, Description, Classification Level, Class Order, Color
- ❖ **Functionality:** Display All

NOTE: It appears that this is misused slightly to assist in documenting something that either can't or isn't documented elsewhere. By including items such as "Detoxification, I-Pod Inmate Worker, Inmate Worker, BMP Stage 1/2/3, Disciplinary, Observation, To Serve, Special Management, Special Needs, the actual classification levels are not documented.

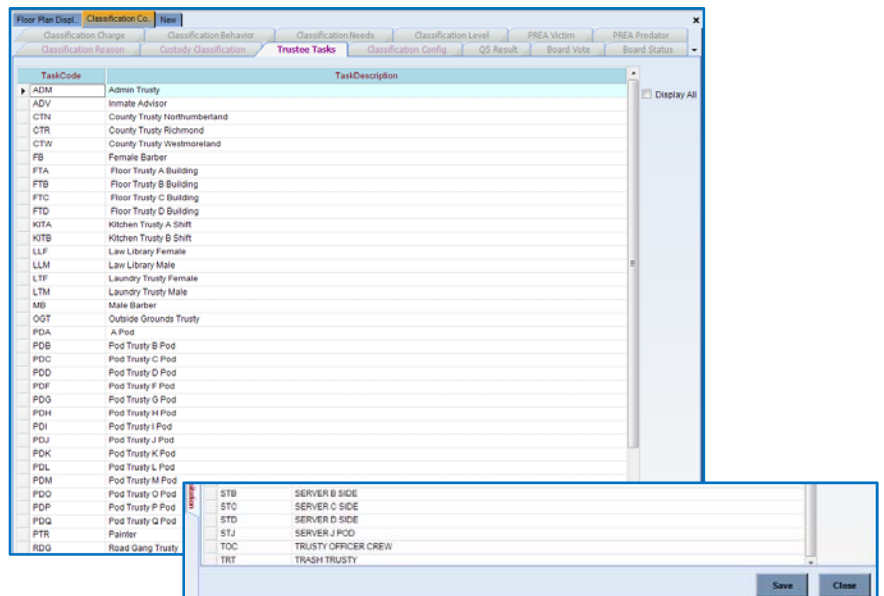


OMIS 3 Assessment (Utilities – Classification – Custody Classification): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Trustee Tasks

- ❖ Used to populate the Trustee Tasks drop-down list
- ❖ **Fields:** Task Code, Task Description
- ❖ **Functionality:** Display All



OMIS 3 Assessment (Utilities – Classification – Trustee Tasks): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

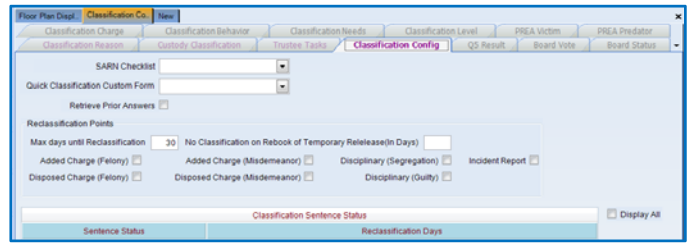
Classification Configuration

- ❖ Used to Configure the Classification module

Fields:

- **Main Form:** SARN Checklist, Quick Classification Custom Form, Retrieve Prior Answers
- **Reclassification Points:** Max days until Reclassification, No Classification on Rebook of Temporary Release (In Days), Add Charge (Felony), Additional Charge (Misdemeanor), Incident Report, Disposed Charge (Felony), Disposed Charge (Misdemeanor), Disciplinary (Guilty)
- **Classification Sentence Status:** Sentence Status, Reclassification Days

- ❖ **Functionality:** Display All



OMIS 3 Assessment (Utilities – Classification – Classification Configuration): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

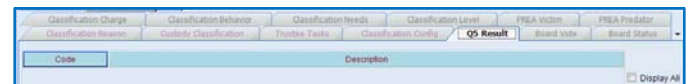
Q5 Result

- ❖ Used to populate the Q-5 Result drop-down list

- ❖ **Fields:** Code, Description

- ❖ **Functionality:** Display All

- ❖ **Not Used**



OMIS 3 Assessment (Utilities – Classification – Q5 Result): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Board Vote

- ❖ Used to populate the Board Vote drop-down list

- ❖ **Fields:** Vote

- ❖ **Functionality:** Display All

- ❖ **Not Used**



OMIS 3 Assessment (Utilities – Classification – Board Vote): Functionality Does Not Exist

- ❖ Function not necessary in OMIS

Board Status

- ❖ Used to populate the Board Status drop-down list

- ❖ **Fields:** Code, Description

- ❖ **Functionality:** Display All

- ❖ **Not Used**



OMIS 3 Assessment (Utilities – Classification – Board Status): Functionality Does Not Exist

