

# M&M Micro Systems Inc.

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Dear Valued Customer,






Enclosed is a SOMS for Windows® upgrade Version 4.000. This is a significant upgrade and will take a bit longer than prior upgrades. Since there are database changes, it is extremely important to have a backup and contact our office for assistance in performing the upgrade.

Your SOMS Administrator will need to perform a setup utility on every workstation within the network. Our technical support staff will explain the procedure. Errors will occur if this utility is not performed. The upgrade needs to be started as early in the day as possible and should not be performed on a weekend.

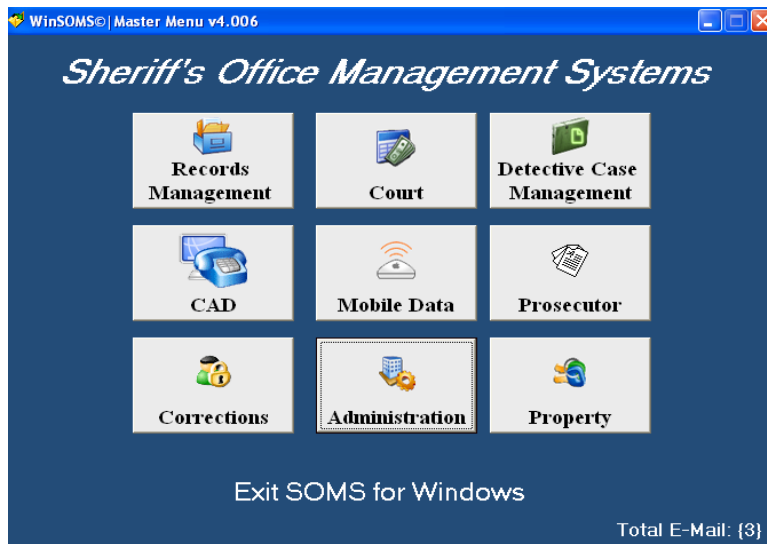
Many customers have found it beneficial to receive "OSS - Onsite Simulation Service" from Martin. We would be delighted to schedule a time for Martin to work with you and review product features and training. This is available by appointment (please call Allison) and can be beneficial for new officers or a highlight of the current software features. The typical OSS with Martin is to review the particular module that you desire and answer any questions. If your agency has an active Annual Software Support Agreement, there is no cost for the OSS. SOMS for Windows® is a comprehensive product and can meet your needs. The OSS allows you to ask questions, express concerns and receive general training. It is an exceptional resource - please call (888) 644-5786 extension 101 if you would like to work with Martin.

This program has been extremely successful in beta testing and the customer feedback has been excellent.

Take a moment to find out how SOMS for Windows® can assist your agency with the following:

-  TRIS Tennessee Project - Tennessee Regional Information Sharing
-  DNA Sample Collection
-  Document Imaging
-  Custom Forms With Your Agency Logo
-  TraCS Interface

## SOMS for Windows® Version 4.000 Main Menu



## SOMS for Windows® Version 4.000 Corrections Menu



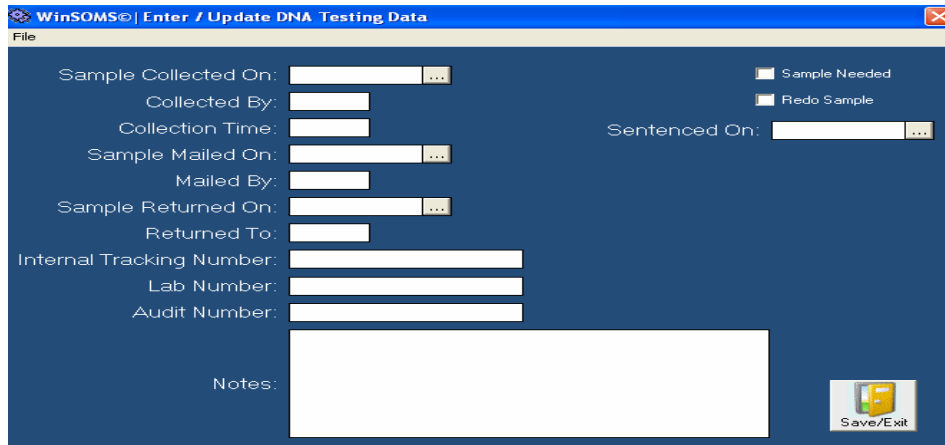
## DNA Sample

Effective 01/01/08, there were changes in the Tennessee state mandate regarding DNA Sample collections. The state mandate has been changed to require DNA samples based on statute codes rather than the prior mandate of only convicted felons.

