an introduction to the

INMATE
JOB
ASSIGNMENT
SYSTEM
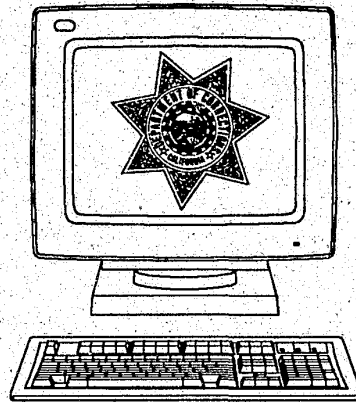
A DISTRIBUTED DATA PROCESSING SYSTEM
APPLICATION

138150

Dear Inmate Job Assignment System Client,

This brochure has been prepared to provide you with a quick-reference guide to the Inmate Job Assignment System (IJAS). It should help you to walk through the various processes that have been automated with the IJAS, and should acquaint you with the options that are available to you.

Along with this brochure, the IJAS project team has published a User Manual. That manual contains detailed instructions about the procedures that should be followed to actually use the IJAS. This brochure is not intended to replace that manual, but to supplement it. It can be used to remind someone already experienced with the system about other options available with it, or to introduce a new user to the system. It does not contain enough detail to be the sole reference for the use of the IJAS.

Information Systems Branch
Evaluation and Compliance Division
California Department of Corrections

INMATE JOB ASSIGNMENT SYSTEM
A DISTRIBUTED DATA PROCESSING SYSTEM APPLICATION

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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 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. 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, the inmate 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 CDC 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 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 JOB ASSIGNMENT SYSTEM

OVERVIEW

The Inmate Job Assignment System (IJAS) is a subset, or "application" of the DDPS. Inmate Job Assignment staff use this application to assign inmates to work/training positions in the institution. Current job information is available to qualified personnel and may be viewed on terminal screens or on hard copy reports. This guide will provide information to acquaint you with the IJAS.

BACKGROUND

The Inmate Job Assignment System adds job information to the inmate profile on the DDPS and automates the function of assigning inmates to particular positions. Before a job can be added to the system, it must be assigned to a Location Code and a Dictionary of Occupational Titles (DOT) Code. DOT codes are the standard codes and descriptions for the inmate jobs in all institutions. They are established at Central Office and sent to the various institutions and prisons. These codes cannot be added, changed, or deleted except at Central Office. Each institution will determine its own location codes, position numbers and waiting lists codes. When the inmate has been assigned to a job, the system will give the assignment office access to the most current job information and status for that inmate.

OBJECTIVE

The objective of the Inmate Job Assignment System is to assist the institution staff in tracking job assignment movement and transactions, to maintain data integrity, and to ensure that all inmate assignment staff are familiar with the resources available

to them to provide better information to institution management.

SCOPE

The Inmate Job Assignment System tracks the assignment of inmates at the institution by classification and approved Inmate Work/Training Incentive Programs (IWTIP). In addition, the IJAS records work/training positions, current inmate assignments, inmate work assignments history, and inmates on waiting lists for assignments.

INMATE JOB ASSIGNMENT SYSTEM DESCRIPTION

The IJAS is a group of computer programs used by the institution staff to assist with inmate job assignment transactions and to track inmate job movement. The system requires the entry of many system codes for the system to function. CDC number, name and all job information consisting of location codes, position number, and other valid codes must be entered to confirm if the inmate is qualified for that job. Job restrictions/requirement codes are placed on jobs which would eliminate a potential job holder from being assigned even if his or her custody level is consistent with that of the job.

A history of each inmate's work assignment is available for viewing on the terminal or may be printed to a printer. These records are kept on the system until the inmate has left the institution.

Inmates waiting for placement can be assigned to a waiting list. Each institution creates its waiting list by categories. These categories can be by yard, by custody level, by inmate's physical limitations, by jobs within the IWTIP, by jobs within a certain work location, or by any other logical grouping of inmates. Inmates may be assigned to one or more of these waiting lists.

System summary reports can be produced to list assignment information regarding the number of assigned and unassigned positions, job assignment activity, waiting lists and information on all inmates in the facility. Reports can be viewed on the terminal or printed to a requested printer at the institution.