- ❖ Function not necessary in OMIS

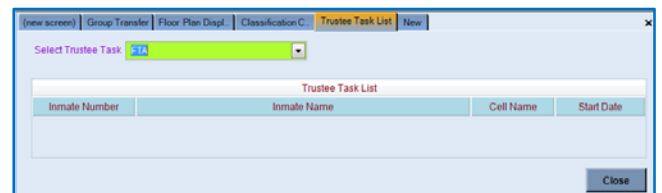
Trustee Task List

- ❖ Used to populate the Classification Reason drop-down list

Fields:

- **Select:** Select Trustee Task
- **Trustee Task List:** Inmate Number, Inmate Name, Cell Name, Start Date

- ❖ **Functionality:** Close



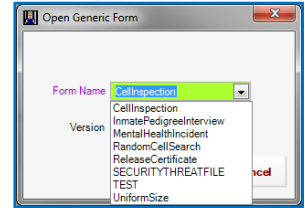
OMIS 3 Assessment (Utilities – Classification – Trustee Task List): Functionality Exists or Will Be Created

- ❖ This feature populates a drop-down list. If it is deemed a necessary field, determination must be made as to if this should be a user-controlled feature or if it is static enough to be modified with a service desk call.

Facility Forms

Edit Facility Forms

- ❖ This is used to edit existing forms. Copies of each of these forms will be made available for review, so no descriptions of form content will be included for the following forms.
- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.



OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms): Feature Does Not Exist. Functionality Won't Be Implemented

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Cell Inspection

- ❖ This function provides an online checklist to document a cell inspection for an inmate.
- ❖ **Fields:**
 - Check-in date, Cell number, Inmate number. Inmate Name, Reason (New inmate, Cell change), Checklist items (not sure if this data is saved), Comments, Check-out date, Checklist items (not sure if this data is saved), Comments, Deputy contacted in regard to damages flag
- ❖ **Functionality: (Need more information)**
 - Misc
 - UserDefined
 - FormSpecific
 - Approval
 - Questions
 - Employee
 - Booking
 - Demographics
 - Save
 - Close
 - Add More Space
 - Select Custom Table

Used Frequently

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Cell Inspection): Feature Does Not Exist. Functionality Won't Be Implemented

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Inmate Pedigree Interview

- ❖ Appears to be a documentation of inmate demographics
- ❖ **Fields:**
 - Inmate Number, Inmate Name, Inmate demographics (DOB, Height, Weight, Race, Sex, eye color, hair color), Inmate address, Inmate phone number, Narrative
- ❖ **Functionality: (Need more information)**
 - Misc
 - UserDefined
 - FormSpecific
 - Approval
 - Questions
 - Employee
 - Booking
 - Demographics
 - Save
 - Close
 - Add More Space
 - Select Custom Table
- ❖ **Not Used**

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Inmate Pedigree Interview): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Mental Health Incident

- ❖ Used to document locations and times of mental health incidents
- ❖ **Fields:**
 - Inmate Number, Inmate Name, Incident Location, Incident Date
- ❖ **Functionality: (Need more information)**
 - Misc
 - UserDefined
 - FormSpecific
 - Approval
 - Questions
 - Employee
 - Booking
 - Demographics
 - Save
 - Close
 - Add More Space
 - Select Custom Table
- ❖ **Not Used**

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Mental Health Interview): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Random Cell Search

- ❖ This function provides an online checklist to document a random cell search for an inmate.
- ❖ **Fields:**
 - Cell Number, Inmate Number, Inmate Name, Employee Name, Shift, Date and Time, Checklist Items (Not Sure If This Data Is Saved)
- ❖ **Functionality: (Need more information)**
 - Misc
 - UserDefined
 - FormSpecific
 - Approval
 - Questions
 - Employee
 - Booking
 - Demographics
 - Save
 - Close
 - Add More Space
 - Select Custom Table
- ❖ **Used Frequently**

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Random Cell Search): Feature Does Not Exist. Functionality Won't Be Implemented

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Release Certificate

- ❖ This function provides a certificate of release for an inmate.
- ❖ **Fields:** Inmate Number, Inmate Name, Inmate Primary SSN, Inmate DOB, Release Type, Release Order Instruction, Date and Time on Blank Line?, Release Type, Primary SSN, Release Order Instruction, Date of Birth, Sheriff Designee signature line.
- ❖ **Functionality: (Need more information)**
 - Misc
 - UserDefined
 - FormSpecific
 - Approval
 - Questions
 - Employee
 - Booking
 - Demographics
 - Save
 - Close
 - Add More Space
 - Select Custom Table
- ❖ **Not Used**

