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Sentry General Use

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THE BASICS

How to Use SENTRY

From the SENTRY -GO!, a four-character transaction is used to interact with SENTRY. Each transaction begins with the letter (b which stands for (b)(7)(E); . The second letter detonates the functional area of responsibility, and the last two characters identify the transaction. In some cases, the third character is used to indicate a specific type of data that is unique but is not given a separate functional identification. The transaction descriptions are outlined in this manual or the SENTRY manual for the specific functional areas.

(b)(7)(E)
:
(b)(7)(F)

- Property Accountability
- Discipline
- Education
- Generalized Report System
- Legal Reference and Litigation
- Population Monitoring of Inmate Data
- Contract Profile Data (Community Corrections)
- Designations
- Sentence Monitoring
- Electronic Mail System

What are Transactions?

There are two types of transactions:

1. **DISPLAY TRANSACTIONS:** Used to retrieve information.

2. **UPDATE TRANSACTIONS:** Used to add, replace or delete information in the system. Most update transactions are secure and can be used only by designated terminals.

How to Key Transactions

Any four-character transaction listed on the Table of Contents can be used to interact with SENTRY. The transactions can be keyed in two ways:

1. **RELATIVE:** If only the transaction code is keyed, SENTRY will return an interim screen to indicate the specific information which is needed to complete the transaction. This method is recommended for the new or infrequent user.

   EXAMPLE: If you key PP44, which is a valid code to locate an inmate, and ENTER, SENTRY will return a screen indicating a register number or other identification number is needed to find the inmate.

The Electronic Mail System requires, as a minimum, the four-character transaction code and the Mail-id:

EXAMPLE: To access the BOP SENTRY INFO mail-id, you must key the transaction code and the mail-id - PXX1,BOP SENTRY INFO.

2. **POSITIONAL:** If you key the transaction code plus the specified information, SENTRY will return a completed transaction. As you become more familiar with SENTRY, it will be faster to key the positional transaction.

   EXAMPLE: If you key PP44,REGISTER NUMBER and ENTER, SENTRY will display the profile.

TELEVIEW

TELEVIEW is the screen that appears after you log onto SENTRY. It is a security screen that confirms your identity by validating your USER-ID with your PASSWORD. You can use this screen to change your PASSWORD.

TO CHANGE YOUR PASSWORD:

1. Key your old password in the PASSWORD field and the word RANDOM is the NEW PASSWORD field, and ENTER. SENTRY will change the password and display a new password on the screen.

2. Note your new password, and key it in the PASSWORD field and ENTER. SENTRY will accept this password and stop you at the SENTRY EXTENDED SECURITY SYSTEM Screen.

3. Key your old password in the OLD PASSWORD field and your new password in the NEW PASSWORD field and ENTER. SENTRY will change your EXTENDED SECURITY SYSTEM password and make it the same as the TELEVIEW password, and let you into SENTRY.

4. You will not see the EXTENDED SECURITY SCREEN again until you change your TELEVIEW password. This is because both the TELEVIEW and SENTRY EXTENDED SECURITY SYSTEM screens associate the same password for your USER-ID.

Extended Security System(ESS)

The Extended Security System is a screen that usually appears when you change your password. It is another security system that confirms your identity by validating your USER-ID with your PASSWORD. Usually, the password is the same for both ESS and TELEVIEW. To change your TELEVIEW password, see the previous section for instructions.

Function Keys

Certain keyboard function keys let you perform SENTRY commands:

(b)(7)(E); (b)(7)(F) Erase any screens held in the SENTRY queue.
Exit out of SENTRY.
Go to the first page of the SENTRY queue.
Go to the current or last screen you had whether it was a single screen or part of a set. Use when you clear the screen by mistake.
Go to the last page of the SENTRY queue.

(b)(7)(E); (b)(7)(F) OIS Field Services staff at times may instruct you to use this to send your screen to their terminal. Their terminal must be logged into SENTRY.

Command Menu Screen

The Command Menu Screen allows the user to choose the SENTRY application they wish to use. To do this: Key the corresponding number in the COMMAND field and ENTER. SENTRY will then let you into the application you keyed.

You may key the word LOCK in the COMMAND field to secure your terminal. SENTRY locks the terminal just like locking a door to an office. To gain access again or to unlock the door, key in your Password and ENTER. SENTRY will let you back into the application.

The PF keys identified on the Command Menu screen are not used by the Bureau of Prisons. The information is specific to other Department of Justice users.

Screen Message

The screen message is displayed at the bottom of most SENTRY screens and contains the status of the transaction, error information or instructions.

1. **IF THE MESSAGE CONTAINS ERROR INFORMATION**: The highlighted data on the screen is in error.

2. **HIGHLIGHTED ASTERISKS**: Indicate data which is required to complete the transaction.

3. **CONTINUE PROCESSING**: This phrase means that the transaction can be repeated without clearing the screen and rekeying.

Facility Code

The unique three-character code which identifies each SENTRY location is called the Facility Code. See the Facility Code Table for a complete list.

Terminal-id or TID

The unique five-character code in the upper left corner of most transaction screens is the terminal-id. The first three characters match the facility code, and the last two characters is the terminal identifier. For example, MARA1 is the terminal-id for the A1 terminal at USP Marion.

Personal USER-ID

A personal USER-ID consists of seven-characters that include the SENTRY three-digit facility code of the user's duty station, and the last four digits of the user's Social Security Number. If the potential user-id matches an existing one, the last numeric character will be changed to an alpha.

EXAMPLE: The user-id for Sarah Jones of the Central Office, SSN 123-34-6789, would be BOP6789.

SENTRY Date and Time

1. **SENTRY DATE:** A date in SENTRY must be 10 positions and keyed in this format: MM-DD-YYY. The hyphens must be keyed.

   EXAMPLE: October 13, 1999 must be keyed as 10-13-1999.

2. **SENTRY TIME:** Time entries must be four numbers representing military time from 0001-2359. The first two digits stand for hours 00 to 23 and the last two for minutes 00 to 59.

   EXAMPLE: 2:15 PM would be keyed as 1415.

   - The calendar day ends at 2359 hours, and the next day begins at 0000 hours.
   - Time is local time except for vehicle facilities. Eastern time is associated with all vehicles because these facilities move between time zones.
   - If date and time are not required or keyed, SENTRY will supply the current date and time for your local facility.

Category, Assignment or Group Code

1. **CATEGORY:** A category is a general area of information about an inmate, identified by a three-character code. See the Category Table for a complete list of these codes.

   EXAMPLES: ARS - Admission/Release Status
   CSW - Case Manager
   QTR - Quarters
   WRK - Work

2. **ASSIGNMENT:** A 10-character assignment code identifies specific information within a Category.

   EXAMPLES: (b)(7)(E); (b)(7)(F) ARS Category Assignment
   CSW Category Assignment
   QTR Category Assignment
   WRK Category Assignment

3. **GROUP CODE:** A four-character group code is associated with every assignment. It is used with a roster or census to retrieve information on more than one assignment at a time. An (b)(7)(E); can be keyed as a wildcard instead of any character in a group code to indicate that any character in that position is acceptable.

   EXAMPLE: The WRK Group Code (b)(7)(E); (b)(7)(F) allows you to display a roster or census of all inmates who have work assignments in the mechanical services. The (b)(7) in the second position identifies mechanical services, and the other three positions are insignificant so asterisks were keyed as wildcards.

NOTES: You may request a census or roster by a Category, a Group Code, or a specific Assignment.

To identify the group code and assignments for a Category, use **PP31** or refer to the Category Code Table or Group Code Table for a specific Category.

Where are the Codes and Code Tables?

All SENTRY codes that are not identified in the transaction descriptions are listed with the SENTRY Technical Manuals on BOPDOCS. The codes are also maintained in the BOP SENTRY INFO EMS Mail-id. Changes to the SENTRY Codes between updates of this manual are posted to this mail-id. The users are notified of such changes and can print only the code table which has been updated.

After this release, the SENTRY Code Book will no longer published. It is anticipated that each office will print and file only those codes which that office/user needs. Each facility may choose to print the

code tables from BOPDOCS and distribute to the users. Check with your local Computer Services Manager.

To access the BOP SENTRY INFO EMS Mail-id: Key PXX1,BOP SENTRY INFO and ENTER. SENTRY will return a listing of the messages. You may page forward or backward or display or print any message. Key the appropriate code over the three asterisks in front of the message you want to display or print - DIS or D-N to display or PRT or P-N to print. The first message in the mail-id contains a Table of Contents for the mail-id.

Changes to transactions which occur between updates of this manual will also be maintained in the BOP SENTRY INFO EMS Mail-id.

How to Print

You can screen print any screen. In addition, there are specific transactions which automatically produce a hardcopy on your printer.

Register Number

The register number of an inmate is keyed and displayed by SENTRY exactly as it is written - five digits, a hyphen and three digits. The SENTRY rule is one inmate, one register number. Each register number must be unique.

EXAMPLE: 11111-004

FBI Number

The FBI Number consists of one to nine characters. No blanks or hyphens may be keyed. You do not need to key initial zeros in the number. SENTRY records and displays all FBI numbers of less than seven digits with zeros added in front of the number. Each FBI number must be unique.

EXAMPLES: If FBI number 345 is keyed, SENTRY will record and display the number as 0000345.

Key a / if the individual will not be issued an FBI number possibly because the inmate is a juvenile.

Social Security Number

The Social Security Number must be keyed as nine digits, with no hyphens used. However, SENTRY displays it with hyphens. Each Social Security Number must be unique.

EXAMPLE: SSN 123-45-6789 would be keyed as 123456789 but SENTRY would display it as 123-45-6789.

Other Inmate Identification Numbers

Please see the (b)(7)(E); (b)(7)(F) transaction for descriptions of other inmate identification numbers recorded in SENTRY.

SYSTEMS SECURITY

TELEVIEW Screen Security

1. **IF THIS IS THE FIRST TIME YOU ARE SIGNING ON TO SENTRY:** Key your USER-ID in the USERID field; your initial PASSWORD specifically for the TELEVIEW screen, in the PASSWORD field, and ENTER. TELEVIEW will generate you a new password.

   Key your new password in the PASSWORD field and ENTER. This will be your password for the next 90 days. TELEVIEW will take you to the EXTENDED SECURITY SYSTEM Screen. See the next section to continue.

2. **IF YOU ARE CHANGING YOUR PASSWORD (i.e., because it expired):** Key your USER-ID in the USERID field; your old PASSWORD - the one you have been using - in the PASSWORD field, the word RANDOM in the NEW PASSWORD field and ENTER. TELEVIEW will generate you a new password.

   Key your new password in the PASSWORD field and ENTER. This will be your password for the next 90 days. TELEVIEW will take you to the EXTENDED SECURITY SYSTEM Screen. See the next section to continue.

EXTENDED SECURITY SYSTEM (EES)

1. **IF THIS IS THE FIRST TIME YOU ARE SIGNING ON:** Key your initial PASSWORD specifically for the EES screen in the OLD PASSWORD field, the new password you received from the TELEVIEW screen, and ENTER. SENTRY will allow you access and your new password will be good for 90 days.

2. **IF YOU ARE CHANGING YOUR PASSWORD (i.e., because it expired):** Key your old PASSWORD - the one you have been using - in the PASSWORD field, the new password you received from the TELEVIEW screen and ENTER. SENTRY will allow you access and your new password will be good for 90 days.

SIGN-ON Procedure

1. Each time you are required to sign-on, the sign-on template will be displayed on the screen. Type the PERSONAL USER-ID and PASSWORD fields as indicated:

   USER-ID **===>** **Type your personal USER-ID.**

   PASSWORD **===>** **Type your current PASSWORD for your USER-ID.**

   ENTER.

2. SENTRY will return an INTERCOM message indicating SIGN-ON COMPLETED.

   CLEAR the screen to display the SENTRY -GO!

3. The sign-on procedure must be executed:

   - The first time you attempt to use SENTRY each day.
   - The first time you attempt to use SENTRY after a scheduled or unscheduled outage.
   - The first time you attempt to use SENTRY after the terminal has been signed off.

SIGN-OFF Procedure - Ends your SENTRY Session

1. **PRESS the** (b)(7)(E); (b)(7)(F)

2. Your personal USER-ID will be logged off and the sign-on screen will be displayed.

3. The sign-on procedure must be excuted under the following conditions:

   - Each SENTRY user shall perform this log-off procedure before leaving a SENTRY terminal.
   - Each SENTRY session is automatically logged-off after a certain period of non-use. This time frame varies between 30 and 60 minutes. The automatic log-off provides security to the SENTRY network if the user forgets to do the manual log-off by pressing the F9 key.
   - Each SENTRY user is responsible for all terminal activity during their SENTRY session.

Change a PASSWORD

This procedure allows you to change your PASSWORD to ensure its integrity. A password must be changed every 180 days.

ANY VIOLATION OF PASSWORD INTEGRITY, SUSPECTED OR CONFIRMED, SHALL BE REPORTED IMMEDIATELY TO THE COMPUTER SERVICES MANAGER.

1. Key **SECU,CPW** and **ENTER**.

2. SENTRY will return this Extended Security Screen:

```
                SENTRY EXTENDED SECURITY SYSTEM
          SPECIFY USER-ID, AND PASSWORD IF APPROPRIATE

          TERMINAL ===>    (YOUR TERMINAL-ID)

          TIME ===>        (CURRENT TIME)

          USER-ID ===>     Type your USER-ID      <=== REQUIRED

     OLD PASSWORD ===>     Type Current Password       <=== REQUIRED

     NEW PASSWORD ===>     Type New Password <===REQUIRED IF CHANGING.
                                             MUST BE 7-CHARS +
                                             CANNOT MATCH POS 1-3
                                             OF USER-ID
```

3. **ENTER**.

SENTRY Assistance

The SENTRY manual only provides a technical reference for the user. Policies and procedures for the application of SENTRY in a program area are issued by the division with program responsibility. You may refer to your local Computer Services Manager in the institution for any technical assistance regarding SENTRY capabilities, purchases, and transaction guidance. All Community Corrections Offices and Non-Bureau of Prison facilities may refer to the OIS Field Service Staff at 202-307-1406 for support services.

SYSTEM COMMANDS

FLUSH Command - Terminate printed output to a printer.

This command cancels the printed output to an addressable SENTRY printer. It would normally be used to terminate the printing of a long roster that was requested in error. Execution of this command can cancel all pending output for a particular printer or you can cancel only the report that is being printed at the time the command is executed. Any terminal can execute this command for local devices.

1. Key **FLSH,TPUprinter-id** and **ENTER** to cancel a report that is currently printing.

   EXAMPLES: FLSH,TPU170RA
   FLSH,TPU131VK

2. Key **FLSH,TPUprinter-id,ALL** and **ENTER** to flush the entire print queue for the printer.

   EXAMPLES: FLSH,TPU170RA,ALL
   FLSH,TPU131VK,ALL

3. **Key FLSH,TPUprinter-ID,NNN** and **ENTER** to indicate a specific number of messages that should be flushed.

   EXAMPLES: FLSH,TPU170RA,002
   FLSH,TPU131VK,004

   NOTE: If the number is greater than the actual number of messages in the queue, then ALL is assumed.

Re-activate a Printer that has been out of Service

This command restores printing capability to a printer that has been out of service. This command is restricted to a limited number of designated terminals at the local facility.

Key **STLU,TPUprinter-id,ACQ** and **ENTER**.

EXAMPLES: STLU,TPU170RA,ACQ
STLU,TPU131VK,ACQ

Deactivate SENTRY Devices - Remove SENTRY Access to all Devices

These system commands can be used to deactivate all local SENTRY devices if an emergency situation requires it. These commands can only be executed from the Control Room terminal.

1. Key: (b)(7)(E); (b)(7)(F) Substitute your SENTRY facility code for the XXX.

   This (b)(7)(E) command brings down all terminals and returns the READY FOR LOGON screen that you see the first thing in the morning. Users would still be able to sign on with an appropriat USER-ID and PASSWORD.

2. KEY: (b)(7)(E); (b)(7)(F)

   This (b)(7)(E); command will deactivate all terminals at the facility. None of them can be used until the Central Office issues the appropriate command to activate them again.

3. Key: (b)(7)(E); (b)(7)(F)

   This (b)(7)(E) command will bring up and activate all local terminals that were deactivated with the (b)(7)(E); (b)(7)(F) Command.

VTST Command - Display the Status of SENTRY Devices

The VTST Command allows you to display the status of one or all logical SENTRY devices at your facility.

Key: **VTST,LUXXX and ENTER** for all devices. Substitute your facility code for XXX.

Key: **VTST,LUXXXRA and ENTER** for one terminal. Substitute your facility code for the XXX.

EXAMPLES: VTST,LUALD - All Alderson devices.
VTST,LUALDRA - Alderson RA terminal.

PAGE Command - Move between pages within a set of SENTRY screens

This command allows you to move between pages within a set of SENTRY transaction screens.

1. After the SENTRY transaction returns a screen to your terminal and the message **MORE PAGES TO FOLLOW** is displayed at the bottom of the screen:

   CLEAR the screen and key one of the following PAGE Commands:

2. **TO MOVE TO A SPECIFIC PAGE IN THE SET:**

   Key **PAGE,S,SPECIFIC PAGE NUMBER TO BE DISPLAYED** and **ENTER.**

   EXAMPLE: PAGE,S,5 will display the 5th page in the set.

3. **TO SKIP FORWARD A CERTAIN NUMBER OF PAGES IN THE SET:**

   Key **PAGE,N,NUMBER OF PAGES TO SKIP** and **ENTER.**

   EXAMPLE: PAGE,N,4 if page 2 is displayed and you want to skip forward to Page 6.

4. **TO SKIP BACKWARD A CERTAIN NUMBER OF PAGES IN THE SET:**

   Key **PAGE,P,NUMBER OF PAGES TO SKIP BACKWARD** and **ENTER.**

   EXAMPLE: PAGE,P,6 if page 9 is displayed and you want to skip backward to Page 3.

5. Certain keyboard function keys let you perform page commands:

(b)(7)(E) : (b)(7)(F)	Go to the first page of the SENTRY queue. Go to the current or last screen you had whether it was a single screen or part of a set. Use when you clear the screen by mistake. Go to the last page of the SENTRY queue. Erase any screens held in the SENTRY queue. Exit out of SENTRY.

TRANSACTION GUIDE

Inmate Information

LOCATE INMATE USING REGISTER NUMBER USING FBI NUMBER USING SOCIAL SECURITY NUMBER USING ALIEN NUMBER USING NAME, ALIAS, NICKNAME	 PP44,REG NO PP44,FBI NO,FBI PP44,SSN,SSN PP44,INS NO,INS PPSS PPSE PPES PPEE
ASSIGNMENTS CURRENT HISTORY	(b)(7)(E); (b)(7)(F) PP44 PP37
CALLOUTS - ADD CHANGE	(b)(7)(E); (b)(7)(F)
CITIZENSHIP	(b)(7)(E); (b)(7)(F)
CLEARANCE AUTHORIZATION	(b)(7)(E); (b)(7)(F) 02 REMARKS
CUSTODY CLASSIFICATION BP338	(b)(7)(E); (b)(7)(F)
DATE OF BIRTH	PP44
DESIGNATION	PPG0
DISCIPLINE CHRONOLOGICAL RECORD	PD15
EDUCATION INFORMATION	PEED
IDENTIFICATION NUMBERS	PP89
INSTITUTION HISTORY	PP37,REG NO,ARS
LOAD DATA	(b)(7)(E); (b)(7)(F)
NICKNAME, ALIAS, COMMITTED NAME	PP74
OFFENSE/CHARGE SUMMARY	PP44 - 03 REMARKS
PAROLE ELIGIBILITY DATE PAROLE HEARING DATE	PP44
PHYSICAL DESCRIPTION	(b)(7)(E);
PUBLIC INFORMATION	PPPI
QUARTERS HISTORY	PP37,REG NO,QTR
RELEASE DATE - PROJECTED RELEASE METHOD - PROJECTED	PP44
RESIDENCE	PP41
SECURITY/DESIGNATION BP337	PPG0
SENTENCE DATA CURRENT	PPPI
TRANSFER REASONS	PP37,REG NO,ARS,DIS (b)(7)(E);

UNIT HISTORY	PP37,REG NO,UNT
WORK DETAIL HISTORY	PP37,REG NO,WRK

Institution Population

INSTITUTION COUNT	(b)(7)(E); (b)(7)(F)
CASELOAD	
CUSTODY	
QUARTERS COUNT	
RACIAL COUNT	
SECURITY COUNT	
SEX	
TYPE OF ADMITTED INMATES DESIGNATED INMATES HOLDOVERS INS INMATES	(b)(7)(E); (b)(7)(F)
WORK DETAILS ALL FOOD SERVICE MECHANICAL SERVICE UNICOR UNASSIGNED/IDLE/ETC.	(b)(7)(E); (b)(7)(F)
ADMISSIONS & RELEASES TODAY SPECIFIC DATE	PP38 ARS EQ ALL PP38 ARS EQ ALL Key date
CALLOUTS TODAY TOMORROW	(b)(7)(E); (b)(7)(F) CAL EQ ALL F
CCCS AVAILABLE INDIVIDUAL CCM REGION AGENCY	(b)(7)(E); (b)(7)(F) FACL EQ CMS DIRECTORY REGN EQ NCR DIRECTORY AGEN EQ BOP DIRECTORY
DESIGNATED POPULATION	(b)(7)(E); (b)(7)(F)
PIPELINE - NUMBER OF INMATES EN ROUTE	
POPULATION REPORT	PP80
PRINT CALLOUT/CHANGE SHEET	(b)(7)(E);
QUARTERS CHANGES TODAY	PP38,QTR

ROSTER SINGLE SINGLE PRINT SPECIFIC/MULTIPLE	(b)(7)(E); (b)(7)(F)

Property	
COST CENTER PROPERTY	(b)(7)(E); (b)(7)(F)
PROFILE INDIVIDUAL ITEM	PAP7
REAL ESTATE PROPERTY	(b)(7)(E); (b)(7)(F)
REAL ESTATE INDIVIDUAL ITEM	PAR7

Sentence Data	
DETAINERS, NOTIFY, ETC.	PSCD,REG NO
GOOD TIME	PSDE,REG NO,ALL
STATUTORY GOOD TIME	PSSD,REG NO,ALL
GOOD TIME WHICH CAN BE FORFEITED	(b)(7)(E); (b)(7)(F)
JAIL CREDIT, INOPERATIVE TIME	PSDI,REG NO,010
JUDGE, COURT, FINES, DATE OF SENTENCE	PSDJ,REG NO,ALL
OFFENSE, LENGTH OF SENTENCE	PSDO,REG NO,101,ALL
PAROLE INFORMATION	PSDH,REG NO,ALL
PRINT SENTENCE COMPUTATION	PSCH,REG NO,ALL,Y,Y,PRT
PRINT GOOD TIME - FORM 20	PSGD,REG NO,ALL,PRT
SATISFACTION IS SENTENCE COMPLETE? DAYS REMAINING TO FULL TERM	 PSDR,REG NO,ALL PSDR,REG NO,ALL FUNC: CLC
SENTENCE COMPUTATION CURRENT PRIOR	 PSDS,REG NO,ALL PSDP,REG NO

HISTORY OF SENTRY

What is SENTRY?

