

# NOTIS

## Submit Location Count

- Movements and Counts
- Counts
- Submit Location Count
  - select unit and wing from drop-down box
  - enter name (first initial, last name)
  - enter count total for wing
  - submit count

-if your count is wrong a box will open telling you to re-count. When you submit the total the second time it asks for a reason the first count was wrong.  
-if your second count is wrong, it will accept it anyway. (Call control before you enter second count)  
-after count is clear you must verify count

The screenshot shows the 'Submit Location Count' form in the MYOUNG CENTRAL ADMINISTRATION system. The interface includes a header with the user name 'MYOUNG', the system name 'CENTRAL ADMINISTRATION', and the date '02/11/2010'. Below the header is a menu bar with 'Menu' and 'Help' options, and a toolbar with various navigation and utility icons. The main form area is titled '(OIDSUBLC) -SUBMIT LOCATION COUNT' and contains the following fields and controls:

- Location:** A dropdown menu showing 'WARM SPRINGS CORRECTIONAL CENTER'.
- Count Type:** A dropdown menu showing 'SCH'.
- Scheduled Time:** A text input field showing '11:30'.
- Unit:** A dropdown menu showing 'U1'.
- Wing:** A dropdown menu showing 'A'.
- Cell:** A dropdown menu.
- Internal Location:** A dropdown menu.
- Conducted By:** A dropdown menu showing 'MYOUNG'.
- Entered By:** A dropdown menu showing 'MYOUNG'.
- Date:** A text input field showing '02/11/2010'.
- Time:** A text input field showing '11:29'.
- Count:** A text input field.
- Submit Count:** A button.

Below the form fields is a large grey area with the text: "Please submit the total count of Offenders currently in your Location". At the bottom of the form are two buttons: "Offender Roster" and "Movements".





### Confirm all offenders are on out count

- Movements and Counts
- Counts
- Internal Location Count
  - click on Detail box located next to internal location
  - confirm all offenders are in location

Agency Location: WSSCC WARM SPRINGS CORRECTIONAL CENTER

Internal	Location	Capacity	Current Count	Detail
CANTEEN	Canteen	5	0	
CHAPEL	Chapel	20	0	
CLTH_RM	Clothing Room	3	0	
CUL	Culinary	40	5	
EDU	Education	100	0	
GYM	Gym	12	0	
INF	Infr Workers	4	0	
INFRMARY	Infirmary	10	0	
INV	Investigations	3	0	
LAWV_LIB	Law Library	10	0	
MAINT	Maintenance	5	0	
PER_DET	Perimeter Detail	5	0	
RELG_GRD	Religious Ground	20	0	
U_1	Unit 1	5	0	

Total: 5

### Return offenders to housing location (after count is clear)

- Internal Movements
  - Select **FROM:** internal location
  - Select **TO:** RTU (Return to Unit)
  - retrieve (checkmark and save)

## Shift Log Recording

- Operations
- Shift Logs
- Shift Log Recording
  - enter time, location and activity type
  - type activity description
  - lock and save (yellow disk)

MYOUNG CENTRAL ADMINISTRATION 02/11/2010

Menu Help

(OIDSHLOG) - SHIFT LOG

**Shift Log**

Date: 02/11/2010 Agency: WSCC Loc: UNT\_2 Area: Reported By: YOUNG, MARILYN

**Shift Log Entries**

Activity Type	Date	Time	Reported By	Description
UNT_TR	02/11/2010	11:50	YOUNG, MARILYN	Unit tour completed
Start	End		Lock <input type="checkbox"/>	
ID#				
GNR_LOG	02/11/2010	11:50	YOUNG, MARILYN	roll-up of inmate pending transfer
Start	End		Lock <input type="checkbox"/>	
ID#	0000090995	CHILDRESS, ERIC		
GNR_LCH	02/11/2010	11:51	YOUNG, MARILYN	unit 2 sent to lunch
Start	End		Lock <input type="checkbox"/>	
ID#				
Start	End		Lock <input type="checkbox"/>	
ID#				

**Search for inmate (Institution)**

- Search and Assign
- Global Search
  - search by name or identifier (back number)
  - location in bottom left corner

MYOUNG CENTRAL ADMINISTRATION 08/26/2010  
 Menu Help

(OSIOSEAR) - OFFENDER SEARCH

**Search Criteria**  
 Search Type: Last Name First Name Middle Name YOB Month Day Range Gender  
 Name: GILBERT ID# BK# Type Number Retrieve

Variations  First / Last

**Query Results**

Last Name	First Name	Middle Name	ID#	BirthDate	Name Type
GILBERT	BUSTOS		0000087125	07/13/1955	Alias Name
GILBERT	CALVIN		0001053312	08/31/1966	Working Name
GILBERT	CAROLYN	R	0000034012	08/08/1948	Working Name
GILBERT	CASTILLO		0000091238	06/11/1972	Alias Name
GILBERT	CHAMPA		0000074251	06/27/1965	Alias Name
GILBERT	CORNELL		0000032654	07/08/1967	Alias Name