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Release Certificate): Feature Does Not Exist. Functionality Won't Be Implemented

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Security Threat File

❖ Fields:

- Employee, Inmate Name, Inmate Address, Inmate Phone Number, Inmate Demographics (Height, Weight, Race, Sex, Eye Color, Hair Color), Narrative, Inmate DOB

❖ Functionality: **(Need more information)**

- Misc
- UserDefined
- FormSpecific
- Approval
- Questions
- Employee
- Booking
- Demographics
- Save
- Close
- Add More Space
- Select Custom Table

❖ Used Occasionally

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Security Threat File):

Feature Does Not Exist. Functionality Won't Be Implemented

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Uniform Size

❖ Fields:

- Inmate Name, Inmate Number, Inmate Address, Shirt Size, Pant Size, Underwear Size, Bra Size

❖ Functionality: **(Need more information)**

- These features are part of the create form functionality
 - Misc
 - UserDefined
 - FormSpecific
 - Approval
 - Questions
 - Employee
 - Booking
 - Demographics
 - Save
 - Close
 - Add More Space
 - Select Custom Table

❖ Frequently Used

OMIS 3 Assessment (Utilities – Facility Forms – Edit Facility Forms – Uniform Size): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Grievance

- ❖ No System Response

OMIS 3 Assessment (Utilities – Grievance): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Incident Report

- ❖ No System Response

OMIS 3 Assessment (Utilities – Incident Report): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Inmate Management

- ❖ No System Response

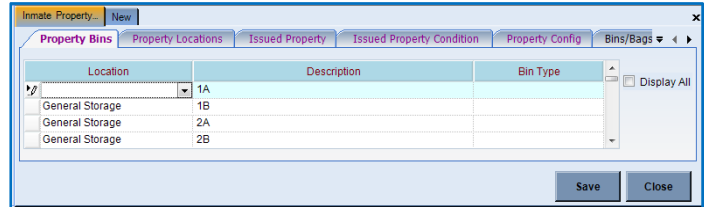
OMIS 3 Assessment (Utilities – Incident Management): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Inmate Property

Inmate Property Management

- ❖ Used to set the properties for the following items concerning property management:
 - Property Bins, Property Locations, Issued Property, Issued Property Condition, Property Configuration, Bins/Bags

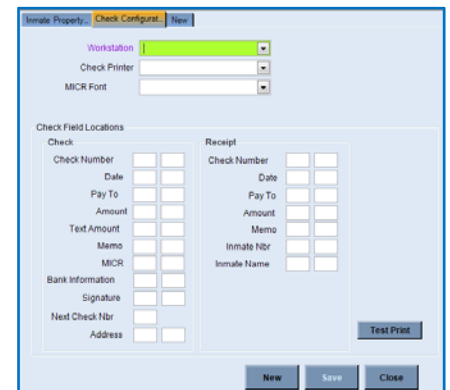


OMIS 3 Assessment (Utilities – Inmate Property – Inmate Property Management): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Check Configuration

- ❖ Used to configure printing of checks.
- ❖ **Not Used**



OMIS 3 Assessment (Utilities – Inmate Property – Check Configuration): *Functionality Does Not Exist*

- ❖ This feature, if used, seems to be a necessary feature.

Inmate Screening

- ❖ No System Response

OMIS 3 Assessment (Utilities – Inmate Screening): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Medical

- ❖ No System Response

OMIS 3 Assessment (Utilities – Medical): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Mugshot

- ❖ No System Response

OMIS 3 Assessment (Utilities – Mugshot): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Program Management

- ❖ No System Response

OMIS 3 Assessment (Utilities – Program Management): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Search Schedule

- ❖ No System Response

OMIS 3 Assessment (Utilities – Search Schedule): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Visitation

- ❖ No System Response

OMIS 3 Assessment (Utilities – Visitation): *Feature Does Not Exist. Functionality Won't Be Implemented*

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.

Reports

- ❖ It is highly likely that forms/reports will be created and will not be editable by the users.
- ❖ Need copies of all forms that are utilized or will be utilized.