SENTRY is the on-line information system used by the Bureau of Prisons to provide most of its operational and management information requirements. SENTRY is not an acronym but is the generic name of the system. The system currently encompasses inmate data, property management information, a legal reference system, and a generalized report system. The SENTRY nation-wide electronic mail system has been replaced by the Novell GroupWise mail system.

How SENTRY Began

The idea for SENTRY emerged in 1974 when the Bureau wanted to begin using state-of-the-art technology to provide more timely and operational data for the line staff who were responsible for the data input to our batch system, the Inmate Information System.

The Information Systems Staff conducted a preliminary review which indicated that an on-line system would solve many of our information needs and that an on-line system should be pursued.

A permanent task force was established to direct the project. This group of persons with a high level of field experience in a variety of operational assignments played a significant role in the technical design. They documented the current processes, validated the cost/benefit statistics, and established credibility with the field employees and managers.

Subsequently, work began on the technical design, hardware and software selection, computer programming, and system testing. This culminated with the initial installation of hardware and the pilot testing at Petersburg Federal Correctional Institution in the Spring of 1978. By the Spring of 1981, each institution was operational with at least one on-line terminal. Full implementation of multi-terminals at all Bureau of Prisons facilities was completed in the Fall of 1983.

Today, there are over 10,000 terminals installed in all Bureau facilities, in the United States Parole Commission, in a number of US Marshals Offices, US Attorneys Offices, US Probation Offices, Immigration and Nationalization Service, Drug Enforcement Agency, and other Department of Justice Offices.

How SENTRY Grew

The Population Monitoring Module was first. Its function is to identify the inmate population and to keep track of inmate movements from facility to facility and all inmate assignments, such as custody, security level, work detail, quarters, unit, case manager, and

counselor. Several categories of inmate assignments have been added. The scope of this module has been expanded many times, to include: The inmate identification numbers in March, 1985; contract profile data in July, 1987, automatic state billing in October, 1987, education data in October, 1987.

The Central Inmate Monitoring Module was added in August of 1981. It records data on inmates who have special supervision needs or those who need to be separated from other inmates in the federal system.

The Property Management System was implemented in August of 1981. This module keeps track of property and automatically computes depreciation of all Federal Prison System capitalized property. This system was expanded in October, 1999, to include real estate property.

The Sentence Monitoring Module was introduced with the implementation of the independent sentence and good time computations in August of 1982. This capability was increased with the addition of the IIS BP5 Sentence Computation in July of 1983. In 1985, the next phase was added to provide the automatic calculation of the majority of sentences, a new Automated Sentence Computation and Form 20, good time accounting, and release and parole hearing lists. The Comprehensive Crime Control Act enhancements were added in December, 1987.

The Legal Reference System was added in September of 1982 to maintain published case citations, legal research, memos, letters, pleadings and briefs that are of special interest to the Bureau of Prisons. A Litigation Tracking System was added to this module in February of 1984.

The Interface of the Inmate Information System (IIS) into SENTRY occurred in July of 1983. With this, SENTRY began collecting the IIS BP1 Admission, BP2 Release and BP3 Population Summary data, and the Sentence, Personal History, and Health Related data. Subsequently, the Health data was eliminated in 1985, and the Sentence data was incorporated into the Sentence Monitoring Module the same year. The need to manually enter the BP-1/2/3 data was eliminated in October of 1991.

The Electronic Mail System Module was implemented in July of 1983. This system allowed you to create, store and route messages to the staff at any SENTRY facility. The security was controlled by passwords. In 1998, the SENTRY electronic mail system was replaced by the Novell GroupWise mail system. A limited version of the old EMS exists only as an on-line reference.

The Designation Module was initially introduced in July of 1983 to aid in the process of assigning inmates to the various institutions. The scope was expanded in 1985, to include complete security and designation process. In 1986, the Custody Classification data was added.

Administrative Remedy Module was added to SENTRY in 1990. A Discipline Module, to include Incident Reporting, was added the same year. The Generalized Report System was added in 1992, and the Education Module was added in November of 1993.

SENTRY continues to grow with the Bureau’s needs and requirements.

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PPC1 - CONTRACT LOCATION PROFILE (CLP)

Display Contract Data for a Specific CCC Location

1. Key **PPC1,ASSIGNMENT and ENTER.**

   ASSIGNMENT: Three or four-character LOC code or seven-character TDS assignment. See (b)(7)(E) for a description of these codes and how they are assigned.

2. SENTRY will display the data.

3. **FOR A DESCRIPTION OF EACH FIELD:** See (b)(7)(E); (b)(7)(E)

4. **DISPLAY DATA FOR ANOTHER LOCATION:** Key **ASSIGNMENT** and **ENTER.**

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(b)(7)(E); (b)(7)(F) UPDATE CONTRACT LOCATION PROFILE (CLP)

Add, Replace, Move, Delete or Display CLP Data

NOTES:

- New LOC codes are issued by your Regional Community Corrections Administrator.
- The Assignment for Transitional Drug Service (TDS) providers are issued by your Regional Transitional Drug Abuse Treatment Coordinator (TDATC).
- To add or move a LOC assignment, you must contact the OIS Field Services Staff and request a DST assignment update.

FUNCTIONS		
	(b)(7)(E); (b)(7)(F)	Add Replace Move a Location from one CCM to another Delete Display

Add a Contract

1. Key (b)(7)(E); (b)(7)(F) **and ENTER**. SENTRY will return a screen.

2. Key the following data, as required, and **ENTER**.

FUNCTION: ADD

ASSIGNMENT: Three or four-character LOC code or seven-character TDS assignment.

The TDS assignment must be keyed as follows:

Position 1-3 - TDS
Position 4 - Code for your Region
0 - Mid-Atlantic 3 - South Central
1 - North Central 4 - Southeast
2 - Northeast 5 - Western
Position 5-7 - Unique three-character code assigned by the Regional TDATC.

CURRENT FACILITY: Defaults to facility code for the responsible CCM. For TDS, it should be the facility code for the CCM Office where the TDS provider is located.

(b)(7)(E); (b)(7)(F)

CONTRACT: Y - Yes for contract location.
N - No for non-contract location.
D - TDS provider.
Defaults to Y.

NEW FACILITY: Cannot be keyed for ADD function.

GROUP CODE: Must be keyed and a Location Category Group Code.

QUOTA:
- For CCM Locations, quota is capacity for federal inmates without consideration for plus 25 per cent.
- For TDS providers, the quota is the anticipated yearly usage specified in the contract.
- Must be keyed.

MAX CAP:
- For CCM Locations, the total number of beds available.
- Must be keyed.

DESCRIPTION:
- Name of the location, e.g., Harden County Jail.
- Must be keyed.

Remaining fields should be keyed EXCEPT if N was keyed in CONTRACT.

CONTRACTOR NAME:
- Name of entity with which contract or TDS provider is negotiated.
- Must be keyed - 30 position field.

DAILY CST:
- Daily rate - per diem - for the contract, e.g., 35.00.
- Decimal indicating cents must be keyed, e.g., 35.00, 45.75, etc.
- Must be keyed.

CONTRACT NO: Six-position field. Must be keyed.
- **Position 1** must be one of these codes:
  C - Competitive Contract.
  I - IGA - Inter-Governmental Agreement.
  M - US Marshals Piggy-Back.
  O - Purchase Order.
  P - Probation Piggy-Back.
  U - Memorandum of Understanding with Federal Probation - Home Confinement Only.
- **Positions 2-6:** Contract Number. Leading zeros must be keyed,
  e.g., Contract J-100-C-0137 must be keyed as C00137.

CONTRACT AMOUNT:

- Total dollar amount authorized for the life of the contract or purchase order or TDS, including option years.
- Commas and decimals indicating cents must be keyed, e.g., 234,000.35; 1,698.62; etc.

SEX: Must be keyed and one of these: M - Male
F - Female
B - Both Sexes

ACCREDITED: Must be keyed and one of these:

Y = Yes, contractor has documented accreditation by the Commission on Accreditation for Corrections.
N = No, not accredited, includes those in process.

NOTE: TDS providers with a group code starting with FF are all expected to be N.

USE: Cannot be keyed. Quota automatically determined by SENTRY:

For CCM Locations: MAJ - 31 plus.
MOD - Between 16-30.
MIN - Between 0-15.

For TDS Providers: MAJ - 100 plus per year.
MOD - 50-99 per year.
MIN - 49 or less per year.

STATUS: Must be keyed and one of these:

A = Active. Contract to use the LOC or TDS is in effect and has not reached the expiration date.
I = Inactive. Contract or TDS has expired or has been terminated.

NOTE: SENTRY admissions should be done only on active locations.

STREET:

- Street address for contract LOC or TDS.
- Must be keyed and can be any combination of keyboard characters except ***.

CITY:

- City where contract facility or TDS is located.
- Must be keyed and can be any combination of keyboard characters except ***.

COUNTY:

- County where contract facility or TDS is located.
- Must be keyed and can be any combination of keyboard characters except ***.
- Key UNK if county is unknown.

STATE: Must be keyed and State/Possession Code.

ZIP: Must be keyed and valid US Zip Code.
Cannot be all zeros or all nines.

COJ: Must be keyed and Court of Jurisdiction Code.

PHONE: Telephone number for Contract Location.
Format XXX-XXX-XXXX. If keyed, Area Code and hyphens must be keyed.

EFFECTIVE DATE: Date contract or agreement is effective.
- The effective date that appears on the contract or purchase order or TDS. This date does not change.
- For US Marshals and other agency contracts, the effective date of the other agency's contract is used.
- For BOP purchase orders, the date is usually the first day of the fiscal year but may be later.
- Must be keyed and a valid SENTRY date.
- Can be in the future.

EXPIRATION DATE: Date contract expires.
- The expiration date that appears on the contract agreement or purchase order, including any extension that may have been issued.
- For BOP purchase orders, may not be later than the last day of the fiscal year in which the purchase order is effective.
- For US Marshals or other agency agreements, key that agency's contract expiration date or, if there is none as in the case of US Marshals IGAs, key NONE.
- Must be keyed and a valid SENTRY date or NONE.

OPTION DATE: Date when option years begins.
- Key when a future option year exists for the contract.
- If keyed, must be a valid SENTRY date in the future.
- Cannot be less than EFFECTIVE DATE.
- Cannot be greater than EXPIRATION DATE.

RCA DATE: Date of request for contract action.
- Key when an RCA must occur, e.g., to exercise an option year or to request a new contract.
- If keyed, must be a valid SENTRY date in the future.
- Must be 12 or more months less than date keyed in EXPIRATION DATE.

INSP REQD: Inspection required.
- Must be keyed and one of the following.
  - Y = Yes, if contract STATUS is A and federal offenders are routinely or currently confined in the location or involved in TDS.
  - N = No, if contract STATUS is I or if contract STATUS is A and no federal offenders are confined or expected in the near future and/or no one is involved in TDS.
- Cannot be N if offenders currently confined.

LAST INSP DATE:
- Date of contract last inspection, i.e., full monitoring and/or office monitoring for TDS providers.
- If keyed, must be valid SENTRY date.
- Cannot be in the future.

PROJ INSP DATE:
- Date of next required inspection, i.e., full monitoring and/or office monitoring for TDS providers.
- If keyed, must be valid SENTRY date.
- Must be keyed if INSP REQD is Y.
- Must be keyed and in the future if STATUS is A.
- Cannot be keyed if INSP REQD is N.

SUSP INSP DATE:
- Date the determination was made that inspections are not required because a contract or TDS was terminated/expired or there are no inmates at the location, no inmates receiving Transitional Drug services there, and none are anticipated.
- If keyed, must be valid SENTRY date.
- Must be keyed if INSP REQD is N.
- Should be keyed if STATUS is I.
- Cannot be keyed if PROJ INSP DATE keyed.
- Cannot be less than LAST INSP DATE.
- Cannot be keyed if there are inmates admitted to the location.

INT REV DATE: Date of unannounced interim review.
- If keyed, must be a valid SENTRY date in the future.
- Must be keyed if INSP REQD is Y.
- Cannot be greater than EXPIRATION DATE.
- Cannot be less than LAST INSP DATE.

REMARKS:
- Narrative comments about the contract document or the location. Can be any combination of keyboard characters except ***.

Move a Contract Location from One CCM to Another

1. Key (b)(7)(E); (b)(7)(F) **ASSIGNMENT and ENTER**. SENTRY will display the data.

   ASSIGNMENT: Three or four-character LOC Code or seven-character TDS assignment.

2. Key **MOV** in **FUNCTION**.
   Key Facility Code for gaining CCM in **NEW FACILITY** field.
   ENTER.

3. SENTRY will move the responsibility of the contract location from the current CCM to the one keyed.

NOTES:

- To move a LOC, you must contact the OIS Field Services Staff and request a DST assignment update.
- Either the gaining or losing CCM can move the contract.
- Inmates first must be released.
- (b)(7)(E); (b)(7)(F) Worksheets will exist for both CCM facilities.

Replace Contract Data

1. Key (b)(7)(E); **ASSIGNMENT and ENTER**. SENTRY will display the data.

   ASSIGNMENT: Three or four-character LOC code or seven-character TDS assignment.

2. Key **REP** in **FUNCTION**, key the changes and **ENTER**.

3. SENTRY will display the data as it now appears.

Delete a Contract Location

1. Key (b)(7)(E); (b)(7)(F) **ASSIGNMENT and ENTER**. SENTRY will display the data.

   ASSIGNMENT: Three or four-character LOC Code or seven-character TDS assignment.

2. Key **DEL** in **FUNCTION** and **ENTER**.

3. SENTRY will delete the location and return the contract location screen.

NOTES:

- To delete a LOC, you must contact the OIS Field Services Staff.
- A contract location cannot be deleted if there are any inmates in admission status.
- To eliminate the contract from the reports, use the REP function and change the STATUS to inactive.
- If a contract is deleted, all information on the (b)(7)(E); (b)(7)(F) is also deleted.

(b)(7)(E); (b)(7)(F) CONTRACT REPORTS

FUNCTIONS
DIS - Display Report
PRT - Print Report
CEN - Display Census
C-P - Print Census

Display or Print a Contract Report or Census of CLP Data

1. Key (b)(7)(E); (b)(7)(F) **and ENTER.** SENTRY will return the (b)(7)(E); (b)(7)(F) screen.
2. **FOR A STANDARD REPORT:** Key the following fields and **ENTER.** A description of each field is listed below.

   FUNCTION: DIS or PRT
   ORGANIZATION: Organization to be searched.
   STD REPT: DIRECTORY, INSPECTION or STATUS

3. **FOR A SPECIFIC REPORT:** Key the required data as described below and **ENTER.**

Description of Each Field

FUNCTION: See box at top of this page.

ORGANIZATION: Consists of three fields: XXXX EQ XXX. See next chart.

ORGANIZATION FIELDS		
FIRST	**SECOND**	**THIRD**
FACL	EQ	Facility Code,e.g., CMS, CBN, CBR, etc.
REGN	EQ	Region or District Code, e.g., MXR, NCR, NER, SCR, SER, or WXR
AGEN	EQ	BOP or USM
DEPT	EQ	DOJ
EXAMPLES:	**FACL EQ CMS**	**REGN EQ NCR** **AGEN EQ BOP**

(b)(7)(E); (b)(7)(F)

SEQUENCE: To define how you want the information sorted. If keyed, must be one or combination of the these:

A = Agency.
R = Region.
F = Facility.
Number 1-7. Corresponds to number of COLUMN. Use only with DIS and PRT.

STD REPT: Key only to produce a STANDARD REPORT. If keyed, must be one of these:

DIRECTORY:	Directory sorted in alphabetical order by name of the Location.
INSPECTION:	Inspection data sorted in alphabetical order by name of the Location.
STATUS:	Status report sorted in alphabetical order by location code.
NOTE:	Only active contracts are included on Standard Reports unless inactive contracts are specified as a condition. See the (b)(7)(E); (b)(7)(F) Condition Codes.

NEW PAGES:

- To specify when you want a new page on the report.
- If keyed, must match one of the characters in SEQUENCE.
- If blank, standard printer and screen page breaks are used.

COLUMNS:

- To indicate information you want displayed on report.
- If keyed, must be a (b)(7)(E); Column Code.
- Cannot be used with CEN or C-P functions.
- Use to change sort sequence on Standard Reports.

CONDITIONS:

- To identify additional conditions that a contract location must meet to be selected for the report.
- Each condition has three fields: XXXX XX XXXXXXXXXX,

FIRST FIELD: Any (b)(7)(E); Condition Code.
SECOND FIELD: EQ - Equal to.
NE - Not equal to.
LT - Less than.
LE - Less than or equal to.
GT - Greater than.
GE - Greater than or equal to.
THIRD FIELD: Any (b)(7)(E); Condition Code corresponding to the code keyed in the first field.

EXAMPLE: QUOT LE 9 keyed as a CONDITION will list all contracts with quotas of 9 offenders or less.

DISCUSSION OF CONDITIONS:

- There are three sets of CONDITIONS across and ten down in each row.
- There are two types of conditions:

  AND: A contract must meet **ALL** of the conditions listed down to be included on the report.

  OR: A contract location must meet **ONE** of the conditions listed across in the CONDITION GROUPS to be included on the report.

(b)(7)(E); (b)(7)(F)

Codes for Columns

ACCREDITED - Y/N	ACCR
ACTIVE STATUS INDICATOR A/I	ACTI
ASSIGNMENT - LOC CODE	ASSN
CITY FIRST 10 CHARACTERS LAST 5 CHARACTERS	 CIT1 CIT2
Contract	
NUMBER, INCLUDING TYPE	CNR
TYPE - C/I/M/O/P/U	CNRI
AWARD DATE	CNAA
CONTRACTOR NAME FIRST 10 CHARACTERS NEXT 10 CHARACTERS LAST 10 CHARACTERS	 CNM1 CNM2 CNM3
COUNTY FIRST 10 CHARACTERS LAST 10 CHARACTERS	 CNY1 CNY2
COURT OF JURISDICTION	COJ
COST OF BEDSPACE-PER DIEM	COST
Dates	
EFFECTIVE DATE OF CONTRACT	EFFD
EXPIRATION DATE OF CONTRACT	EXPD
INTERIM REVIEW DATE	INRD
LAST INSPECTION DATE	LIND
OPTION DATE	OPTD
PROJECTED INSPECTION DATE	PIND
REQUEST FOR CONTRACT ACTION DATE	RCAD
SUSPENDED INSPECTION DATE	SIND

Description - Location	
FIRST 10 CHARACTERS NEXT 10 CHARACTERS LAST 10 CHARACTERS	ASD1 ASD2 ASD3
GROUP CODE	ASGP
INSPECTION REQUIRED - Y/N	INRQ
INTERIM REVIEW DATE	INRD
Location	
ASSIGNMENT - LOC CODE	ASSN
DESCRIPTION FIRST 10 CHARACTERS NEXT 10 CHARACTERS LAST 10 CHARACTERS	 ASD1 ASD2 ASD3
MAXIMUM CAPACITY	MAXC
OPTION DATE	OPTD
PHONE AREA CODE	PHOA
PHONE NUMBER	PHON
QUOTA	QUOT
REQUEST FOR CONTRACT ACTION DATE	RCAD
SEX - F/M/B	SEX
STATE	STTE
STREET FIRST 10 CHARACTERS NEXT 10 CHARACTERS LAST 10 CHARACTERS	 STR1 STR2 STR3
USE - MAJ/MOD/MIN	USAG
ZIP CODE	ZIPC

(b)(7)(E); (b)(7)(F)

Condition Codes

The Second Field Must be One of These:

EQ - EQUAL TO
NE - NOT EQUAL TO
LT - LESS THAN
LE - LESS THAN OR EQUAL TO
GT - GREATER THAN
GE - GREATER THAN OR EQUAL TO

If First Field is this Code		Third Field Must be One of These
Accredited	ACCR	Y - Yes or N - No
Active Status Indicator	ACTI	A - Active or I - Inactive
Assignment Location Code	ASSN	3-4 Character Location Code or 7-Character Assignment for TDS Contracts
City First 10 Characters Last 5 Characters	 CIT1 CIT2	 Any Name Any Name
Contract Number	CNR	Contract Number
Contract Type	CNRI	Competitive Contract I - IGA M - US Marshals Piggy-Back O - Purchase Order P - Probation Piggy-Back U - Memorandum of Understanding with Federal Probation - Home Confinement Only
Contract Award Amount	CNAA	Total Contract Award Amount
Contractor Name First 10 Characters Next 10 Characters Last 10 Characters	 CNM1 CNM2 CNM3	 Any Name Any Name Any Name
County First 10 Characters Last 10 Characters	 CNY1 CNY2	 Any Name Any Name
Court of Jurisdiction	COJ	Court of Jurisdiction Code
Cost of Bedspace - Per Diem	COST	Any Number 01-999999999
Dates		
Effective Date of Contract	EFFD	Valid SENTRY Date
Expiration Date of Contract	EXPD	Valid SENTRY Date

Interim Review Date	INRD	Valid SENTRY Date
Last Inspection Date	LIND	Valid SENTRY DATE
Option Date	OPTD	Valid SENTRY Date
Projected Inspection Date	PIND	Valid SENTRY Date
Request for Contract Action Date	RCAD	Valid SENTRY Date
Suspended Inspection Date	SIND	Valid SENTRY Date
Location		
Assignment - LOC Code	ASSN	3 or 4-Character Location Code or 7-Character Assignment for TDS Contracts
Description First 10 Characters Next 10 Characters Last 10 Characters	 ASD1 ASD2 ASD3	 Any Name Any Name Any Name
Group Code	ASGP	4-digit Location Category Group Code. Use asterisks as wildcards if only portion keyed - Example: *R** would show all residential programs regardless of type.
Inspection Required	INRQ	Y = Yes or N = No
Option Date	OPTD	Valid SENTRY Date
Phone Area Code	PHOA	3-digit Area Code
Phone Number	PHON	Telephone Number, including hyphen, e.g., 222-1111
Quota	QUOT	Any Number
Request for Contract Action Date	RCAD	Valid SENTRY Date
Sex	SEX	F = Female, M = Male, or B = Both.
State	STTE	State/Possession Code
Use	USAG	MAJ - Major MOD - Moderate MIN - Minor
Zip Code	ZIPC	Zip Code

(b)(7)(E); (b)(7)(F) CONTRACT FACILITY WORKSHEET

FUNCTIONS
DIS - Display
PRT - Print
LST - List

Display or Print a Contract Worksheet

1. Key (b)(7)(E); **DIS or PRT,,ASSIGNMENT** and **ENTER**.
   or
   Key (b)(7)(F) **DIS or PRT,EFFECTIVE DATE,ASSIGNMENT** and **ENTER**

   EFFECTIVE DATE:
   - Defaults to current date.
   - Cannot be a date in the future.
   - Cannot be greater than one year prior to the current month.
   - Entry implies from the beginning of the month through the EFFECTIVE DATE.
   - Format may be either MM-DD-YYYY or MM-YYYY.