Inmate Job Assignment System information is maintained by institution staff through the use of eight main system functions:

- Super Query Menu
- Location Code Maintenance
- Job Maintenance
- Assignment Maintenance
- Waiting List Maintenance
- On-Line Inquiry
- Reports Menu
- Offender Maintenance

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Super Query	Location Code Maintenance	Job Maintenance	Assignment Maintenance
Inmate Roster	Add Location	Add Job	Assign Inmate Directly to a Job
Inmate Trust	Modify Location	Modify Job	Assign Inmate From a Waiting List
Reports	Delete Location	Delete Job	Assign Inmate From Category
	Location Inquiry	Job Inquiry	Re-Assign Inmate - Job Mistakenly Terminated
			Un-Assign Inmate - Normal Termination of Job
			Void Assignment - Inmate Assigned Wrong Job
			Change Assignment Date

CHAPTER 3
PROCESS TREE

Menu

Waiting List Maintenance	On-Line Inquiry	Reports Menu	Offender Maintenance
Create Waiting List	Inmate Current Assignments	Assignment/ Roster Dictionary	Work Status Update
Delete Waiting List	On-Line Inmate Assignment History	Work/Training Assignments Summary	Clearance Dates
Add Inmates To Waiting List	Assignment History From Archive	101 Tracking Report	
Remove Inmates From Waiting List	Location Assignment Inquiry	Vacant Positions	
Change Hiring Priority/Placement Date	Waiting List By Inmate	Locations/ Assignments Reports	
Waiting List Inquiry	Display Location Codes	Inmate/Assignment Daily Activity	
Change Special Skill Description	Display Wait List Codes	Waiting List Report	
Remove Inmate From All Waiting Lists		Special Skills Waiting List Report	
		Vacant Assignments Summary	
		Miscellaneous Codes Listing	
		Inmate Locator Report	

CHAPTER 4
USING THE SYSTEM

This section summarizes how to choose selected options, fill in data fields, and store data information. The screens displayed by the Inmate Job Assignment System are of three types: Menus, query screens, and data entry screens.

Menus require only that a function key be selected to display further screens. The menu displays a numbered list of selections from which the user makes a selection, enters the number into the selection field, and presses the appropriate function key.

Query screens display data but do not allow data to be entered other than a function key selection to bring up another screen.

Data entry screens allow entry of data into highlighted fields and a function key selection. The user enters data using the keys described in the *Inmate Job Assignment User Manual*. Each highlighted field contains a specific number of spaces for data to be entered.

Required data entry fields must be entered by the operator or the system will not allow the operator to continue processing. Should a function key be pressed before required fields are entered, the first required field will be highlighted again so that it may be entered, and a program message is displayed advising the user to enter that field. This process continues until all required fields are entered and accepted by the system.

In this chapter a display of each menu and data entry screen is shown. An explanation of how to access the menus and complete the highlighted data fields will be discussed. Remember, this is intended to help you get acquainted with the Inmate Job Assignment System. If more detailed information is required, please refer to your *Inmate Job Assignment User Manual*.