Cell Management1

Admissions

Average Daily Population

Cell Assignment History

Committed By Agency

Facility Roster

Cell Management 2

Inmate Population Statistic

Inmate Transfer

Pod Roster

Pod Roster Photo

Razor Log

Booking1

Alcohol Test Report

Alphabetic PIN List

Arrest History Report

Birth Country and Ethnicity

Booking History Report

Booking Log

Booking Log (With Link)

Booking Log – Gang Members

Border Patrol

Citizenship Report

CJCC Report

Committed By Agency Detail

Confinement Reason Report

Current Custody Alien Status

DOC Release Report

Exparte Booking Log

Booking2

Incompatible Person Report

Incompatible In Facility Listing

Inmate Roster

Inmate Roster By Booking Date

Booking3

New Upcoming Releases

Pre-Sentence Report

Public Booking Log

Public Release Log

Release Log (With Link)

Sentence Status

SS Administration

Upcoming Releases

❖ Used Frequently

Booking Statistics

Active Sentences

Age

Census Report (Details)

Current Inmate Booking Numbers

Daily Report Sheet

DOC Report

Inmate State Report

Monthly Agency Arrest Totals

Monthly Arrest Totals

Sentenced and Non Sentenced Misdemeanor

Sentenced Male and Female Felonies

TDOC Report

Youthful Offender List

Dynamic Report

Dynamic Names Report

Classification

Classification Report

Classification Roster

Classification Totals and Average Ages

Sentence Report

Upcoming Reclassification Report

Disciplinary Report

Active Disciplinary Listing

Grievance

Grievance Log Report

Incident Report

Incident Involvement Report

Inmate Management

Shift Log Report

Upcoming Confinement Release

Inmate Property

Active Inmate Property Report

Available Bins Report

Property Inventory Report

Property Location Report

Property Received Report

Property Release Report

Un-Returned Property Report

Medical

Clipper Shave

Program Management

Associates Report

Attendance Roster Report

Program List

Transportation

Court Report

Court Transportation

Court Transportation (Detail)

Court Transportation (DOB)

Butte Transportation Report

Transportation Report w/No Charges

Washtenaw Transportation Report

Victim Notification

Inmate Victim List

Visitation

Inmate Visitors Report

Visitor Log Report

Visitor Merge Report

Visitors Visit

OMIS Assessment Legend

Functionality Negligible

- ❖ The described feature functionality does not exist in OMIS and does not appear to be a prominent feature requiring implementation.

Functionality Negligible, Not Used

- ❖ The described feature functionality does not exist in OMIS and does not appear to be a prominent feature requiring implementation.
- ❖ This feature is not used.

Inconclusive with Current Information

- ❖ Critical information is necessary to properly assess the needed functionality.

Functionality Exists or Will Be Created

- ❖ The functionality exists in OMIS
- ❖ This comment refers to population of drop-down lists.
 - Normally these lists are not editable by the user, as is shown in the functionality being described in X-Jail.
 - If the lists are fairly static, it is best to control list content via the Corrections Service Desk
 - If the lists are not static and require constant additions, business owners will benefit via the ability to edit these lists on the fly from within OMIS.
 - It isn't recommended however to permit edits or deletions due to the fact that existing records rely on the information documented within these drop-down lists.
 - A feature to mark an item as Inactive would prevent the list item from showing when using the drop-down list.

Functionality Could Be Implemented

- ❖ This is used for features that are normally a convenience feature.
- ❖ If this feature is absolutely necessary to improve the functionality, it can be implemented.

Feature Does Not Exist, but Could with Minor Modifications

- ❖ This feature does not exist in an OMIS module.
- ❖ The feature is simple enough that it could be easily created.

Functionality Exists Partially With Major Additions

- ❖ Partial functionality exists in OMIS
- ❖ Additional significant features will need to be added.

Functionality Exists

- ❖ A module in OMIS exists that contains 100% of the functionality

Functionality Exists with Minor Modification

- ❖ A module in OMIS exists that contains most of the functionality.
- ❖ A modification to that module would be necessary to include 100% functionality

Functionality Exists with Minor Modifications and Pending Functionality

- ❖ A module in OMIS is planned for implementation that contains most of the functionality.
- ❖ A modification to that module would be necessary to include 100% functionality
- ❖ Some of the functionality would not normally be included in that main OMIS module and would need to be created elsewhere

Functionality Partially Exists

- ❖ An OMIS module exists that contains some of the functionality necessary.
- ❖ Some of the functionality would not normally be included in that main OMIS module and would need to be created elsewhere

Pending Functionality

- ❖ A module in OMIS is planned for implementation that contains most of the functionality.

Pending Functionality with Minor Modification

- ❖ A module in OMIS is planned for implementation that contains most of the functionality.
- ❖ A modification to that module would be necessary to include 100% functionality

Functionality Does Not Exist

- ❖ The feature does not exist within OMIS.
- ❖ This feature would have to be created specifically for the JMS if deemed necessary.

Functionality Does Not Exist (PRIMARY FEATURE)

- ❖ The feature does not exist within OMIS.
- ❖ This feature is a primary feature of a JMS
- ❖ The feature would absolutely have to be created specifically for the JMS.