   ASSIGNMENT:
   - If a Contract, 3 or 4-character location code, e.g., (b)(7)(E); , etc.
   - If a Non-Contract, 1-10 character location code, e.g., (b)(7)(E); , etc.
   - ALL - valid only if FUNCTION is PRT. Prints all contract worksheets.

2. SENTRY will return the worksheet screen. Key the remaining data, as required, and **ENTER**.

   DAILY COST: Dollar amount charged daily for each inmate.
   - If a Contract, defaults to DAILY COST defined in CLP - **PPC1** and (b)(7)(E);
   - If Non-Contract, defaults to zero.
   - May be changed to calculate only daily costs. This does not affect the (b)(7)(E); (b)(7)(F) records in SENTRY.

   ZEROS(?): Leave blank for DIS and PRT.

   CCM FACILITY: Defaults to facility code for the responsible CCM.

   FMT: Format display. Valid only for DIS function.
   1. Key D for Detail or S for Summary of Manday Totals.
   2. Defaults to D.

(b)(7)(E); (b)(7)(F)

3. SENTRY will display or print the worksheet you requested.

4. **TO PAGE FORWARD OR BACKWARD ON THE DISPLAYED WORKSHEET:**

   Key **N** for next page or **P** for prior page in NEXT/PRIOR and **ENTER.**

Display List of Contract Assignments

1. Key (b)(7)(E) ; (b)(7)(F) **LST,,,CCM FACILITY CODE and ENTER**
   or
   Key **LST,EFFECTIVE DATE,,CCM FACILITY CODE and ENTER**
   or
   Key **LST,EFFECTIVE DATE,ZEROS,CCM FACILITY CODE and ENTER.**

   EFFECTIVE DATE:

   1) Defaults to current date.
   2) Cannot be a date in the future.
   3) Cannot be greater than one year prior to the current month.
   4) Entry implies from the beginning of the month through the EFFECTIVE DATE.
   5) Format may be either MM-DD-YYYY or MM-YYYY.

   ZEROS(?): Y = Yes, only if you want to list all locations whether or not any inmates are assigned.
   N = No, only if you want to list all locations where inmates are assigned.

2. SENTRY will return a list of assignments.

3. **TO PRINT ONE OR MORE LOCATION LISTINGS FROM THE LST SCREEN:** Key **PRT** in the **FUNCTION,** key an **X** in front of the desired locations, and **ENTER.**

Description of Worksheet Fields

1. **NAME:** Inmate's last name and first name.

2. **REGISTER NUMBER:** Inmate's register number.

3. **START DATE:** Effective date on which the LOC ASSIGNMENT began or the first day of the month specified in EFFECTIVE DATE.

4. **STOP DATE:** Effective date on which the LOC ASSIGNMENT ended or the ending date of the worksheet as specified in EFFECTIVE DATE.

5. **ARS ASSIGNMENT:** Inmate's admission and/or release from the LOC ASSIGNMENT as of the START/STOP DATE shown.

6. **DAYS:** The accumulated mandays from the START DATE through the STOP DATE.

7. **ADJ DAYS:** Adjusted days to reflect daily cost for the current ARS ASSIGNMENT.

Active ARS Assignments

ARS ASSGN	ADM/REL	PART DAY FACTOR	FULL DAY FACTOR
A-ADMIN	A	0	0
A-ADMIT	A	0	0
A-ADMIT 01	thru		
A-ADMIT 12	A	0	0
A-COM CON	A	100	100
A-DCOB	A	100	100
A-DES	A	100	100
A-HC SENT	A	50	50
A-HC SUPV	A	50	50
A-HLD	A	100	100
A-INS	A	100	100
A-MAT	A	100	100
A-PL MR	A	100	100
A-PL PAR	A	100	100
A-PL PROB	A	100	100
A-PRE	A	100	100
A-PRE JUV	A	100	100
A-REL CHNG	A	100	100
A-STCONCUR	A	100	100
A-UNCOMMIT	A	0	0
A-USPC HRG	A	100	100
A-WANTED	A	0	0
NAMECHANGE	A	0	0
ABSCOND	R	0	0
ADM CHANGE	R	0	0
ADMIN REL	R	0	0
APPEAL	R	0	0
BAIL/BOND	R	0	0
CIV CNTMPT	R	0	0
CLEMENCY	R	0	0
COURT	R	100	100
CT DES PAR	R	0	0
DC RETURN	R	0	0
DCOB REL	R	0	0
DEATH	R	0	0
DEATH SENT	R	0	0
DEL	R	0	0
ESC TECH N	R	0	0
ESC TECH O	R	0	0
ESCAPE	R	0	0
ESCORT TRP	R	100	100
EXP FT	R	0	0
EXP W/GT	R	0	0
FED WRIT	R	0	0
FINES RESV	R	0	0
FT REL	R	0	0
FURL CRI	R	50	50
FURL CSP	R	50	50
FURL EDU	R	50	50
FURL LEG	R	50	50
FURL MED	R	50	50

ARS ASSGN	ADM/REL	PART DAY FACTOR	FULL DAY FACTOR
FURL MED E	R	50	50
FURL REC	R	50	50
FURL REL	R	50	50
FURL RLG	R	50	50
FURL SOC	R	50	50
FURL TIES	R	50	50
FURL TR NC	R	0	0
FURL TRAIN	R	50	50
FURL TRANS	R	0	0
GCT REL	R	0	0
HLD REMOVE	R	0	0
HOSTRT CMP	R	0	0
IAD	R	0	0
INS REMOVE	R	0	0
LOCAL HOSP	R	50	50
MAND PAR	R	0	0
MAND REL	R	0	0
MAT REMOVE	R	0	0
MENT INCMP	R	0	0
OTHER ABS	R	0	0
PARDON	R	0	0
PC FOREIGN	R	0	0
PL MR	R	0	0
PL PAR	R	0	0
PL PROB	R	0	0
PL RELEASE	R	0	0
PRE OTHER	R	0	0
PRE REMOVE	R	0	0
PROB BOP	R	0	0
PROB CTC	R	0	0
PROBATION	R	0	0
RELEASE	R	0	0
RELEASE 01 thru RELEASE 12	R	0	0
STATE PRIS	R	0	0
STATE WRIT	R	0	0
STDY CMPLT	R	0	0
SUPV REL	R	0	0
TEMP REM	R	0	0
TERM ORDER	R	0	0
TRANS SEG	R	0	0
TRANSFER	R	0	0
TREATY REL	R	0	0
TRTY TRANS	R	0	0
UNCOMT RMV	R	0	0
US DTH EXE	R	0	0
US RMV EXE	R	0	0
VACATED	R	0	0
WANTED FBI	R	0	0
WANTED USM	R	0	0
WK/OVRNT	R	100	100
3621E CMPL	R	0	0
4046C CMPL	R	0	0

Special Instructions

SENTRY will adjust the DAILY COST when computing the worksheet for inmates with A-HC SENT or A-HC SUPV admission codes. No adjustment is made if the inmate is admitted to a Home Confinement Contract Location that has a Group Code of TH.

Correct a Worksheet

1. Identify the erroneous entry, e.g., an assignment start date/time and stop date/time.

   Use **PP37** and print both the ARS and LOC Category assignment histories for the inmate.

2. Determine which admission entry you need to begin with to correct the information. If the erroneous entry is the release assignment date/time, the correction process must begin with the preceding admission date and time.

   HELPFUL HINTS:

   6) Write the correct information on scrap paper and use it as a guide. You cannot duplicate dates and times that already exist. Double check the dates and times that you want to use with the history dates and times to prevent any further mistakes.

   7) All dates and times must be chronological beginning with the date and time of the entry from where you start rebuilding the histories. The LOC Category assignment of CORRECTION used in conjunction with the (b)(7)(E); Admit (b)(7)(E Assignment is the only way SENTRY will allow backdating of any ARS or LOC assignment.

3. Outline the steps you will take in correcting the error in SENTRY.

If the Inmate is Permanently Released or in Release Status

1. Use (b)(7)(E); **ADMIT** the inmate for a release change using the code (b)(7)(E); (b)(7)(F) after the last ARS entry. Use a LOC assignment of **UNASSG** if permanently released or the **last LOC** assignment if temporarily released.

2. Use (b)(7)(E); to administratively **RELEASE** the inmate using the code (b)(7)(E); (b)(7)(F) after the last entry.

NOTE: These changes simply flag the inmate history to indicate that an administrative correction is being made.

3. Use (b)(7)(E); (b)(7)(F) to **ADMIT** the inmate using the correct ARS admission code, date and time determined in Step 2. The LOC assignment must be **CORRECTION**. The time must be two minutes after the original entry time indicated on the **PP37** Inmate History you printed.

4. Use (b)(7)(E); (b)(7)(F) to replace the **CORRECTION** LOC assignment with the appropriate LOC assignment. This assignment should be two minutes after the CORRECTION assignment.

5. You may now continue rebuilding any necessary LOC or ARS assignments through the final release.

If the Inmate is in Admission Status at your Facility

1. Use (b)(7)(E); to **RELEASE** the inmate for admission change using the code (b)(7)(E); (b)(7)(F) after the last admission entry.

2. Use (b)(7)(E); (b)(7)(F) to **ADMIT** the inmate for a release change using the code (b)(7)(E); (b)(7)(F) after the last ARS entry.

3. Use (b)(7)(E); (b)(7)(F) to administratively **RELEASE** the inmate using the code (b)(7)(E); (b)(7)(F) after the last ARS entry.

   NOTE: This change simply flags the inmate history to indicate that an administration correction is being made.

4. Use (b)(7)(E); (b)(7)(F) to **ADMIT** the inmate with the correct ARS admission code, date and time determined in Step 2. The LOC assignment must be **CORRECTION**. The time must be (b)(7)(E); (b)(7)(F) after the original entry time indicated on the **PP37** Inmate History you printed.

5. Use (b)(7)(E); (b)(7)(F) to replace the **CORRECTION** LOC assignment with the appropriate location assignment. This assignment should be (b)(7) (b)(7)(E); after the CORRECTION assignment.

6. You may now continue rebuilding any necessary LOC or ARS assignments through the final admission.

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PPEE/PPES/PPSE/PPSS - NAME SEARCH

Locate an Inmate using the Name
Find an Inmate's Register Number using the Name

PPEE	Search by EXACT last name and EXACT first name. Most efficient and fastest search, if you know the exact name.
PPES	Search by EXACT last name and SOUND-A-LIKE first name.
PPSE	Search by SOUND-A-LIKE last name and EXACT first name.
PPSS	Search by SOUND-A-LIKE last name and SOUND-A-LIKE first name. The broadest search. Use this code if you are uncertain of the spelling of the name. The search is limited if you use the other codes or add other information, such as EXACT first name, middle name, race, etc.

The first E or S indicates LAST NAME.
The second E or S indicates FIRST NAME.

E = EXACT NAME. SENTRY will return only those names which are character-for-character matches for the name you keyed.

S = SOUNDX or SOUND-A-LIKE NAME. SENTRY will return any name that sounds like the name you keyed, e.g., if you key BROWN as the last name, SENTRY will return the names BROWN, BROWNE, BRAUN, etc.

NOTE: When the Name Search is invoked by the (b)(7)(E); (b)(7)(F) LOAD INMATE, a LOAD field will appear at the top of the screen.

Do the Name Search

1. Key **TRANSACTION CODE,LAST NAME,FIRST NAME OR INITIAL,UNK** and **ENTER.**

2. **IF USING A NICKNAME:** Key Nickname in the last name position.

3. **IF USING ALIAS:** Key Alias the same as you would a committed name.

4. **IF THE NUMBER OF HITS IS BETWEEN 1 AND 75:** You will receive a list.

8) **Nicknames** will appear in the LAST NAME area with an N to the left of the column. **Aliases** will be indicated by an A.

9) IF THE NAME OF THE INMATE YOU ARE LOOKING FOR APPEARS ON THE LIST: Key the register number in the **REG NO** field and **ENTER.** SENTRY will display the profile for that individual. The NAME SEARCH is complete.

10) **TO SEE THE PROFILE FOR EACH INMATE ON THE LIST: ENTER** to display the FIRST profile. **THEN:** Page forward or backward to see the other profiles.

5. **IF THE NUMBER OF HITS IS MORE THAN 75:** You must change data.

11) **TO CONTINUE,** you must give SENTRY more information.

Move the cursor to any of the fields, **change** the data and/or **key** new data and **ENTER.**

12) **FOR DESCRIPTION OF EACH FIELD:** See the next section.

Description of Each Field

SOUNDX or EXACT: Either one or both of these headings may be changed to SOUNDX or EXACT to change the type of search.

REG NO: Key register number only when you wish to display the profile for a name on the list.

LAST NAME: Must be keyed.

FIRST NAME:

13) If only one letter is keyed, SENTRY will return all first names beginning with that letter.
14) If blank, inmate names with and without first names will be returned, e.g., Nicknames, Aliases and complete names will be returned.
15) Do not key if searching for Nickname.

MIDDLE: Middle name

16) If only one letter is keyed, SENTRY will return inmate names with middle names beginning with that letter.
17) If NMI, NONE, or NMN is keyed, SENTRY will return all names that do not have middle names.
18) If blank, names with and without middle names will be returned.

S: Sex. M for Male or F for Female.

R: Race. Valid codes: W - White
B - Black
A - Asian
I - American Indian

AGE +-2: Age of inmate. If age is keyed, SENTRY will select inmates whose ages are equal to or plus or minus two years of the age you keyed.

BIRTH DATE:

19) Any portion of date may be keyed - Month, Day or Year.
20) Any combination of Month/Day, Month/Year or Day/Year may be keyed.
21) Leave the MM, DD or YYYY as is when no date of birth is known or when that portion of the date is unknown, e.g.,

10-DD-1950, MM-10-1951.

RSP OF: Facility responsible for the inmate. Cannot be keyed, but if the institution is displayed because you searched only your institution, you may blank out this field and ENTER again to search all of SENTRY.

LOAD: Appears only when the Name Search is invoked as a result of loading an inmate with (b)(7)(E); (b)(7)(F) Follow these steps if the LOAD field is displayed:

22) **IF NONE OF THE NAMES LISTED MATCH THE INMATE YOU ARE LOADING:** Key **Y and ENTER** to continue the LOAD process.

23) **IF ONE OF THE NAMES IS THE SAME INMATE:** The inmate is already loaded and you cannot continue with the load process. **CLEAR** the screen and use (b)(7)(E); (b)(7)(F) to admit the inmate using the register number that was displayed on the NAME SEARCH list.

How the Name Search is Performed when You Load an Inmate

1. The NAME SEARCH is automatically performed when the (b)(7)(E); (b)(7)(F) Load Inmate transaction is keyed and entered.

24) All inmates in SENTRY will be searched.
25) SENTRY will select inmates with names that SOUND-A-LIKE the

FIRST and LAST NAME you keyed and who have the same RACE and same BIRTH DATE as you keyed.

26) A different date of birth will lead to wrong information. Therefore, to be certain an inmate is not in SENTRY, you should do a **PPSS** before the (b)(7)(E); (b)(7)(F)

2. **IF NO HITS ARE FOUND:** SENTRY will return the (b)(7)(E); (b)(7)(F) Admit Inmate screen.

3. **IF ANY HITS ARE FOUND:** SENTRY will return the NAME SEARCH Screen listing the names. You can change the data or display an Inmate Profile for one or all names on the list. See the previous section for complete instructions.

4. **IF ONE OF THE NAMES IS THE SAME INMATE YOU ARE LOADING:** The inmate is already loaded and you cannot continue with the Load process. **CLEAR** the screen and use (b)(7)(E); to admit the inmate using the register number displayed on the list.

5. **IF NONE OF THE NAMES LISTED MATCH THE INMATE YOU ARE LOADING:** Key **Y** in the **LOAD** field and **ENTER** to complete the Load process.

How the Name Search Works

1. If you key **ONLY LAST NAME:** Inmates with the EXACT or SOUND-A-LIKE last name will be returned.

2. If you key **LAST NAME AND FIRST INITIAL:** Inmates with the EXACT or SOUND-A-LIKE last name whose first name begins with the letter you keyed will be displayed.

3. If you key **LAST NAME AND FIRST NAME:** SENTRY first searches for inmates with the EXACT or SOUND-A-LIKE last name and then compares the first name.

4. If you key the **MIDDLE NAME:** The use of the middle name may be misleading and restricts the name search. For example, if the name HARVEY BROWN is in SENTRY and you key HARVEY E. BROWN, you will not find him because he does not have a middle initial of E recorded in SENTRY.

5. **DERIVATIVES OF FIRST NAME:** The use of derivatives of a first name restricts the search - use an initial instead of a derivative when possible. For example: If an inmate is in SENTRY as HARVEY BROWN, and you key HERBIE BROWN, you will not find him because HERBIE is a derivative of HERBERT not HARVEY. If you key H BROWN, you will find HERBIE BROWN.

(b)(7)(E); (b)(7)(F) - COUNT SHEET

Print or Display a Count Sheet

PRINT: Key (b)(7)(E); (b)(7)(F) and **ENTER**

DISPLAY: Key (b)(7)(E); (b)(7)(F) **,,,,,DIS** and **ENTER**

EXAMPLES

1. COUNT OF INSTITUTION USING 11 OR LESS OCT ASSIGNMENTS

   PRINT: Key (b)(7)(E); (b)(7)(F) and **ENTER**
   DISPLAY: Key (b)(7)(E); (b)(7)(F) **,,,,DIS** and **ENTER**

2. COUNT FOR ONE QUARTERS AREA, SUBSTITUTE YOUR QTR GROUP CODE FOR Z***.

   PRINT: Key (b)(7)(E); (b)(7)(F) and **ENTER**
   DISPLAY: Key (b)(7)(E); (b)(7)(F) **,DIS** and **ENTER**

3. COUNT FOR INSTITUTION USING 12 OR MORE OCT ASSIGNMENTS, SUBSTITUTE YOUR OCT GROUP CODE FOR ***1:

   PRINT: Key (b)(7)(E); (b)(7)(F) and **ENTER**
   DISPLAY: Key (b)(7)(E); (b)(7)(F) **,DIS** and **ENTER**

NOTE: (b)(7)(E); (b)(7)(F) in the examples may be changed to:
- not equal to
- less than
- less than or equal to
- greater than
- greater than or equal to

1. **COUNT SHEETS:**

   27) The **QUARTERS** areas are listed down the left side of the Count Sheet. The code for each area is the group code for the QTR assignments. The individual counts for quarters assignments with the same group code are added together and listed as one count area. To display a list of

(b)(7)(E); (b)(7)(F)

the quarters included in a specific group code or line on the Count Sheet, use **PP31,QTR.**

28) The **OUTCOUNT** areas are listed across the top of the Count Sheet. A number appearing in the Outcount column indicates the number of inmates who are on outcount to that area, and the corresponding quarters count column will be decreased accordingly.

29) You must select an **OUTCOUNT** group code if the total OCT category assignments for your institution exceeds 11. The Count Sheet will only use 11 outcount areas at any one given time.

30) **TO ADD OR CHANGE THE QUARTERS AND OUTCOUNT ASSIGNMENTS OR GROUP CODES:** Use (b)(7)(E); (b)(7)(F)

2. **OUTCOUNTS:**

31) Maximum number of OUTCOUNTS to be computed or printed on Count Sheet is **11.**

32) **TO CHANGE OUTCOUNT NAME OR ADD NEW OUTCOUNT:** Use (b)(7)(E);

33) **TO ERASE OUTCOUNTS AFTER THE COUNT CLEARS:** Use (b)(7)(E); (b)(7)(F)

34) **TO PUT AN INMATE ON OUTCOUNT:** Use (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F) - CREATE FUTURE ASSIGNMENT

NOTES: Use (b)(7)(E); (b)(7)(F) to correct assignments created with (b)(7)(E); (b)(7)(F)
Future changes are allowed only for certain categories.

	FUNCTIONS
(b)(7)(E); (b)(7)(F)	Add new assignment for future date Replace an existing assignment for future date Delete an existing assignment for future date Replace an existing EDC assignment for future date with no history Delete an existing EDC assignment for future date with no history

Put an Inmate on Callout
Add a Future Assignment to be Published on Daily/Callout Change Sheet

1. Key (b)(7)(E); and **ENTER**. SENTRY will return a screen.

2. Key the following, as required, and ENTER:

   REG NO: Register Number.

   NAME: Only first 5 characters of last name must be keyed.

   FUNCTION: (b)(7)(E); (b)(7)(F)

   CATEGORY: Must be a code from the Category Table which has been established for your facility and which allows future assignments.

   CURR ASGN: Cannot be keyed.

   NEW ASGN: Must be an assignment for the CATEGORY keyed.

   EFF DATE: Effective date of the assignment.
   Must be a valid SENTRY date.
   Must be today's date or a future date, but not more than 365 days in the future.

   EFF TIME: Effective time of the assignment.
   Must be a valid SENTRY time, 0001-2359.
   Must be in the future if EFF DATE is today's date.