MAIN MENU

```
                        CALIFORNIA SAMPLE INSTITUTION

                          INMATE JOB ASSIGNMENT

                              MAIN MENU


                        ENTER SUPER QUERY

            F1.        LOCATION CODE MAINTENANCE

            F2.        JOB MAINTENANCE

            F3.        ASSIGNMENT MAINTENANCE

            F4.        WAITING LIST MAINTENANCE

            F5.        ON-LINE INQUIRY

            F6.        REPORTS MENU

            F7.        OFFENDER MAINTENANCE


        MAKE SELECTION BY DEPRESSING APPROPRIATE FUNCTION KEY
```
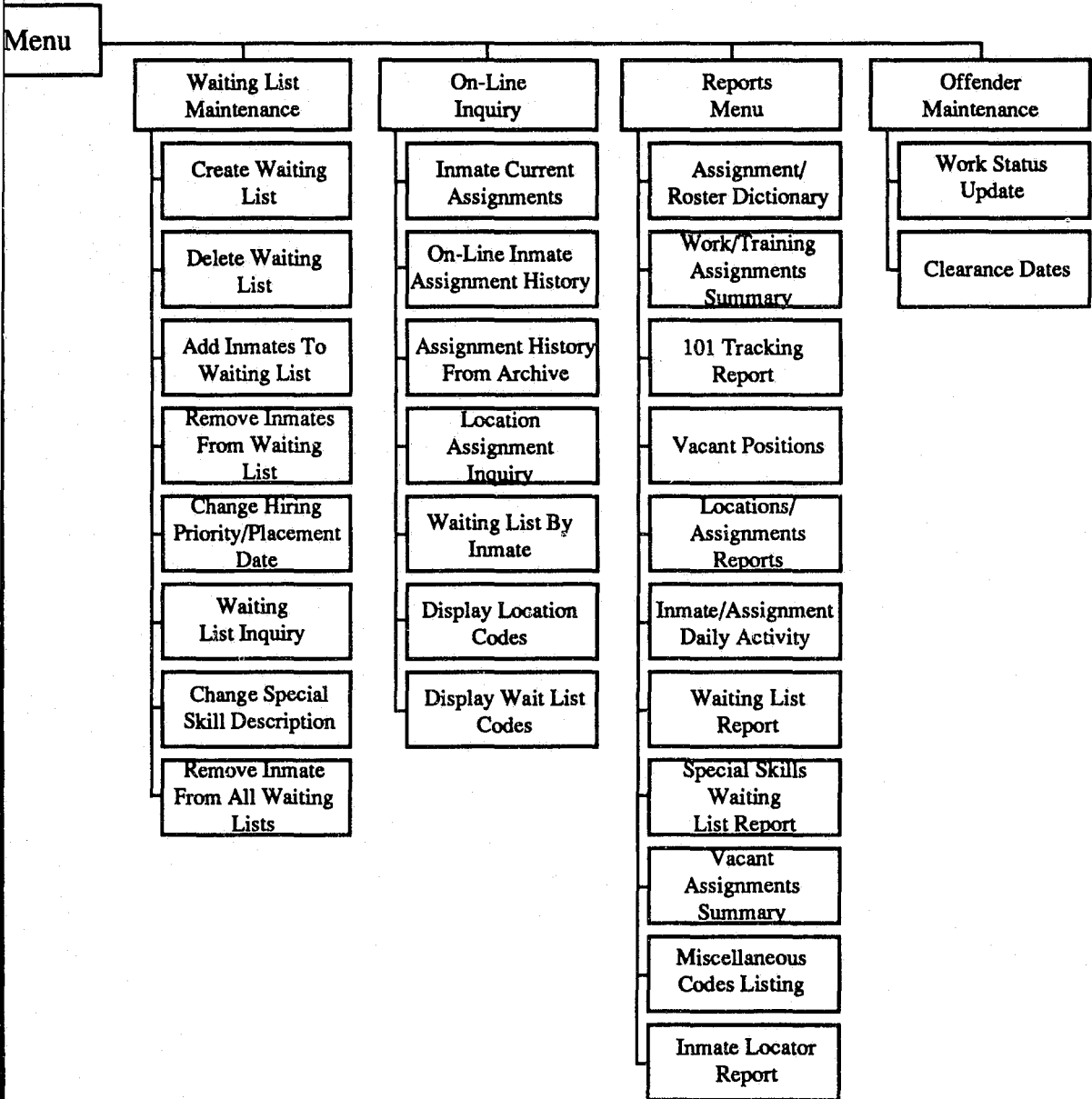
| LOCATION MAINT | JOB MAINT | ASSIGN MAINT | WAITLIST MAINT | | ON-LINE INQUIRY | REPORTS MENU | OFFENDER MAINT | EXIT |

LOCATION CODE MAINTENANCE

A Location Code is a code for an area or service within an institution which has inmate jobs *(e.g., Food Services, Plant Maintenance, Assignment Office, etc.).* Location codes are used to identify individual work supervisors and are unique to the work supervisor. These codes enable the assignment office to identify who is responsible for inmate supervision, time cards, and 101 Tracking Report. The Location Code Maintenance function is used by system operators to add, modify, delete, or view location codes in their own facility. These codes allow institution staff from each facility to assign their own values to each work area. Location Codes must exist on the system before jobs can be assigned to areas or services.

CALIFORNIA SAMPLE INSTITUTION
INMATE JOB ASSIGNMENT

LOCATION CODE MAINTENANCE

F1.   ADD LOCATION CODE

F2.   MODIFY LOCATION CODE

F3.   DELETE LOCATION CODE

F4.   LOCATION CODE INQUIRY

MAKE SELECTION BY DEPRESSING APPROPRIATE FUNCTION KEY

ADD CODE	MODIFY CODE	DELETE CODE	CODE INQUIRY				MAIN MENU

ADD LOCATION - Allows the user to enter a location code up to 4 characters. Other fields, location name, assignment quota, and phone extension need to be entered.

MODIFY LOCATION - Allows making changes to existing information to the description, quota, and phone extension fields.

DELETE LOCATION - To delete a location code enter the code and press the selected function key. The location code information is displayed, and the system prompts for confirmation of the deletion.

LOCATION INQUIRY -Enter the location code information to be listed on the terminal. The system will list the location code information and prompt the user to select a function key option.

JOB MAINTENANCE

Inmate jobs are established at each institution. The Job Maintenance function allows the system operator to add, modify, delete, or view jobs in the system. For valid code entries, refer to the appendix located in the *Inmate Job Assignment User Manual*.

ADD JOB - Before a job can be added, a Location Code and Dictionary of Occupational Title Codes must exist for that job. Many system codes are required

```
                        CALIFORNIA SAMPLE INSTITUTION
                           INMATE JOB ASSIGNMENT
                              JOB MAINTENANCE



                    F1.      ADD JOB

                    F2.      MODIFY JOB

                    F3.      DELETE JOB

                    F4.      JOB INQUIRY




              MAKE SELECTION BY DEPRESSING APPROPRIATE FUNCTION KEY
```

ADD JOB	MODIFY JOB	DELETE JOB	JOB INQUIRY				MAIN MENU

to complete the job information. For valid entry codes refer to your *Inmate Job Assignment User Manual*.

