

an introduction to the

**INMATE
ROSTER
MOVEMENT
SYSTEM**



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**A DISTRIBUTED DATA PROCESSING SYSTEM
APPLICATION**

138191

**U.S. Department of Justice
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Inmate Roster Movement System

NCJRS

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ACQUISITIONS

Dear Inmate Roster Movement System Client:

Welcome to the world of the CDC Distributed Data Processing System (DDPS). This booklet is one in a series of user oriented guides to the set of computer applications in the DDPS which are designed to assist institution personnel in their daily job. It has been designed to supplement rather than replace existing manuals. It has three main purposes. The first is to provide a clear, concise familiarization of a system. The second is to provide instruction in the basic operation of the system. Lastly, it directs the user to the proper source if they should need more information, to resolve a problem, or wish to suggest some system enhancement.

Information Systems Branch
Evaluation and Compliance Division
California Department of Corrections

Inmate Roster Movement System

**INMATE ROSTER MOVEMENT SYSTEM
A DISTRIBUTED DATA PROCESSING SYSTEM APPLICATION**

Table of Contents

Chapter 1	
Introduction to the Distributed Data Processing System	1
Chapter 2	
Inmate Roster Movement System	
Overview	5
Background	5
Use	5
Potential	6
Chapter 3	
Process Tree	8
Chapter 4	
Using the System	11
Housing Query	11
Offender Update	13
Reports	18
Super Query	21
Chapter 5	
Getting Help	27

CHAPTER 1

INTRODUCTION TO THE DISTRIBUTED DATA PROCESSING SYSTEM

The California Department of Corrections (CDC) has developed and implemented an integrated information sharing system for institutions that includes inmate housing, inmate classification, inmate assignments and inmate trust accounting. This system is called the Distributed Data Processing System (DDPS) and is operated on Hewlett-Packard 3000 mini-computers. At least one computer is located at each institution. Staff at the institutions back up the data on the computer each day, and the computers are otherwise maintained from Central Office.

In the DDPS, all computer programs are maintained, and new programs developed, at the Central Office in Sacramento by dedicated project teams. Each application has its own project team. This concept maximizes the efficiency of effort by eliminating duplication at each institution. It also encourages a degree of standardization at each institution since all facilities use an identical operating system and maintain data in the same format. This chapter will provide an explanation of how the DDPS functions from a user's point of view.

When a new inmate arrives at a Reception Center, he or she is assigned a unique number (CDC number) for the duration of his or her stay under the custody of the Department. This CDC number is the key to all the information that the DDPS keeps about the inmate. The Control Room in the Reception Centers will enter the CDC number, along with the full name, date of birth, and ethnicity of the inmate. The system will keep this information throughout the inmate's commitment. Control Room staff will also assign the inmate to a bed in the Reception Center. The housing information will be retained only for the duration of the inmate's uninterrupted stay at that institution.

Inmate Roster Movement System

Inmates generally stay at the Reception Center for three to six weeks. During this time, the Reception Center counselors are determining the best permanent placement for the inmate. Once an inmate is transferred from the Reception Center to an institution, institutional staff provide the rest of the inmate information.

At subsequent institutions, Control Room staff enter the inmate's number and the first five characters of the inmate's last name. They also enter the bed/cell number assigned to the inmate. The same night, a computer program takes the inmate information and goes up the data lines to Central Office to find the rest of the inmate information (full name, date of birth, ethnicity, etc.). This information, or data, is sent back to the institution, where another program uses it to update the inmate record on the institution's computer. Thus far, the information entered on the system is all entered in the Control Rooms. This part of the system is known as the **INMATE ROSTER MOVEMENT SYSTEM**.

Within the first two weeks after an inmate arrives at the institution where he or she has been assigned, he or she will be classified and assigned a work/privilege group. The classification score is calculated by a Correctional Counselor, based upon the information in the inmate's case file. The custody level is determined by a combination of factors, which may include the classification score, classification overrides, or administrative determinants. Other information about the inmate is identified, including work availability, medical/psychiatric status, previous escape history, and certain other case-related variables. Once the counselor has gathered all pertinent data, the classification committee meets with the inmate and formalizes the classification score, custody level, and work/privilege group. The counselor, either at the time of committee, or immediately thereafter, enters this information into the **INMATE ROSTER CLASSIFICATION SYSTEM** on the computer, where it is retained on the inmate record.