(b)(7)(E); (b)(7)(F)

ADDITIONAL INFORMATION, AS REQUIRED: Cannot be keyed.

3. **TO CORRECT A FUTURE ASSIGNMENT:** Use (b)(7)(E); (b)(7)(F)

4. **TO DISPLAY THE FUTURES YOU HAVE ADDED:** Use **PP38** or (b)(7)(E); (b)(7)(F)

Replace an Existing Assignment at Sometime in the Future
Replace an EDC Assignment with No History

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following, as required, and **ENTER**:

REG NO: Register Number.

NAME: Only first 5 characters of last name must be keyed.

FUNCTION: (b)(7)(E); Replace.
(b)(7)(E); (b)(7)(F) Replace no history. **Valid only for EDC.**

CATEGORY: Must be a code from the Category Table which has been established for your facility and a category which allows future assignments.

CURR ASGN: Must be a current assignment for the inmate in the CATEGORY keyed.

NEW ASGN: Must be an assignment for the CATEGORY keyed.

EFF DATE: Effective date of the assignment.
Must be a valid SENTRY date.
Must be today's date or a future date, but not more than 365 days in the future.

EFF TIME: Effective time of the assignment.
Must be a valid SENTRY time, 0001-2359.
Must be in the future if EFF DATE is today's date.

ADDITIONAL INFORMATION, AS REQUIRED: Valid only for EDC.

35) Valid codes and edits for first three fields are listed under Additional Information on the Education Cross Check (EDC Close-out) Table in the Education TRM.
36) If 01 is keyed, (b)(7)(E); (b)(7)(F) must be keyed.
37) Cannot be keyed if FUNCTION is (b)(7)(E); (b)(7)(F)

01.: Event Level - must be C for Course or P for Program.
02.: Action Level - must be C for Completed, D for Discontinued, R for Required or W for Withdrawn and relate to the C or P keyed in the 01 field.

03.: Must be code from the Education Final Action Level Code Table for the Action Level keyed in 02. See the Education TRM.

04.: Number of contact hours for the Event keyed in 01. Must be keyed and be numeric 0-99999.

Delete an Existing Assignment at Sometime in the Future
Delete EDC Assignment with No History

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following, as required, and **ENTER**:

REG NO: Register Number.

NAME: Only first 5 characters of last name must be keyed.

FUNCTION: (b)(7)(E); (b)(7)(F)
Delete.
Delete no history.
Valid only for EDC Category.

CATEGORY: Must be a code from the Category Table which has been established for your facility and a category which allows future assignments.

CURR ASGN: Must be a current assignment for the inmate in the CATEGORY keyed.

NEW ASGN: Cannot be keyed.

EFF DATE: Effective date of the assignment.
Must be a valid SENTRY date.
Must be today's date or a future date, but not more than 365 days in the future.

EFF TIME: Effective time of the assignment.
Must be a valid SENTRY time, 0001-2359.
Must be in the future if EFF DATE is today's date.

ADDITIONAL INFORMATION, AS REQUIRED: Valid only for EDC.

38) Valid codes and edits for first three fields are listed under Additional Information on the Education Cross Check (EDC Close-out) Table in the Education TRM.
39) If 01 is keyed, 02, 03 and 04 must be keyed.
40) Cannot be keyed if FUNCTION is RNH.

01.: Event Level - must be C for Course or P for Program.

02.: Action Level - must be C for Completed, D for Discontinued, R for Required or W for Withdrawn and relate to the C or P keyed in the 01 field.

03.: Must be code from the Education Final Action Level Code Table for the Action Level keyed in 02. See the Education TRM.

04.: Number of contact hours for the Event keyed in 01 Must be keyed and be numeric 0-99999.

Special Instructions

1. **TO CORRECT A FUTURE ASSIGNMENT YOU HAVE KEYED:** Use (b)(7)(E);

2. (b)(7)(E); (b)(7)(F) **FUNCTIONS:** Delete an assignment at some time in the future, e.g., deletes an assignment of IDLE or VACATION.

3. **ERROR IN KEYING FUTURE ASSIGNMENTS:** Some of the errors you make in keying future changes will not be detected until the future changes are applied with (b)(7)(E); (b)(7)(F) The most common errors detected by (b)(7)(E); (b)(7)(F) are:

    41) If the future assignment causes the inmate to have more assignments than are allowed in the category.

    42) If the inmate no longer has the current assignment you keyed for the future by the time the futures are applied.

    43) If the assignment you plan to delete causes the inmate to have no assignment in a required category.

4. **DUPLICATE FUTURES:** Duplicate future assignments for the same inmate are not allowed.

5. **INMATE IS RELEASED AFTER FUTURE HAS BEEN KEYED:** If you key future changes for an inmate and then that inmate is released from your facility prior to the future date, the change will appear on the Callout/Change Sheet but will be rejected when the futures are applied with (b)(7)(E); (b)(7)(F)

6. **DAILY LOG - PP38:** Futures are recorded on the facility Daily Log for the future effective date and NOT for the actual date you keyed the future.

7. **TO DISPLAY YOUR FUTURE CHANGES:** Use **PP38** or (b)(7)(E); (b)(7)(F)

    44) **PP38** - Displays changes in alphabetical order by inmate.

    45) (b)(7)(E); Allows you to select the order for displaying the changes.

(b)(7)(E); (b)(7)(F)

CHANGE FUTURE ASSIGNMENT

Correct a Callout or Future Assignment that was Added with (b)(7)(E); (b)(7)(F)

FUNCTIONS
DIS - Display
(b)(7)(E); (b)(7)(F) Replace
Delete

1. You may follow these steps to replace or delete a future assignment. However, it would be faster to refer to the specific **REPLACE** or **DELETE** instructions on the next two pages.

2. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

3. SENTRY will display the future assignments for the date you keyed. You may display one of the future assignments and then replace or delete it.

4. Key the following and **ENTER:**

   FUNC: DIS

   SEQ: Sequence number of line you want to display, e.g., 001,002.

5. SENTRY will display the line so it can be replaced or deleted.

   TO DELETE: Key (b)(7)(E); (b)(7)(F) and **ENTER.**

   TO REPLACE: Key (b)(7)(E); (b)(7)(F) move the cursor to the data you want to change, key the correct data and **ENTER.** See the next section for specific instructions.

6. **TO DISPLAY THE FUTURE ASSIGNMENT FOR ANOTHER INMATE FOR THE SAME DATE:** Key (b)(7)(E); (b)(7)(F) **ENTER.**

7. **TO DISPLAY THE FUTURE ASSIGNMENTS FOR ANOTHER INMATE FOR A DIFFERENT DATE:** Key (b)(7)(E); (b)(7)(F) **ENTER.**

(b)(7)(E); (b)(7)(F)

Replace a Callout or Future Assignment

1. Key (b)(7)(E); (b)(7)(F) **REGISTER NUMBER,LAST NAME,EFF DATE** and **ENTER**.

2. SENTRY will display the future assignments for the date you keyed. 3. Key the following and **ENTER:**

46) Key (b)(7)(E); (b)(7)(F)
47) Key the assignment you want to change as it is displayed, changing only the data you want replaced following the field descriptions below:

SEQ: Sequence number of the line you want to replace, e.g., 001, 002.

CATG: Must match the CATEGORY in the sequence line.

At least one of the following fields must be changed.

CURR ASGN:

48) Key a new assignment if that is what you want to change, or key the same assignment as the (b)(7)(E); (b)(7)(E); in the sequence line.
49) Cannot be keyed if (b)(7)(E); in the sequence line is blank.

NEW ASGN:

50) Key a new assignment if that is what you want to change, or key the same assignment as the (b)(7)(E); (b)(7)(E); in the sequence line.
51) Cannot be keyed if (b)(7)(E); in sequence line is blank.
52) Must be valid assignment for the CATEGORY.

EFF DATE:

53) Key a new date if you want to change the date, or key the same date as the (b)(7)(E); in the sequence line.
54) Must be a valid SENTRY date.
55) Must be today's date or a future date, but not more than 365 days in the future.

TIME:

56) Key a new time if you want to change the time, or key the same time as the (b)(7)(E); in the sequence line.
57) Must be a valid SENTRY time, 0001-2359.

58) Must be in the future if EFF DATE is today's date.

ADDITIONAL INFORMATION - Valid only for EDC Category.

59) Cannot be keyed if ADDITIONAL INFORMATION is not displayed.

60) 4-Position Field. Format is X X X NNNNN.

61) Codes and edits for first three fields are listed under Additional Information on the Education Cross Check (EDC Close-Out) Table in the Education TRM.

First: If keyed must be (b)(7)(E); Course or (b)(7)(E); Program.
Second: Must be (b)(7)(E); Completed, (b)(7)(E); Discontinued, (b)(7)(E) (b)(7)(Required or (b)(7)(E); Withdrawn and relate to the (b)(7)(E); keyed in the first position.
Third: Must be a code from the Education Final Action Level Code Table for the Action Level keyed in 01. See the Education TRM.
Fourth: Number of contact hours for the Event keyed in the first position.
Must be keyed and be numeric 0-99999.

4. SENTRY will record the new data on your **PP38** facility Daily Log and return a (b)(7)(E); screen. If you changed the (b)(7)(E); the return screen will not display the entry. In this case to display the new entry, key the new (b)(7)(E); and **ENTER**.

5. **TO REPLACE A FUTURE ASSIGNMENT FOR ANOTHER INMATE ON THE SAME DATE:** Key the (b)(7)(E); (b)(7)(F) and **ENTER**. Repeat Step 3.

6. **TO REPLACE A FUTURE ASSIGNMENT FOR ANOTHER INMATE ON A DIFFERENT DATE:** Key the (b)(7)(E); (b)(7)(F) and **ENTER**. Repeat Steps 2 and 3.

Delete a Future Assignment

1. (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will display the future changes for the date you keyed.

3. Key the following and **ENTER**:

(b)(7)(E); (b)(7)(F) Delete.

SEQ: Sequence number of the line you want to delete, e.g., 001,002.

Key all of the remaining fields exactly as they are displayed on the sequence line you want to delete.

4. SENTRY will delete the future assignment from your **PP38** facility Daily Log and return a (b)(7)(E); (b)(7)(F) screen.

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(b)(7)(E); (b)(7)(F) - APPLY FUTURE ASSIGNMENTS

NOTES:

62) Turns FUTURES keyed by (b)(7)(E); (b)(7)(F) into Actual assignments.
63) Transaction is usually restricted to the Control Room Terminals.

Apply Future Assignment Changes which were Added with (b)(7)(E); (b)(7)(F)

1. **APPLY ALL FUTURES FOR CURRENT DATE AND TIME:**

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

2. **APPLY OLD FUTURES FOR SPECIFIC DATE IN PAST:**

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

EFFECTIVE DATE: Must be past or current. If not keyed, SENTRY will apply any future assignments that exist for the current date.

3. **APPLY FUTURES ONLY FOR INMATES IN A SPECIFIC GROUP OF UNITS FOR CURRENT DATE:**

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

SELECTION CATEGORY: 1st Position: (b)(7)(E);
2nd Position: (b)(7)(E); (b)(7)(F)
3rd Position: (b)(7)(E); (b)(7)(F)

This example can be used by the institutions with satellite camps to allow the main control room and the camp control room to individually apply the futures for the inmates in their respective units.

4. SENTRY will automatically apply the future changes that were created with (b)(7)(E); for the category or date you keyed up through the current time and for one day prior. The assignments are now actual and can be displayed on **PP42** and **PP44** and on **PP32** and **PP30** rosters.

5. **CALLOUTS:** All future callouts that are scheduled to occur during the day become effective when the first (b)(7)(E); of the day is keyed.

6. **FUTURE ASSIGNMENT CHANGES IN OTHER CATEGORIES:** Other category FUTURES scheduled to occur later in the day must be applied on or

(b)(7)(E); (b)(7)(F)

after their effective time. Therefore, many (b)(7)(E); (b)(7)(F) transactions can be done during a 24-hour day.

7. **OLD FUTURES:** You cannot apply the FUTURES for today if any old future assignment changes for a previous day have NOT been applied. Use (b)(7)(E); to find the old FUTURES and then follow Step 2, above, to apply the FUTURES.

8. **IF ERRORS ARE DETECTED WHEN YOU APPLY THE FUTURE CHANGES:** SENTRY will delete these FUTURES from the (b)(7)(E); facility Daily Log and print an error report on your printer. This report will list each future change that was not applied and the reason why it was in error.

   The staff member responsible for publishing the Daily Callout/ Change Sheet can use this report to resolve the errors and to notify the staff concerned that the FUTURES they keyed did not become actual assignments.

(b)(7)(E); (b)(7)(F) - DELETE GROUP OF FUTURE ASSIGNMENTS

Delete a Group of Futures with the same Assignment

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

CATEGORY:	Must be a category established for your facility.
ASSIGNMENT:	Must be a valid assignment for the CATEGORY which has future assignment changes recorded.
EFFECTIVE DATE:	Date of the future assignment changes. SENTRY displays the current date, but it may be changed to any valid SENTRY date.

Delete All Futures in a Category

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

CATEGORY:	Must be a category established for your facility.
ASSIGNMENT:	ALL
EFFECTIVE DATE:	Date of the future assignment changes. SENTRY displays the current date, but it may be changed to any valid SENTRY date.

Delete All Futures for a Specific Date

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

CATEGORY:	ALL
ASSIGNMENT:	ALL
EFFECTIVE DATE:	Date of the future assignment changes. SENTRY displays the current date, but it may be changed to any valid SENTRY date.

(b)(7)(E); (b)(7)(F)

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PPJ8 - ASSIGNMENT HISTORY REPORT

Print a History Report of all Assignment Changes and Current Assignments for an Inmate

1. Key **PPJ8** (b)(7)(E); (b)(7)(F) **ENTER**.

2. The assignment history report will be printed. The report lists all assignment changes, the beginning and ending date for each, and the facility last responsible for each change.

NOTE: Use **PPJ8** to print the assignment history report for an inmate before using (b)(7)(E); (b)(7)(F) to delete an inmate record.

PPJ8

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PPPI - PUBLIC INFORMATION DATA

NOTE: Information may not be released unless authorized by the Institution Location Center.

Display or Print Inmate Public Information Data

DISPLAY: Key (b)(7)(E); (b)(7)(F) and **ENTER**

PRINT: Key (b)(7)(E); (b)(7)(F) **,,,PRT** and **ENTER**

1. SENTRY will display or print the public information for the inmate, including profile data, release information, admit/release status and dates, and current sentence information. You may page forward or backward to view the data on the screen.

2. You may select specific sentence information by keying a computation number or ALL in the **COMP NO** field or by changing the **Y/N** indicator displayed in the **ALL CURRENT COMPS** or **ALL PRIOR COMPS** fields.

   If a specific computation number is keyed, the Y/N indicator in the ALL CURRENT COMPS and ALL PRIOR COMPS fields must be N. The reverse is also true. If you key ALL in COMP NO field, the Y/N Indicators must be Y.

   NOTE: The first computation number of an inmate is 010 with subsequent numbers sequenced in increments of 10, e.g., 020, 030, etc.

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PP10 - CMC CLEARANCE AND SEPARATEE DATA

Display Clearance Remarks and Separatees for an Inmate

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return one or more screens displaying the clearance remarks and separatees. You can page forward and backward.

3. **TO DISPLAY THE PP10 FOR INMATES ON A BUS OR AIRLIFT:** Follow these instructions to lock your terminal to the bus or airlift facility.

   64) Key (b)(7)(E); (b)(7)(F) **FACILITY CODE FOR BUS OR AIRLIFT** and ENTER.

   EXAMPLE: (b)(7)(E); (b)(7)(F) A01

   65) A message will be returned indicating your terminal is now locked to that facility. Your terminal-id will now match that facility code.

   66) You can now key the **PP10** transactions for the inmates on the bus or airlift.

   67) **TO UNLOCK THE TERMINAL:** Key (b)(7)(E); (b)(7)(F) and **ENTER**. Your terminal will be unlocked and your terminal-id will once again match your facility code.

   68) You cannot lock to the I-T or PIT facility.

4. **DEFINITION OF REMARKS:**

   02 REMARKS: Clearance authority.

   04 REMARKS: Special notification added by the Correctional Services Intelligence Staff in the Central Office for the express use of the Regional Designator at the time of designation.

5. The **PP10** is included as part of the In-Transit and Intake Screening Forms. Use **PP64** to print either of these forms for inmates on a vehicle.

PP10

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(b)(7)(E); (b)(7)(F) - UPDATE FACILITY ASSIGNMENT

Replace, Delete or Add an Assignment for a Local Facility Category

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will display the (b)(7)(E); (b)(7)(F) screen.

2. Key the following and **ENTER** to display an assignment:

   FUNCTION: DIS

   CATEGORY: Must be a code from the Category Table.

   ASSIGNMENT:

   69) Must be a valid assignment for the CATEGORY
   70) Any assignment for the CATEGORY and FACILITY that is displayed on **PP31**. It is easier to add a new assignment for an existing category, if you first display one of the current assignments.

3. SENTRY displays the assignment, you may use this screen to (b)(7)(E); (b)(7)(F) an assignment.

(b)(7)(E); (b)(7)(F)

71) Key (b)(7)(E); (b)(7)(F) in **FUNCTION,** and key other changes and **ENTER.**
72) Only the (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) can be replaced. Use to change the name of the staff members displayed for the UNT, CSW or CCC category on the **PP42** and **PP44.**
73) (b)(7)(E); (b)(7)(F) Category must be changed by the OIS Field Services Staff.
74) ASSIGNMENT cannot be replaced. You must (b)(7)(E); the old assignment and (b)(7)(E); the new one.

(b)(7)(E); (b)(7)(F)

75) Key (b)(7)(E); in **FUNCTION** and **ENTER.**
76) You cannot (b)(7)(E); an assignment if any inmates have that assignment. You must first use (b)(7)(E); to delete or replace the assignment for each inmate, or use (b)(7)(E); to delete a group of

assignments in certain categories.

(b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)

77) Restricted to selected terminals
78) Change the FUNCTION (b)(7)(E); (b)(7)(F) and key the appropriate fields as described below and **ENTER**.
79) Assignments for the (b)(7)(E); (b)(7)(F) must be added by the OIS Field Support Staff.

4. SENTRY will replace, delete or add the assignment, and **PP31** will reflect the change.

Description of Fields

FUNCTION: (b)(7)(E); (b)(7)(F)

FACILITY:

80) Facility code for your terminal is displayed.
81) You may change this to another Facility Code if you wish to display one of their assignments.

CATEGORY:

82) Must be a code from the Category Table.
83) UNT assignments and most standard assignments must be added by the OIS Field Services Staff.
84) LOC assignments, except for US Marshals facilities, are added with the (b)(7)(E); (b)(7)(F)

ASSIGNMENT:

85) Must be a valid assignment for the CATEGORY keyed.
86) Any assignment for the CATEGORY and FACILITY that is displayed on **PP31**. It is easier to add a new assignment for an existing category, if you first display one of the current assignments.

GROUP CODE: Must be a group code which has been identified for the CATEGORY at your facility.

DESCRIPTION:

87) Narrative description of the assignment.
88) Displayed on **PP42** and **PP44**.

89) For CSW and CCC assignments, include name of the staff member and the telephone extension.

QUOTA:

90) Number of inmates expected to have this assignment.
91) Leave the zeros if quota is not applicable for the category, such as WLS or CAL.

PP30 - DISPLAY OR PRINT A CENSUS OR ROSTER OF INMATES

NOTES: Screen Examples begin at the end of this Transaction.
Special Feature Section appears on the last page.

FUNCTIONS	
(b)(7)(E) ; (b)(7)(F)	Census Display
	Census Print
	Roster Display
	Roster Print
DIS	Display Options

Census - Count of Inmates and/or Assignments

1. Key **PP30** and **ENTER**. SENTRY will return the **PP30** screen.

2. Key the required data and **ENTER**. For a description of each field, see the appropriate section.

THESE FIELDS MUST BE KEYED	
FUNCTION:	(b)(7)(E); Display. (b)(7)(E); Print.
SELECTION CATEGORY:	Category and assignments to be searched.
ORGANIZATION:	Only if you want to search another facility.
TYPE OF FACILITY:	Only if you want to search another type of facility.

THESE FIELDS MAY BE KEYED	
COPIES:	Number of copies, 1 thru 9.
ZERO/NBR:	YES only if you want to list all assignments or facilities whether or not any inmates are assigned.
DUP SUPR:	OUT only if you want to count inmates out of the roster.
FACILITY MANAGED BY:	(b)(7)(E); (b)(7)(F)
SEQ:	Sort sequence.
NP:	Page breaks.
CONDITIONS:	Criteria for search.

PP30

3. **AFTER YOU ENTER:** SENTRY will search for the information you requested and display or print the census report. The census totals are displayed on the first page, and the data is listed on the second and subsequent pages. If you keyed the CEN function, you can page forward and backward to view the report.

4. IF **THE SEARCH IS INTERRUPTED:** SENTRY will return an interim screen:

92)	**TO CONTINUE:**	**ENTER.**
93)	**TO STOP THE SEARCH:**	Clear and start over.
94)	**FOR PARTIAL REPORT:**	Key **NO** in FUNCTION and **ENTE**R. You must wait for SENTRY to return the partial report before you can key another transactio n.
95)	**TO DISPLAY YOUR PP30 INPUT SCREEN TO VERIFY THAT YOUR INTERRUPTED REQUEST WAS KEYED CORRECTLY:** Key any value except YES or NO in the FUNCTION and **ENTER.** Review the input screen and **ENTER.** The search will continue where it was last interrupted.	
96)	**IF MAXIMUM SENTRY LINE LIMIT IS REACHED:** FUNCTION defaults to NO. **ENTER** for partial report.	

Roster of Inmates, Assignments and/or Specified Data

1. Key **PP30** and **ENTER.**

2. Key the required data and **ENTER.** For a description of each field, see the appropriate section.

THESE FIELDS MUST BE KEYED

FUNCTION:	(b)(7) - Display. (b)(7)(- Print.
SELECTION CATEGORY:	Category and assignments to be searched.
ORGANIZATION:	Only if you want to search another facility.
TYPE OF FACILITY:	Only if you want to search another type of facility.