MODIFY JOB - Enter the position number for the job to be modified and select the appropriate function key to display data. Modifications can only be made to

Institution Title, Location Code, IWTIP Code, Custody Level, Job Status (only if position is vacant), RDO Code, Pay Grade, RES/REQ Code, and Work Hours. After all modifications have been entered, the system will prompt the user to select a function key option.

DELETE JOB - The system will not allow a job to be deleted if there is an inmate assigned to that job. Enter the position number for the job to be deleted. The system will prompt the user to select a function key option. Additional information will display on the screen automatically.

JOB INQUIRY - All job information is displayed to the screen when the position number is entered. This data can only be viewed and not modified.

ASSIGNMENT MAINTENANCE

        F1 - ASSIGN INMATE DIRECTLY TO A JOB
        F2 - ASSIGN INMATE FROM A WAITING LIST
        F3 - ASSIGN INMATE FROM A CATEGORY
        F4 - REASSIGN INMATE (JOB MISTAKENLY TERMINATED)
        F5 - UNASSIGN INMATE (NORMAL JOB TERMINATION)
        F6 - VOID ASSIGNMENT (INMATE ASSIGNED WRONG JOB)
        F7 - CHANGE ASSIGNMENT DATE

Using these functions will enable the user to assign inmates to vacant jobs, reassign jobs, unassigned jobs, void (cancel) job assignments, and to make assignment date corrections.

ASSIGN INMATE DIRECTLY TO A JOB

The CDC number for the inmate, and the position number for the job are required fields to be entered. Inmates can be assigned directly to a vacant job (without using a waiting list or category). This screen will automatically verify that the inmate meets all requirements of the job and is not restricted from the job.

```
                        CALIFORNIA SAMPLE INSTITUTION
                           INMATE JOB ASSIGNMENT
                        ASSIGN INMATE DIRECTLY TO A JOB


    CDC NUMBER [░░░░]        NEW POSITION [░░░]        REMOVE WL [░] [░]
    OLD POSITIONS ____      ____      ASSIGN DATE[░░░]     END DATE[░░]
    ••••••••••••••••••••••••••••••• INMATE PROFILE •••••••••••••••••••••••••
    INMATE NAME _____        CUSTODY LEVEL____
    CELL/BED    _____        CUSTODY SUFFIX____
    ETHNIC CODE ____                        WORK QUALIFIER____  ___  ___
    WRK/PRV GRP ___ /___                    ADMIN CODES   ___ ___ ___ ___
    BIRTH DATE  _____   AGE ___        WORK STATUS  ___  WL CNT ___
    •••••••••••••••••••••••••••••• JOB PROFILE ••••••••••••••••••••••••••••••
    POSITION NUMBER      _____    INST. TITLE _____
    DOT CODE/SEQ/TITLE   ___ ___.___ ___     _____
    LOCATION CODE/NAME   ____                _____
    MAXIMUM CUSTODY      ____                IWTIP CODE ___
    RES/REQ CODE         ____  ____  ____    JOB STATUS ____
    PAY GRADE            ____                JOB HOURS  ____  ____
    REGULAR DAYS OFF     ___ ___ ___ ___ ___
    CURRENT JOB STATUS   ____  _____        ____  ____

         ENTER CDC NUMBER, POSITION NUMBER, ASSIGN DATE AND DEPRESS F1

    [RETRIEVE  ] [      ] [      ] [      ]   [      ] [      ] [ASSIGN ] [MAIN ]
    [CDC/JOB   ]                                               [MENU   ] [MENU ]
```

ASSIGN INMATE FROM A WAITING LIST

To assign an inmate from a waiting list, the operator must enter the position number for the job, a waiting list code or title, and the assignment date in the corresponding entry fields. A list of inmates will display on the screen. Placing an "X" by their name will select the inmate for the job.