The classification committee determines the inmate's work availability and assigns

the inmate to a work group. As soon as an inmate is classified as available for work, the Inmate Assignment Lieutenant will either assign the inmate to a job, if one is available, or will add the inmate's name and number to a waiting list. Inmate work availability information and job information are stored in the computer. As jobs become vacant by an inmate's job change or relocation, another inmate is assigned from a waiting list. These transactions are done within the **INMATE JOB ASSIGNMENT SYSTEM**. The Inmate Job Assignment System uses the personal data from the Inmate Roster Classification System and the job information entered in the Inmate Job Assignment System.

At any time during this process, from the time the inmate enters the Reception Center, throughout his or her stay at the institution, he or she may receive money. The inmate may have arrived with funds, money may have been sent to the inmate through the mail, someone might purchase some hobby-craft made by the inmate, or the inmate may earn money at his or her job. In any event, inmates are not permitted to have cash in the institutions. Any money belonging to an inmate must be deposited in an account and administered by the Inmate Trust Accounting Office. The Trust Accounting Offices in the institution are automated via the DDPS, as the **INMATE TRUST ACCOUNTING SYSTEM (ITAS)**.

The ITAS uses the Inmate Roster to establish accounts for new inmates. Inmate Classification keeps the Trust Offices up-to-date on each inmate's privilege group, which partially determines the amount of money an inmate is permitted to spend in the Canteen. Trust Office staff, through their Super Query function, can use the Inmate Assignment data to determine whether an inmate has a steady income, which helps them determine indigent status and how to proceed to recoup monies that the inmate might owe to the institution.

All the information added through any of the above systems is integrated with the other DDPS information to constitute the inmate record. The result is an integrated

Inmate Roster Movement System

system where data is shared throughout the institution. Users of each of the systems have access to information entered through the other systems on a "need-to-know-basis" in the Super Query function. This function provides information screens and reports that combine information from the various systems to satisfy needs of users in other areas.

Current applications approved for development include the **AUTOMATED CANTEEN SALES AND INVENTORY SYSTEM (ACSIS)** and the **INMATE RESTITUTION FINE COLLECTIONS SYSTEM (IRFCS)**. The ACSIS is designed to provide automated inventory tracking via UPC codes scanned at the time of sale. It will interact with ITAS to determine each inmate's maximum purchase amount and then deduct the actual sale from the inmate's account in ITAS. The IRFCS will track the restitution fines assigned to inmates at the time of sentencing and will deduct 20% from the payroll deposits to repay those restitution fines, providing money back to the Victim's Fund for the first time.

CHAPTER 2

THE INMATE ROSTER MOVEMENT SYSTEM

OVERVIEW

The Inmate Roster Movement System (IRMS), is a subset, or "application", of the DDPS. This system is designed to assist the Control Room personnel in their daily job. The remainder of this booklet will focus on the background, use, and potential of the IRMS with the intent of making your work easier and more accurate by providing a better understanding of the application.

BACKGROUND

The most important part of any data management system is accurate and complete data. The IRMS is the heart of the DDPS because it controls the inmates' names, CDC numbers, housing and status which in turn is the basis for all other applications. The original Inmate Roster System was developed by a private contractor in 1986 and has steadily been improved by CDC staff. A major rewrite was implemented in July of 1989, and improvements to system accuracy and system enhancements are continuously in process.

USE

The IRMS is used by Control Room staff to document arrivals, departures, and internal movement of inmates. It is accessed through a computer terminal located in the Control Room using established access and security procedures. The application operates under what is called a "menu" system. That is to say that the computer programs provide a menu, or choice of selections, via a computer terminal display and the operator selects the option that he or she needs to perform a particular task. With a basic understanding of the operating environment and the task to be

Inmate Roster Movement System

performed, the operator can easily step through the required menus and thus maintain data integrity.