**Institutional Booking** Status: ACTIVE-IN Location: HDSP  Working Name

**Offender Profile** Gender: Male Height: 5.11 Weight: 200  
 Hair Color: Black Facial Hair: No Facial Hair Eye Color: Brown

**Community Contact** Status: Location:  Working Name

**Search for inmate (Bed location)**

- Offender Management
- Offender Specific Inquiries
- Housing History
  - enter back number and execute query

MYOUNG CENTRAL ADMINISTRATION 08/26/2010

Menu Help

(OIIHLHIS) - HOUSING LOCATION HISTORY

ID# : 0001007145 Name : AUSTIN RUBEN CHARLES 11/09/1978 S  
BK# : 2007-018623 Location : WSSC-U4-A-17-A; ;NC ACTIVE-IN

**Bed Assignments**

Date	Time	Location	Reason
07/08/2010	10:09	WSSC-U4-A-17-A	ADMINISTRATIVE
05/10/2010	12:46	WSSC-U4-A-19-B	ADMINISTRATIVE
03/24/2010	18:27	WSSC-U4-A-45-A	ADMINISTRATIVE
09/16/2008	18:05	WSSC-U1-A-11-A	ADMINISTRATIVE
06/11/2008	14:57	WSSC-U1-A-11-B	ADMINISTRATIVE
06/11/2008	14:34	WSSC-RC	
05/28/2008	09:34	LCC-U4-B-36-B	
05/23/2008	13:16	LCC-U4-B-29-B	ADMINISTRATIVE
05/01/2008	09:49	LCC-U5-A-40-B	ADMINISTRATIVE
02/05/2008	10:14	LCC-U5-A-4-B	

## Enter Notice of Charges

- Operations
- Incidents and Offenses in Custody
- Offenses in Custody
  - enter back number and execute query
  - locate OIC#
  - under Investigation tab enter your name, type (Notice of Charges Statement), name, date and Details. Save

MYOUNG CENTRAL ADMINISTRATION 08/26/2010

Menu Help

(OIDOICUS) - OFFENSE IN CUSTODY RECORD

ID#: 0001007145 Name: AUSTIN RUBEN CHARLES 11/09/1978 S  
BK#: 2007-018623 Location: WSCC-U4-A-17-A; ;NC ACTIVE-IN Medium

**OIC Incidents**

IR#	OIC#	Date	Time	Primary Type	Sub Type	Institution	Area
IR-2010-WSCC-000121	304171	02/13/2010	18:10	Code Of Penal Disc	Disruptive Inmate /	WARM SPRINGS CORRECTION	Unit 1
IR-2010-WSCC-000092	303744	02/05/2010	15:43	Code Of Penal Disc	Disruptive Inmate /	WARM SPRINGS CORRECTION	Unit 1
IR-2010-WSCC-000076	303501	01/31/2010	19:40	Code Of Penal Disc	Disruptive Inmate /	WARM SPRINGS CORRECTION	Unit 1

Incident Report OIC Report Charges Notice Schedule Hearings Investigation Hearing

Control Officer Robinson observed Inmate Austin #1007145 passing soups to Inmate Jones #96889 in front of the control bubble. Officer Robinson obtained one of the soups from Inmate Jones. Inmate Austin was subsequently questioned by Senior Officer Olivieri regarding the transaction, and Austin denied ever having or passing soups.

## Enter an Incident Report

- Operations
- Incidents and Offenses in Custody
- Staff Reports
  - enter IR#
  - select report type and security level
  - type in report in Report Details
  - answer any necessary questions pertaining to incident
  - save

The screenshot shows the MYOUNG CENTRAL ADMINISTRATION interface. The title bar displays "MYOUNG CENTRAL ADMINISTRATION" and the date "02/12/2010". The menu bar includes "Menu" and "Help". The toolbar contains various navigation and utility icons. The main window title is "(OIDSTREP) - STAFF MEMBER REPORT".

The interface is divided into several sections:

- Incident Report:** A text field for "IR#" contains "IR-2008-WSCC-000907". A "Retrieve" button is located to the right.
- Staff Report:** A table with two columns: "Report Type" and "Security Level". The first row is highlighted in green and contains "Incident 028" and "Staff-All Users". There are dropdown arrows for each cell. An "Append" button is to the right.
- Report Details:** A large text area for entering details.
- Staff Incident Details:** A table with two columns: "Question" and "Response". The first row is highlighted in green and contains "Number of .223 Fired" and an empty response field. There are dropdown arrows for each cell.

At the bottom right, there are "Save" and "Exit" buttons.

## Unit/Institution Roster

- Reports
- Unit Roster
- Values
  - enter institution, unit and wing
  - save

MYOUNG WARM SPRINGS CORRECTIONAL CENTER 08/26/2010

Menu Help

(OISIREPS) - REPORT SUBMISSION SCREEN

**Report submission**

Report: NVRUR UNIT ROSTER

Printer:

Copies: 1  Display on screen

Parameter	Values
INSTITUTION- UNIT- WING	wscc
WORK ASSIGNMENT	