SOMS for Windows® has settings that can assist your agency in verifying that DNA Samples have been taken on inmates. Contact our office at (888) 644-5786 for assistance with the INI settings. In addition, you will need to set up the statute codes (refer to list published by the state of Tennessee) for evaluation.

Go To:  
Statute Codes  
Maintain Files  
DNA Sample "Yes"

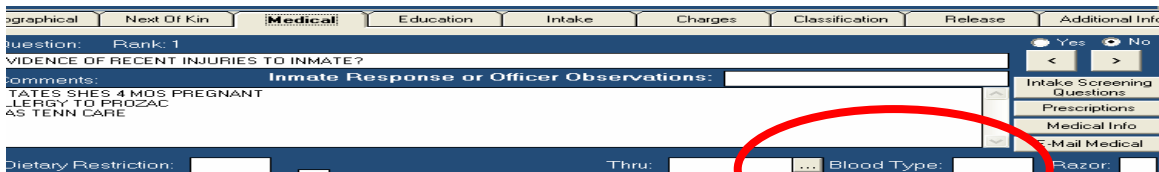
If the INI settings are activated, SOMS for Windows® will not allow the inmate to be released unless there is a sample date taken on their record. Remember, this is based only on the statute codes that require the DNA Sample.



The screenshot shows a software window titled "WinSOMS | Enter / Update DNA Testing Data". The window contains several input fields for DNA testing data, including "Sample Collected On:", "Collected By:", "Collection Time:", "Sample Mailed On:", "Mailed By:", "Sample Returned On:", "Returned To:", "Internal Tracking Number:", "Lab Number:", and "Audit Number:". There are also checkboxes for "Sample Needed" and "Redo Sample", and a "Sentenced On:" field. A "Notes:" text area is located at the bottom left, and a "Save/Exit" button is at the bottom right.

## Blood Type

Under Corrections Medical Tab, a field has been added to track Blood Type. This is 4 characters.



The screenshot shows the "Medical" tab in the WinSOMS application. The "Blood Type" field is highlighted with a red circle. The field is located at the bottom of the window, next to the "Razor:" field. The "Blood Type" field is currently empty.

### Bracelet Color Based On Classification

Added ability to print Inmate Name based on Classification colors (for Clincher Bracelets). Only the inmate name prints in color to aid officers in quickly viewing inmate classification. Shown below are colors that are used:

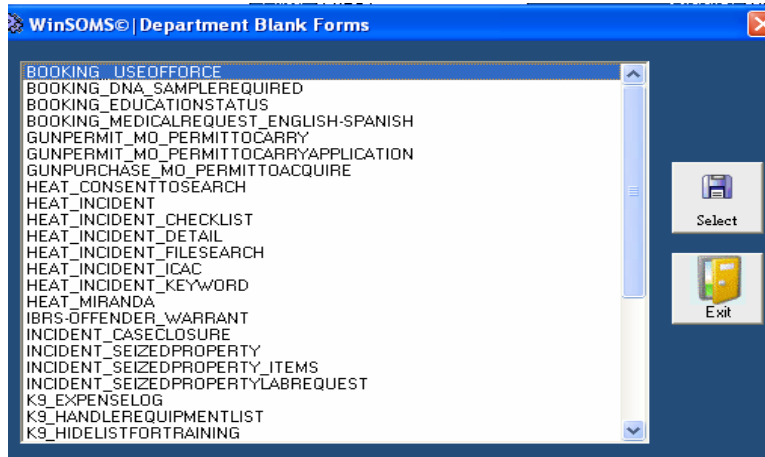
- Green - Misdemeanor County
- Red - Felony County
- Purple - State
- Black - INS
- Blue - Federal
- Pink - Default

### Reporting:

Under Corrections, Reporting, Average Population Stats  
Report\_JailAverageStats\_1 added breakdown of male and female

Under Corrections, Booking, Reports, Photo Intake Report, included the Case/OCA#.