There are two basic types of data access. The first, and most critical, is "update" and allows the user to change the data on the database. This access is used to add, delete, or modify inmate data. The other type of access, "query," allows the user to extract data from several different applications for reference, but does not allow modification of that data. This access is used in obtaining screen displays for reference and creating reports.

The IRMS consists of four main functions: housing query, inmate query and update, fixed reports, and a somewhat flexible option called Super Query. The latter allows retrieval access to the inmate assignment and trust systems and allows for the use of some customized reports. These reports may be unique to a specific institution and not on all DDPS systems. These reports may be requested and coordinated through the local DDPS coordinator. Each of these functions will be discussed in greater detail in the following chapters.

POTENTIAL

The DDPS is only as beneficial to the institution user as the integrity of the input data. That is where the true value of the system lies. It is the responsibility of Control Room personnel to provide accurate data. When data integrity/accuracy are maintained, many beneficial reports can be generated. On the other hand, this data is only as valuable as the service it provides CDC personnel. User feedback to the project team provides the means to enhance and improve the service. Involvement from the user level is always encouraged. This can be done through existing users groups and through the local DDPS coordinator. If problems are encountered while using this system, there is a help line available at the Central Office to provide assistance. The help line number is (916) 322-6131 or ATSS 492-6131.

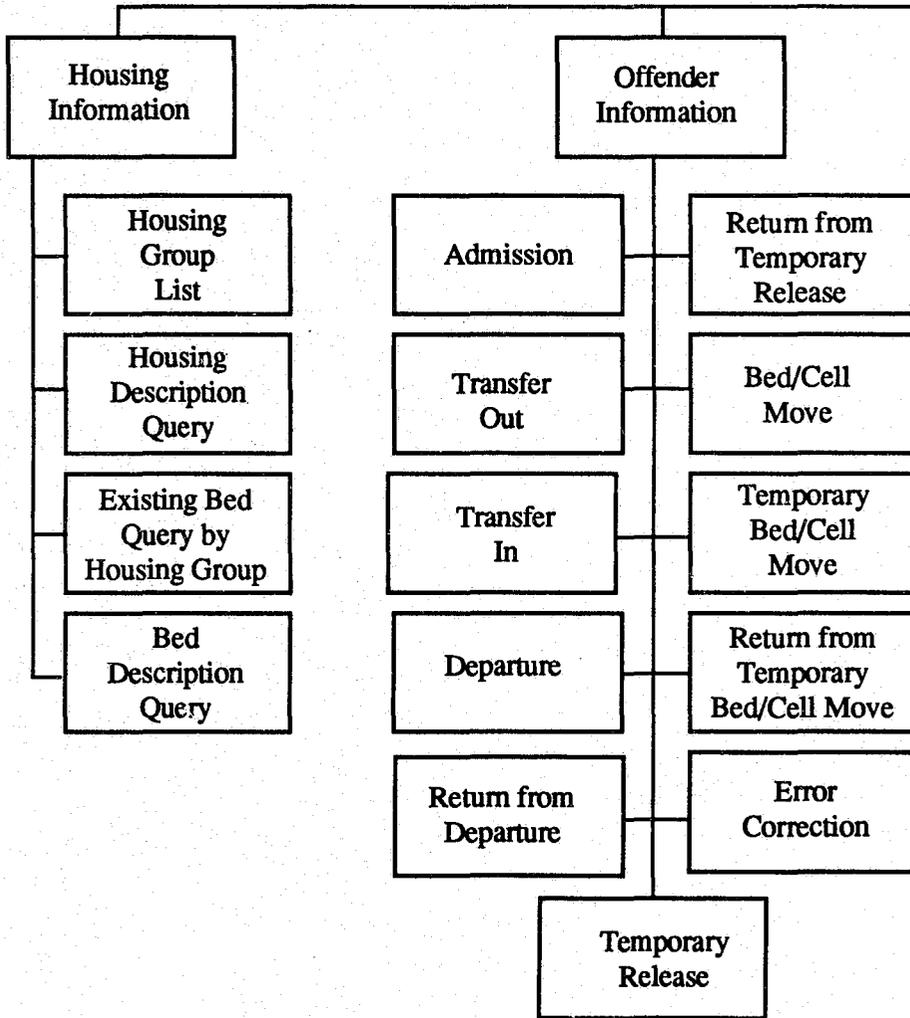
Distributed Data Processing System

With the proper knowledge of the system and continued high degree of professionalism in the field, the Inmate Roster Movement System can be the most powerful tool available to Control Room personnel. It not only provides basic administrative control, but it can also provide all the daily reports and forms necessary for daily count and control.

