

Amending an Offense in JCMS

Situation:

Juvenile has a formal referral (FM) to your probation for Burglary of a Habitation (F2). The Burglary of a Habitation is reduced to a Criminal Trespass by the prosecutor.

To Create the Formal Referral:

- From the Juvenile dropdown menu select Offense(s)/Arrest(s) and create an offense screen for Burglary of Habitation. Enter the arrest information. Save the Offense Screen.
- From the Juvenile dropdown menu select Referral and create a formal referral. At the Offense section of the referral container, select to attach the Burglary of Habitation (F2). Select the IOI of Primary.
- Save the Referral Screen.

History							
Referral History							updated 11/20/2014
Add New							
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Primary Probation Officer
VIEW		05/11/2013 12:00	FM	0010010458	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010010458-01 Addl. Offenses: 0 Originating Ref:	05/11/2013 No	
Disposition: Pending							

To indicate that the Burglary of Habitation was amended to a Criminal Trespass:

You must use the Disposition Container to amend an offense. Select **Dispositions** from the Juvenile dropdown menu. You will have to edit the offense at the Intake level to activate the Edit button to the left of the Prosecutor (not shown below). When the Edit button is to the left of the Prosecutor, you will have the ability to amend the offense to Criminal Trespass.

- From the Juvenile dropdown menu, select Dispositions.
- For the offense you are amending, click Edit to the left of Intake.

Disposition(s)					
Referral: 0010010458 (05/11/2013 12:00)			TJJD Referral Disposition: Pending		
Referral Disposition: Pending					
Offense: 0010010458-01 (05/11/2013 10:00)		IOI: Primary		DOI:	
	LEA:	Agency	Offense	Action/Disposition	Date
	Intake:	PALESTINE POLICE DEPT	BURGLARY OF HABITATION PC 30.02(c)(2) F2		
Edit	Prosecutor:	Anderson County JPD	BURGLARY OF HABITATION PC 30.02(c)(2) F2		
	Court:				



Edit Intake Action Screen:

Offense Details Section:

- Information is automatically filled.
- The Received Date defaults to the current date. **(Change from current date to 5/11/2013)**
- Update information as needed.

Decision Section:

- Intake Action Provision: select **Refer to Prosecutor**.
- Intake Action Date: Enter the date the offense was referred to the prosecutor. **(5/13/2013)**
- Intake Action Provision (not required): select the appropriate provision from the list provided. **(Pending – Prosecutor)**
- If this offense was amended at Intake, you would select the Amend Offense box. For our example, we are amending at the Prosecutor level; therefore, do not click the Amend Offense box.
- Save the screen.

Summary

LEA: **BURGLARY OF HABITATION PC 30.02(c)(2) F2**
 TRN: **123456789X**
 TRS: **A001**

Offense Details

*Received Date:

Domestic Violence Offense: Yes No Unknown

*Weapon Used/In Possession: Yes No

TJJD Weapon Type:

DPS Firearm Type:

*School Related Location:

School Campus:

*Gang Related: Yes No

*Substance Abuse Related: Yes No

Decision

Intake Action Provision:

*Intake Action Date:

Intake Pending Provision:

Deferred Type:

Unit:

Deferred Prosecution: Months

Amend Offense:

Offense:

GOC:

- After saving the Intake Action Provision Screen, the Edit button will appear to the left of Prosecutor.

Disposition(s)				
Referral: 0010010458 (05/11/2013 12:00)		TJJD Referral Disposition: Pending		
Referral Disposition: Pending				
Offense: 0010010458-01 (05/11/2013 10:00)		IOI: Primary	DOI:	
	Agency	Offense	Action/Disposition	Date
LEA:	PALESTINE POLICE DEPT	BURGLARY OF HABITATION PC 30.02(c)(2) F2		
Intake:	Anderson County JPD	BURGLARY OF HABITATION PC 30.02(c)(2) F2	612	05/13/2013
Edit	Prosecutor:			
	Court:			

Edit Prosecutor Action Screen:

Prosecutor Section:

- From the Juvenile dropdown menu, select Dispositions.
- For the offense you are amending, click Edit to the left of Prosecutor.
- Fill in the Date Received (required). **(5/13/2013)**
- Prosecutor Assigned (not required).
- Type (not required).