CALIFORNIA SAMPLE INSTITUTION
INMATE JOB ASSIGNMENT
ASSIGN INMATE FROM A WAITING LIST

POSITION NBR ▓▓▓▓▓▓▓   WAIT LIST CODE/TITLE ▓▓▓ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
JOB TITLE _____   ASSIGN DATE ▓▓▓▓▓▓▓▓
LOCATION __ _____   IWTIP CODE __
DOT CODE/SEQ _____ ____ ___   PAY GRADE ___
WORK HOURS ____ ____ ____   MAX CUSTODY ___
REG DAYS OFF __ __ __ __ __ __   RES/REQ ____ ____ ____
JOB STATUS ___
TOTAL ASSIGNED ___ QUOTA ___ WHI ___ BLA ___ AMI ___ HIS ___ OTH ___
       CDC   LAST   WK CUST CUST WORK
SEL NUMBER NAME   PRI   DATE   ETH   GP LEVL SUFX QUALIFIERS HOUSING

ENTER POSITION NUMBER AND WAIT LIST CODE/TITLE THEN DEPRESS F1

DISPLAY JOB/WL						ASSIGN MENU	MAIN MENU

ASSIGN INMATE FROM A CATEGORY

The operator can select one of the four categories of vacant jobs to assign inmates:
(1) Location; (2) IWTIP Code; (3) Job Status; and (4) DOT Code. Select one of the
functions by entering the requested code.

REASSIGN INMATE (JOB MISTAKENLY TERMINATED)

To reassign an inmate that was mistakenly terminated from a job, enter the inmate's
CDC number and the position number of the job in the corresponding entry fields.
Selecting the appropriate function key will display the inmates offender information
under *"Inmate Profile"* and the job information under *"Job Profile"*. The system
prompts for confirmation of the job reassignment.

UNASSIGN INMATE (NORMAL TERMINATION OF JOB)

Entering the inmate's CDC number, the position number of the job, and the assignment end date will unassign the inmate from their job. The system will prompt the operator for confirmation of the unassignment.

```
                        CALIFORNIA SAMPLE INSTITUTION
                          INMATE JOB ASSIGNMENT
                             UNASSIGN INMATE


     CDC NUMBER  ▓▓▓▓▓    (Enter new work status if other than "UN"assign) UN▓▓▓
        POSITION NUMBER ▓▓▓▓▓                              ASSIGN END DATE▓▓▓▓▓▓▓

     ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●● INMATE PROFILE ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
     INMATE NAME_____     CUSTODY LEVEL_____
     CELL/BED    _____           CUSTODY SUFFIX_____
     ETHNIC CODE _____                              WORK QUALIFIER____  ____  ____
     WRK/PRV GRP ___ /___                           ADMIN CODES    ___ ___ ___ ___ ___
     BIRTH DATE  _____                         WORK STATUS    ___  WL CNT ___
     ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●● JOB PROFILE ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
     POSITION NUMBER          _____  INST. TITLE    _____
     DOT CODE/SEQ/TITLE   ___ _ ____ ___                 _____
     LOCATION CODE/NAME   _____                          _____
     MAXIMUM CUSTODY      _____          IWTIP CODE ___
     RES/REQ CODE         _____ _____ ____  JOB STATUS _____
     PAY GRADE            ____           JOB HOURS ____ ____
     REGULAR DAYS OFF     ___ ___ ___ ___ ___ ___       ____  ____
     CURRENT JOB STATUS   ___ _____

     ENTER CDC NUMBER THEN   DEPRESS F1 TO DISPLAY DATA
     ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐   ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐
     │RETRIEVE│ │        │ │        │ │        │   │        │ │        │ │ ASSIGN │ │  MAIN  │
     │CDC/JOB │ │        │ │        │ │        │   │        │ │        │ │  MENU  │ │  MENU  │
     └────────┘ └────────┘ └────────┘ └────────┘   └────────┘ └────────┘ └────────┘ └────────┘
```

VOID ASSIGNMENT (INMATE ASSIGNED THE WRONG JOB)

Using this function will cancel the inmate's job assignment.

CHANGE ASSIGNMENT DATE

Changes to the beginning or ending assignment date can be made using this function. The beginning date can be changed only if the inmate is currently assigned to the job. The ending date can only be changed if the inmate was the last one assigned to the job.

WAITING LIST MAINTENANCE

The Waiting List Maintenance function allows lists of inmates waiting for jobs to be maintained. The selections are listed below.

> 1 - CREATE WAITING LIST
> 2 - DELETE WAITING LIST
> 3 - ADD INMATES TO WAITING LIST
> 4 - REMOVE INMATES FROM WAITING LIST
> 5 - CHANGE HIRING PRIORITY/PLACEMENT DATE
> 6 - WAITING LIST INQUIRY
> 7 - CHANGE SPECIAL SKILL DESCRIPTION
> 8 - REMOVE INMATE FROM ALL WAITING LISTS

CREATE WAITING LIST - Select option 1 and enter a Waiting List code (up to 4 characters) and a Waiting List title. A Special Skills code and Special Skills title can be entered if desired.

DELETE WAITING LIST - Select option 2 and enter either the Waiting List code or title. A list of inmates will display on the screen. To delete the waiting list, select the appropriate function key.