Feature Does Not Exist. Functionality Won't Be Implemented

- ❖ The feature does not exist within OMIS.
- ❖ This feature would most likely not be considered for implementation.

Some Features Do Not Exist. Functionality Could Be Implemented

- ❖ A module in OMIS is planned for implementation that contains some of the functionality.
- ❖ Additional functionality would have to be created specifically for the JMS as another module(s), if deemed necessary.

Pink Highlighted Text in Assessment Banner

- ❖ Requires additional information in order to properly assess.

Yellow Highlighted Text

- ❖ Requires additional information.

X-Jail to OMIS Gap Summary

General

- ❖ A Booking feature does not exist in OMIS.
 - An equivalent use in the Department of Corrections are facility intakes.
 - The booking process, as utilized by detention centers, is considered the largest gap between OMIS and Jail Management Systems.
 - The booking process includes: Arrest; Pre-Booking; Booking; Charges; Bonding Processes; Holds; Mugshots; Screening; Classification; Property Intake/Issuance; Court Scheduling; Correspondence; and as an end-result, Sentencing.
 - Since the purpose of this gap analysis is to determine what gaps exist, these features were anticipated to be gaps between prison and jail management systems.
 - In order for detention centers to utilize OMIS as a Jail Management System, this sort of functionality must be implemented and possibly enhanced.
- ❖ Gallatin County utilizes two different identification numbers:
 - Inmate Number: Issued once to an offender and reused each booking.
 - Booking Number: Issued every time an offender is booked



Booking

- ❖ The booking process requires functionality in the following areas:

Pre-Booking

Functionality Exists Partially with Major Additions

- ❖ The Basic Information group and its associated modules allows creating a new offender or loading an existing offender.
- ❖ Booking Information will need to be added to accommodate the following: Booking #, Date/Time, Committing Agency, Cell

Arrest

Functionality Does Not Exist (PRIMARY FEATURE)

- ❖ The Arrest feature is not contained in OMIS, but is a primary feature of a Jail Management System that must be created.
- ❖ OMIS will document the circumstances of the offense as a narrative as part of the PSI module.
- ❖ The circumstances of offense will require modification to include: Arresting Officer, Agency, Date, Time, Location.
- ❖ Vehicle Disposition functionality would also need added.

Name

Functionality Exists with Minor Modification

Most of this information is found in the Basic Information module (Demographics, Legal Name & Identity, Identification Numbers, Mugshots), Offender Contact Information.

- Exceptions: Ethnicity (MDOC does not currently document all ethnicities, but does track Hispanic ethnicity); Public Access Information Flag; Out of State Run Away; Scan Barcode; Fingerprint Enroll (A pending OMIS feature will be a connection to LiveScan for connecting OMIS information to LiveScan).
- Screen configuration to compile all necessary functionality/fields on one screen should be a priority.
 - OMIS currently displays module information in a linear manner and would not be an efficient configuration for booking/name functionality.
- An additional useful feature of this screen is the quick easy access of various modules of information via the three rows of tabs. Some functionality, perhaps in a work center, should be implemented to provide similar quick access.

Name Screen Additional Functionality

- ❖ The Name screen also contains a subform which provide various pieces of information (modules).
- ❖ Easy access to these modules should be considered.

Associates

Functionality Exists

- ❖ The Relationships module should handle this functionality.

- ❖ Other modules, such as Criminal Associates, Separation Needs, Victims, Visitors modules will also accommodate this functionality.

Restraining Orders

Functionality Exists with Minor Modification

- ❖ OMIS 3 Cautions can be configured for restraining orders.

Medical

Functionality Does Not Exist

- ❖ Medical Insurance documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to reduce cost of care. This could include Veteran Benefits, Retirement Benefits, etc. and is worth documenting.
- ❖ DNA Samples are documented in the OMIS DNA Sample module.

Public Assistance

Functionality Does Not Exist

- ❖ This could be added to the OMIS 3 Financial Profile module.
- ❖ Public Assistance documentation, although not necessarily documented by the prisons, is a good thing to do and could be used to reduce cost of care. This includes Food Stamps, Social Security, Disability, Social Security Insurance, Cash Assistance.
- ❖ The PSI Questionnaire does ask about these topics and it would be beneficial to document.

Substance Abuse

Pending Functionality

- ❖ Functionality exists in OMIS 2 in the form of the Offender Management Plan module and will be added to OMIS 3 as the Programming module and will accommodate this.

Condition / Handicap

Functionality Exists

- ❖ Functionality exists in OMIS 3 to document ADA Disabilities and Accommodations.

Comments

Functionality Exists with Minor Modification

- ❖ Functionality exists in OMIS 3 to document a variety of notes, however a general notes area does not yet exist.
- ❖ This functionality might also be useful to carry over to the shift log/whiteboard.

