



JCMS

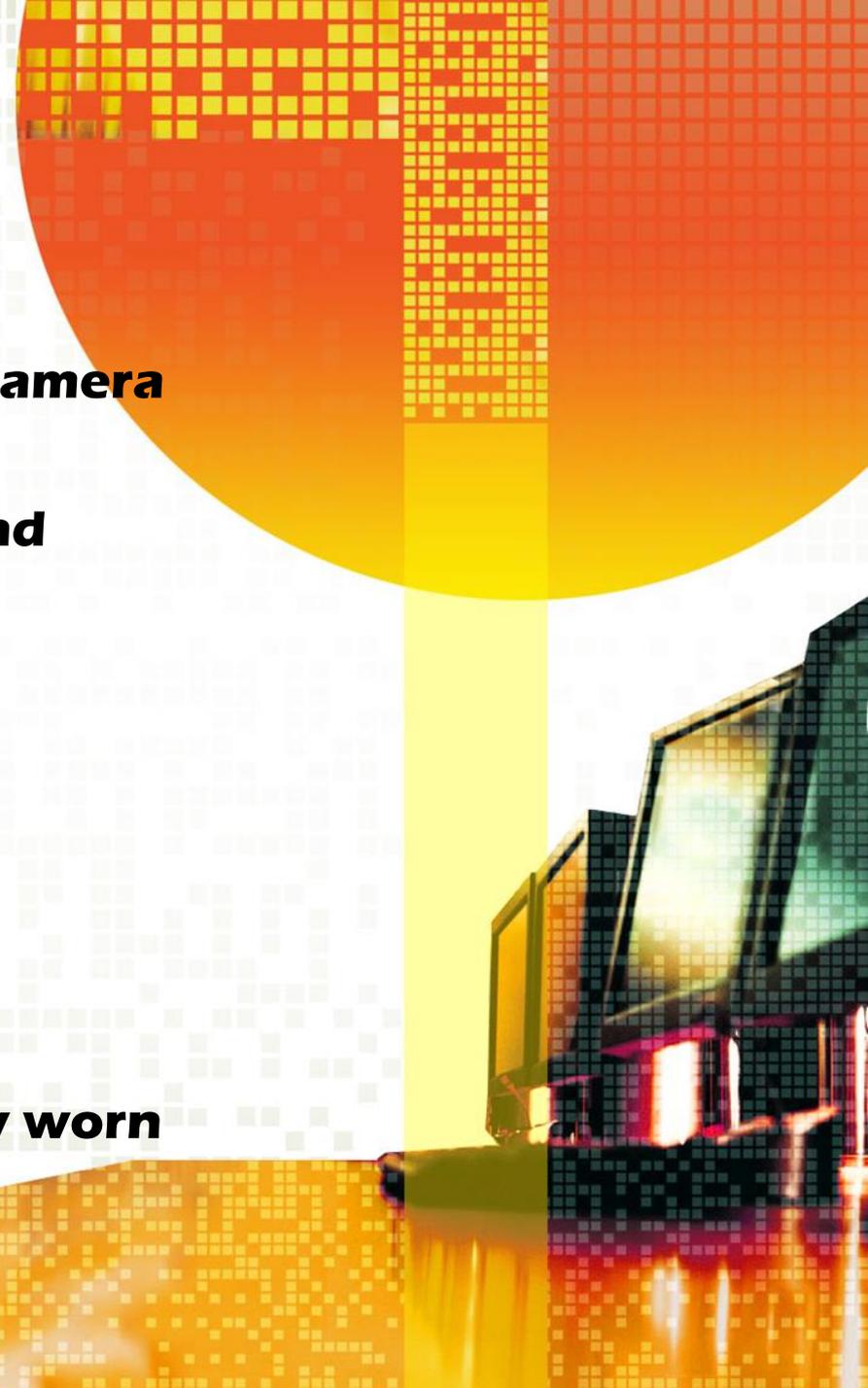
**Standard Practices
and JCMS Tips**

STANDARD PRACTICES and TIPS

- **Formatting Photos**
- **Search option**
- **Associating Chronos to a Referral**
- **Sealing and Archiving**
- **Offense Search**
- **Closing supervisions**
- **User Roles**