THESE FIELDS MAY BE KEYED	
COPIES:	Number of copies, 1 thru 9.
ZERO/NBR:	YES only if you want to sequentially number each line of the report in Column 6.
DUP SUPR:	NO or OUT. Only if you want to change the default from YES.
FACILITY MANAGED BY:	(b)(7)(E); (b)(7)(F)
COLUMNS:	Data to be displayed on roster.
SEQ:	Sort sequence.
NP:	Page breaks.
COL TO SORT:	Sort on Keyword - REG or DOB.
SEQ IN COL:	Sequence of data in COL TO SORT field.
CONDITIONS:	Criteria for search.

3. **AFTER YOU ENTER:** SENTRY will search for the information you requested and display or print the roster. The roster totals are displayed on the first page, and the data is listed on the second and subsequent pages. If you keyed the ROS function, you can page forward and backward to view the report.

4. **IF THE SEARCH IS INTERRUPTED:** See previous page for instructions.

Description of Each Field

1. **FUNCTION:** (b)(7)(E); (b)(7)(F) - Census Display.
- Census Print.
- Roster Display.
- Roster Print.

DIS - Display options.

2. **SELECTION CATEGORY:**

97) The category and corresponding assignments you want to search.

98) Consists of three fields - XXXX XX XXXXXXXXXX.

FIRST FIELD:

99) The first three characters must be a code from the Category Table.

100) The fourth must be G to indicate a Group Code will be keyed in the third position or blank if an assignment will be keyed in the THIRD FIELD.

SECOND FIELD: Must be one of these:

(b)(7)(E); (b)(7)(F) - Equal to
- Not equal to
- Less than
- Less than or equal to

(b)(7)(E); (b)(7) - Greater than
- Greater than or equal to

THIRD FIELD:

101) Assignment or Group Code for Category keyed in FIRST FIELD.
102) Must be a Group Code if G was keyed in the fourth position of the FIRST FIELD.
103) If not all characters of a group code are significant, key an asterisk as a wildcard in the position to indicate any character in that position is acceptable.
104) ALL - All assignments in Category if EQ is keyed in the SECOND field.

EXAMPLES OF SELECTION CATEGORY
(b)(7)(E); (b)(7)(F)

3. **COPIES:**

105) Key only if you want more than one copy of a printed census or roster.
106) Defaults to 1, may be changed to numbers 2 through 9.

4. **ZERO/NBR:** Defaults to NO.
May be changed to YES or NEQ - Not Equal to Quota.

107) **FOR A CENSUS:** Key YES only if you want to list all assignments for all facilities whether or not inmates currently are assigned, e.g., to include work details which do not have assigned inmates.

Key NEQ (Not Equal Quota) with a (b)(7)(E); (b)(7)(F) census to identify quarters assignments that either have no inmates assigned or have multiple inmates assigned to the same bed. YES should be keyed in DUP SUPR.

108) **FOR A ROSTER:** Key YES only if you want to sequentially number each line on the report, e.g., the unit staff might use this to print a roster to be used for counting central files. The number will appear in COLUMN 6. You cannot key a code in Column 6 when you use this option.

5. **ORGANIZATION:**

109) Key only if you want to search another facility.
110) SENTRY displays the organization code for your terminal-id. It may be changed to one of the codes in the chart below.
111) Consists of three fields: XXXX EQ XXX.

ORGANIZATION FIELDS		
FIRST	**SECOND**	**THIRD**
(b)(7)(E); (b)(7)(F)		Code from Facility Table, e.g., ASH, PET, FLF, ALD, CCC, CCN, ALM, FBI, etc.
		MXR, NCR, NER, SCR, SER, or WXR
		BOP, PAR, USM, CRM, INS., etc.
		DOJ

6. **OPTION:**

112) Displays set **PP30** options for sentence monitoring data and CMA assignments relating to the Violent Crime Act of 1994.

113) Key a Number, 1 thru 4, with FUNCTION of DIS.

114) SENTRY displays the set **PP30** option screen. At this point, you may ENTER to see the option report or change the data to create your own roster or census report and ENTER.

7. **TYPE OF FACILITY:**

115) Key only if you want to search another facility.

116) SENTRY displays the type of facility for your terminal-id, but it may be changed to one of the codes in the chart below.

TYPE OF FACILITY	
(b)(7)(E); (b)(7)(F)	Typical. Institutions where inmates are housed, to include US Marshals Offices. Community Corrections Facilities Management. Regional and Central Offices. Buses and Airlifts. Intransit Facilities. Bureau CTCs - closed. Prolonged Intransit Facility. Staff Training Centers.

8. **DUP SUPR:**

117) Defaults to YES. Supress duplicate data, e.g, if an

inmate has three work assignments and you are sorting a roster by the inmate's last name, display the name and register number only once next to the first work ssignment.

118) Key NO only if you want to display COLUMN data on each line, including duplicates.

119) OUT may be keyed if the ARS Category is used in the SELECTION CATEGORY field. OUT indicates you want to include inmates who have been released, but who have specific assignments, e.g., CMA or CMC assignment.

9. **FACILITY MANAGED BY:**

120) Indicates if want to search the facilities managed by the agency or private industry or both.

121) Defaults to AP - search A for Agency and P for Privately managed facility. May be changed to just one of these.

10. **COLUMNS:**

122) Indicates what information you want to display on a roster.
123) IGNORED IF KEYED FOR CENSUS REPORTS.
124) There are six columns, number 1 through 6
125) Any code from the **PP30** Codes for Columns Table.
126) If a Category Code is keyed in the first three positions, the fourth position may be:

G - Group Code - WRKG
D - Date of Assignment - WRKD
T - Time of Assignment - WRKT

127) SENTRY displays REG, LN and FN in the first three columns, but you may change these.

128) Columns display ten characters, except for COLUMN 6, which displays only eight characters. Therefore, you should not display a date in this column.

129) Roster will be sorted in COLUMN order with COLUMN 1 first, unless you use the SEQ field to indicate a specific sort sequence, e.g., if REG is in the first column, the roster will be sorted in numerical order by the register number within the category or group you keyed in the SELECTION CATEGORY.

130) **NOTE: FOR MULTIPLE ASSIGNMENT CATEGORIES,** you may key SEL in a COLUMN or to specify a CONDITION.

If a multiple assignment category, such as WRK, CMA or MDS is used in the SELECTION CATEGORY, you can key SEL instead of the category code in a COLUMN to prevent listing all assignments for the category, or to specific a CONDITION.

SEL refers to the assignment or group code keyed in the SELECTION CATEGORY.

SEL CANNOT be used if ALL is keyed in THIRD FIELD of the SELECTION CATEGORY.

SEL should always be used with multiple assignments when requesting a date or time, e.g., SELD or SELT.

EXAMPLE: For a roster of inmates who work in Food Service displaying the date they were assigned, you would key SELD instead of WRKD in the COLUMN because an inmate might have more than one work assignment and date and you want ONLY the date for the Food Service assignment.

11. **SEQ:** To define how to sort the information on the report.

131) A ROSTER MUST BE SORTED BY REGISTER NUMBER TO DISPLAY THE CORRECT DATES/TIMES NEXT TO EACH ASSIGNMENT IN A MULTIPLE ASSIGNMENT CATEGORY.

132) If keyed, must be one or a combination of the codes in this box:

CODES FOR SEQ FIELD

(b)(7)(E) - Agency.
; - Region.
(b)(7)(F) - Facility.
- Type of Facility.
- Assignment.
- Group Code.

Numbers 1 thru 6 - The numbers correspond to the entry in each of the 6 COLUMNS.

KEYING SEQ ON A CENSUS:

Key SEQ only if you want to change what is displayed on the left side of the screen.

EXAMPLE: On a census of inmates with a DST assignment of MAR, to display the number in each facility, you would key (b)(7)(E); (b)(7)(F) field.

KEYING SEQ ON A ROSTER:

First entry is the major sort sequence, other entries are sorted within it.

Numbers 1-6 can be keyed. The number must correspond to the number of one of the COLUMNS. Letters and numbers may appear together.

If A, R, F or T is keyed, the roster will be sequenced by agency, region, facility and/or type of facility.

KEYING EXAMPLES FOR SEQUENCE

3. For a roster of inmates in your unit sorted by the unit date, key (b)(7)(E); (b)(7)(F) in the SEQ field.

2. To sort the same roster by last name, key (b)(7)(E); (b)(7)(F) in the SEQ field.

3. For a roster of inmates housed in SHU, sorted by unit and then alphabetical by last name, key (b)(7)(E); (b)(7)(F) (b)(7)(E); in the SEQ field.

12. **NP:**

1) To specify when you want a new page on the census or roster report.
2) If keyed, must match one of the characters keyed in the SEQ field.
3) Blank denotes no specific page breaks. Standard screen and printer page breaks are used.

13. **COL TO SORT:**

4) Key only if you want to sequence the COLUMN containing the keyword REG for Register Number or DOB for Date of Birth.
5) A number 1-6 can be keyed. The number corresponds to one of the 6 Columns.
6) Must correspond to the COLUMN containing either the keyword REG or DOB.
7) If this field is keyed, you must also key data in SEQ IN COL field.

SEQ IN COL:

8) To define how you want to sequence the information within the COL TO SORT field.
9) Up to 8 numbers can be keyed. The numbers correspond to the numbers within the Register Number or Date of Birth - excluding dashes, i.e., 32456-189 = 32466189 and 06-06-1956 = 06061956. If you have not keyed 8 numbers, when you ENTER SENTRY will sequentially fill in the numbers.

EXAMPLES: 45 will become 45123678
85 will become 85123467

678 will become 67812345

10) **NOTES:** The primary sort of the PP30 report is established by the SEQ field. If SEQ is blank, SEQ defaults to SG123456 order: Assignment, group, columns 1-6.

COL TO SORT and SEQ IN COL establish a sort within the COLUMN containing REG or DOB.

If you want the primary sort column to be COL TO SORT, the first position of SEQ and COL TO SORT must be the same.

KEYING EXAMPLES FOR COL TO SORT AND SEQ IN COL

1. For a roster of inmates on your caseload sorted by the last three digits of their register numbers, key (b)(7)(E); (b)(7)(F) in SEQ, and (b)(7)(E); (b)(7)(F) SEQ IN COL.

2. For this same roster sorted by month of birth, key (b)(7)(E); (b)(7)(F) (b)(7)(E); in SEQ, (b)(7)(E); (b)(7)(F) and (b)(7)(E); SEQ IN COL.

3. Use to print a random roster of inmates for auditing inmate medical or unit files.

14. **CONDITIONS:**

11) (b)(7)(E); sets of CONDITIONS across, and (b)(7)(down in each row.
12) To identify additional conditions the inmates must meet to be selected for the census or roster.
13) Each condition has three fields - XXXX XX XXXXXXXXXX.

FIRST FIELD:

14) Any category or code from the **PP30** Conditions Table.
15) If category code is keyed in first three positions, the fourth position may be:

G - Group Code - WRKG.
D - Date of Assignment - WRKD.
T - Time of Assignment - WRKT.

16) Use SEL if category in SELECTION CATEGORY allows multiple assignments.

SECOND FIELD: Must be one of these:

EQ - Equal to.
NE - Not equal to.
LT - Less than.
LE - Less than or equal to.
GT - Greater than.
GE - Greater than or equal to.
NN - Not equal and none of the multiple assignments are equal. USE ONLY WITH CATEGORIES WHICH ALLOW MULTIPLE ASSIGNMENTS.

THIRD FIELD: Any PP30 Condition Code.

DISCUSSION OF CONDITIONS:

17) There are two types of conditions.

AND: Inmate must meet **ALL** conditions that are listed **DOWN** in one of the CONDITION GROUPS.

OR: Inmate meets **ANY** condition listed **ACROSS** in the CONDITION GROUPS

18) There are (b)(7)(E); (b)(7)(F) CONDITION GROUPS across and you can specify up to (b)(7)(E); conditions down in each group. For an inmate to be selected, all of the conditions listed down in one group must be true.

19) If an inmate fails to meet any condition in one group, the individual will still be selected for the report if the inmate meets all conditions down in one of the other groups.

20) If a condition is keyed in GROUP 1, it is automatically considered part of the conditions in GROUPS 2 and 3 if the corresponding lines across in Groups 2 and 3 are blank.

PP30 Special Features

1. **SELECTION CATEGORY.** Always use the category with the fewest number of assigned inmates in the SELECTION CATEGORY field. Your response will be faster and the search will not monopolize the system by searching more records than necessary. As examples, for a roster of all inmates in your institution, key (b)(7)(E); (b)(7)(F) for a roster of inmates in B Unit, key (b)(7)(E);

2. **INTERRUPT ROUTINE.** This routine prevents a search from monopolizing the system. On many requests, an interim screen will be returned:

21)	**TO CONTINUE:**	**ENTER**
22)	**TO STOP THE SEARCH:**	Clear and start over
23)	**FOR PARTIAL REPORT:**	Key **NO** in FUNCTION and **ENTE**R. You must wait for SENTRY to return the partial report before you can key another

transactio
n.

24) **TO DISPLAY YOUR PP30 INPUT SCREEN TO VERIFY THAT YOUR INTERRUPTED REQUEST WAS KEYED CORRECTLY:** Key any value except YES or NO in the FUNCTION and **ENTER.** Review the input screen and **ENTER.** The search will continue where it was last interrupted.

25) **IF MAXIMUM SENTRY LINE LIMIT IS REACHED:** FUNCTION defaults to NO. **ENTER** for partial report.

3. **RESTART A ROSTER.** You can restart a roster if it stops because of a printer or system problem during printing. Change the SELECTION CATEGORY or add a CONDITION to begin where the report left off.

EXAMPLES - RESTART A ROSTER

1. If you were printing a roster of all work assignments and had keyed (b)(7)(E); (b)(7)(F) in SELECTION CATEGORY and the roster stopped in the middle of the PAINT SHOP. Key (b)(7)(E); (b)(7)(F) in the SELECTION CATEGORY and ENTER. The roster will begin with the PAINT SHOP.

2. If you were printing an alphabetical roster of inmates in a facility and had keyed (b)(7)(E); (b)(7)(F) in SELECTION CATEGORY and the roster stopped at GENE SMITH. Key a CONDITION of (b)(7)(E); (b)(7)(F) and ENTER. The roster will begin with SMITH.

4. **SENTENCE MONITORING DATA.** This data may be unpredictable when an inmate has more than 50 computations. If this should occur, SENTRY will display the letter E next to the Register Number on the roster to alert you that the inmate's data exceeds the 50 line limit.

EXAMPLE - SENTENCING MONITORING DATA

If you request a roster of all inmates with a Projected Satisfaction Date during the month of September 1999, and you have one inmate who has 50 computations with dates during August 1999 and two computations with dates during September 1999, you may or may not find either of the September dates.

5. **DISCIPLINE DATA:** Inmates with over 50 occurrences of discipline data will be identified with a D next to the Register Number on the roster to indicate that the number of occurrences for that inmate exceeds the 50 line limit per inmate.

6. **CORRECT ASSIGNMENT DATES FOR MULTIPLE ASSIGNMENT CATEGORY:** A roster must be sorted by register number to display the correct dates/times next to each assignment in a multiple assignment category.

7. **SPECIAL REGISTER NUMBER ROSTERS.** A roster of inmates with selective register numbers can be obtained using (b)(7)(E); in the first field for CONDITIONS. This keyword can only be used as a CONDITION.

(b)(7)(E); (b)(7)(F) - Must be one of these:

(b)(7)(E); (b)(7)(F)
- can only be used with EQ in the 2nd field.
- can only be used with EQ in the 2nd field.

Each position of the Register Number must be typed with one of the above indicators or a number.

You cannot mix (b)(7)(E); and/or (b)(7)(E); indicators with numbers in typing the Register Number in the third field.

EXAMPLES: (b)(7)(E); (b)(7)(F) is wrong.

Key: (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F).

PP30 Codes for Columns

AGE	(b)(7)(E); (b)(7)(F)
AGENCY	
ALIEN/INS NUMBER	
BP 337 DATE	
BP 338 DATE	

Category

CATEGORY	(b)(7)(E); (b)(7)(F)
GROUP CODE	
ASSIGNMENT DATE	
ASSIGNMENT TIME	
SUBSTITUTE SEL FOR CATEGORY CODE IF THE:	

CITIZENSHIP	(b)(7)(E); (b)(7)(F)
CITY OF RESIDENCE	
CMC	
CMC INDICATOR	
PC WITSEC INITIALS	

CMC Separatee Information

REG NO OF SEPARATEE YOUR FACL	(b)(7)(E); (b)(7)(F)
NAME OF SEPARATEE YOUR FACL	
QUARTERS OF SEPARATEE YOUR FACL	
REG NO OF SEPARATEE IN SENTRY	
NAME OF SEPARATEE IN SENTRY	
FACILITY OF SEPARATEE IN SENTRY	
QUARTERS OF SEPARATEE IN SENTRY	

COUNTRY OF BIRTH	(b)(7)(E); (b)(7)(F)
COUNTRY OF RESIDENCE	
DATE OF BIRTH	
DC DEPT OF CORRECTIONS NUMBER	

DC POLICE DEPARTMENT ID NUMBER	(b)(7)(E); (b)(7)(F)
DESTINATION PROJECTED STAY	
FACILITY PROJECTED STAY	

Discipline Information

ACT - PROHIBITED ACT	(b)(7)(E); (b)(7)(F)
SEVERITY LEVEL OF ACT	
ADMINISTRATIVE REMEDY NUMBER	
CONSECUTIVE OR CONCURRENT	
CHARGE	
DATES	
HEARING DATE	
INCIDENT DATE	
INCIDENT REPORT DATE	
INCIDENT REPORT STATUS DATE	
PROJ REL DATE FROM SEG	
HEARING	
ABSENTIA	
DHO/CHAIRPERSON	
DATE	
FACILITY	
TIME	
TYPE	
UDC LOCATION - NAME OF UNIT OR CCM LOCATION	
INCIDENT DATE	
INCIDENT FACILITY	
INCIDENT TIME	
INCIDENT REPORT DATE	
INCIDENT REPORT NUMBER	
INCIDENT REPORT TIME	
INCIDENT REPORT STATUS	
INCIDENT REPORT STATUS DATE	
INCIDENT REPORT STATUS FACL	

	(b)(7)(E); (b)(7)(F)
INCIDENT REPORT GROUP CODE	
INCIDENT REPORT STATUS TIME	
INCIDENT REPORT STATUS UPDATE BY	
INVESTIGATOR	
PROHIBITED ACT	
PROJ REL DATE FROM SEG	
REFERRAL FOR PROSECUTION	
SANCTION	
SANCTION AMT	
SEVERITY LEVEL OF ACT	
SUSPENDED DAYS	
UNIT OF MEASUREMENT	

Education

	(b)(7)(E); (b)(7)(F)
INTERVIEW	
INTERVIEW DATE	
INTERVIEWING FACILILTY	
PRIMARY LANGUAGE	
EXEMPTION	
DATE OF REQUEST	
DATE OF APPROVAL/DISAPPROVAL	
EDUCATION PROGRAM	
STATUS OF REQUEST	
TYPE OF EXEMPTION	
REVIEW	
DATE OF INTERVIEW	
EDUCATION PROGRAM	
INTERVIEW COMPLETED BY	
INTERVIEW INDICATOR	
PROGRESS MADE	
RE-ENROLLMENT	
TYPE OF REVIEW	
WITHDRAWAL REASON	

	(b)(7)(E); (b)(7)(F)
ETHNIC ORIGIN	

	(b)(7)(E); (b)(7)(F)
EXTRA GOOD TIME STATUS	
EYE COLOR	
FACILITY	
FACILITY WHICH HAS THE BODY IF INMATE HAS TWO ARS ASSIGNMENTS	
FACILITY PROJECTED STAY	
FBI NUMBER	

Financial Resp Program - FRP

	(b)(7)(E); (b)(7)(F)
COURT	
CIRCUIT COURT	
IFRP COURT OF JURISDICTION	
CONTRACT	
CONTRACT DATE ADDED	
CONTRACT NUMBER	
CONTRACT STATUS	
CONTRACT STOPPED DATE	
CONTRACT STOPPED REASON	
CYCLE PERIOD MOST RECENT PAYMENT	
DECISION AMOUNT	
DECISION FREQUENCY	
DECISION NUMBER	
DECISION ORIGIN	
DECISION PERCENT	
DECISION STOP REASON	
DECISION TYPE	
SIGNATURE STATUS	
SIGN/REFUSAL DATE ENTERED	
SIGN/REFUSAL TIME ENTERED	
WITHDRAWAL AUTH RECEIVED	
WITHDRAWL AUTH REQUIRED	
WITHDRAWAL AUTH DATE ENTER	
WITHDRAWAL AUTH TIME ENTER	
DATE OF MOST RECENT PAYMENT	
OBLIGATION	

	(b)(7)(E); (b)(7)(F)
EXPIRATION DATE	
FINAL PAYMENT DATE	
LAST PAYMENT DATE	
NUMBER	
PAYABILITY	
PAYMENT ORDER	
STATUS	
STATUS GROUP CODE	
TOTAL CORRECTIONS	
TOTAL PAYMENTS	
TOTAL REFUNDS	
TYPE	
TYPE GROUP CODE	
US ATTORNEY OFFICE NUMBER FIRST 10 CHARACTERS LAST CHARACTER	

	(b)(7)(E); (b)(7)(F)
FINES/COSTS - SEE SENTENCE INFO	
GOOD CONDUCT TIME DATE	
HAIR COLOR	
INS/ALIEN NUMBER	
LOCAL LAW ENFORCEMENT NUMBER FIRST 10 CHARACTERS NEXT 10 CHARACTERS	
MANAGEMENT VARIABLE	
MGT VARIABLE EXPIRATION DATE	
MILES BETWEEN INMATE LEGAL RESIDENCE ZIP CODE & CURRENT FACILITY ZIP CODE	

Name

	(b)(7)(E); (b)(7)(F)
FIRST NAME FIRST 10 CHARACTERS NEXT 2 CHARACTERS	
LAST NAME FIRST 10 CHARACTERS NEXT 10 CHARACTERS NEXT 4 CHARACTERS	
MIDDLE NAME	
NAME SUFFIX	

Numbers

	(b)(7)(E); (b)(7)(F)
FBI NUMBER	
DC DEPT OF CORRECTIONS NUMBER	
DC POLICE DEPARTMENT ID NUMBER	
INS/ALIEN NUMBER	
LOCAL LAW ENFORCEMENT NUMBER FIRST 10 CHARACTERS NEXT 10 CHARACTERS	
REGISTER NUMBER	
SOCIAL SECURITY NUMBER	
STATE NUMBER FIRST 10 CHARACTERS NEXT 10 CHARACTERS	