Education

Functionality Exists

- ❖ The Education module will cover this functionality.

Employer

Functionality Exists

- ❖ Functionality exists in OMIS 3 to document employment in greater detail than is described here.

Attorney

Functionality Exists with Minor Modification

- ❖ Functionality exists in OMIS 3 to document attorneys as visitors. Some modifications might be necessary to document this outside of the Visitation module.

Languages

Functionality Does Not Exist

- ❖ Functionality does not exist in OMIS 3 to document languages, but could be added fairly easily in the basic information module.

Notification

Inconclusive with Current Information

- ❖ Functionality exists in OMIS 3 to document notifications and detainers, if this is the same thing.

Phone Numbers

Inconclusive with Current Information

- ❖ The Offender Contact module contains this functionality if it is the Offender Phone Numbers.
- ❖ Additionally, the Family, Employer, Victim, and Visitor modules contain phone numbers.

Additional Info

Functionality Exists

- ❖ Functionality exists in OMIS 3 in the Basic Information group, Relationships group, Cautions module, and Safety group.

Aliases

Functionality Exists

- ❖ The Alternative Names module in conjunction with the Alternative Identities module contains this functionality and additional features.

Addresses

Functionality Exists

- ❖ The Residence module in conjunction with the Offender Contact Information module contains this functionality.

Scar Mark Tattoo

Functionality Exists

- ❖ The Scars Marks & Tattoos module contains this functionality.

Identification

Functionality Exists

- ❖ The Identification Numbers module contains this functionality.

Contacts

Functionality Exists

- ❖ The Relationships group contains the following modules with contain this functionality: Criminal Associates, Family, Relationships, Victims, Visitors

Gang

Functionality Exists

- ❖ The Security Threat Groups module contains this functionality.

Incompatible

Functionality Exists

- ❖ The Separation Needs module contains this functionality

Appearance

Functionality Does Not Exist

- ❖ The Demographics module contains primary appearance fields.
- ❖ X-Jail contains the following fields not in OMIS: Facial Shape, Facial Hair 1/2, Facial Oddity 1/2/3, Distinct Feature 1/2, Teeth, Glasses/Contacts, Hair Style, Hair Length, Hair Shade

Booking

Functionality Does Not Exist (PRIMARY FEATURE)

- ❖ The Booking feature is not contained in OMIS, but is a primary feature of a Jail Management System that must be created.
- ❖ The following fields need implementation in a Booking module: Booking Type; Booking Date/Time; Arrival Date/Time; Committed By; Bill To; Medic Alert; Searched By/Type; Sentence Status; Sentence Status Date; Booking Officer; Victim Indicator; Firearm Involved Indicator; Video Rights Indicator; Booking Notes (Date/Time, Notes).
- ❖ The ability to View History for both Sentence Status and Booking Notes
- ❖ The Booking Process is similar to the Intake Process in a prison. There are similarities and differences that will need to be addressed.
- ❖ The ability to View History for both Sentence Status and Booking Notes
- ❖ LiveScan Interface (This feature is planned on becoming an OMIS feature at some point due to redundancy of data entry.)
- ❖ Bond Status
- ❖ Screen configuration to compile all necessary functionality/fields on one screen should be a priority.
 - OMIS currently displays module information in a linear manner and would not be an efficient configuration for booking functionality.

Mugshots

Functionality Exists with Minor Modification and Pending Functionality

- ❖ The Mugshot module in OMIS 3 allows for capturing and displaying mugshots.

- ❖ Demographic fields that are included here beyond Eye Color, Hair Color, and Complexion are not utilized by the MT Department of Corrections.
- ❖ The pending Badge module (exists currently in OMIS 2) will allow the printing of Badges. Labels and Wristband printing are not currently supported in the Badge module (These features are not used).
- ❖ The ability to create badges resides in OMIS 2 and will be transitioned into OMIS 3.

Charges

Pending Functionality

- ❖ Pending Charges is a planned feature of OMIS 3 related to the PSI and other functionality.

Hold

Functionality Exists with Pending Functionality and Minor Modification

- ❖ Detainers and Notifications capabilities exist within OMIS.
- ❖ The Notifications and Detainers module and the pending Warrants module will contain these features.
- ❖ Bond information is not available in OMIS, however, it is an essential feature of a Jail Management System and as such a Bond module will need to be developed.
 - A Warrant module is planned for implementation. (Warrants currently exist in OMIS 2 and will be repurposed for OMIS 3.)

Court Appearance Scheduling

Functionality Does Not Exist

- ❖ Court Scheduling does not exist within OMIS, however a scheduling concept exists in the Health Referral Center that is used for scheduling medical and mental health appointments that will be used as a model for all scheduling.