Formatting Photos

- **Head and shoulders square to camera**
- **In color with neutral background**
- **No shadows**
- **No head coverings**
- **Display full face and ears**
- **Include eyeglasses – if normally worn**
- **Neutral expression**



Formatting Photos - Example



Recommended Search Options

- **Date of Birth**

and

- **Sex**



Associating Chronos to a Referral

Chronos associated to a referral are automatically:

- **sealed if the referral is sealed.**
- **deleted if the referral is deleted.**

Add Chronological Note

*Event Date:  Person Contacted:

Event Time: :

*Type: 

*Author:

 Referral:

Offense:

*Note:

Sealing and Archiving

Sealing a Folder

Selected from Maintenance

Sealing a Referral/Offense

Selected Inside Juvenile Record

Archiving Juveniles by Age

Selected from Maintenance



SEARCHING FOR AN OFFENSE

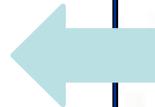
**Enter the Offense Date prior to searching.
Search results are based on the Offense Date.**

Offense Summary

*Offense Date:  

*Offense Time: :

*Offense Agency: **Select**

*Offense: **Select** 

*JPD Complaint Received Date: 

GOC: 

Counts:

*Service Report #:

TRS:

LEA Domestic Violence Offense:

*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

*Sexual in Nature: Yes No

Close Officer Assignment

- **Juvenile completes supervision**
- **Under Case Management, close Officer Assignment**

Officer Assignment History Case Plans				
Officer Assignment History				updated 09/19/2014
Primary				
Add & Edit				
Officer Name	Start Date	End Date	Unit	
User, TJJD JR	09/15/2014	Current	Hays County Juvenile Probation	
Secondary				
Add & Edit				
Officer Name	Program Name	Start Date	End Date	Unit

Review User Roles Regularly

- **Continue to insure that users do not have more access to JCMS than they need.**
- **Ensure that each user has his/her own User Name and Password.**

Standard Definitions and Data Entry

- **Defining a Referral**
- **Referral Reference Guide**
- **Creating a Referral for a Technical Violation**
- **Revising an offense to a Violation**
- **Supervision and Program Outcomes**
- **Tracking violations for CD and CP referrals**

DEFINING A REFERRAL



Defining a Formal Referral

FM or PF Referral Type

All three conditions must exist

- 1. Alleged Delinquent Conduct, Conduct Indicating a Need for Supervision or VLCO**
- 2. Jurisdiction and Venue**
- 3. Face-to-Face contact
or
Written or verbal authorization to detain**

General Rule #1 - The county with jurisdiction counts the referral.

Example:

Child lives in County A. Child commits an offense in County B.

County B counts the referral.

Parolee commits a new offense in County A. County A intends to prosecute.

County A counts the referral.



General Rule #2 - Contract/Courtesy detentions do not count as formal referrals

Examples:

Child commits an offense in County A. Child is detained in County B.

County A counts the formal referral.

**Parolee commits an offense in County A.
County A detains the child, but does not intend
to proceed. County A holds the child for a TJJD
Administrative Hearing.**

County A does NOT have a formal referral.



General Rule #3 - For runaways, the home county counts the formal referral.

Examples:

Child runs away from County A and is picked up and detained in County B.

County A counts the formal referral.

Child from out of state runs away and is picked up and detained in County B.

County B cannot count this runaway as a formal referral.



General Rule #4 – Face-to-face contact must be made between the child and JPD or an official designated by JPD or the juvenile board.

- **Who is a departmental designee?**
 - **Detention staff at a facility**
 - **Prosecutor**
 - **Judge**



General Rule #5 – If the Municipal Court or JP waives jurisdiction to JPD, this is a referral to JPD.

Examples:

JP waives jurisdiction of a MC offense to the JPD in County A.

County A counts the referral.