Organization

	(b)(7)(E); (b)(7)(F)
AGENCY	
FACILITY	
FACILITY WHICH HAS THE BODY IF INMATE HAS TWO ARS ASSIGNMENTS	
REGION	
TYPE OF FACILITY	

	(b)(7)(E); (b)(7)(F)
PAROLE ELIGIBILITY DATE	
PAROLE HEARING DATE	
PAROLE HEARING TYPE	
PRE-RELEASE CUSTODY DATE 6 MONTH/10% DATE	
PUBLIC SAFETY FACTOR	
RACE	
REGION	
REGISTER NUMBER	

Release

	(b)(7)(E); (b)(7)(F)
PROJECTED RELEASE DATE	
PROJECTED RELEASE METHOD	

Residence

	(b)(7)(E); (b)(7)(F)
CITY OF RESIDENCE	
COUNTRY OF RESIDENCE	
STATE OF RESIDENCE	

ZIP CODE OF RESIDENCE	(b)(7)(E); (b)(7)(F)

Sentence Information

ACTUAL SATISFACTION DATE	(b)(7)(E); (b)(7)(F)
ACTUAL SATISFACTION METHOD	
AGGREGATE SENT PROCEDURE CODE	
BASIS FOR CHANGE	
CALCULATION METHOD	
COMPL DATE OF 3621E RESIDENT PROGRAM FOR SUBSTANCE ABUSE	
COMPL DATE OF 3621E COMMUNITY PROGRAM FOR SUBSTANCE ABUSE	
DATE COMPUTATION BEGINS	
DATE 4046C CCC PROGRAM COMPL	
DATE 4046C INTENSIVE CONF CTR PGM COMPL	
DETAINER/NOTIFY	
DOCKET NUMBER FIRST 10 CHARACTERS LAST 10 CHARACTERS	
DATE SENTENCED/PROB IMPOSED	
EXTRA GOOD TIME STATUS	

Fines/Costs

COMMITTED FINES	(b)(7)(E); (b)(7)(F)
COMMITTED FINES PAID	
COMMITTED COSTS	
COMMITTED COSTS PAID	
COMMITTED FELONY ASSESSMENT	
COMMITTED FELONY ASSESS PAID	
COMMITTED MISDEMEANOR ASSESS	
COMMITTED MISDEMEANOR ASSESSMENT PAID	
NON-COMMITTED FINES	
NON-COMMITTED COSTS	
NON-COMMITTED FELONY ASSESS	
NON-COMMITTED MISDEMEANOR ASSESSMENTS	
FINES INDICATOR	

GOOD CONDUCT TIME DATE	(b)(7)(E); (b)(7)(F)
HOW COMMITTED CODE	
JUDGE NAME FIRST 10 CHARACTERS NEXT 10 CHARACTERS LAST 4 CHARACTERS	
LENGTH OF SENTENCE	
NOTIFY	
OFFENSE CODE	
OFFENSE DATE	
PAROLE ELIGIBILITY DATE	
PAROLE HEARING DATE	
PAROLE HEARING METHOD	
PRE-RELEASE CUSTODY DATE 6 MONTH/10% DATE	
PROBATION TO FOLLOW	
PROJECTED RELEASE DATE	
PROJECTED RELEASE METHOD	
PROJECTED SATISFACTION DATE	
PROJECTED SATISFACTION METHOD	
SENTENCE PROCEDURE	
SENT PROCEDURE AGGREGATE CODE	
SPECIAL PAROLE TERM	
TERM IN EFFECT CONVERTED	
TERMS OF SUPV TO FOLLOW SENT	
TWO-THIRDS DATE	
TOTAL COMPUTATIONS	

SENTENCING LIMITATION	(b)(7)(E); (b)(7)(F)
SEX	
STATE NUMBER FIRST 10 CHARACTERS NEXT 10 CHARACTERS	
STATE OF BIRTH	
STATE OF RESIDENCE	
SOCIAL SECURITY NUMBER	
TYPE OF FACILITY	
VOLUNTARY SURRENDER DATE	

WEIGHT	(b)(7)(E); (b)(7)(F)
ZIP CODE OF RESIDENCE	

Codes for PP30 Conditions

The Second Field Must be One of These :

(b)(7)(E); (b)(7)(F)

EQUALS
NOT EQUALS
LESS THAN
LESS THAN OR EQUAL TO
GREATER THAN
GREATER THAN OR EQUAL TO
NOT EQUAL AND NONE OF THE MULTIPLE ASSIGNMENTS EQUALS.
USE FOR CATEGORIES WITH MULTIPLE ASSIGNMENTS, SUCH AS (b)(7)(E); (b)(7)(F)

If First Field is this Code	Third Field Must Be One of These
Age (b)(7)(E); (b)(7)(F)	Number 1-999 (b)(7)(E); (b)(7)(F)
Agency (b)(7)(E); (b)(7)(F)	Agency Code (b)(7)(E); (b)(7)(F)
Alien/INS Number (b)(7)(E); (b)(7)(F)	Number, (b)(7)(E); (b)(7)(F)
BP 337 Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
BP 338 Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date
Category Category Code (b)(7)(E); (b)(7)(F) Group Code, e.g. (b)(7)(E); (b)(7)(F) Assignment Date, e.g., (b)(7)(E); (b)(7)(E); (b)(7)(F) Assignment Time, e.g., (b)(7)(E); (b)(7)(F) (b)(7)(E); Note: Substitute SEL if the SELECTION CATEGORY has multiple assignments, e.g. (b)(7)(E); (b)(7)(F)	Assignment for Category Group Code for Category Valid SENTRY Date Valid SENTRY Time
Citizenship (b)(7)(E); (b)(7)(F)	Country Code (b)(7)(E); (b)(7)(F)
City of Residence (b)(7)(E); (b)(7)(F)	Any Name (b)(7)(E); (b)(7)(F)
CMC Indicator (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F) No CMC All CMC except WITSEC WITSEC - General Population WITSEC - Protective Custody
CMC Separatee in Your Facility Reg No of Separatee Name of Separatee Quarters of Separatee (b)(7)(E); (b)(7)(F)	Register Number Any Last Name Quarters Name (b)(7)(E); (b)(7)(F)

CMC Separatee in SENTRY	
Reg No of Separatee Name of Separatee Facility of Separatee Quarters of Separatee	(b)(7)(E); (b)(7)(F)
	Register Number Any Last Name Facility Code (b)(7)(E); Quarters Name (b)(7)(E); (b)(7)(F)
Country of Birth	(b)(7)(E); (b)(7)(F)
	Country Code (b)(7)(E); (b)(7)(F)
Country of Resident	(b)(7)(E); (b)(7)(F)
	Country Code (b)(7)(E); (b)(7)(F)
Date of Birth	(b)(7)(E); (b)(7)(F)
	Valid SENTRY Date
DC Dept of Corr Number	(b)(7)(E); (b)(7)(F)
	Number (b)(7)(E); (b)(7)(F)
DC Dept of Police Number	(b)(7)(E); (b)(7)(F)
	Number (b)(7)(E); (b)(7)(F)
Designation/Custody Information	
Destination Projected Stay	(b)(7)(E); (b)(7)(F)
	Number (b)(7)(E); (b)(7)(F)
Facility Projected Stay	(b)(7)(E); (b)(7)(F)
	Number
Management Variable	(b)(7)(E); (b)(7)(F)
	Any valid Management Reason for Designation or Management Variable Code listed below or (b)(7)(E); (b)(7)(F)
Mgt Variable Code or Valid Mgt Reasons for Designation	
Central Inmate Monitoring	(b)(7)(E); (b)(7)(F)
Greater Security	(b)(7)(E); (b)(7)(F)
Judicial Recommendation	(b)(7)(E); (b)(7)(F)
Lesser Security -	(b)(7)(E); (b)(7)(F)
Mariel Cuban	(b)(7)(E); (b)(7)(F)
Medical/Psch Trt	(b)(7)(E); (b)(7)(F)
None -	(b)(7)(E); (b)(7)(F)
Population	(b)(7)(E); (b)(7)(F)
Program Participation	(b)(7)(E); (b)(7)(F)
Pub Safety Factor Waived	(b)(7)(E); (b)(7)(F)
(b)(7)(E); (b)(7)(F)	
Release Residence	(b)(7)(E); (b)(7)(F)
Work Cadre	(b)(7)(E); (b)(7)(F)
Public Safety Factor	(b)(7)(E); (b)(7)(F)
	Any Valid Public Safety Factor Code listed below (b)(7)(E); (b)(7)(F)
Valid Public Safety Factor Codes	
Deportable Alien	(b)(7)(E); (b)(7)(F)
Greatest Security Off	(b)(7)(E); (b)(7)(F)

None (b)(7)(E); (b)(7)(F)	
Disruptive Group (b)(7)(E); (b)(7)(F)	
Prison Disturbance (b)(7)(E); (b)(7)(F)	
Sentence Length (b)(7)(E); (b)(7)(F)	
Sex Offender (b)(7)(E); (b)(7)(F)	
Threat to Government Officials (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F)
Violent Behavior (b)(7)(E); (b)(7)(F)	
Escape Risk (b)(7)(E); (b)(7)(F)	
Sentencing Limitation (b)(7)(E); (b)(7)(F)	Any Valid Sentencing Limitation Code listed below (b)(7)(E); (b)(7)(F)
Valid Sentencing Limitation Codes	
Misdemeanant (b)(7)(E); (b)(7)(F)	
Study Case (b)(7)(E); (b)(7)(F)	
Violator (b)(7)(E); (b)(7)(F)	
Youth Corrections Act (b)(7)(E); (b)(7)(F)	
Mgt Variable Exp Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)

Discipline Information

Act - Prohibited Act (b)(7)(E); (b)(7)(F)	Prohibited Act Code, (b)(7)(E); (b)(7)(F)
Act - Severity Level of (b)(7)(E); (b)(7)(F) (b)(7)(E);	Severity Level Code,
Admin Remedy Number (b)(7)(E); (b)(7)(F)	Remedy Number, (b)(7)(E); (b)(7)(F)
Consecutive/Concurrent (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F)
Charge (b)(7)(E); (b)(7)(F)	Prohibited Act Code (b)(7)(E); (b)(7)(F)

Discipline Dates

Hearing Date (b)(7)(E);	Valid SENTRY Date, (b)(7)(E); (b)(7)(F)
Incident Date (b)(7)(E);	Valid SENTRY Date,
Incident Report Date (b)(7)(E);	Valid SENTRY Date,
Incident Rpt Status Date (b)(7)(E);	Valid SENTRY Date,
Proj Rel Date from Seg (b)(7)(E);	Valid SENTRY Date,

Discipline Hearing and Incident Report

Absentia (b)(7)(E); (b)(7)(F)	Y, N, (b)(7)(E); (b)(7)(F)
DHO/Chairperson (b)(7)(E);	1-10 Characters, (b)(7)(E); (b)(7)(F)

Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date, (b)(7)(E); (b)(7)(F)
Facility (b)(7)(E); (b)(7)(F)	Facility Code (b)(7)(E); (b)(7)(F)
Time (b)(7)(E); (b)(7)(F)	Valid SENTRY Time
Type	Type of Hearing Code (b)(7)(E); (b)(7)(F)
UDC/Location (b)(7)(E); (b)(7)(F)	UNT or LOC Assignment (b)(7)(E); (b)(7)(F) (b)(7)(E);
Incident Date (b)(7)(E);	Valid SENTRY date (b)(7)(E); (b)(7)(F)
Incident Facility (b)(7)(E); (b)(7)(F)	Facility Code (b)(7)(E); (b)(7)(F)
Incident Time (b)(7)(E); (b)(7)(F)	Valid SENTRY Time
Incident Report Date (b)(7)(E); (b)(7)(F)	Valid SENTRY DATE (b)(7)(E); (b)(7)(F)
Incident Report Number (b)(7)(E); (b)(7)(F)	Number (b)(7)(E); (b)(7)(F)
Incident Report Time (b)(7)(E); (b)(7)(F)	Valid SENTRY Time
Incident Report Status (b)(7)(E); (b)(7)(F)	Status Code (b)(7)(E); (b)(7)(F)
Incident Report Status Date (b)(7)(E); (b)(7)(F)	Valid SENTRY DATE (b)(7)(E); (b)(7)(F)
Incident Report Status Facl	Facility Code (b)(7)(E); (b)(7)(F)
Incident Rpt Status Grp Code - (b)(7)(E); (b)(7)(F) NOTE: If used, the second field of condition must be (b)(7)(E); (b)(7)(F)	Status Group Code (b)(7)(E); (b)(7)(F)
Incident Report Status Time (b)(7)(E); (b)(7)(F)	Valid SENTRY Time
Incid Rpt Status Update by (b)(7)(E);	10 characters (b)(7)(E); (b)(7)(F)
Investigator (b)(7)(E); (b)(7)(F)	1-10 Characters (b)(7)(E); (b)(7)(F)
Proj Rel Date from Seg (b)(7)(E); (b)(7)(F)	Valid SENTRY date (b)(7)(E); (b)(7)(F)
Sanction (b)(7)(E); (b)(7)(F)	Sanction Code (b)(7)(E); (b)(7)(F)
Sanction Amount (b)(7)(E); (b)(7)(F)	Number (b)(7)(E); (b)(7)(F)
Severity Level of Act (b)(7)(E); (b)(7)(F)	Severity Level Code (b)(7)(E); (b)(7)(F)
Suspended Days (b)(7)(E); (b)(7)(F)	Number 1-9999 (b)(7)(E); (b)(7)(F)
Unit of Measurement (b)(7)(E); (b)(7)(F)	Unit of Measurement Code (b)(7)(E); (b)(7)(F) (b)(7)(E);

Education Information

Interview	
Interview Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Interviewing Facility (b)(7)(E); (b)(7)(F)	Facility Code (b)(7)(E); (b)(7)(F)

Primary Language (b)(7)(E); (b)(7)(F)	Language Code (b)(7)(E); (b)(7)(F)
Exemption	
Date of Request (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Date of Approval/Disap (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Education Program (b)(7)(E); (b)(7)(F)	Education Pgm Code (b)(7)(E); (b)(7)(F)
Status of Request (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)	Approved - signature on file Disapproved Waiting approval
Type of Exemption (b)(7)(E); (b)(7)(F)	Type of Exempt Code (b)(7)(E); (b)(7)(F)
Review/Withdrawal	
Date of Rev/Withdrawal (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Prog Reviewed/Withdrew (b)(7)(E); (b)(7)(F)	Education Pgm Code (b)(7)(E); (b)(7)(F)
Interview Completed By	Any Name (b)(7)(E); (b)(7)(F)
Interview Indicator - (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F)
Progress Made - (b)(7)(E); (b)(7)(F)	Education Withdrawal Progress Made Code (b)(7)(E); (b)(7)(F)
Re-enrollment (b)(7)(E); (b)(7)(F)	Education Withdrawal Re-enrollment Code (b)(7)(E); (b)(7)(F)
Type of Review (b)(7)(E); (b)(7)(F)	Type of Education Review Code, (b)(7)(E); (b)(7)(F)
Withdrawal Reason (b)(7)(E); (b)(7)(F)	Education Withdrawal Reason Code, (b)(7)(E); (b)(7)(F)
Ethnic Origin (b)(7)(E); (b)(7)(F)	O or H
Extra Good Time Status (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F)
Eye Color (b)(7)(E); (b)(7)(F)	Eye Color Code (b)(7)(E); (b)(7)(F)
Facility -	Facility Code, e.g., ATL, MAR.
Facility which has the Body if Inmate has 2 ARS Assgn (b)(7)(E); (b)(7)(F)	Facility Code, e.g., TDG, BAS, ALP.
FBI Number (b)(7)(E); (b)(7)(F)	Any value (b)(7)(E); (b)(7)(F)
Financial Responsibility Program - (b)(7)(E)	
Court	
Circuit Court (b)(7)(E); (b)(7)(F)	US Circuit Code (b)(7)(E); (b)(7)(F)
(b)(7)(Court of Jurisdiction	Court of Jurisdiction Code (b)(7)(E); (b)(7)(F) (b)(7)(E);

Contract	
Contract Date Added (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Contract Number (b)(7)(E); (b)(7)(F)	Number 1-9999 (b)(7)(E); (b)(7)(F)
Contract Status (b)(7)(E); (b)(7)(F)	Contract Status Code (b)(7)(E); (b)(7)(F)
Contract Stopped Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Contract Stopped Reason	Stopped Reason Code (b)(7)(E); (b)(7)(F)
Cycle Period Most Recent Payment (b)(7)(E); (b)(7)(F)	Valid Date MM-YYYY (b)(7)(E); (b)(7)(F)
Decision Amount (b)(7)(E); (b)(7)(F)	Number 0-9999999999 (b)(7)(E); (b)(7)(F)
Decision Frequency (b)(7)(E); (b)(7)(F)	Decision Frequency Code (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Decision Number (b)(7)(E); (b)(7)(F)	Number 1-9999 (b)(7)(E); (b)(7)(F)
Decision Origin	Origin Code (b)(7)(E); (b)(7)(F)
Decision Percent	Number 0-100 (b)(7)(E); (b)(7)(F)
Decision Stop Reason (b)(7)(E); (b)(7)(F)	Decision Stopped Reason Code, (b)(7)(E); (b)(7)(F)
Decision Type (b)(7)(E); (b)(7)(F)	Decision Type Code (b)(7)(E); (b)(7)(F)
Signature Status (b)(7)(E); (b)(7)(F)	Contract Signature Status Code, (b)(7)(E); (b)(7)(F)
Sig/Refusal Date Entered (b)(7)(E); (b)(7)(F)	Valid SENTRY Date, (b)(7)(E); (b)(7)(F)
Sign/Refusal Time Entered - (b)(7)(E); (b)(7)(F)	Valid SENTRY Time (b)(7)(E); (b)(7)(F)
Withdrawal Auth Received (b)(7)(E); (b)(7)(F)	Y or N (b)(7)(E); (b)(7)(F)
Withdrawal Auth Required	Y or N
Withdrawal Authorization Date Entered	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Withdrawal Authorization Time Entered	Valid SENTRY Time
Date of Most Recent Payment	Valid SENTRY Date
Obligation	
Expiration Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Final Payment Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date
Last Payment Date	Valid SENTRY Date
Nunmber (b)(7)(E); (b)(7)(F)	Number 1-9999 (b)(7)(E); (b)(7)(F)
Payability (b)(7)(E); (b)(7)(F)	Payability Type Code (b)(7)(E); (b)(7)(F)

Payment Order (b)(7)(E); (b)(7)(F)	Payment Order Code (b)(7)(E); (b)(7)(F)
Status (b)(7)(E); (b)(7)(F)	Obligation Status Code (b)(7)(E); (b)(7)(F) (b)(7)(E);
Status Group Code (b)(7)(E); (b)(7)(F)	Obligation Status Group Code, (b)(7)(E); (b)(7)(F)
Total Corrections	Number 0-9999999999 (b)(7)(E); (b)(7)(F)
Total Payments (b)(7)(E); (b)(7)(F)	Number 0-9999999999
Total Refunds	Number 0-9999999999
Type (b)(7)(E); (b)(7)(F)	Obligation Type Code (b)(7)(E); (b)(7)(F)
Type Group Code (b)(7)(E); (b)(7)(F)	Obligation Type Group Code
US Attorney Office Number (b)(7)(E); (b)(7)(F) First 10 Characters Last Character	

Fines/Costs	Listed under Sentence Information
Good Conduct Time Date (b)(7)(E); (b)(7)(F)	Valid SENTRY date (b)(7)(E); (b)(7)(F)
Hair Color (b)(7)(E); (b)(7)(F)	Hair Color Code (b)(7)(E); (b)(7)(F)
Height (b)(7)(E); (b)(7)(F)	Any Number 011-999 (b)(7)(E); (b)(7)(F)
INS/Alien Number (b)(7)(E); (b)(7)(F)	Any Number (b)(7)(E); (b)(7)(F)
Local Law Enforcement Number First 10 Characters (b)(7)(E); (b)(7)(F) Next 10 Characters	Any Number
Miles between Inmate Legal Residence Zip Code and Current Institution Zip Code (b)(7)(E); (b)(7)(F)	Number 0-9999 (b)(7)(E); (b)(7)(F)
Names	
First Name First 10 Characters (b)(7)(E); (b)(7)(F) Next 2 Characters	Any Name Any Name
Last Name First 10 Characters (b)(7)(E); (b)(7)(F) Next 10 Characters Last 4 Characters	Any Name Any Name Any Name
Middle Name (b)(7)(E); (b)(7)(F)	Any Name
Name Suffix	Name Suffix Code (b)(7)(E); (b)(7)(F)
Numbers	
FBI Number (b)(7)(E); (b)(7)(F)	Any value (b)(7)(E); (b)(7)(F)
DC Dept of Corr Number (b)(7)(E); (b)(7)(F)	Number (b)(7)(E); (b)(7)(F)

DC Police Dept ID Number (b)(7)(E); (b)(7)(F)	Number (b)(7)(E); (b)(7)(F)
INS/Alien Number (b)(7)(E);	Number
Local Enforcement Number First 10 Characters (b)(7)(E); (b)(7)(F) Next 10 Characters	Number
Register Number (b)(7)(E); (b)(7)(F)	Register Number
Register Number Group (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F) Any Number Even Number Odd Number (b)(7)(E); valid only if EQ is used in the second field of the condition.
Social Security Number (b)(7)(E); (b)(7)(F)	Number (b)(7)(E); (b)(7)(F)
State Number First 10 Characters (b)(7)(E); (b)(7)(F) Last 10 Characters	Number

Organization

Agency (b)(7)(E); (b)(7)(F)	Agency Code, e.g.,BOP, INS.
Facility (b)(7)(E); (b)(7)(F)	Facility Code, e.g., BRN, TEX.
Facility Having the Body if Inmate has two ARS Assgn (b)(7)(E);	Facility Code, e.g., GRE, MIA, ERE.
Region (b)(7)(E); (b)(7)(F)	Region Code, e.g., MXR, NCR, NER, SCR, SER or WXR
Type of Facility (b)(7)(E); (b)(7)(F)	Valid Type of Facility Code, e.g., T, M, C, V.