Sentencing

OMIS 3 Assessment (Side Bar – Booking Tab - Sentences): Functionality Exists with Minor Modification

- ❖ A Sentencing module exists in OMIS, with a planned Sentence Calculation module pending. The big difference in Sentencing between prisons and jails is that prisons measure in Years/Months/Days and jails must also include Hours and Minutes.
- ❖ The following are exceptions that would need to be implemented:
 - Sentence Status; Sentence Status Date; Confinement; Bill To; Alternate Credit; Sentence to Serve

Victim Identification and Notification

OMIS 3 Assessment (Side Bar – Booking Tab – Victim Notification): Functionality Exists with Minor Modification

- ❖ A Victim module exists within OMIS 3 Test that will soon be deployed to production. It should be able to handle all identification and notification functionality needed.
- ❖ The Victim module provides necessary functionality with the following exceptions:
 - Notification – Documents victim contact.
 - Letter – A form/report can be created as needed.

Security Threat Group Information

OMIS 3 Assessment (Side Bar – Booking Tab - Gangs): Functionality Exists

- ❖ A Security Threat Group module exists in OMIS that is far more extensive than what exists in X-Jail.

Screening

OMIS 3 Assessment (Side Bar – Booking Tab – Inmate Screening): Pending Functionality with Minor Modification

- ❖ Screening assessments would be covered by the assessment engine in OMIS. This feature exists in OMIS 2 and will be implemented in OMIS 3. Individual assessments would need to be created within the assessment engine in OMIS.
- ❖ The assessments used for the facility must then be created in OMIS 3.

Classification

Classification Level: Functionality Exists with Minor Modification

- ❖ A Custody/Classification Documentation capability exists in OMIS, however the ability to produce the classification assessment within OMIS is a pending feature and each facility's classification assessment would need to be created within the assessment engine in OMIS.

Classification Assessment: Pending Functionality

- ❖ Classifications and Reclassifications will be handled as assessments.
- ❖ The assessment module in OMIS will provide the ability to document any sort of assessment.

Property Control

OMIS 3 Assessment (Side Bar – Property Tab – Receive Property, Receive Money, Property-Booking, Returning Property, Returning Money, Property-Release, Issue Property, Property Movement History, Issued Property Return, Property Receipt Summary, Property Movement): Pending Functionality

- ❖ Tasks is a feature planned for development that will assist in documenting tasks in progress and providing functionality to identify and complete those tasks.
- ❖ A Property module is pending that should cover all functionality: Receive Property; Receive Money; Property-Booking; Returning Property; Returning Money; Property-Release; Issue Property; Property Movement History; Issued Property Return; Property Receipt Summary; Property Movement

Phone/Mail Logs

Phone Log: Feature Could Be Implemented

- ❖ A Phone module has not been planned, but could be implemented, if necessary.
- ❖ The MDOC also used Telmate making this feature unnecessary.
- ❖ This feature would most likely be necessary for non-Telmate detention centers throughout the state.

Mail Log: Pending Functionality

- ❖ A Mail module is planned for OMIS.
- ❖ This module should cover all necessary features described here with additional functionality to document the receipt/sending/disposition of letters, packages, and legal mail.
- ❖ This module is in design mode. No screenshot is available.

Side Bars Functionality

Functionality Could be Implemented

- ❖ The side bars (Task Manager, Notifications, Report Approval, Scheduling) provides task management capability in that in each area/separate bar a list of offenders meeting the task criteria appear, reminding the users that these items are pending.
- ❖ It is recognized that a task feature would be beneficial to a Jail Management System, especially since this feature would enhance the ability of staff over varying shifts to be able to track pending tasks.

Side Tab Functionality

Functionality Could Be Implemented

- ❖ The side tabs allow quick access to the features most often used such as: Searches, Administration, Booking, Cell Management, Forms, Inmate Management, Mugshots, Programs, Property, Visitation
- ❖ Quick access to features would most likely be implemented in a Work Center, which would contain the functionality necessary to quickly access all necessary features.
- ❖ Most of the features found on the side tabs have previously been discussed. Those features that have not are discussed below:

Floor Plan Display

Functionality Does Not Exist

- ❖ OMIS 3 does not include floor plans.
- ❖ This feature would be a good addition to OMIS.