Municipal Court charges a juvenile with Contempt of Court and sends the case to JPD in County A.

County A counts the referral.



General Rule #6 – JPD should create a referral for an offense even if there is a finding of no probable cause.

Example: Child commits an offense. The prosecutor reviews the charge and decides that no probable cause exists.

JPD will create a referral and enter the appropriate disposition.



REFERRAL REFERENCE GUIDE



Formal Referral (FM)

- **FM and PF Referrals count the same, but they start differently.**
- **FM - Receive juvenile and paperwork together.**
- **Require three criteria, discussed earlier**
 - **Offense**
 - **Jurisdiction and venue**
 - **Face-to-face contact**

Paper Complaint (PA)

- **Department only receives paperwork alleging an offense.**
- **Juvenile has not been seen by JPD or an official designee.**



Paper Formalized (PF)

- **A referral that began as a Paper Complaint is later formalized with face-to-face contact.**
- **For statistical purposes, FM and PF referrals count the same.**



Interim/Permanent Transfer (TR)

- **Used by Receiving County when child moves to another county for 60+ days.**
- **Requires Supervision Screen**
 - **Interim Probation**
 - **Permanent Probation or**
 - **Interim Deferred Prosecution**

Interim/Permanent Transfer (TR)

You transfer a child out of your county through Inter-County Transfer. What do you do with the supervision?

- **Close as Transferred Out of Jurisdiction**
- **Create IICT (not required)**

Interim/Permanent Transfer (TR)

Scenario:

Child is sent out of your department on Inter-County Transfer.

Child returns to your county prior to the end of the interim 180-day period.

- **Create new Supervision Screen**
- **Attach to original Referral**

Municipal/JP Referral (MJ)

- **ONLY to track convictions in Municipal/ Justice of the Peace Courts**
- **DO NOT use to track referrals from Municipal/JP**

Creating a Referral For Technical Violations of Probation



Create a Referral for Violation if:

- **Juvenile is detained for a technical violation of probation**
- **JPD intends to file Motion to Modify for a technical violation of probation**



Probationer Violates and is Detained

- **Create a Referral for VLCO**
- **Even if:**
 - **Juvenile is released before initial Detention Hearing**
 - **Judge orders juvenile detained for non-compliance, but doesn't modify.**



Probationer is Detained – No Violation alleged

- **Judge detains as a sanction – No VLCO**
 - **Do not create a Referral for VLCO**
 - **Attach to Original Referral**
- **Juvenile detained pending placement**
 - **Do not create a Referral for VLCO**
 - **Attach to Original Referral**
- **Error on CDA – Detention Check 6**

Juvenile on DEFP or CREL is detained for violation of terms

- **Violating DEFP or CREL is not an offense**
- **Attach Detention Screen to original referral**

JPD Intends to Modify – Juvenile is Not Detained

- **Juvenile Violates - JPD requests Motion to Modify**
 - **Create a referral for VLCO - Technical**

JPD does NOT intend to Modify – Juvenile is not Detained

- **Juvenile Violates – JPD reduces curfew. No request for Motion to Modify.**
 - **Do not create a referral for VLCO**



AMENDING AN OFFENSE



AMENDING AN OFFENSE Entered on the Disposition Screen (Offense Disposition)

Juvenile	▼
JUVENILE, TEST	
ID	
Assessments	
Behavioral Health	
Case Management	
Chronological Notes	
Court	
CSR	
Detention	
Dispositions	
Fees	
JJAEP	
Offense(s)/Arrest(s)	
Placement	
Programs/Services	
Referral	
Schools	
Substance Abuse	
Supervision	

Select INTAKE ACTION

JUVENILE, TEST

TRN 0111065577 header
 Race: **White** Sex: **Female** DOB: **05/02/2002** Age: **12yrs 4mos**
 Hays JCMS: **1050028596** PID: **1050007949** SID:
 Status : File Location:
[Add Alert](#) [Cond Supervision until 10/24/2014](#)

PO Assigned:
PO Unit: Hays County Juvenile Probation
[In Detention since 09/04/2014](#) |
[Active in Program\(s\)](#) [Case History](#)