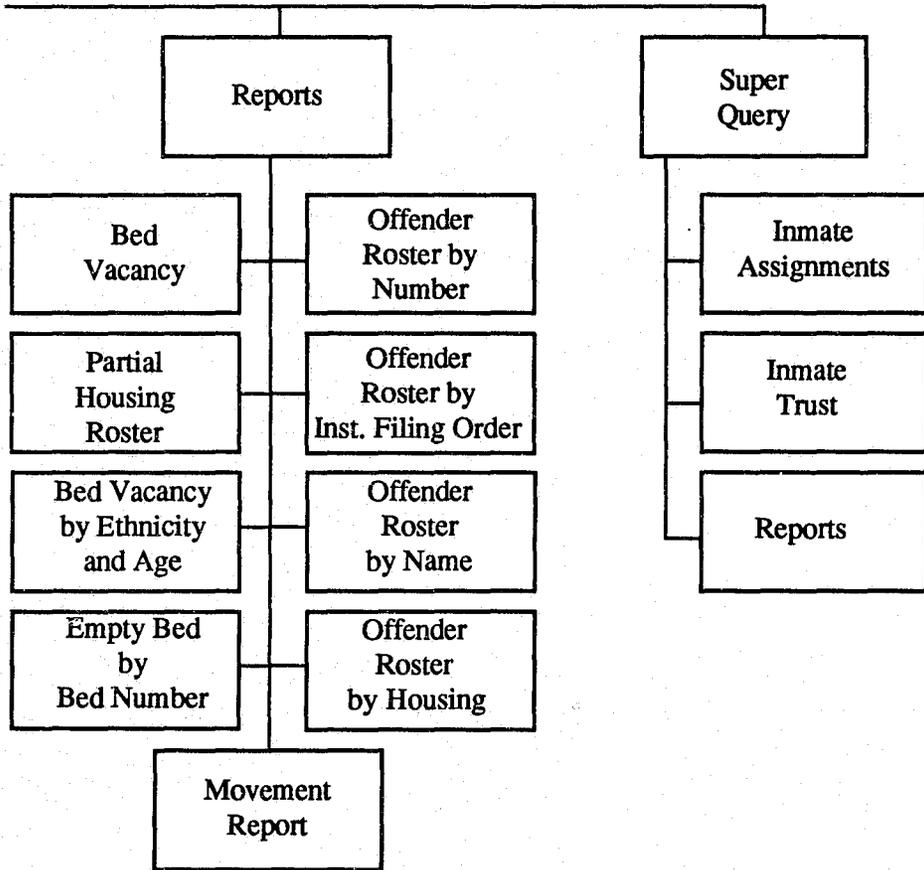
Many institutions reap extra benefits from the system. Not only does the IRMS provide reports to assist with the count process and an automated Daily Movement Sheet, it also provides information to assist with inmate visiting based on work group, inmate mail processing, and many others. (See DDPS Reports Library for more information.) Perhaps the biggest challenge for the system will be to do even more to make your job easier and to provide management the information that they need to monitor today's work environment and plan for the future.

**CHAPTER 3
PROCESS TREE**

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Inmate Roster Movement System

CHAPTER 4 USING THE SYSTEM

HOUSING QUERY

The first sequential function of the Inmate Roster Movement System (IRMS) is the housing query. By pressing the F1 Key, the housing query can be accessed from the Main Menu, displayed in the screen below:

CALIFORNIA DEPARTMENT OF CORRECTIONS CALIFORNIA SAMPLE INSTITUTION							
MAIN MENU							
F1. HOUSING INFORMATION							
F2. OFFENDER INFORMATION							
F3. REPORTS							
F5. SUPER QUERY							
<<-- SELECT A VALID FUNCTION KEY							
HOUSING INFO	OFFENDER INFO	REPORTS	SUPER QUERY				EDIT