ADD INMATES TO WAITING LIST - Select option 3 and enter the Wait List code or title, then select the appropriate function key. To add to the Wait List, select the

function key and enter the CDC number, priority number and placement date for each inmate to be added.

REMOVE INMATES FROM WAITING LIST - Select option 4 and enter either the Waiting List code or title. A list of inmates will display to the screen. Place an "X" next to each inmate to be removed from the list.

CHANGE HIRING PRIORITY/PLACEMENT DATE - Select option 5 and enter the Waiting List code or title. Tab to the desired fields and make changes. Use the selected function keys at the bottom of screen to enter changes.

WAITING LIST INQUIRY - This function allows the inmates from a selected waiting list to be viewed. Select option 6 and enter the Waiting List code or title.

CHANGE SPECIAL SKILL DESCRIPTION - The Special Skills title can be updated when selecting option 7.

REMOVE INMATE FROM ALL WAITING LISTS - Select option 8 and enter in the inmate's CDC number to display Wait List. This displays the Wait List code, Wait List Title, Hiring Priority and Placement Date for each wait list the inmate is on.

ON-LINE INQUIRY

The On-Line Inquiry function allows Inmate Job Assignment System information to be listed to a terminal. Through this function the system operator can view information on inmates current assignments, assignment history, location assignments, waiting lists by inmate, location codes, and wait list codes. Assignment history can also be requested from Central Office.

F1 - INMATE CURRENT ASSIGNMENTS
F2 - ON-LINE INMATE ASSIGNMENT HISTORY
F3 - ASSIGNMENT HISTORY FROM ARCHIVE
F4 - LOCATION ASSIGNMENT INQUIRY
F5 - WAITING LIST BY INMATE
F6 - DISPLAY LOCATION CODES
F7 - DISPLAY WAIT LIST CODES

INMATE CURRENT ASSIGNMENTS - Entering the inmate's CDC number or the inmate's last name will display the inmate's current job assignments.

```
                    CALIFORNIA SAMPLE INSTITUTION
                       INMATE JOB ASSIGNMENT
                    CURRENT INMATE JOB ASSIGNMENTS

    CDC NUMBER  ▓▓▓ NAME ▓▓▓▓▓▓▓▓▓ WK/PRIV GROUP ___
    WORK STATUS  _____ WORK QUALIFIERS _ _ _   ARRIVAL DATE  _____
    CUST LEVEL   _____ ETHNIC CODE ____        ADMIN DET  __ __ __ __ __
    CUST SUFX    _____ BIRTHDATE _____       CELL BED  _____
    ************************ CURRENT JOB ASSIGNMENTS ************************

        TITLE      _____          POSITION NBR  _____
        LOCATION   ___ _____        DOT CODE/SEQ  _____ ___
        STATUS     ___ RDO __ __ __ __ __  PAY GRADE  __
        WK HRS     ___ ___ ___            ASSIGN  _____
        RES/REQ    ___ ___ ___            PHONE  ____

        TITLE      _____          POSITION NBR  _____
        LOCATION   ___ _____        DOT CODE/SEQ  _____ ___
        STATUS     ___ RDO __ __ __ __ __  PAY GRADE  __
        WK HRS     ___ ___ ___            ASSIGN DATE  _____
        RES/REQ    ___ ___ ___            PHONE  ____

  ENTER CDC NUMBER OR LAST NAME; DEPRESS F1 FOR CURRENT JOB ASSIGNMENT

  INMATE    SEARCH                    PRINT                RETURN
  INQUIRY   ALL FAC                   SCREEN               TO PREV
```

ON-LINE INMATE ASSIGNMENT HISTORY - The inmate's past job assignments are displayed when using this function. Current job information is displayed first.

```
                          CALIFORNIA SAMPLE INSTITUTION
                              INMATE JOB ASSIGNMENT
                            INMATE ASSIGNMENT HISTORY


         CDC NUMBER  ▓▓▓▓▓ NAME  ──────────────

         TITLE       ──────────────────────    POSITION NBR   ───────
         LOCATION    ─── ──────── ─── ─── ───   DOT CODE/SEQ   ─────────── ───
         STATUS      ──── RDO ── ── ── ── ──     PAY GRADE      ───
         WK HRS      ──── ───── ─────          BEG/END DATE   ───────────

         TITLE       ──────────────────────    POSITION NBR   ───────
         LOCATION    ─── ──────────────────     DOT CODE/SEQ   ─────────── ───
         STATUS      ──── RDO ── ── ── ──        PAY GRADE      ───
         WK HRS      ──── ────── ─────         BEG/END DATE   ───────────

         TITLE       ──────────────────────    POSITION NBR   ───────
         LOCATION    ─── ──────────────────     DOT CODE/SEQ   ─────────── ───
         STATUS      ──── RDO ── ── ── ──        PAY GRADE      ───
         WK HRS      ──── ────── ─────         BEG/END DATE   ───────────


   ENTER CDC NUMBER  DEPRESS F1 TO DISPLAY DATA
  ┌────────┐┌──────┐┌──────┐┌──────┐     ┌──────┐┌──────┐┌──────┐┌──────┐
  │DISPLAY ││      ││      ││      │     │PRINT ││      ││INQUIRY││MAIN  │
  │ JOB    ││      ││      ││      │     │SCREEN││      ││MENU   ││MENU  │
  └────────┘└──────┘└──────┘└──────┘     └──────┘└──────┘└──────┘└──────┘
```