Disposition(s)

Referral: **1050016302 (09/03/2014 00:00)**
 Referral Disposition: **Pending**

TJJD Referral Disposition: **Pending**

Offense: **1050016302-01 (09/03/2014 00:00)**

IOI: **Primary**

DOI:

	Agency	Offense	Action/Disposition	Date
LEA:	HAYS COUNTY SO	ASSAULT PUBLIC SERVANT PC 22.01(b)(1) F3		
Edit Intake:	Hays County JPD	ASSAULT PUBLIC SERVANT PC 22.01(b)(1) F3		
Prosecutor:				
Court:				

Intake Action Screen

JUVENILE, TEST
Race: White Sex: Female JCMS: 1050028596 PID: 1050007949 Age: 12yrs 4mos

Edit Offense

Summary

LEA: ASSAULT PUBLIC SERVANT PC 22.01(b)(1) F3
TRN: 0118239104
TRS: A001

Offense Details

Received Date: 09/04/2014

Domestic Violence Offense: Yes No Unknown

Weapon Used/In Possession: Yes No
TJJD Weapon Type:
DPS Firearms Type:

School Related Location: Not School-Related
School Campus:

Gang Related: Yes No
Substance Abuse Related: Yes No

Decision

Intake Action Provision: Refer to Prosecutor

Intake Action Date: 09/05/2014

Intake Pending Provision:

Deferred Type:

Unit:

Deferred Prosecution: Months

Amend Offense:

Offense:

GOC:

Prosecutor Action Screen

JUVENILE, TEST

Race: White Sex: Female JCMS: 1050028596 PID: 1050007949 Age: 12yrs 4mos

Edit Offense

Prosecutor

JPD: ASSAULT PUBLIC SERVANT PC 22.01(b)(1) F3

Date Received: 09/05/2014

TRN: 0118239104

TRS: A001

Prosecutor Assigned:

Domestic Violence Offense: Yes No Unknown

Type:

Weapon Used/In Possession: Yes No

Weapon Type:

Decision

Prosecution Action Provision:

Prosecution Action Date: 09/20/2014

Deferred Prosecution: Months

Unit:

Amend Offense:

Offense: ASSAULT CAUSES BODILY INJ PC 22.01(a)(1) MA [13990001]

Select

GOC:

JUVENILE, TEST

TRN 01110655774 header
Race: **White** Sex: **Female** DOB: **05/02/2002** Age: **12yrs 4mos**
Hays JCMS: **1050028596** PID: **1050007949** SID:
Status : File Location:
[Add Alert](#) [Cond Supervision until 10/24/2014](#)

PO Assigned:
PO Unit: Hays County Juvenile Probation
[In Detention since 09/04/2014](#) |
[Active in Program\(s\)](#) [Case History](#)

Disposition(s)

Referral: **1050016302 (09/03/2014 00:00)**
Referral Disposition: **Pending**

TJJD Referral Disposition: **Pending**

Offense: **1050016302-01 (09/03/2014 00:00)**

IOI: **Primary**

DOI:

	Agency	Offense	Action/Disposition	Date
LEA:	HAYS COUNTY SO	ASSAULT PUBLIC SERVANT PC 22.01(b)(1) F3		
Intake:	Hays County JPD	ASSAULT PUBLIC SERVANT PC 22.01(b)(1) F3	612	09/05/2014
Prosecutor:	COUNTY ATTORNEY'S OFFICE SAN MARCOS	ASSAULT CAUSES BODILY INJ PC 22.01(a)(1) MA	622	09/20/2014
Edit Court:				

Referral History Screen

Referral History						
Add New						
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple
VIEW		09/03/2014 00:00	FM	1050016302	<u>ASSAULT CAUSES BODILY INJ</u> Amended Statute Citation: PC 22.01(a)(1) Level/Degree: MA UCR: Offense #: 1050016302-01 Addl. Offenses: 0 Originating Ref:	09/04/2014 No

REVISING A NEW OFFENSE TO A VIOLATION OF PROBATION



Juvenile on Probation commits a new offense.