Inmate Roster Movement System

Within the housing query, there are four levels of information retrieval, each being progressively more selective and detailed. The housing menu will prompt the user for a housing request which is selected by entering a number from 1 to 4 in a highlighted area and pressing ENTER. Refer to the screen below:

CALIFORNIA DEPARTMENT OF CORRECTIONS
CALIFORNIA SAMPLE INSTITUTION
HOUSING INFORMATION MENU

1..HOUSING GROUP LIST
2..HOUSING DESCRIPTION QUERY
3..EXISTING BED QUERY BY HOUSING GROUP
4..BED DESCRIPTION QUERY

TRANSACTION NUMBER

=>> SPECIFY TRANSACTION NUMBER AND PRESS ENTER OR HIT 'F8' TO EXIT.

<input type="text"/>	<input type="text"/>	OFFENDER QUERY	<input type="text"/>	<input type="text"/>	<input type="text"/>	PRINT	EXIT
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Housing Group List - Placing a 1 in the highlighted box will provide the user with a terminal display of the housing groups within the user's control. Some larger institutions have had their databases subdivided by facility. At an institution with multiple facilities, the user may enter a Y in the box provided when the message

“QUERY ON HOUSE GROUPS IN ALL FACILITIES” is displayed. This will provide a display of all housing groups at the institution.

Housing Description Query - Placing a 2 in the highlighted box will provide the user with a terminal display of a detailed description of a specific housing group. The system will prompt for a housing group and, when entered, will show the housing description, custody level, number of beds, type of beds, association data, capacity, and creation data for that group.

Housing Group Selection - Placing a 3 in the option box will produce another screen display which asks for the specific housing group. When the group is entered, the user is provided with a list of all the beds within the housing group and a single character flag which indicates whether each bed is occupied or vacant. This listing may be viewed on the terminal or printed out for later use.

Bed Description Query - The final option in the housing query group, a 4 in the highlighted area, provides the user with a detailed description of a specific bed. It shows whether a bed is occupied, vacant or reserved, what date the status was most recently updated, all housing data also found in option 2, and all current occupant data including CDC number, name, and current cellmate (if the bed is associated). This option is also available to either the terminal or the printer.

The housing query is not only available through function F1 of the main menu, but also while in the Offender Update option by using F2. This enables the user to obtain housing data while in the update mode without having to exit back to the main menu.

OFFENDER UPDATE

The second option, selected by pressing F2 while at the main menu, provides the Control Room personnel the capability to update an offender's data. This booklet will

Inmate Roster Movement System

describe the various options by logical grouping rather than numerical sequence on the screen. Please refer to the following screen:

CALIFORNIA DEPARTMENT OF CORRECTIONS
CALIFORNIA SAMPLE INSTITUTION
OFFENDER UPDATE MENU

1..ADMISSION
2..TRANSFER OUT
3..TRANSFER IN
4..DEPARTURE
5..RETURN FROM DEPARTURE
6..TEMPORARY RELEASE
7..RETURN FROM TEMPORARY RELEASE
8..BED/CELL MOVE
9..TEMPORARY BED/CELL MOVE
10..RETURN FORM TEMPORARY BED/CELL MOVE
11..ERROR CORRECTION

TRANSACTION NUMBER

==>> SELECT TRANSACTION NUMBER, PRESS 'ENTER' TO CONTINUE OR 'F8' TO EXIT

	HOUSING QUERY	OFFENDER QUERY					EXIT
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These groupings are Arrivals, Departures, Internal Movements, and Corrections. All transactions but one assume that the inmate has already been entered into the DDPS database. In order to save user time and effort, these transactions only require that the inmate's CDC number, the first five characters of his/her lastname, and the data to be changed be entered. The exception to this is the ADMISSION, which is only used for new arrivals to CDC and who have not yet been entered into the system. These transactions require "full" data, which includes full name, birthdate, and ethnicity as well as the normal arrival data.