Decision Section:

- Enter the Prosecution Action Provision. **(Petition Filed)**
- Enter the Prosecution Action Date. **(5/17/2013)**
- Click the Box next to Amend Offense.
- Select the new, amended offense, Burglary of Building.
- Save the Screen.

Edit Offense

Prosecutor

JPD: **BURGLARY OF HABITATION PC 30.02(c)(2) F2**

*Date Received:

Prosecutor Assigned:

Type:

*Weapon Used/In Possession: Yes No

Weapon Type:

TRN: **0113750781**

TRS: **A001**

Domestic Violence Offense: Yes No Unknown

Decision

Prosecution Action Provision:

*Prosecution Action Date:

Deferred Prosecution: Months

Unit:

Amend Offense:

*Offense: Select

GOC:

Subsequent Decision

Prosecution Action Provision:

Prosecution Action Date:

Add Another Offense
Save
Cancel

Once the Prosecutor Action Screen is saved, the Edit button will move to the left of the Court Action.

Disposition(s)				
Referral: 0010010458 (05/11/2013 12:00)		TJJD Referral Disposition: Pending		
Referral Disposition: Pending				
Offense: 0010010458-01 (05/11/2013 10:00)		IOI: Primary	DOI:	
LEA:	PALESTINE POLICE DEPT	Agency	BURGLARY OF HABITATION PC 30.02(c)(2) F2	Action/Disposition
Intake:	Anderson County JPD	Offense	BURGLARY OF HABITATION PC 30.02(c)(2) F2	612
Prosecutor:	DISTRICT ATTORNEYS OFFICE ANDERSON	Agency	CRIMINAL TRESPASS PC 30.05(a) MB	622
Edit	Court:			



- After Prosecutor Action is entered, the Court disposition can either be recorded by editing the Court Action under Offense, or by selecting Referral from the Juvenile dropdown and recording the disposition under the Referral section.
- Offenses amended at Intake or at Court would be recorded under the appropriate offense Disposition level (Intake or Court).
- JCMS will allow you to create a new offense for Criminal Trespass and then add this offense in the Referral Screen by entering the IOI of Revised. This is not the correct way to enter amended offenses. The Revised option should only be used to revise an offense to a Viol of Court Order – New Offense.

Viewing an Amended Offense:

From the Juvenile dropdown menu, select Referrals. The Primary IOI becomes the Criminal Trespass.

History							
Referral History							updated 11/20/2014
Add New							
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Primary Probation Officer
VIEW		05/11/2013 12:00	FM	0010010458	CRIMINAL TRESPASS Amended Statute Citation: PC 30.05(a) Level/Degree: MB UCR: Offense #: 0010010458-01 Addl. Offenses: 0 Originating Ref:	05/11/2013 No	
Disposition: Pending							

From the Juvenile dropdown menu, select Dispositions. The Disposition shows the history of the offense and amendment.

Disposition(s)					
Referral: 0010010458 (05/11/2013 12:00)			TJJD Referral Disposition: Pending		
Referral Disposition: Pending					
Offense: 0010010458-01 (05/11/2013 10:00)		IOI: Primary		DOI:	
	Agency	Offense		Action/Disposition	Date
LEA:	PALESTINE POLICE DEPT	BURGLARY OF HABITATION PC 30.02(c)(2) F2			
Intake:	Anderson County JPD	BURGLARY OF HABITATION PC 30.02(c)(2) F2		612	05/13/2013
Prosecutor:	DISTRICT ATTORNEYS OFFICE ANDERSON	CRIMINAL TRESPASS PC 30.05(a) MB		622	05/17/2013
Edit	Court:				

From the Juvenile dropdown menu, select Offense(s)/Arrest(s). Click the Expand Offenses to view the full offense history.



1 Offense(s)								
Offense History								
Add New <input type="checkbox"/> Hide Attached Offenses <input checked="" type="checkbox"/> Expand Offenses <input type="checkbox"/> View by Complaint Received Date								
Details	Agency	Offense Date	JPD Complaint Received Date	Offenses	Service/Report #	Action	ADJU	DISP
VIEW	PALESTINE POLICE DEPT	05/11/2013	05/11/2013	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010010458-01	PPD40904-343	Intake: 612 Prosecutor: 622		
	Anderson County JPD		BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2					
	DISTRICT ATTORNEYS OFFICE ANDERSON		CRIMINAL TRESPASS Statute Citation: PC 30.05(a) Level/Degree: MB					