- Enter the new offense.
- Enter a new referral.

Referral History

[Add New](#)

Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense
VIEW		05/08/2014 00:00	FM	1050012639	POSS DEL DRUG PARAPHERNALIA Statute Citation: HSC 481.125(b) Level/Degree: MA UCR: 26 - All Others (except traffic) Offense #: 1050012639-01 Addl. Offenses: 0 Originating Ref:
Disposition: Pending					

Decision to proceed with Viol Court Order – New Offense

DO NOT add the Violation by amending the original charge on the Disposition Container.

Decision

Intake Action Provision:

Intake Action Date:

Intake Pending Provision:

Deferred Type:

Unit:

Deferred Prosecution: Months

Amend Offense: 

Offense:

GOC:

Create a new Offense Screen for the Viol and add it to the existing referral.

New offense: IOI = Primary
Violation offense: IOI = Revised

Offense Section of Referral Screen

Offense			
Attach Offense:	<input type="text" value="05/01/2014 - 35500015 - POSS DEL DRUG PARAPH"/> <input type="button" value="Select"/>	Complaint Received Date: 05/12/2014	IOI: <input type="text" value="Primary"/> <input type="button" value="Remove"/>
Attach Offense:	<input type="text" value="05/01/2014 - 50129004 - VIOL OF COURT ORDER"/> <input type="button" value="Select"/>	Complaint Received Date: 05/01/2014	IOI: <input type="text" value="Revised"/> <input type="button" value="Remove"/>
Original Referral Details			
Original Referral:	<input type="text" value="03/25/2013 12:00 POSS MARIJ <=2 OZ DRUG FREE ZONE 4"/> <input type="button" value="Select"/>		
		<input type="button" value="Save & Assign PO"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Entering the (Offense) Dispositions

(Offense) Disposition Container

Referral: 1050016082 (05/08/2014 10:00)		TJJD Referral Disposition: Pending			
Referral Disposition: Pending					
Offense: 1050016082-01 (05/01/2014 10:00)		IOI: Primary	DOI:		
	Agency	Offense	Action/Disposition	Date	
LEA:	SAN MARCOS PD	POSS DEL DRUG PARAPHERNALIA HSC 481.125(b) MA			
Intake:	Hays County JPD	POSS DEL DRUG PARAPHERNALIA HSC 481.125(b) MA	612	05/07/2014	
Edit Prosecutor:	COUNTY ATTORNEY'S OFFICE SAN MARCOS	POSS DEL DRUG PARAPHERNALIA HSC 481.125(b) MA	621	05/10/2014	
Court:					Refused
Offense: 1050016082-02 (05/01/2014 10:00)		IOI: Secondary	DOI:		
	Agency	Offense	Action/Disposition	Date	
LEA:	Hays County JPD	VIOL OF COURT ORDER - NEW OFFENSE M*			
Intake:	Hays County JPD	VIOL OF COURT ORDER - NEW OFFENSE M*	612	05/10/2014	
Prosecutor:	COUNTY ATTORNEY'S OFFICE SAN MARCOS	VIOL OF COURT ORDER - NEW OFFENSE M*	622	05/12/2014	
Edit Court:	COUNTY COURT AT LAW 2 SAN MARCOS	VIOL OF COURT ORDER - NEW OFFENSE M*	608 - 682	05/15/2014 -	Probation Extended

Entering the Referral Disposition

Referral Disposition Screen

Disposition Offense Indicator

DOI	Agency	Date	Offenses	Intake	Action
* Dismissed	SAN MARCOS PD	05/08/2014	POSS DEL DRUG PARAPHERNALIA Statute Citation: HSC 481.125(b) Level/Degree: MA UCR: Offense #: 1050016304-01	Primary	Intake: Prosecutor:
* Primary	COUNTY ATTORNEY'S OFFICE SAN MARCOS	05/08/2014	VIOL OF COURT ORDER - NEW OFFENSE Statute Citation: Level/Degree: M* UCR: Offense #: 1050016304-02	Revised	Intake: Prosecutor:

Referral History

updated 09/15/2014

[Add New](#)

Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Primary Probation Officer
VIEW		05/08/2014 10:00	FM	1050016304	VIOL OF COURT ORDER - NEW OFFENSE Statute Citation: Level/Degree: M* UCR: Offense #: 1050016304-02 Addl. Offenses: 1 Originating Ref: 1050015364	No	User, TJJD JR Hays County Juvenile Probation

Disposition: **Probation Extended (05/15/2014)**

SUPERVISION
and
PROGRAM OUTCOMES



SUPERVISION OUTCOMES

- **Absent without Permission**
 - **Close within 45 days of absence**
 - **Must create Indirect Supervision**
- **Completed**
 - **Completed supervision w/o any of the other outcomes**
- **Deceased**
 - **regardless of circumstances**



SUPERVISION OUTCOMES (cont.)

- **Failure to Comply**
 - **Early termination due to:**
 - **New Offense**
 - **Failure to accept services**
 - **Persistent Non-Compliance**
 - **Failure to Comply cannot be solely based on:**
 - **Failure to pay fees or**
 - **Failure to complete CSR**

SUPERVISION OUTCOMES (cont.)

- **TJJD Commitment**
 - **Supervision ended when Committed**
- **Transferred out of Jurisdiction**
 - **Leaves on Inter-County Transfer**
 - **Leaves through Interstate Compact**
 - **Juvenile on Determinate Sentence Probation transfers to Adult System**
- **Transferred to Adult System**
 - **Transfer to Adult based on new charges**

SUPERVISION OUTCOMES for Pre-Dispositional Supervisions (TEMP and CREL)

- **Absent without Permission**
- **Completed**
- **Deceased**
- **Failure to Comply**

For TEMP and CREL the Outcome is not related to court outcome.

PROGRAM OUTCOMES

- **Absent without Permission**
 - **Matching Supervision Outcome**
- **Completed**
 - **Completed program requirements**
- **Deceased**
 - **Matching supervision Outcome**
- **Depletion of Funds/Closure**
 - **Unable to completed due to change in funding or closure of program**

PROGRAM OUTCOMES (cont.)

- **Supervision Ended**
 - **Juvenile was progressing when Supervision closed**
 - **Not a negative outcome**
- **Transferred out of Jurisdiction**
 - **Matching Supervision Outcome**
- **Unsuitable/Not Eligible**
 - **Does not meet eligibility requirements**

Tracking Violations in Contract Detention and Contract Placement Referrals



Contract Detention/Contract Placement Referrals and Violations

- **Added New Offenses**

 - Violation Of Court Order – CD Referrals Only**

 - Violation Of Court Order – CP Referrals Only**

- **Allows facilities to track Violations ordered in other jurisdictions**

- **Not required to use**

Creating a CD Referral for Violation of Court Order – CD Referrals Only

- **Start at the Referral Screen**
- **Create the CD Referral**
- **Offense auto populates to Not Specified**
- **Edit Offense Screen**
- **Change Not Specified to Violation of Court Order – CD Referrals Only**

New Screen

History						
Referral History						
Add New						
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date / Multiple
VIEW		09/01/2014 10:00	CD	1050016301	Violation of Court Order - CD Referrals Only Statute Citation: Level/Degree: M* MCR: Offense #: 1050016301-01 Addl. Offenses: 0 Originating Ref:	No

Creating CP Referrals

- **Start at the Offense Screen**
- **Select
Violation of Court Order – CP Referrals Only**
- **Enter Disposition of Not Applicable**

New Screen

History					
Referral History					
Add New					
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense
VIEW		07/09/2014 11:45	CP	0910021163	<u>Violation of Court Order - CP Referrals Only</u> Statute Citation: Level/Degree: M* UCR: Offense #: 0910021163-01 Addl. Offenses: 0 Originating Ref:
Disposition: Not Applicable (07/09/2014)					

Thank you