Under Corrections, Booking, Reports, Department Forms,  
Booking\_EducationStatus (Inmate Education Form)



### Number of People Booked on DUI Charge:

Based on Public Information/Open Records Law, a report has been added to include all persons booked in jail on DUI charges based on date range. Note: it is important that you review the law and your internal policy for distribution of this information. Many newspapers request this information for yearly updates. The report is available under Corrections, Reporting, DUI History Report. Information includes:

Name  
Address  
Date of Birth (or age if available)  
Race and Nationality  
US Citizen Status. if not a citizen, whether person was in the country  
legally (if known)  
Date Booked  
Inmate Number issued at time of booking  
Charges, including non DUI  
Location of incident that led to charges  
Was individual booked into jail previously? If yes, list the times and charges  
Length of time in jail  
Was individual bonded out? if yes, how much was the bond  
Final disposition of the case, if known

#### **Press Release**

Can be printed in alphabetical order

#### **Fingerprint Disposition Card (Green)**

Rev 08/31/1999 added the charge disposition for each charge but only as much that will fit and in small font

#### **Document Imaging**

Requires setup for file storage. Users can attach unlimited documents and unlimited scans to record. Document Imaging is beneficial for everyone within your agency but especially useful for case management. Specific uses include: Accident reports, Booking Inmate Medical History Records, Employee Records (Pre-Employment), Training Certificates, Sex Offenders and any documentation from other agencies. Document imaging is gray scale only. Document Imaging and PDF Processing does not have to be expensive. Contact us for assistance with setup.

Using Case Management, user has the ability to export all digital case files ie crime scene photos, document imaging, attached Word, PDF or Transcripts etc to a single folder for creation of CD.

#### **PDF Processing**

Requires setup for file storage. Users can attach unlimited documents and unlimited scans to record. PDF processing is beneficial for everyone within your agency but especially useful for case management. Specific uses include: Accident reports, Booking Inmate Medical History Records, Employee Records (Pre-Employment), Training Certificates, Sex Offenders and any documentation from other agencies. Users have the ability to manage single multi-page documents for cases. There is one single pdf file for records and the user has the ability to move and print pages in COLOR. Document Imaging and PDF Processing does not have to be expensive. Contact us for assistance with setup.

### Tennessee Regional Information Sharing TRIS Project

This project is coming soon! The TBI/Homeland Security has been in contact with some agencies regarding the sharing of information (Incidents and Warrants) to a central repository. Two SOMS for Windows® sites have been submitting data since August 2007 and we are waiting on final word for customer wide release. Information from Incidents and Warrants will be uploaded via the internet to the central repository for data analysis ie keyword searches. Upon confirmation, we will contact you for setup and upload of history data.

### ROCIC Regional Organized Crime Information Center

This is an external utility that can be run minimized to export yesterday and today's booking information. The information is sent to a central database for analysis of crime activities.

### Custom Forms/Logo

Your agency can provide clean copies of custom forms and logos for implementation into SOMS. We prefer not to add hundreds of custom reports but if there are specific reports that are completed manually, contact us. We can implement them into SOMS for Windows® to aid in data processing. If you submit a logo, it should be jpg.

All forms are included in each SOMS for Windows® upgrade. It is possible exclude other agency forms from the menu.

### Alias Search

Under Corrections, Booking, Lookup. A new search has been added for alias. This will display everyone that has the matching alias.

Alias information must be entered under Corrections, Booking, Topics, Jacket Information, Alias

The screenshot shows the WinSOMS Jail Booking v4.019 application window. The menu bar includes: Lookup, Advanced Search, Reports, Help, Images, Maintain Files, Topics, Charges, Property, Shift Notes, Day Calculator. The main form is titled "General" and contains the following fields:

Booking ID:	2005005107	Jacket #:	59559
First:	CAREY	Middle:	RENA
Alias:	RC	Address:	1812 MAGGIE ST
City:	MARYVILLE	State:	TN
Zip:	37803	Home Phone:	(865) 983-8643
Intake Date:	08/05/2005	Intake Time:	18:55
Commissary Balance:	\$0.03	Release Date:	
Release Time:		Med/Fine Balance:	\$0.00
Net Balance:	\$0.03		

At the bottom of the form, there are several tabs: Biographical, Next Of Kin, Medical, Education, Intake, Charges, Classification, Release, and Additional Info.