ARRIVALS

All arrivals are verified against existing data. If there is a discrepancy or duplication of data, the user will be requested to verify the data and given the opportunity to modify the data or override the system and enter the discrepancy. A daily log of all overrides is printed at Central Office and data verification completed.

The four types of arrival transactions are:

ADM - Admission

This is used by the reception centers to admit new inmates, diagnostics, or new narcotic numbers. The required data for this transaction is CDC number, full name, birthdate, ethnicity, bed/cell number, and a from location. Location code for new inmates is usually a state or county code. A list of these codes is provided in the more detailed institution documentation which should be on file in all control rooms.

TRI - Transfer In

This is used to transfer an inmate from another institution. Required data is CDC number, first five characters of the last name, institution code for the institution from which the inmate is coming, and arrival status. The arrival status would be PERM if the inmate is permanently endorsed to the gaining institution, TEMP if the inmate is coming to go out to court or for medical care not provided at their permanent institution, and ENROUT if the inmate is passing through and awaiting transportation to his/her endorsed institution.

RDP - Return from Departure

This is used when the inmate is neither a new commitment nor a transfer in. This will usually be a court or medical return or a parole violator. Required data is CDC number, first five characters of the last name, bed/cell number, from location and arrival status. From location would be region number (i.e., REG 1), county code, hospital name or initials, or FEDC for federal custody. Valid arrival codes are

Inmate Roster Movement System

provided in the detailed documentation.

RTR - Return from Temporary Release

This is used to bring an inmate back from a temporary release such as court or medical releases of less than one day. Required data is CDC number, first five letters of the last name, from location (county code or hospital) and arrival status (CTR TN for court return or MDRTN for medical return).

DEPARTURES

There are three types of departure transactions. Their usage depends upon whether the inmate is remaining under CDC control and the permanency of the move.

DEP - Departure

This transaction is used when the inmate is departed from the institution but not transferred. This can either be an overnight court/medical departure or a case of the inmate leaving the control of CDC, as in the case of parole, death, or change of responsible agency. Required data is CDC number, first five characters of the last name, "to location", and departure status. Valid "to locations" can be county codes, region number, federal custody, or hospital name/initials. Valid departure codes include PAR, REENT, MED, BAIL, OTC, DEATH, OPS, ESC, DISCH, CYA, or COM. If an inmate is discharged, escaped or deceased, no "to location" is required.

TRO - Transfer Out

This transaction is used for inmates being transferred to another institution. Required data includes CDC number, five character name, a "to location", and a departure status. The "to location" must be a valid code for a CDC institution and the status can be PERM, TEMP, or ENROUT.

TRL - Temporary Release

This transaction is used when an inmate is going out to court or medical treatment and will be returning the same day. It should NOT be used if the inmate is not returning the same day. The system will automatically reserve the inmate's bed. Required data is CDC number, five character name, "to location" and departure status.

BED MOVEMENT

There are three transactions the control room can use to move the inmate within the institution.

BCM - Bed Cell Movement

This transaction simply moves an inmate from one bed/cell to another. If, during the cell move, you move the inmate to a bed that is already occupied, the system will give you the message, "THIS BED IS CURRENTLY OCCUPIED. DO YOU WANT TO DOUBLE BUNK?" If you intend to move the other inmate, press F1 for yes. If you entered the bed/cell number in error, press F4 for no and retype the bed/cell number. Double bunking MUST be resolved prior to leaving the transaction group.

TBM - Temporary Bed Move

This transaction is used when sending an inmate to the institution's hospital or to family visiting. It reserves the inmate's bed until he/she is returned. Required data is the CDC number, first five letters of the last name, and the new bed/cell data.

RTB - Return from Temporary Bed move

This transaction will return an inmate to his/her original bed/cell after a temporary movement. All that is required is the CDC number and first five characters of the last name. The system will automatically clear the temporary bed and restore the original bed/cell data.

Inmate Roster Movement System

CORRECTIONS

From time to time, humans make mistakes, and it happens that an inmate is brought in with the wrong CDC number or with a misspelled name; the system will allow the user to modify an inmate's data after it has been entered.