Parole

Parole Eligibility Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date, (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Parole Hearing Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date, (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Parole Hearing Type (b)(7)(E); (b)(7)(F)	Parole Hearing Type Code (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)

Pre-Release Custody Date 6 Month/10% Date - (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Race (b)(7)(E);	I, A, B, or W
Register Number (b)(7)(E); (b)(7)(F)	Register Number

Register Number Group (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F) Any Number Even Number Odd Number (b)(7)(E); valid only if EQ is used in the second field of the condition.
Region (b)(7)(E); (b)(7)(F)	Region Code,e.g., MXR, NCR, NER, SCR, SER or WXR
Release	
Projected Release Date (b)(7)(E); (b)(7)(F)	Valid SENTRY DATE (b)(7)(E); (b)(7)(F)
Projected Release Method (b)(7)(E); (b)(7)(F)	Satisfaction Code (b)(7)(E); (b)(7)(F)
Residence	
City of Residence (b)(7)(E); (b)(7)(F)	Any Name (b)(7)(E); (b)(7)(F)
Country of Residence (b)(7)(E); (b)(7)(F)	Country Code (b)(7)(E); (b)(7)(F)
State of Residence (b)(7)(E); (b)(7)(F)	State/Possession Code (b)(7)(E); (b)(7)(E);
Zip Code of Residence (b)(7)(E); (b)(7)(F)	Zip Code (b)(7)(E); (b)(7)(F)
Sentence Information	
Actual Satisfaction Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Actual Satisfaction (b)(7)(E); (b)(7)(F)	Satisfaction Method Code (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Aggregate Sent Proc Code (b)(7)(E); (b)(7)(F)	Aggregate Sentence Procedure Code
Basis of Change (b)(7)(E); (b)(7)(F)	Basis of Change Code (b)(7)(E); (b)(7)(F) (b)(7)(E);
Calculation Method (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F) Manually Calculated Automatically Calculated All Except (b)(7)(E); (b)(7)(F)
Compl Date of 3621E COMMUNITY Pgm for Substance Abuse (b)(7)(E);	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Compl Date of 3621E RESIDENT Pgm for Substance Abuse (b)(7)(E);	Valid SENTRY Date
Court of Jurisdiction (b)(7)(E); (b)(7)(F)	Court of Jurisdiction Code (b)(7)(E); (b)(7)(E);
Date 4046C CCC Pgm Compl (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Date 4046C Intensive Confinement Center Pgm Compl (b)(7)(E);	Valid SENTRY Date
Date Computation Begins (b)(7)(E);	Valid SENTRY Date

Date Sentenced/Prob Imposed - (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Detainer/Notify (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F)
Docket No - First 10 Char (b)(7)(E); (b)(7)(F) Last 10 Char	Any Value
Extra Good Time Status (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F)

Fines/Costs

Committed Fines (b)(7)(E); (b)(7)(F)	Number 1-8 Digits (b)(7)(E); (b)(7)(F)
Committed Fines Paid (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Committed Costs (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Committed Costs Paid (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Comm Felony Assess (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Comm Felony Assess Paid (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Comm Misdemeanor Assess	Number 1-8 Digits
Comm Misdem Assess Paid	Number 1-8 Digits
Non-committted Fines (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Non-committed Costs	Number 1-8 Digits
Non-committed Felony Assess (b)(7)(E); (b)(7)(F)	Number 1-8 Digits
Non-committed Misdem Assess	Number 1-8 Digits
Fines Indicator (b)(7)(E); (b)(7)(F)	(b)(7)(E); (b)(7)(F) Insatisfied atisfied o Fines
Good Conduct Time Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
How Committed Code (b)(7)(E); (b)(7)(F)	How Committed Code
Judge Name First 10 Characters (b)(7)(E); (b)(7)(F) Next 10 Characters Last 4 Characters	Any Name
Length of Sentence (b)(7)(E); (b)(7)(F)	Valid Term YYY-MM-DD (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Notify (b)(7)(E); (b)(7)(F)	Y = Yes; N = No; U = Unknown; or ANY
Offense Code (b)(7)(E); (b)(7)(F)	Offense Code (b)(7)(E); (b)(7)(F)
Offense Date	Valid SENTRY Code

Parole Eligibility Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Parole Hearing Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Parole Hearing Type	Parole Hearing Type Code (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Pre-Release Custody Date 6 Month/10% Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Probation to Follow (b)(7)(E); (b)(7)(F)	Y = Yes or N = No
Projected Release Date (b)(7)(E); (b)(7)(F)	Valid SENTRY DATE, (b)(7)(E); (b)(7)(F)
Projected Release Method (b)(7)(E); (b)(7)(F)	Satisfaction Code,
Proj Satisfaction Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date, (b)(7)(E); (b)(7)(F)
Proj Satisfaction Method (b)(7)(E); (b)(7)(F)	Satisfaction Code (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Sentence Procedure (b)(7)(E); (b)(7)(F)	Sentence Procedure Code
Special Parole Term (b)(7)(E); (b)(7)(F)	Y, N (b)(7)(E); (b)(7)(F)
Term in Effect Converted (b)(7)(E); (b)(7)(F)	Valid Term YYY-MM-DD (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Term of Supv to Follow (b)(7)(E); (b)(7)(F)	Y, N (b)(7)(E); (b)(7)(F)
Two-Thirds Date (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
Total Computation (b)(7)(E); (b)(7)(F)	Any Number (b)(7)(E); (b)(7)(F)

Sex (b)(7)(E); (b)(7)(F)	M or F
State Number First 10 Characters Next 10 Characters (b)(7)(E); (b)(7)(F)	Any Number (b)(7)(E); (b)(7)(F)
State of Birth (b)(7)(E); (b)(7)(F)	State/Possession Code (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)
State of Residence (b)(7)(E); (b)(7)(F)	State/Possession Code (b)(7)(E); (b)(7)(F) ANY
Social Security Number (b)(7)(E); (b)(7)(F)	Number, (b)(7)(E); (b)(7)(F)
Type of Facility (b)(7)(E); (b)(7)(F)	Type of Facility Code, e.g., T, M, C, V
Voluntary Surrender (b)(7)(E); (b)(7)(F)	Valid SENTRY Date (b)(7)(E); (b)(7)(F)
Weight (b)(7)(E); (b)(7)(F)	Number 001-999, (b)(7)(E); (b)(7)(F)
Zip Code of Residence (b)(7)(E); (b)(7)(F)	Zip Code (b)(7)(E); (b)(7)(F)

FUNCTION (b)(7)(E); (b)(7)(F) SELECTION CATEGORY: (b)(7)(E); (b)(7)(F) COPIES: 1

(b)(7)(E); (b)(7)(F)

AGENCY CENSUS: NUMBER OF INMATES ADMITTED TO INSTITUTIONS AND VEHICLES, INCLUDING THOSE ON TEMPORARY RELEASE FROM INSTITUTIONS SUCH AS ON FURLOUGH OR FED WRIT.

(b)(7)(E); (b)(7)(F)

AGENCY CENSUS: NUMBER OF INMATES ADMITTED TO COMMUNITY CORRECTIONS LOCATIONS, INCLUDING THOSE ON TEMPORARY RELEASE SUCH AS ON FURLOUGH OR IN A LOCAL HOSPITAL.

(b)(7)(E); (b)(7)(F)

INSTITUTION: ALPHABETICAL ROSTER OF INMATES ADMITTED TO TERRE HAUTE, INCLUDING THOSE ON TEMPORARY RELEASE SUCH AS ON FURLOUGH OR FED WRIT.

(b)(7)(E); (b)(7)(F)

HOLDOVERS: ALPHABETICAL ROSTER OF HOLDOVERS ADMITTED TO TERRE HAUTE, DISPLAYING THEIR ADMISSION DATE AND DESTINATION ASSIGNMENT.

(b)(7)(E); (b)(7)(F)

VEHICLE: ALPHABETICAL ROSTER OF INMATES ADMITTED TO BUS 01, DISPLAYING THEIR DESTINATION ASSIGNMENT AND SORTED BY THE DST ASSIGNMENT.

(b)(7)(E); (b)(7)(F)

QUARTERS: ALPHABETICAL ROSTER OF INMATES WHO ARE IN SEGREGATION. SUBSTITUTE THE GROUP CODE FOR THE SEGREGATION QUARTERS AREA AT YOUR INSTITUTION FOR THE (b)(7)(E); (b)(7)(F) IN THE SELECTION CATEGORY FIELD.

(b)(7)(E); (b)(7)(F)

WORK: **ALPHABETICAL WORK ROSTER FOR EACH WORK DETAIL POUCH.**

(b)(7)(E); (b)(7)(F)

WORK: **INMATES WHO ARE ASSIGNED TO A MECHANICAL SERVICES WORK DETAIL AND HAVE COMMUNITY OR OUT CUSTODY.**

(b)(7)(E); (b)(7)(F)

WORK: **INMATES IN THE SURGICAL UNIT AT SPRINGFIELD WHO ARE UNASSIGNED OR IN A NON-WORK STATUS.**

(b)(7)(E); (b)(7)(F)

DESTINATION: **INMATES AT ALDERSON WHO HAVE A DESTINATION ASSIGNMENT FOR ANOTHER FACILITY, INCLUDING THOSE WHO HAVE BEEN ACCEPTED FOR TRANSFER TO A CCC. SORTED BY DATE OF DESTINATION ASSIGNMENT.**

(b)(7)(E); (b)(7)(F)

DESTINATION: **INMATES IN SENTRY WITH A DESTINATION OF ALDERSON, EXCLUDING THOSE AWAITING DESIGNATION ACTION.**

(b)(7)(E); (b)(7)(F)

CMC: **INMATES IN NEW YORK WHO HAVE A SEPARATEE AT THE SAME INSTITUTION. SEPARATEE'S REGISTER NUMBER, NAME AND QUARTERS ASSIGNMENT WILL BE DISPLAYED. IF QUARTERS ASSIGNMENT IS NOT DISPLAYED, SEPARATEE IS NOT IN ADMISSION STATUS.**

(b)(7)(E); (b)(7)(F)

CMC: QUARTERS ROSTER OF INMATES IN NEW YORK WHO HAVE A SEPARATEE AT THE SAME INSTITUTION, WITH A NEW PAGE FOR EACH QUARTERS ASSIGNMENT.

(b)(7)(E); (b)(7)(F)

CMC: QUARTERS ROSTER OF INMATES IN NEW YORK, DISPLAYING THEIR SEPARATEE'S REGISTER NUMBER, NAME, FACILITY AND QUARTERS.

(b)(7)(E); (b)(7)(F)

CMC: INMATES IN QUARTERS 11N IN NEW YORK WHO HAVE SEPARATEES IN THE SAME BUILDING. THE SEPARATEE NAMES WILL NOT APPEAR.

(b)(7)(E); (b)(7)(F)

CITIZENSHIP: ROSTER OF NON-US CITIZENS, EXCLUDING INMATES WHO ARE MISSING A CITIZENSHIP.

(b)(7)(E); (b)(7)(F)

CITIZENSHIP: ROSTER OF NON-US CITIZENS, INCLUDING INMATES WHO ARE MISSING A CITIZENSHIP.

(b)(7)(E); (b)(7)(F)

LOAD DATA: INMATE ROSTER TO CHECK MISSING LOAD DATA. IF EYE COLOR IS MISSING, HAIR IS PROBABLY MISSING. IF HEIGHT IS MISSING, WEIGHT IS PROBABLY MISSING. IF FBI IS MISSING, SSN MAY BE MISSING.

(b)(7)(E); (b)(7)(F)

BP338: **INMATES WHO ARE MISSING CUSTODY CLASSIFICATION FORM AND HAVE BEEN IN THE INSTITUTION FOR OVER SIX MONTHS. THE ARSD KEYED AS A CONDITION SHOULD BE SIX MONTHS LESS THAN THE DATE OF THE ROSTER.**

(b)(7)(E); (b)(7)(F)

ETHNIC: **HISPANIC INMATES ON THE CASELOAD OF** (b)(7)(E); **AT MILAN.**

(b)(7)(E); (b)(7)(F)

BILLING: **INMATES WITH A BILLING ASSIGNMENT.**

(b)(7)(E); (b)(7)(F)

EDUCATION: DESIGNATED INMATES AT DANBURY WHO HAVE AN (b)(7)(E); ASSIGNMENT OF (b)(7)(E);

(b)(7)(E); (b)(7)(F)

EDUCATION: INMATES WHO HAVE BEEN TRANSFERRED OR PERMANENTLY RELEASED FROM DANBURY AND HAVE OPEN ENROLLMENTS IN DANBURY EDC CLASSES THAT NEED TO BE CLOSED OUT.

(b)(7)(E); (b)(7)(F)

EDUCATION: COMPARE INMATE'S EDUCATION NEEDS WITH EDUCATION ASSIGNMENTS.

(b)(7)(E); (b)(7)(F)

MDS: **INMATES WHO ARE NOT MEDICALLY CLEARED.**

(b)(7)(E); (b)(7)(F)

MDS: **INMATES WORKING IN FOOD SERVICE WHO HAVE NOT BEEN MEDICALLY CLEARED OR WHO HAVE A MEDICAL RESTRICTION OF NO FOOD SERVICE.**

(b)(7)(E); (b)(7)(F)

SENTENCE: **UNIT ROSTER DISPLAYING PROJECTED RELEASE DATE, PROJECTED RELEASE METHOD, PAROLE HEARING DATE AND PAROLE HEARING TYPE.**

(b)(7)(E); (b)(7)(F)

RELEASE LIST: **INMATES SCHEDULED TO BE RELEASED BEFORE OR BY THE END OF JUNE 2000, INCLUDING INMATES WHO DO NOT HAVE SENTENCE DATA YET.**

(b)(7)(E); (b)(7)(F)

RELEASE: **INMATES SCHEDULED TO BE RELEASED DURING APRIL-JUNE, 2000, WHO ARE NOT US CITIZENS.**

(b)(7)(E); (b)(7)(F)

SENTENCE: **INMATES IN INSTITUTIONS IN THE NORTHEAST REGION WHO ARE SERVING A TOTAL SENTENCE OF 25 YEARS OR MORE.**

(b)(7)(E); (b)(7)(F)

SENTENCE: INMATES AT PETERSBURG WHO WERE SENTENCED IN THE FEDERAL DISTRICT COURTS OF EASTERN AND WESTERN VIRGINIA.

(b)(7)(E); (b)(7)(F)

CCM LOCATION: ROSTER OF INMATES IN EACH MINNEAPOLIS CCM CONTRACT LOCATION. EACH LOCATION WILL BEGIN ON A NEW PAGE.

(b)(7)(E); (b)(7)(F)

CMA: CASELOAD BY PROGRESS REPORT DATE

(b)(7)(E); (b)(7)(F)

FRP/RELIGION: **UNIT INMATES WHO ARE MISSING AN FRP OR RELIGION ASSIGNMENT.**

(b)(7)(E); (b)(7)(F)

FRP: **INMATES WORKING IN UNICOR THAT REFUSE FRP PARTICIPATION.**

(b)(7)(E); (b)(7)(F)

PGM: **INMATES MISSING A PROGRAM REVIEW DATE.**

(b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F) **AFTER ARRIVAL AND PRIOR TO RELEASE.**

(b)(7)(E); (b)(7)(F)

MARIEL: **MARIEL CUBANS IN THE UNIT.**

(b)(7)(E); (b)(7)(F)

DOB: **INMATE ROSTER SORTED BY MONTH OF BIRTH. FOR THE SAME ROSTER SORTED BY YEAR OF BIRTH, CHANGE SEQ IN COL TO** (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)

DISCIPLINE: **UNIT INMATES WITH A DISCIPLINE REPORT OF HIGH SECURITY LEVEL.**

(b)(7)(E); (b)(7)(F)

DESIGNATION: **UNIT INMATES WHO HAVE A PUBLIC SAFETY FACTOR OF DISRUPTIVE GROUP.**

(b)(7)(E); (b)(7)(F)

DESIGNATION: **UNIT INMATES WHO HAVE A MANAGEMENT VARIABLE OF GREATER SECURITY.**

PP31- INMATE CENSUS

Display an Inmate Census

1. Key (b)(7)(E); (b)(7)(F) **or** (b)(7)(E); (b)(7)(F) **IF DIFFERENT FROM YOUR TERMINAL-ID** and **ENTER.**

2. You may display the census for any facility in any category.

3. **DESCRIPTION OF EACH FIELD:**

CATEGORY: Must be a code from the Category Table which has been established for your facility or the facility keyed.

GROUP CODE:

26) If keyed, must be a group code for the CATEGORY keyed.
27) Cannot be keyed if (b)(7)(E); (b)(7)(F) is keyed.
28) If not all characters of a group code are significant, key an (b)(7)(E); (b)(7)(F) as a (b)(7)(E); (b)(7)(F) to indicate any character in that position is acceptable.

ASSIGNMENT:

29) If keyed, must be an assignment for the CATEGORY keyed.
30) Cannot be keyed if (b)(7)(E); (b)(7)(F) is keyed.

FACILITY:

31) If keyed, must be a Facility Code.
32) Defaults to the facility code for your terminal-id.

PP31

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PP32 - INMATE ROSTER

NOTES: Use **PP33** to Print the Roster
Use **PP30** to Print or Display Specific Rosters

Display Inmate Roster

1. Key (b)(7)(E); (b)(7)(F) **or** (b)(7)(E); (b)(7)(F) and **ENTER.**

2. **DESCRIPTION OF EACH FIELD:**

CATEGORY: Must be a code from the Category Table which has been established for the facility.

GROUP CODE:

33) If keyed, must be a group code for the CATEGORY.
34) Cannot be keyed if (b)(7)(E); (b)(7)(F) is keyed.
35) If not all characters of a group code are significant, key an (b)(7)(E); (b)(7)(F) as a (b)(7)(E); (b)(7)(F) to indicate any character in that position is acceptable.

ASSIGNMENT:

36) If keyed, must be an assignment for the CATEGORY keyed or any assignment displayed on the **PP31** for the Category.
37) Cannot be keyed if (b)(7)(E); (b)(7)(F) is keyed.

FACILITY:

38) Defaults to the institution code for your terminal-id.
39) Regional and Central office terminals may change to any Facility Code.

3. SENTRY will display the roster. The information displayed is standard for each category, but may be changed by calling the OIS Field Services Staff.

4. **TO DISPLAY AN INMATE ROSTER WITH A COMBINATION OF ASSIGNMENTS:**

Key the **OPER CATG ASSIGNMENT** fields. These fields allow you to specify additional category assignments an inmate must have or must NOT have to be selected for the roster. See description of the fields below.

Description of OPER CATG ASSIGNMENT

OPER CATG ASSIGNMENT:

40) (b)(7)(E); (b)(7)(F) conditions can be specified.
41) Each condition has three fields: (b)(7)(E); (b)(7)(F)
42) If one field of a condition is keyed, all three fields of that condition must be keyed.
43) The first condition must be keyed if subsequent conditions are keyed.

OPER - FIRST FIELD: (b)(7)(E); Position. Must be (b)(7)(E); (b)(7)(F) sign.

(b)(7)(E); (b)(7)(F)
Indicates AND. Inmates must also have this assignment to be selected.
Indicates AND NOT. Inmates with this assignment will not be selected.

CATG - SECOND FIELD: (b)(7)(E); Positions.
Must be a code from the Category Table established for the facility.

ASSIGNMENT - THIRD FIELD: (b)(7)(E); Positions.
Must be an assignment for the CATG keyed. Cannot be a group code.

EXAMPLE

If you key: (b)(7)(E); (b)(7)(F) in the OPER CATG ASSIGNMENT field on a roster of the inmates in a specific unit, those inmates with an assignment of (b)(7)(E); (b)(7)(F) in the (b)(7)(E); category would not be selected for the roster.

PP33 - PRINT INMATE ROSTER

NOTES: Use to Print any Roster Displayed with **PP32**.
Use **PP30** to Print a Specific Roster.

Print Inmate Roster

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will print the roster and display a screen indicating the transaction was successfully completed. The categories displayed are the same as those selected by the facility for the **PP32** roster.

3. **TO PRINT ANOTHER ROSTER:** Key the new data and ENTER.

4. **FOR ROSTER OF INMATES IN A COMBINATION OF ASSIGNMENTS:** Key **PP33** and **ENTER**. SENTRY will return a screen. Key the data and **ENTER**.

   FOR A DESCRIPTION OF EACH FIELD EXCEPT EJECT: See **PP32**.

   EJECT:

   44) Identifies page breaks if you keyed a GROUP CODE.
   45) Key (b)(7)(E); (b)(7)(F) only if you want to begin a new page when the assignment changes.
   46) Defaults to (b)(7)(E); (b)(7)(F) specific page breaks, use standard printer page breaks.

PP33

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(b)(7)(E); (b)(7)(F) - UPDATE INMATE ASSIGNMENT

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Add Replace or Change an Assignment Delete Replace, but do not record history on **PP37** Delete, but do not record history on **PP37**

Add an Assignment for one Inmate or Add the Same Assignment for 1-20 Inmates

1. (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the required fields and **ENTER**.

FUNCTION: (b)(7)(E); (b)(7)(F)

CATEGORY: Must be a valid code from the Category Table and one established for the facility.

NEW ASSIGNMENT: Must be valid assignment for the CATEGORY.

EFFECTIVE DATE:

47) Date the assignment became or is to become effective.
48) (b)(7)(E); can be changed to any valid SENTRY date. If not keyed, SENTRY will use the current date and time of your terminal-id as the date and time of the assignment.

EFFECTIVE TIME:

49) Time the assignment became or is to become effective.
50) (b)(7)(E); can be changed to any valid SENTRY time 0001-2359.

FACL:

51) Must be keyed if you are replacing an assignment in a local category and the inmate has two ARS assignments.
52) If keyed, must be a code for the facility of the assignment to be changed.

REG NO:

53) Register number of inmate.

54) Multiple register numbers may be keyed.

Maximum of (b)(7)(E); (b)(7)(F) across and (b)(7)(E); down.

(b)(7)(E); (b)(7)(F)

NAME:

55) First five characters of the last name must be keyed and must match the last name in SENTRY for the REG NO keyed.
56) Multiple last names may be keyed.
57) Maximum of (b)(7)(E); (b)(7)(F) and (b)(7)(E); (b)(7)(E);

ADDITIONAL INFORMATION, AS REQUIRED, APPLIES TO ALL INMATES ABOVE: Valid only for certain categories.