### **Evidence Bar Code Scanner/Printer**

SOMS for Windows® is compatible with M2000 Keyboard Wedge Scanner and the Zebra LP2844 Printer. This bar code scanner/printer is most commonly used in Evidence Processing and is a keyboard scanner (must be attached to a computer). This is not a portable solution ie data collector. The data is initially entered into SOMS and assigned a case number. The bar code label can be generated and scanned for activity processing ie inventory or disposition.

### **Judicial Commissioners Custom Forms**

We have worked with several judicial commissioners to include custom forms within SOMS for Windows®. Based on the information entered within SOMS for Windows®, the forms are populated and available for printing.

The judicial commissioners can find it beneficial to be connected to your network for data processing and review.

### **TraCS**

Under SOMS for Windows® Version 3.000, an interface was implemented to the TraCS (Accident) program. This has been enhanced in Version 4.000 to include additional information.

The Accident information is entered into the TraCS program and then imported into SOMS for Windows®. Using a combination of both programs, your agency can generate the diagram and quickly produce statistical information.

The Accident information is entered into the TraCS and then imported into SOMS for Windows® under Accidents Topics. The user can Import Property, TIFF diagrams and search for scanned TIFF images (method to re-do information that has already been imported). In addition, you can export document images ie photos. Your agency (SOMS) accident types MUST match TraCS 0, 1, 2, 3 (5 used in SOMS for private property). If your agency is just beginning to use TraCS, you must use a SQL statement to stabilize the history ACMaster data then change the Accident popup list to match.

### **Internet Email**

SOMS email can be linked to internet email for outside "beyond SOMS" usage ie mobile device. The outbound email works only with Outlook Express and will send to the outside email shown on Employee Records for active non-terminated officers.

## Commissary Extracts

The Keefe and Swanson Commissary Extracts are not new features; however, they have been recently enhanced. SOMS for Windows® generates a file on the network that includes pre-determined information (as outlined by each vendor). This information is the basic biographical information and current cell location. The commissary company picks up the information to reduce duplicate data entry. No orders or balances are sent and can be sent based on either the social security number or the jacket number.

## Accidents

Added Search option for Officer ID

TraCS Interface has been enhanced. In Version 3.000, there was an interface between the TraCS program and SOMS for Windows®. If used together, your agency can generate the diagram and maintain statistical data on Accidents without duplicate data entry. Under Records Management, Accidents, Topics, there are options for Importing TraCS information.

WinSOMS® | Accident Reports v4.006

File Lookup Reports Topics Images Maintain Help Narratives People Involved

1. Master Name (Vehicle1)  
2. Master Name (Vehicle2)  
3. Master Name (Vehicle3)  
4. Master Name (Vehicle4)  
Import Tracs Accident Reports  
Import Tracs Private Property  
Search for Scanned Tracs TIFF File  
Export Accident Case (current record)  
Re-Sync Tracs Data  
Export Accident Case Images (Current Search)

Case Number: 0  
Private Property: [checkbox]  
No. of Vehicles: 1  
Pedestrian: N  
Accident Time: 1

Ref #: 3710260 Zone: C1  
Department: BCSO SubDivision: [checkbox]  
Fatality: N No. of Fatalities: 0  
Total Uninjured: 1 Accident Type: PRD  
Officer ID: 4603 Badge #: 351

Vehicle 1 Vehicle 2 Vehicle 3 Vehicle 4 Factors

Vehicle Year: 1989 Make: TOYOTA Model: TRUCK

## Certified Alcohol Cards

Added information to track people who are certified to service or sell alcohol. Information includes:

Certification Number  
Name  
Date of Birth  
Social Security Number  
Address  
Phone Number  
Work Place

Work Address  
Work Phone Number  
Date of Certification  
Certification Expires Date  
Narrative  
Fees Paid Yes/No

### Citations

Added Search option for Officer ID

### Complaint Cards

Added ability to include officer name on the Report\_TrafficStopStats

CAD Enhanced for dispatch of Fire Units.

