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EXECUTIVE INFORMATION SERVICES, INC.

**JMS TASK CONFIGURATION NOTES**

**SEPTEMBER, 2017**

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## JMS Configuration Notes

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## Executive Information Services, Inc. Public Safety Software

### JMS Task Configuration Notes September 2017

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This document describes the general usage and configuration options related to the JMS automated Task Tracking capabilities, and is intended to assist the agency in identifying configuration options that may best suit the agency's needs. The document is arranged by major topics, and includes descriptions of features and capabilities that have been included in current release(s) of the product. Note that the EIS systems are highly configurable and actual appearance and functionality within your agency may vary slightly from the descriptions given herein. References to new capabilities are provided in this document as a quick overview of the components basic capabilities, not a complete description of the component. If additional information is required please contact EIS support.

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## EIS TASK CONFIGURATION PROCESS

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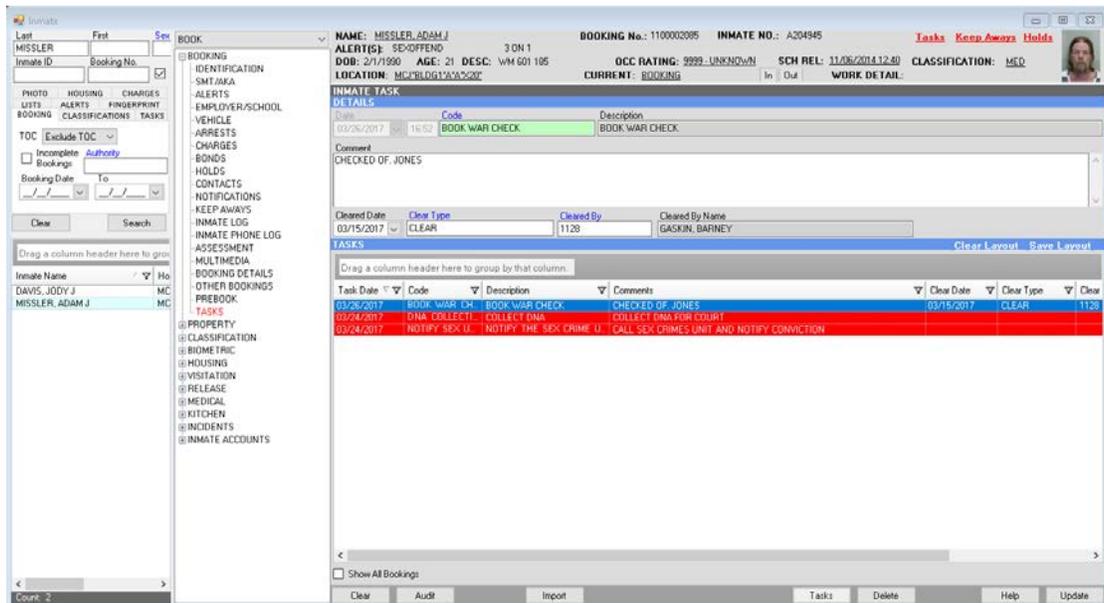
### JMS Task Function Overview

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JMS provides a function that allows the agency to define specific actions in the system that may not be actions currently tracked or managed within the context of the JMS referred to as Tasks. Tasks provide for the specific tracking and management of activities required by the agency as part of the inmate's custody. Tasks can be associated with any of the major operational aspects of the jail (booking, housing, release, etc.) and can be either automatically or manually activated based on specific offenses, housing location assignments, disciplinary actions, release & intake processing, and more.

The JMS system allows for an unlimited number of agency defined tasks to be associated with any inmate, at any part of the inmate's incarceration. Typically, tasks are associated with an internal process and are intended to ensure jail staff complete specific functions related to any inmate. Tasks are bound to the inmate's record and published to the inmates record and related dashboard(s) within the JMS. Tasks are used within:

1. **Booking Process Tasks** – Set of activities required to complete a booking as defined by the agency.
2. **Housing Management Tasks** - Set of activities as part of the inmate's custody to be managed by Jail staff.
3. **Release Processing Tasks** - Set of activities required to complete a release process as defined by the agency.



Tasks can be both automatically created and manually added as deemed necessary by the agency. Automatic tasks can be associated with multiple actions within the jail, including:

- **Specific JMS Process** – Automated tasks can be generated on each booking that create a set of requirements for jail staff to complete during the custody of the inmate. These requirements can be associated with the completion of the booking record, specific tasks related to the inmate’s custody, and a set of checks and tasks required as part of the release process.
- **Offenses as Part of the Arrest** - Automated tasks can be generated on each or any charge associated with the inmate’s custody. Since specific charges may require additional processing for the inmate, automated task can be bound to any arrest charge. If an associated charge is added to the inmate’s record, the system will alert the officer and add the additional tasks to the inmate’s task queue, and activate the release control as required as part of the release process. For example, and inmate with a specific set of Sex Offenses, may require jail staff to add the inmate to the Sex Offender Registry or collect a DNA sample.
- **Housing Location Assignment** - Automated tasks can be generated on any jail location associated with the inmate’s custody. Since specific jail locations may indicate specific issues with the inmate or require additional processing, automated task reminders can be bound to any defined jail housing location. For example, and inmate housed in the Administrative Segregation Unit may require additional classification activities, or administrative review (maybe due to a fight in general population or protective custody).
- **Cautions, Alerts or Holds** - Automated tasks can be generated on any special Inmate indicator within the system. Since specific Cautions and Alerts may require additional processing for the inmate, automated tasks can be bound to any standard

flag. If an associated alert is added to the inmate’s record, the system will notify the officer and add the additional tasks to the inmate’s task queue, and activate a release control as required as part of the release process. For example, an inmate with limited mobility, may require jail staff to have additional medical review of the inmate.

- **Classification Results** - Automated tasks can be generated on any classification results/assignments within the system. Since specific classification and housing ratings may require additional processing for the inmate, automated task can be bound to any standard classification or rating result within the system. For example, and inmate with a max security rating, may require jail staff to have additional classification review prior to physically housing the inmate.

A jail task can be triggered by any of the described activities, and immediately notify the user that new activities will be incorporated into the inmate’s workflow. For example, Alert assignment can trigger “Auto-Tasking” within the JMS, requiring additional activities related to the inmate.



## JMS Task Configuration

JMS task items are constructed as a standard code value in the JMS table reference data management tool, in the “INMATE-TASK-CODE” table. The base table maintains the standard code values displayed in the task assignment form. The agency may construct any number of tasks to suit their particular operational preferences.

### Task Templates

Multiple tasks can be combined to create a Task Template, which allows multiple tasks to be initiated as part of a single event. An unlimited number of tasks can be added to a template through the “Task Template Maintenance” tool provided under the JMS system maintenance menu. Tasks to be used as part of a template must be added to the “INMATE-TASK-CODE” table prior to use within a template.