Disciplinary

Pending Functionality with Minor Modification

- ❖ The Violation Event module and the pending Disciplinary module will allow most of this functionality. The Disciplinary module is currently in a programming status, so screenshots are unavailable.
- ❖ Discrepancies:
 - Facility disciplinary codes and descriptions would need added.
 - Location Type/ Location of Offense is not currently a function, but should be considered for addition.
 - Currently there is no ability within the Violation Event module to include involved inmates, witness, etc except.
 - Incident Statements / Reports does include this functionality.
 - Evidence Disposition and the ability to document a waiving of right is not yet included in any affiliated module.
 - It is desired to tie Incident Statements/Report to a resulting violation event/disciplinary action at some point.

Inmate Confinement

Functionality Partially Exists

- ❖ In OMIS, movements contain a movement reason with Detention as a possible choice.
- ❖ OMIS doesn't currently contain the possibility to document revoked privileges.

- ❖ This screen contains Charge. In OMIS violation events are contained in a different screen, so it might be possible to connect the violation/disciplinary event to the movement, so this could be contained on the same screen.

Cell Management

Functionality Exists with Minor Modifications and with Pending Functionality

- ❖ The Bed Placement module contains functionality to document placement of an offender in a cell/bed and to identify available beds.
 - A feature within Bed Placement is a Cell Compatibility check which allows users to view two inmates' compatibility information side by side to determine issues.
 - Another feature within the Security Threat Groups (Gangs) module is an STG Compatibility check. Users can select a facility/unit/room/gang and enter up to 24 DOC ID #'s. Results will highlight the entered DOC ID#'s and show how that inmate fits into the STG (gang) population in the selected facility or unit or room.
 - Jails contain both male and female offenders while prisons generally only house one gender. Functionality needs to be implemented to designate the gender that a compound, unit, level, section, room can accommodate.
 - See "OMIS 3 Assessment (Left Side Bar Tabs – Search Tab - Cell Transfer Search)" for screenshots.
- ❖ Cell Restrictions is similar to the Special Management Designations and that module contains the necessary functionality.
- ❖ Reservations would be handled with the pending Placement Planning module.
- ❖ Demographics contains Age, Sex, and Race information

Incident Reports

Functionality Exists with Minor Modification

- ❖ OMIS contains an Incident Management Center which will contain the following modules: Incident Statements, Incident Reports (a compilation/summary of Incident Statements related to a single incident), Investigations, Use of Force
 - Currently Incident Statements is the only module that is currently completed.
- ❖ Incident Statements/Reports should eventually drive the Violation Events modules as well.

Inmate Privileges

Functionality Does Not Exist

- ❖ OMIS 3 does not have this functionality at this time.
- ❖ Functionality should be considered for addition to OMIS, though as similar needs exists in MDOC facilities. This would enhance the ability to document the Behavior Management Plan.

Alerts

Functionality Exists

- ❖ OMIS 3 contains an Alerts module. Alerts are short term in nature. Related modules in OMIS 3 are Cautions, Special Management Designations, Separation Needs, and ADA Accommodations.
- ❖ OMIS 3 does not use alert types, but it is something that can be considered.
 - Would need to document/determine Alert Types and ensure that these are not conflictual with our Cautions.

Schedules (Inmate, Court, Etc.)

Functionality Could be Implemented

- ❖ A Scheduling module is planned for implantation in OMIS.
- ❖ There currently is a medical scheduling module in OMIS 3 that will be used as a template.

Class Schedule//Class Roster/Programming

Pending Functionality

- ❖ A planned Programming module will be implemented in OMIS. Currently an Offender Management Plan exists in OMIS 2 with some functionality. The planned implementation has program recommendations and waiting list functionality.

Grievances

Functionality Exists with Minor Modification

- ❖ The Grievance module should allow this functionality, although it will have to be modified as per who answers the various types of grievances.

Work Releases

Functionality Could be Implemented

- ❖ A work release feature would require documenting that an offender is eligible for a work release and then most likely a scheduling feature should be used to document scheduled times in/out.
- ❖ A return from work release should not be treated as a new booking.

Inmate Trustee Tasks

Functionality Exists with Minor Modification

- ❖ The Work Assignments module documents inmate jobs.
- ❖ Work Restrictions documents medical concerns for inmates that would prevent them from performing certain jobs.
- ❖ Fence restrictions defines an inmate's ability to work within or outside of the various compounds at a facility such as Montana State Prison.

Uniforms

Functionality Does Not Exist

- ❖ Documenting clothing sizes does not exist in OMIS, but could be created if necessary.

Forms/Reports

Functionality Could be Implemented

- ❖ Forms and Reports can be fairly easily created, as long as the form data exists somewhere in the database.
- ❖ Several that appear to be used are: Random Cell Search; Release Certificate; Security Threat File; Uniform Size, Victim Letters, Booking Assessment, etc.

PREA

Functionality Exists

- ❖ PREA Special Management Designation documents PREA Predator or PREA Non Predator