### Extradition

Extradition To Do List (List\_SoTrans) updated print options by pickup dates and alphabetical order

### Fines & Cost

Added ability to print statement per victim by date range

Added search option for "State" on the "Open Fine Statement"

Added "Other" column on Cleared Bonds Report Report\_ClearedBonds and included in the "Total" column value

### Incidents

Added ability to display all charges for all offenders on incidents

Added Hispanic to incident report for Victim, Offender, Complainant, Witness. The following will print:

H = Yes

N = No

U = Unk

Enhanced Domestic Violence tracking ie how related beyond IBRS. Domestic Violence=Yes and DV Code popup database.

Incidents, Property, Narrative added ability to maintain extra comments about the item ie location.

Incidents, Property has ability to maintain property that has no connection to the UCR. This was possible in Version 3.000 and is available in Version 4.000. If you have a Property Loss Type=0, it is possible to maintain property that has no connection to the UCR. If you do not have a Property Loss Type=0, contact us for an updated IBRS code table.

Modified Administrative IBRS check for public option that would exclude DOB and SSN information and include officer name. Some agencies use this for news media distribution.

## Warrants

Ability to search and print civil or criminal warrants by court date

Added ability to print three of the warrant reports grouped by Street/Road + Last, First Name. Customer will need to select the report (Ex: Simple - Last, First, Case) and the GROUP BY STREET check box beside it. If you check the box the system will evaluate the address and add Street/Road to the report and create a report

Grouped By Street / Road (best effort on breaking out the street) then sorted by Name under that. Added a new check box (lower right) of the warrant list report screen "Exclude NCIC Entered Warrants". If checked, any warrant that has a ACIC/NCIC Entered Date (second tab on the warrant ) will be excluded from report.

As a super user you will need to one time after the upgrade

Login

Records

Warrants

File

Select -- Break Out Address Line

Select Active ONLY (CLICK NO) to do all warrants

We have also added a Lookup for Street/Road

By default it will look partial left to right Ex: HIGH PAR will get HIGH PARK CIRCLE, HIGH PARK VALLEY ROAD etc

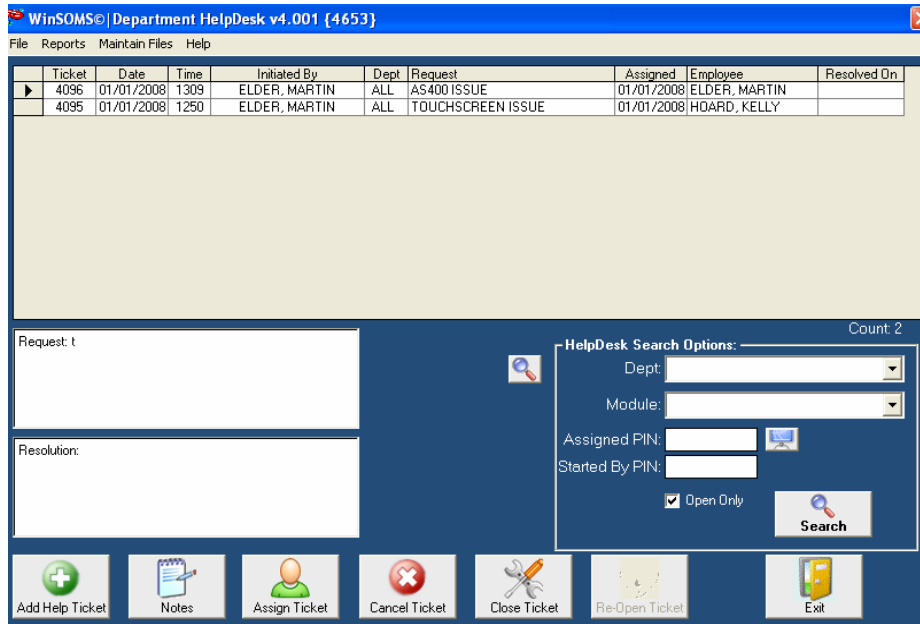
If you check the "PARTIAL MATCH" check box in the bottom right it will look thru the line for matches