ASSIGNMENT HISTORY FROM ARCHIVE - This is a hard copy report that is produced from Central Office to show an inmate's archived job assignment history. Please notify the Inmate Job Assignment Project Team at Central Office when archived data is needed.

LOCATION ASSIGNMENT INQUIRY - Enter the location code to display the job assignment information. The job assignment information displayed includes the job quota, jobs currently assigned, jobs vacant, and job ethnic distribution for the location.

```
                        CALIFORNIA SAMPLE INSTITUTION
                          INMATE JOB ASSIGNMENT
                        LOCATION ASSIGNMENT INQUIRY


        LOCATION: ░░░░░░░░          QUOTA      ASSIGNED            VACANT
        ETHNIC DISTRIBUTION:   WHI     BLA      MEX      AMI     OTH

        CDC NO    INMATE LAST NAME              POSITION   ETHNIC  CELL/BED NUMBER
        ── ── ── ── ── ── ── ──  ── ── ──       ── ── ── ── ── ── ── ── ── ── ──
```

ENTER LOCATION CODE THEN DEPRESS F1 TO DISPLAY DATA

| LOCATION ASSIGNS | | | | | | | INQUIRY MENU | MAIN MENU |

WAITING LIST BY INMATE - This function displays all waiting lists on which a selected inmate is found.

DISPLAY LOCATION CODES - No field entry is required for this screen. Select one of the appropriate function keys to display the location code.

DISPLAY WAIT LIST CODES - All Waiting List codes and descriptions are displayed when selecting the appropriate function key.

REPORTS

There are 11 reports available to print a hard copy report.

1. ASSIGNMENT ROSTER/DICTIONARY
2. WORK/TRAINING ASSIGNMENT STATUS SUMMARY
3. 101 TRACKING REPORT
4. VACANT POSITIONS
5. LOCATION ASSIGNMENTS REPORT
6. DAILY ACTIVITY REPORT
7. WAITING LIST REPORT
8. SPECIAL SKILLS WAITING LIST REPORT
9. VACANT ASSIGNMENTS SUMMARY
10. MISCELLANEOUS CODE LISTING
11. INMATE LOCATOR REPORT

ASSIGNMENT ROSTER/DICTIONARY - This report lists all jobs in a facility sorted by DOT Sequence Number within DOT code within IWTIP code. The job status for each position, the CDC number and inmate last name for each assigned position, totals for assigned and unassigned positions sorted by IWTIP code, and totals for the entire facility are also listed.

WORK/TRAINING ASSIGNMENTS STATUS SUMMARY - A status summary of all job assignments in a facility are listed. The job assignments are sorted by location. Each location has a list of DOT codes. Along with the DOT codes are the number of inmates assigned full or half-time jobs and the number of jobs (full or half-time) that are vacant.

101 TRACKING REPORT - This report lists all inmates in job assignments requiring work supervisor reports (CDC 101). Inmates requiring 30 day and

quarterly reports are also shown.

VACANT POSITIONS - All vacant job positions within a facility are printed on this report. Depending upon the selection entered on the Vacant Positions Report Menu, vacant positions can be sorted by IWTIP Codes, Location Codes, DOT Title, or Job Status.

LOCATION ASSIGNMENTS REPORT - Assignment information for individual locations or for all locations, are listed on this report.

DAILY ACTIVITY REPORT - This report lists all inmate job assignment activity for a selected date and time (If no time is specified, the report will automatically print for the entire day).

WAITING LIST REPORT - Information for individual waiting list or for all waiting lists can be produced from this option.

SPECIAL SKILLS WAITING LIST REPORT - All Special Skills waiting list can be selected from this report.

VACANT ASSIGNMENTS SUMMARY - Vacant jobs within a facility are selected from this report. This information includes summary totals sorted by custody level within location, within DOT code, and the number of vacant positions. A vacancy total for the facility is also listed.

MISCELLANEOUS CODE LISTING - A list of all Miscellaneous Codes and their descriptions, Custody Level, IWTIP, Job Status, Pay Grades, Regular Days Off, Restriction/Requirement, Work Status Codes can be printed from this option.