ERR - ERRor correction

This transaction corrects inmate data that may have been entered incorrectly. Required data is the CDC number and the first five characters of the last name. The screen will then display the current inmate data on the left side of the screen. The right side of the screen will be set up to accept changes to the corresponding data fields. If no change is to be made to a specific field, the user may use the Tab key to bypass that field.

REPORTS

The third option on the main menu allows the Control Room personnel to obtain a variety of predefined reports as seen in the following screen:

CALIFORNIA DEPARTMENT OF CORRECTIONS
CALIFORNIA SAMPLE INSTITUTION

CONTROL ROOM REPORTS MENU

1.. OFFENDER ROSTER BY NUMBER
2.. OFFENDER ROSTER BY NUMBER (INST. FILING ORDER)
3.. OFFENDER ROSTER BY NAME
4.. OFFENDER ROSTER BY HOUSING
5.. BED VACANCY
6.. PARTIAL HOUSING ROSTER
7.. BED VACANCY BY ETHNICITY AND AGE
8.. EMPTY BED BY BED NUMBER
9.. MOVEMENT REPORT

ENTER REPORT SELECTION NUMBER:

NUMBER OF COPIES

==>> ENTER REPORT NUMBER AND PRESS 'ENTER', OR PRESS 'F8' TO EXIT.

<input type="text"/>	EXIT							
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These reports provide different formats to display the status of inmate housing data. This is very helpful during inmate counts and would be almost imperative for documenting incidents. Some reports print directly to the line printer. Others have the option of going to a local character printer. The available reports are:

1. OFFENDER ROSTER BY NUMBER - This report lists all the inmates by CDC numerical order. It prints only to the line printer.

2. OFFENDER ROSTER BY NUMBER (FILING ORDER) - This report lists all inmates by the last two digits of their CDC number. It prints only to the line printer.

Inmate Roster Movement System

3. OFFENDER ROSTER BY NAME - This is an alphabetical listing by last name and also goes to the line printer.

4. OFFENDER ROSTER BY HOUSING - This report lists all inmates as sorted by their bed/cell data. It also prints to the line printer.

The following five reports are directed to a local character printer which can be varied from institution to institution. The actual printer used can be coordinated through the DDPS coordinator.

5. BED VACANCY - This report lists the total occupied beds (count) by wing and tier, the total unoccupied beds, and the designated capacity of each wing and tier. It can be considered a legal document, should be run prior to each count, and should be kept with other count paperwork.

6. PARTIAL HOUSING ROSTER - This application asks for a specific housing group and then lists each bed in that unit, showing the assigned inmate by CDC number, full name, date of birth and ethnicity. If the bed is unoccupied it will list the bed as VACANT. It also provides a summary of total occupied, unoccupied, and reserved beds and a total for the housing unit. It can be viewed on the terminal or listed to the local character printer.

7. BED VACANCY BY AGE AND ETHNICITY - This report also asks for a specific housing unit. It is also limited to housing units in which the beds are associated(the upper and lower beds programatically linked). This will provide a list of all beds that are occupied but are associated with an unoccupied bed. The data listed includes CDC number, last name, ethnicity and age for each occupied bed. This can be directed to the terminal or line printer and is useful in housing new arrivals or in doing bed cell moves.

8. EMPTY BED BY BED NUMBER - This report also asks for a housing unit, but responding with a blank will produce a listing for the entire institution. This is an interactive report and may tend to tie up the terminal. It will produce a listing of all vacant beds sorted by housing groups and a total of vacant beds by housing unit. This report is also an excellent tool in performing inmate counts.

9. MOVEMENT REPORT - This report lists all movement transactions for a given time frame. It is restricted to the current date but any time frame can be selected. It can report all transactions or select a specific operator's transactions. This is done by inputting an operator code when prompted by the system. This report may be viewed on the terminal or directed to the character printer. Like the empty bed report, it may tie up the terminal. The report lists only Control Room transactions such as arrivals, departures, and movements and includes beginning/ending time, CDC number, last name, to/from locations, type of transaction, and operator identification.