Ex: BROADWAY will get W BROADWAY, BROADWAY, WEST BROADWAY, etc

## **SOMS for Windows® Version 4.000 Help Desk**

Go To  
Records Management  
Help Desk

Shown below is a new module "Help Desk" that has been added to the SOMS for Windows® software:

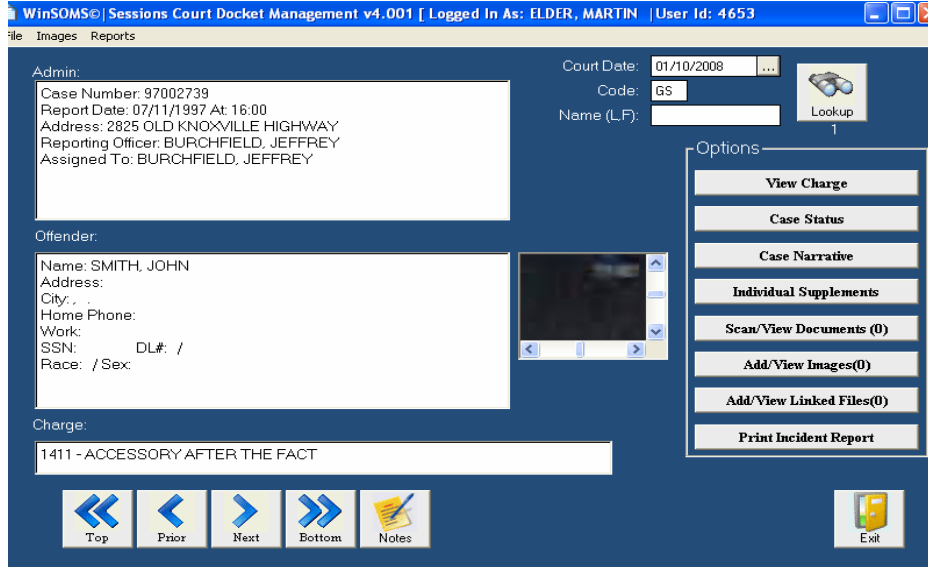


Help Desk allows officers to generate an email outlining a concern or technical support need and can include SOMS for Windows® questions, network software or hardware issues. Help Desk can be used to track issues for the tracking of any problem ie jail maintenance, vehicles, telephone etc. The issue is assigned a ticket number and can addressed and emailed back to the originator or assigned to another person. The ticket can be cancelled or closed upon completion. The goal of Help Desk is to allow all officers a mechanism for communicating questions or concerns to the appropriate person and get a resolution.

## SOMS for Windows® Version 4.000 In Court Docket Management

Go To  
Court  
In Court Docket Management

This is an enhancement quick “in court” access. This is a beneficial module to use with a notebook computer during court for quick lookup. Shown below is a new module “In Court Docket Management” that has been added to the SOMS for Windows® software:



The user can quickly review all the information about an incident - it is for informational purposes and not designed for update. The information can be reviewed and shared with judge or lawyer and is obtained from Incidents Offender Charge.

## SOMS for Windows® Version 4.000 Employee Incidents

Go To  
Administration  
Employee Incidents

Employee Incidents was available in SOMS Version 3.000 but there are enhancements.

WinSOMS Employee Incidents v4.003

Lookup Reports Forms Images Officers People Involved Narratives Maintain Files Help