INMATE LOCATOR REPORT - Information included on this report for all inmates are: Name, CDC Number, Housing Unit, Custody Level, Ethnicity Code,

Age, Work Group, Privilege Group, Position Number(s) and Location(s), Regular Days Off, Assignment Begin Date, and Position start and end times. Facility totals for inmates with jobs, inmates without jobs, and the sum of the two are included. The report is sorted by inmate name (Last, First, Middle).

OFFENDER MAINTENANCE

WORK STATUS UPDATE - The Offender Maintenance function allows an inmate's work status and work qualifiers to be updated. These are the only fields that can be changed through this function, though other information can be viewed. Enter the inmate's CDC number and last name to display the offender's current job assignment information. Select the valid function key to confirm or clear the changes to the system.

CLEARANCE DATES - This allows the assignment office to maintain beginning and ending dates for clearances on the DDPS. A *"clearance"* is defined as any valid requirement code accepted as an inmate work qualifier on the Offender Maintenance/ Work Status Update screen. To run this option the system operator will select the Offender Maintenance function from the Main Menu and press the valid function key for *"Clearance Dates"*. You may add, delete, or lookup clearance dates for an inmate. For detailed information please refer to the *Inmate Job Assignment User Manual*.

SUPER QUERY

From the Main Menu screen you can select the Super Query function by pressing the enter key. This menu provides the system operator to retrieve data that includes current offender information, history, trust accounts, and special reports that can be printed.

SUPER QUERY MAIN MENU

F1 INMATE ROSTER
F2 INMATE TRUST
F3 REPORTS

INMATE ROSTER - Enter only one of the following items: CDC Number, Last Name or Bed Number. Select a valid function key and the offender information will display to the screen.

Current offender information is displayed for viewing only. The system operator can select a valid function key to view history information that was entered previously. Another function key will allow the system operator to print the data.

INMATE TRUST - Enter the account number (CDC number) and press enter to display the Trust Account.

All account information will display to the screen. Entering additional information and selecting the appropriate function key will display Account Transactions, Departures and Forwarding Information, and Account Holds.

REPORTS - Described below are 7 report menus with specialized information available to the institutions. In each menu selection additional copies can be printed when the report selection has been made to a requested printer. Multiple facilities will have to select the institution code for their area.

INMATE ASSIGNMENT MAIN REPORT MENU

1. ORIGINAL SUPER QUERY REPORT MENU
2. ORIGINAL REPORT MENU

> 3. CUSTOM REPORT MENU
> 4. NEWS FROM CENTRAL OFFICE
> 5. NEW REPORT MENU
> 6. AD HOC REPORT MENU
> 7. UTILITY PROGRAM MENU

Entering a selection number 1 through 7 will display the requested report menu. A description of the report menus are listed below.

ORIGINAL SUPER QUERY REPORT MENU - Reports with specific information for the different assignment offices throughout the state, are developed and stored in this menu. Not all institutions have the same reports requested in this menu selection.

ORIGINAL REPORT MENU - Reports that are currently accessed from the Main Menu (F6 Report Menu) within the Job Assignment program will eventually be moved to this menu.

CUSTOM REPORT MENU - These reports are for audit purposes or for detailed information regarding an institution. Reports located in this menu are: Daily Movement Sheet, Assignment Ducat, Job Total Summary, Unassigned Inmates, and the Inmate Work/Training Assignments Monthly Report.

NEWS FROM CENTRAL OFFICE - This program will provide information on changes and newly developed programs to the system through a newsletter. Newsfiles will be listed and made available to display to the terminal or can be printed to a requested printer. Additional copies to print can also be requested.

NEW REPORT MENU - Newly developed reports such as: Ethnicity Balance by Location Code, Waiting List with Clearance Dates, Inmates with Clearance Dates, Inmate Assignment Section of the Warden's Report, Inmates with "HAF" Work

Status, Positions for a Specific Location and a DMS Report are located within this menu.

AD HOC REPORT MENU - This menu file will contain reports specifically written for an institution.

UTILITY PROGRAM MENU - Programs such as Batch Position Adder, Location Code and all its positions, and Ethnicity Count Update/Report that access the computer for long periods of time will be located in the Utility Program Menu. Refer to the *Inmate Job Assignment User Manual* for detailed information to use reports and programs.

CHAPTER 5
GETTING HELP

This brochure provides quick reference information for the system operator. If more detailed information is needed, the system operator can refer to the *Inmate Job Assignment User Manual* on the Inmate Job Assignment Application. For Assistance regarding training classes, problem solving or questions, contact your DDPS Coordinator at your institution. If additional assistance is needed, contact the User Support Help-Line (916) 322-6131 at Central Office.