SUPER QUERY

The final option available from the main menu is referred to as Super Query. This option provides control room personnel with read only access to job assignment and inmate trust data. Please refer to the following screen:

Inmate Roster Movement System

CALIFORNIA DEPARTMENT OF CORRECTIONS
CALIFORNIA SAMPLE INSTITUTION

SUPER QUERY MAIN MENU

F1. INMATE ASSIGNMENTS
F2. INMATE TRUST
F3. REPORTS

=>> SELECT A VALID FUNCTION KEY

INMATE ASSIGNS	INMATE TRUST	REPORTS					EXIT
-------------------	-----------------	---------	--	--	--	--	------

It also provides an additional report capability which allows local DDPS coordinators to create custom reports for their specific institution. There are currently four reports on the Super Query report menu which are available to all institutions. They are the Daily Movement Sheet, the Ethnic Breakdown Report, and two variations of a Work Release (or Unlock) Report. Refer to the following screen:

Inmate Roster Movement System

durability of character printers, this listing is only available to the line printer.

Work Release Report (Does NOT Include Vacant Beds) - This report lists all inmates who have job assignments, their job locations and hours of work. It provides an excellent tool for housing unit officers to monitor legitimate personal movement of inmates. This is also an institution-wide report and only available on the line printer.

Work Release Report (Includes Vacant Beds) - This is identical to the above report except that it lists all beds in the institution rather than just the occupied beds.

Also, within the reports area, there is a news file option. By entering a "5", News From CENTRAL OFFICE, the user is given a list of existing newsletter files, listed with the oldest first and most current listed last. The user may read any newsletter available or have it printed to the printer of his/her choice. These files will be added to as required and will provide another means of communication from the project management team to the operators in the field. The newsletter may contain helpful hints, upcoming modifications, or any information which may impact, or be of benefit to the Control Room staff.

Institutions Demographics Report -also known as the Warden's Report, provides management with percentages of each ethnicity in housing and job assignments, number of beds at the institution and percentage of utilization, trust draw information, and missing classification data totals.

The Inmate Assignment query system can provide the user with data about current assignments, assignment histories, waiting lists by inmate, location codes and locations, jobs, and waiting lists. In order to access this data, the user must know the CDC number, position number, job location, or waiting list code and title for the information desired.

Distributed Data Processing System

The Inmate Trust query is accessed with the trust account code (usually the inmate's CDC number) and provides on screen data about the inmate's trust account, housing data, arrival data, and transactions and holds.

Inmate Roster Movement System

CHAPTER 5

GETTING HELP

The Inmate Roster Movement System is designed to be as user friendly as possible. It provides built in instructions to guide the user through the system operation. However, there may be times when a system problem occurs which is beyond the control or experience level of the user. This may be due to a hardware problem or a conflicting access priority with another user. In some cases, corrective action will be displayed on the screen. In others, the user will be requested to contact the Central Office.

There is a 24 hour User Support Helpline located at the Central Office in Sacramento. The number for this service is (916) 322-6131. During normal business hours, project teams are available for consultation and problem resolution. During other hours, the call will be processed by operations personnel. If necessary, an on-call project team member will be called in. For non-critical errors, the problem report will be turned over to the applicable project team for resolution on the next duty day.

The best help a user can have is a thorough understanding of the system and its operation. User documentation is available in each Control Room, and users of the system should familiarize themselves with the system prior to use. Central Office project teams also provide training on an as required basis.

User groups have been formed with participation of Control Room personnel from all institutions. These groups will provide Central Office personnel with greater insight to the operations and needs of the institution control rooms, with the intent of identifying potential areas of system enhancement. The DDPS coordinator can put you in contact with your local user group representative. Please feel free to express your thoughts and opinions. While not all ideas may be practical for use at all

Inmate Roster Movement System

institutions, they will be considered for use system wide or on a local basis. With the help of the people who use the system, it can constantly be improved and made more valuable to the user.

Hopefully, this booklet has provided an understanding of the background, operation and functions of the Inmate Roster Movement System, as well as information on how to receive help or participate in future improvements. We encourage feedback and suggestions through your user group, DDPS coordinator or User Support Helpline.

**INFORMATION SYSTEMS BRANCH
EVALUATION AND COMPLIANCE DIVISION
CALIFORNIA DEPARTMENT OF CORRECTIONS
MAY 1991**