Incident Number: 04021 Dept: PTLM Incident Date: 06/21/2004 Time: 1800

Incident Type: ACC VEHICLE ACCIDENT Report Date: 04/20/2004 Time: 7:58

Initiated By: A ADMIN

Incident Status: C CLOSED

Incident Location: \_\_\_\_\_

Zone: C3 ZONE 3 Sub Division: \_\_\_\_\_

School: \_\_\_\_\_

Investigated By: 3510 LONG, JAMES

Closed By: 3510 LONG, JAMES Closed Date: 07/28/2004

Internal Affairs: N

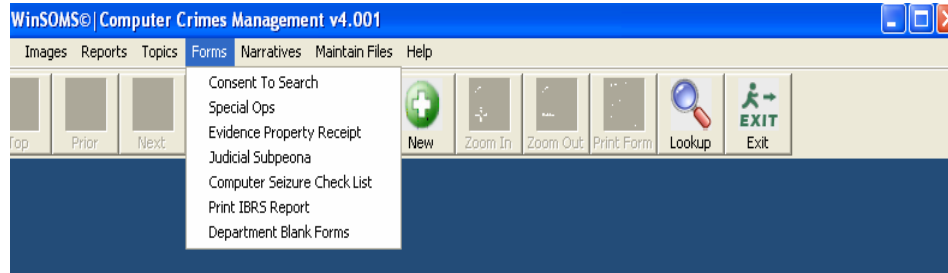
Top Prior Next Bottom Delete Save New Lookup Notes Exit

Employee Incidents include any disciplinary action against an employee or a citizen complaint. The user can maintain information about the incident, status, findings and action taken. Form letters and reports are available that include violations and findings.

## SOMS for Windows® Version 4.000 Computer Crimes Case Management

Go To  
Administration  
Computer Crimes Case Management

Shown below is a new module “Computer Crimes Case Management” that has been added to the SOMS for Windows® software:



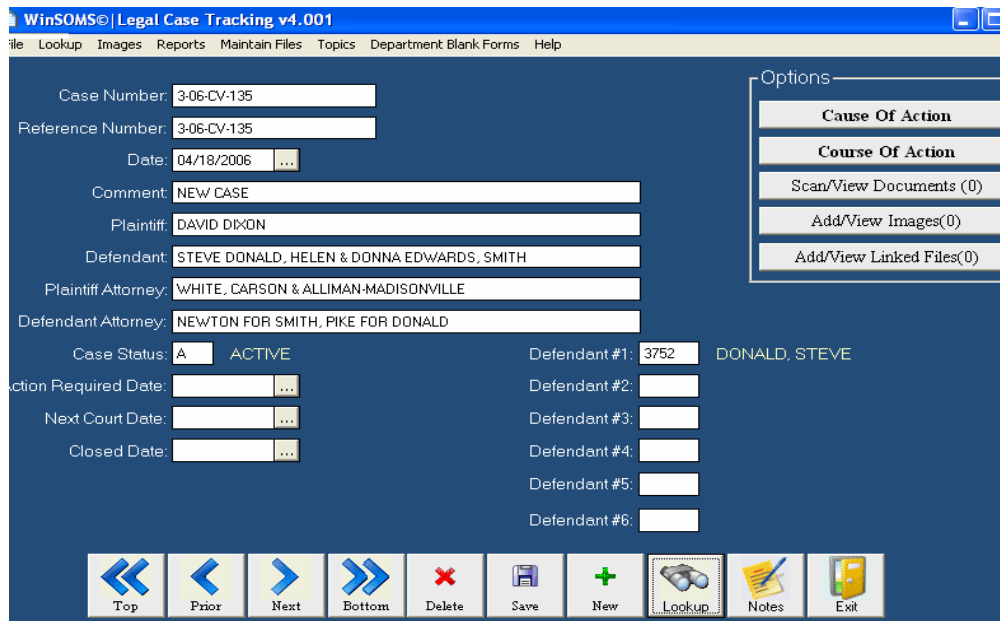
The Computer Crimes Case Management is a central location for maintaining activities on cases that involve computers and predators against children.

Investigators have a central location for documentation regarding evidence property, consent to search, subpoenas and computer seizures. The focus of these cases are computer-related and include analysis of digital evidence ie hard drives. Cases can include Internet Scams and Crimes Against Children.

## SOMS for Windows® Version 4.000 Legal Case Tracking

Go To  
Administration  
Legal Case Tracking

Shown below is a new module “Legal Case Tracking” that has been added to the SOMS for Windows® software:



Legal Case Tracking is a method of maintaining information about lawsuits against your agency or people within your agency. It offers a convenient location for maintaining lawsuit information and activity dates.

## SOMS for Windows® Version 4.000 Pre-Employment

Go To  
Administration  
Pre-Employment

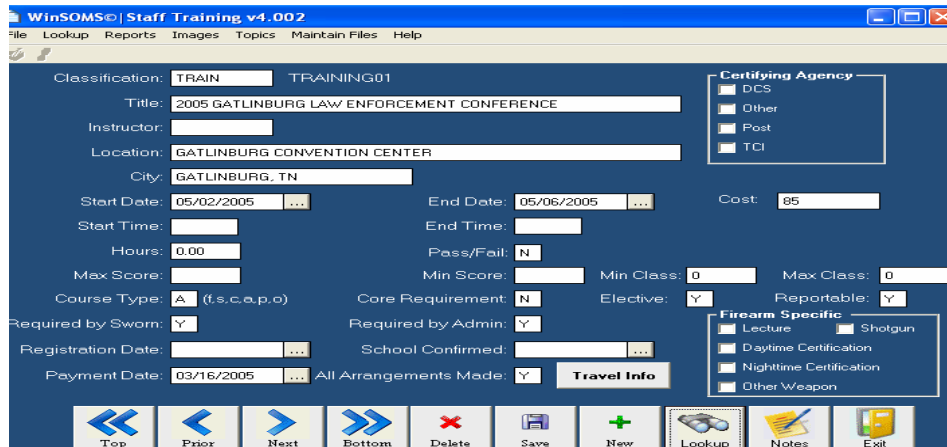
Shown below is a new module "Pre-Employment" that has been added to the SOMS for Windows® software:

The Pre-Employment module was designed by a Human Resource Agency and includes a central location for maintaining information about applicants. Information includes: Biographical data, References, Education, Criminal Convictions, Testing Scores and Internal Checklists. The information is stored in a central location with a variety of search options.

## SOMS for Windows® Version 4.000 Staff Training

Go To  
Administration  
Staff Training

Staff Training was available in SOMS Version 3.000 but there are enhancements.



TENNESSEE  
PEACE OFFICER STANDARDS AND TRAINING COMMISSION  
IN-SERVICE TRAINING  
FIREARMS ROSTER

AME	RANK	SSN	AGENCY	DATE	TYPE WEAPON	MAKE	SERIAL #
ADAMS, JOHN	LT.	408-02-2094	Blount County Sheriffs Office	11/16/2006	.40	GLOCK 22	EEY602US

Staff Training is available to track officer training classes, including scores in preparation for the yearly POST report. Staff Training includes course information (dates, times, cost, required for Sworn, etc) and officer participation. Reports can be reviewed to quickly determine officers lacking training. Staff Training has been enhanced from Version 3.000 to include more detailed information about weapon qualification. When information is regularly updated, the yearly POST report can be quickly generated.

## SOMS for Windows® Version 4.000 Victim Coordinator

Go To  
Administration  
Detective Case Management  
Victim Coordinator

Shown below is a new module "Victim Coordinator" that has been added to the SOMS for Windows® software:

WinSOMSe | Victim Coordinator v4.002

File Lookup Reports Images Topics Maintain Files Contact Help

Date: 11/02/2005 ... Case #: 05008034 Victim/Witness: A

Last Name: EVERTT First: GARY Middle:

Address: 933 OLD MCGINLEY

City: MARYVILLE State: TN Zip: 37804

Race: W Sex: M D.O.B.: 07/28/1952 ... Age: 53 Disability:

S.S.N. #: 414-88-0098 DL#: MARYVILLE Phone: (865) 983-7181

Cell: ( ) - Work: ( ) - Phone 2: ( ) - Ph#: 263902

E-Mail:

Case Type: 91 DEATH INVESTIGATION Community Police:

Case Info Offender Data Contact Info History

Referred By: MARY SMITH

Zone: C4 Len: Lat:

Assigned To: 0600 SHARP, JOHNATHAN Date Assigned: 11/02/2005 ...

Date Cleared: 11/21/2005 ...

no photos

Top Prior Next Bottom Delete Save New Lookup Notes Exit

The Victim Coordinator module offers a central location for maintaining information about contact with victims of crimes/incidents. This can include assistance, referrals to counseling, court services etc. Users can track activities, follow up reminders and general notations. Community information, such as grant assistance, financial aid etc can be included. Statistical reports are available for commissioner or media release.