CMC ASSIGNMENTS - VALID ENTRIES

01. Register number of Separatee and must exist in SENTRY.
Can be keyed only if (b)(7)(E); (b)(7)(F) is (b)(7)(E); (b)(7)(F)

02. Last name of the Separatee and must match the last name in SENTRY for the register number keyed in (b)(7)(E);.

CSA ASSIGNMENTS - VALID ENTRIES

Valid codes and edits are listed in the Correctional Services TRM. Refer to the (b)(7)(E); (b)(7)(F) keying procedures. The additional information required depends on the assignment being added.

(b)(7)(E); (b)(7)(F)
Incident report number.
Drug detected.
Drug detected.
Drug detected.

EDC ASSIGNMENTS - VALID ENTRIES

Valid codes and edits for first three fields are listed under Additional Information on the Education Cross Check (b)(7)(E); (b)(7)(F) Table in the Education TRM.

58) If (b)(7)(E); is keyed, (b)(7)(E); (b)(7)(F) must be keyed.
59) Cannot be keyed if FUNCTION is (b)(7)(E); (b)(7)(E);

(b)(7)(E); (b)(7)(F)
Event Level - Must be (b)(7)(E); for Course or (b)(7)(E); for Program.
Action Level - Must be: (b)(7)(E); (b)(7)(F) = Completed (b)(7)(E); = Discontinued (b)(7)(E); (b)(7)(E); = Required (b)(7)(E); = Withdrawn
and relate to the (b)(7)(E); or (b)(7)(E); keyed in the (b)(7)(E); field.
Must be an Education Final Action Level Code for the Action Level keyed in (b)(7)(E); See the Education TRM.
Number of contact hours for the Event keyed in (b)(7)(E);
Must be keyed and be numeric (b)(7)(E); (b)(7)(F)

SMD ASSIGNMENTS - VALID ENTRIES

(b)(7)(E); (b)(7)(F)
Type of Provider Code circled in Item (b)(7)(E); of the Outpatient Form:
NP - Nurse Practitioner.

PA - Physician Assistant.
DR - Physician (Doctor).
CI - Consultant Internal.
CE - Consultant External.

STATUS: Displayed only for the (b)(7)(E); (b)(7)(F) category and can be changed by adding or deleting the appropriate assignment with (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)
- All assignments are correct.
- DATES and or TIMES of one or more assignments overlap.
- STOP DATES and or STOP TIMES for one or more assignments are out of sequence.
- STOP DATE and or TIME for one or more assignments comes before START DATE and or TIME for the same assignment.

3. **IF JUST ONE INMATE WAS ENTERED:** SENTRY will return a screen displaying the data that was just added.

4. **If MORE THAN ONE INMATE WAS ENTERED:** SENTRY will return two screens.

60) The first screen (Page 001 of 002) will clear all successfully updated register number and name fields. Any register numbers that remain on the first screen have an error. The error message displayed corresponds to the highlighted register number. If all records were successfully updated, SENTRY will clear the screen and more register numbers can be keyed without manually clearing every field.

61) The second screen(Page 002 of 002) is the original input screen. It can be used to verify input or, if the same group of inmates require a different assignment change, the register numbers and names do not have to be keyed.

Replace or Change an Inmate's Assignment

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following required fields and **ENTER**. For a description of any field not listed below, see the (b)(7)(E); (b)(7)(F) function of this transaction.

FUNCTION: (b)(7)(E); (b)(7)(F) Replace.
(b)(7)(E); Replace but do not record the history of the change on **PP37**. Valid only for certain categories and primarily used to correct keying errors.

CURRENT ASSIGNMENT: Must match a current assignment for the inmate in the CATEGORY.

NEW ASSIGNMENT: May match the CURRENT ASSIGNMENT keyed if you want to change the date of an assignment without keying a (b)(7)(E); (b)(7)(F) followed by an (b)(7)(E); (b)(7)(F)

EFFECTIVE TIME and EFFECTIVE DATE:
If (b)(7)(E); is not changed, SENTRY will use the current date and time of your terminal-id as the date/time of the assignment.

REG NO and NAME: Maximum of (b)(7)(may be keyed. Only (b)(7)(E); (b)(7)(E); characters of the last name is required.

ADDITIONAL INFORMATION, AS REQUIRED, APPLIES TO ALL INMATES ABOVE: Valid only for certain categories.

3. **IF JUST ONE INMATE WAS ENTERED:** SENTRY will return a screen displaying the data that was just changed.

4. **If MORE THAN ONE INMATE WAS ENTERED:** SENTRY will return two screens. See the Add an Assignment section for explanation.

Delete an Assignment

1. Key (b)(7)(E); and **ENTER.** SENTRY will return a screen.

2. Key the required fields and **ENTER.** For a description of each field not listed below, see the Add an Assignment section.

FUNCTION: (b)(7)(E); Delete.
(b)(7)(E); (b)(7)(F) Replace but do not record the history of the change on **PP37.** Valid only for certain categories and primarily used to correct keying errors.

ADDITIONAL INFORMATION, AS REQUIRED, APPLIES TO ALL INMATES ABOVE:
Valid only for certain categories.

3. **IF ONLY ONE INMATE WAS ENTERED:** SENTRY will return a screen displaying the data that was just changed.

4. **If MORE THAN ONE INMATE WAS ENTERED:** SENTRY will return two screens. See the Add an Assignment section for explanation.

Special Instructions

1. **STANDARD CATEGORIES.** Some standard category assignments cannot be updated with this transaction, e.g., ARS assignments must be changed with the (b)(7)(E); (b)(7)(F)

2. **WHICH TERMINALS CAN UPDATE:**

62) The Regional and Central Office terminals can update some standard categories for any inmate in any facility within their area of responsibility. When this occurs, an entry is made on the (b)(7)(E); Daily Log for the facility where the inmate is housed and the facility

executing the update transaction.

63) Only certain terminals can update some standard categories, e.g., CMC update is (b)(7)(E); (b)(7)(F) to (b)(7)(E); (b)(7)(F)

3. (b)(7)(E); (b)(7)(F) **ASSIGNMENTS:**

64) The MCCs may add (b)(7)(E); assignments for inmates going out to court each day instead of keying the (b)(7)(E); (b)(7)(F) When the group returns to the institution, the (b)(7)(E); (b)(7)(F) assignments can be erased with (b)(7)(E); (b)(7)(F)

65) Other facilities may use the (b)(7)(E); (b)(7)(F) assignments to identify inmates being outcounted. When an (b)(7)(E) assignment is keyed for an inmate, the (b)(7)(E); (b)(7)(F) Count Sheet will reflect the quarters area where the inmate is being outcounted.

4. **AUTHORITY TO UPDATE:** The authority to use (b)(7)(E); (b)(7)(F) to update assignments in certain categories for your inmates can be given to another facility, e.g., the US Marshals Office in Miami may key Callouts for the inmates in the Miami MCC. This update authority must be added by the OIS Field Services Staff.

5. **DELETE FUNCTION:** The (b)(7)(E); function can be used to delete an inmate's assignment at your facility in some categories after an inmate leaves your facility, e.g. (b)(7)(E); assignments may be deleted before or after an inmate leaves your facility.

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(b)(7)(E); (b)(7)(F) - RANDOM INMATE SELECTION REPORT

NOTE: Random Sampling of all or a portion of your Population.

Display or Print a Random Selection of Inmates

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the data and **ENTER**:

PERCENT OF POPULATION DESIRED:

66) Must be a number between (b)(7)(E); and (b)(7)(E);

67) Must be a percentage that results in at least one inmate being selected, e.g., if the population is 75 and you key (b)(7)(E); no inmates would be selected.

FUNCTION: DIS - Display report on screen.
PRT - Print report.

SELECTION CATEGORY: Divided into three fields - XXXX XX XXXXXXXXXX.

FIRST:

68) (b)(7)(E); (b)(7)(F) characters must be a Category Code.

69) The (b)(7)(E); must be (b)(7)(E); or (b)(7)(E); to indicate a Category Group Code will be keyed in the (b)(7)(E); field.

70) (b)(7)(E); for group code is not valid for categories which allow more than one assignment for an inmate, e.g., (b)(7)(E);

SECOND:

71) Valid for Assignment, Group Code or (b)(7)(E);

(b)(7)(E); - Equal to.
(b)(7)(E); - Not Equal to.

72) Valid only for Assignment:

- Greater than.
- Greater than or equal to.
- Less than.
- Less than or equal to.

THIRD:

73) (b)(7)(E); for all assignments in the Category.

74) Assignment for the Category or Group Code if (b)(7)(E); was keyed in the fourth position of the FIRST field.

3. SENTRY will produce two inmate reports. The first will be alphabetical by last name of the inmates; the second will be random.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) UPDATE INMATE HISTORY

NOTE: Restricted to certain Categories.

Add or Delete an Inmate History Assignment

1. Key (b)(7)(E); (b)(7)(F) **REGISTER NUMBER,LAST NAME,CATEGORY** and **ENTER.**

2. SENTRY will display the inmate history.

   STATUS will be displayed only for the BIL category and can be changed by adding or deleting the appropriate assignment.

(b)(7)(E); (b)(7)(F)

   All assignments are correct.
   DATES and or TIMES of one or more assignments overlap.
   STOP DATES and or STOP TIMES for one or more assignments are out of sequence.
   STOP DATE and or TIME for one or more assignments comes before START DATE and or TIME for the same assignment.

3. **TO DELETE:**

   75) Key (b)(7)(E) in FUNCTION.
   76) Select the (b)(7)(E); (b)(7)(F) to delete.
   77) Key the data exactly as it is displayed and **ENTER.**

   If N/A is displayed, you must key a (b)(7)(E);

   78) After you delete (b)(7)(E); history assignment because the inmate never should have been given that assignment, (b)(7)(E); and delete the (b)(7)(E); (b)(7)(F) assignment with the (b)(7)(E); function.

4. **TO ADD:** Key the data and **ENTER.**

   SUB-FACL: Must be an assignment code for the (b)(7)(E); Category. For CCM facilities, must be the CCM facility code and LOC assignment code, e.g., (b)(7)(E);

   ASSIGNMENT: Must be an assignment for the (b)(7)(E); (b)(7)(F)

   START DATE/TIME and STOP DATE/TIME:

   79) Must be valid SENTRY date and valid SENTRY time.
   80) TIME not required but HHMM must appear in the field.

(b)(7)(E); (b)(7)(F)

ADDITIONAL INFO:

81) Final action information required for (b)(7)(Category.
82) Format - (b)(7)(positions (b)(7)(E); (b)(7)(E);
83) If any position of the field is keyed, all (b)(7)(E) positions must be keyed.
84) Valid codes and edits for first (b)(7)(E); fields are listed under Additional Information on the (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(E); Table in the TRM.

FIRST: Event Level - Must be (b)(7) for Course or (b)(7)(E for Program

SECOND: Action Level - Must be one of these and relate to Event Level keyed in the (b)(7)(E); (b)(7)(F) position:

(b)(7)(E); (b)(7)(F)
Completed
Discontinued
Required
Withdrawn

THIRD: Must be an Education Final Action Level Code Table for the Action Level keyed in (b)(7)(E); position. See the (b)(7)(E); (b)(7)(F) TRM.

FOURTH: Number of contact hours for the Event keyed in the first position.
Must be keyed and be numeric 0-99999.
Leading zeros are not required.

PP37 - INMATE HISTORY

Display or Print an Inmate's Past and Present Assignments

1. **DISPLAY** Key (b)(7)(E); (b)(7)(F) **ENTER.**

   Key (b)(7)(E); (b)(7)(F) **ENTER.**
   Displays the additional information recorded in some categories, such as movement information for the ARS Category.

2. **PRINT:** Key (b)(7)(E); (b)(7)(F) **ENTER.**

Description of Each Field

CATEGORY: Defaults to ARS. If keyed, may be any Category Code.

FORMAT: (b)(7)(E); (b)(7)(F)

Default for all categories except EDC.
Display movement information for the ARS Category.
Default for EDC Category - displays the final action level information.
Substitute the Detail Facility Code for Facility Code.
Display CSA urinalysis (U/A) program information.

STATUS: Displayed only for the BIL Category, and can be changed by adding or deleting the appropriate assignment with (b)(7)(E);

(b)(7)(E); (b)(7)(F)

All assignments are correct.
DATES and or TIMES of one or more assignments overlap.
STOP DATES and or STOP TIMES for one or more assignments are out of sequence.
STOP DATE and or TIME for one or more assignments comes before START DATE and or TIME for the same assignment.

3. SENTRY will print the data or return one or more screens displaying the history you requested. The assignments appear in date order, and the current assignment is listed first with CURRENT as the STOP DATE/TIME. You may page forward or backward to review the history.

4. **TO MOVE TO THE** (b)(7)(E); **PP42, PP44, PD15,** (b)(7)(E); (b)(7)(F) **PEED, OR PPII SCREEN:** Key the appropriate code (b)(7)(E); (b)(7)(F) on the screen and **ENTER.**

PP37

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PP38 - DAILY LOG

Display or Print Daily Assignment Changes for a Facility

1. Key **PP38** and **ENTER**. Key the data and ENTER.

Description of Each Field

FUNCTION (b)(7)(E); (b)(7)(F)
Display - default.
Print.

SELECTION CATEGORY:

85) Category and corresponding assignment or group code you want to search. See examples below.

86) (b)(7)(E); required fields: (b)(7)(E); (b)(7)(F)
(b)(7)(E); (b)(7)(F)

FIRST FIELD:

87) The first (b)(7)(E); (b)(7)(F) must be a Category Code and a category for the facility.

88) The (b)(7)(E); (b)(7)(F) to indicate a (b)(7)(E); will be keyed in the (b)(7)(E); (b)(7)(F) field.

SECOND FIELD:

89) Valid for Assignment and Group Code:

(b)(7)(E); (b)(7)(F)
Equal to
Not equal to

90) Valid ONLY for Assignment:

Less than
Less than or equal to
Greater than
Greater than or equal to

THIRD FIELD:

91) The Assignment or Group Code for the Category keyed.

92) Must be a group code if (b)(7)(E was keyed in the (b)(7)(E); position of the (b)(7)(E); field.

93) If not all characters of a Group Code are significant, key an (b)(7)(E); (b)(7)(F) position to indicate any character in the position is acceptable.

94) ALL - selects all assignments in the Category (b)(7)(E); is keyed in the (b)(7)(E); (b)(7)(F) is NOT

keyed in the (b)(7)(E); (b)(7)(F) position of the (b)(7)(E); (b)(7)(F) field.

(b)(7)(E); (b)(7)(F)

EXAMPLES OF SELECTION CATEGORY
(b)(7)(E); (b)(7)(F)

FACL: Defaults to the facility code for your terminal-id. Regional and Central Office terminals may change to any Facility Code.

LOG START DATE:

95) Defaults to the current date, but may be changed to any valid SENTRY date.
96) Cannot exceed the (b)(7)(E); (b)(7)(F).

NEXT/PRIOR:

97) Search next or prior date for daily log.
98) Defaults to blank, which means include all daily logs for the date or the date range that satisfy the search criteria keyed.
99) If keyed, must be one of these and cannot be used with date range requests:

(b)(7)(E); (b)(7)(F)
- Find the (b)(7)(E); date that contains a daily log for the search criteria keyed.
- Find the (b)(7)(E); date that contains a daily log for the search criteria keyed.

(b)(7)(E); (b)(7)(F): Actual/Future/History

(b)(7)(E); (b)(7)(F)
- Actual assignment changes keyed by (b)(7)(E); and applied by (b)(7)(E); and actual assignment changes in some categories that occurred as a result of the (b)(7)(E); Admit or Release.
- Future assignments keyed by (b)(7)(E); changed by (b)(7)(E); but which have not yet been applied by (b)(7)(E);
- Historic record of assignments in certain categories, such as (b)(7)(E); and (b)(7)(E); when those **PP37** histories have been deleted with (b)(7)(E);

FORMAT:

(b)(7)(E); (b)(7)(F)
- Display TID for terminal-id - default.
- Display TID for terminal-id and (b)(7)(E); for the inmate's current facility location.
- Display the USERID to identify the keyer.
- Display the (b)(7)(E); for new assignment/group codes and the old assignment/group codes.

(b)(7)(E); (b)(7)(- Display VCCLEA of 1994 transactions for (b)(7)(E); and (b)(7)(E) categories.
Also will print VCCLEA Authorization Form if FUNCTION is (b)(7)(E);
See (b)(7)(E); TRM.

LOG END DATE:

100) Defaults to LOG START DATE or the current date but may be changed to any valid SENTRY date.
101) Use as the ending log date when requesting a range of daily log entries.
102) Cannot be less than the (b)(7)(E); (b)(7)(F)

2. SENTRY will return a screen displaying the assignment changes in the following ascending sort order(major/minor), depending upon the type of date search that was requested:

NO DATE RANGE REQUEST
LAST NAME
REGISTER NUMBER
EFFECTIVE DATE
EFFECTIVE TIME
TERMINAL-ID
USER-ID

DATE RANGE REQUEST
LOG DATE
LAST NAME
REGISTER NUMBER
EFFECTIVE DATE
EFFECTIVE TIME
TERMINAL-ID
USER-ID

3. SENTRY displays the following data, as appropriate:

LOG DATE: The keyed date for actual assignment changes or the future effective date for future assignment changes. Displayed only during a date range search request.

EFFECTIVE DATE AND TIME: The date and time the actual changes were effective or when the future changes are scheduled to become effective.

ENTRY TID: Terminal-id keying the assignment changes.

ENTRY USERID: User-id keying the assignment changes.

ENTRY TIME: The time that the log date assignment changes were keyed.

Special Instructions

1. **DAILY LOGS AVAILABILITY:** Most daily logs are automatically purged after (b)(7)(E); days. Daily logs are not available for actual assignments in some categories, such as (b)(7)(E);

2. **SELECTION CATEGORY:** Patterned after the **PP30** transaction.

103) If selecting a non-[(b)(7)(E); (b)(7)(F)] category and the log entry was the result of a [(b)(7)(E); (b)(7)(F)] only the [(b)(7)(E)] assignment/group code of the log entry will be compared against the search criteria.

104) If selecting a non-(b)(7)(E) category and the log entry was the result of a (b)(7)(E); (b)(7)(F) only the **OLD** assignment/group code of the log entry will be compared against the search criteria.

105) All other conditions will compare both the **OLD and NEW** assignment/group code of the log entry against the search criteria.

3. **NEXT/PRIOR FIELD:** Key (b)(7)(E); (b)(7)(F) in this field and **ENTER** to display logs for a succession of days without rekeying or changing the date.

4. **CHANGES KEYED BY ANOTHER FACILITY:** Your Daily Log for some categories will display assignment changes for your inmates which were keyed by another facility, e.g., when the Regional Designator designates an inmate admitted to your facility, that entry will appear on your (b)(7)(E) Daily Log.

5. **FUTURE ASSIGNMENTS:** When future changes are applied with the (b)(7)(E); they then become actual changes and can only be displayed by keying (b)(7)(E) in the (b)(7)(E); (b)(7)(F) field.

6. **VERIFICATION FORM/VCCLEA OF 1994 AUTHORIZATION FORM:** Specific instructions for printing, distributing, and using this form are contained in the (b)(7)(E); (b)(7)(F) TRM.

(b)(7)(E); (b)(7)(F) - CALLOUT/CHANGE SHEET

Print or Display the Callouts and Daily Change Sheet

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.** SENTRY will return a Callout/Change Sheet screen.

2. Key the following and **ENTER:**

   OPTION NO: (b)(7)(E); (b)(7)(F) number of the option you want to use:

   (b)(7)(E); (b)(7)(F): **BEFORE PUBLISHING CALLOUTS,** use this option to verify that an inmate is not scheduled for more than one callout for the same time and does not have duplicate callouts for the same day. Use (b)(7)(E); (b)(7)(F) to correct such errors before publishing the callouts.

   The TIME SPAN dates must be changed when this option is used on Friday to verify the callouts for Monday or when a holiday is involved.

   (b)(7)(E); (b)(7)(F): **EACH DEPARTMENT/CALLOUT AREA** can use this option to screen print the callouts they have just keyed. The callouts are sorted by callout assignment. You can page forward and backward to find your callouts, and then screen print.

   The TIME SPAN dates must be changed when this option is used on Friday for Monday callouts or when a holiday is involved.

3. SENTRY will display the option you requested.

4. **TO DISPLAY THE CALLOUT/CHANGE SHEET: ENTER.**

   TO PRINT THE CALLOUT/CHANGE SHEET: Key (b)(7)(E); in the (b)(7)(E); (b)(7)(F) field and **ENTER:**

5. **TO CHANGE THE OPTION:** Move the cursor to the data to be changed, key the new data and **ENTER.** For a description of each field, see the next section.

(b)(7)(E); (b)(7)(F)

Description of Each Field

OPTION NO: (b)(7)(E); (b)(7)(F) number, (b)(7)(E); (b)(7)(F).

SELECTION CATEGORY:

106) Category and corresponding assignment or group code you want to display.
107) (b)(7)(E); (b)(7)(F) - NOT FUTURE - assignments will be displayed.
108) (b)(7)(E); (b)(7)(F) position field - (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F).

FIRST:

109) The (b)(7)(E); (b)(7)(F) characters must be a Category Code and a category for the facility.
110) The (b)(7)(E); character must be a (b)(7)(E); or a (b)(7) to indicate a Group Code will be keyed in the (b)(7)(E); position.

SECOND: (b)(7)(E); - Equal to.
THIRD: Assignment code for Category keyed or a Group Code if (b)(7)(E); was keyed in as the (b)(7)(E); (b)(7)(F) character in the (b)(7)(E); (b)(7)(F) position.

FACILITY: SENTRY displays the facility code for your terminal-id. Regional and Central Office terminals may change this to any Facility Code.

HARDCOPY: (b)(7)(E); (b)(7)(F) - Yes print report.
- Defaults to No. Return report to the screen.

CATEGORY: (b)(7)(E); or primary category you want to search for changes.
(1) Must be a Category Code and a category that has the assignment changes historized on **PP38**.

TYPE OF CHANGE: (b)(7)(E); (b)(7)(F) Actual changes or (b)(7)(E); (b)(7)(F) Future changes.

TIME SPAN:

111) Dates and times must be in the future if TYPE OF CHANGE (b)(7)(E);
112) Dates and times cannot be in the future if TYPE OF CHANGE (b)(7)(E);
113) All dates must be valid SENTRY dates.
114) All times must be valid SENTRY times, (b)(7)(E); (b)(7)(F).

FROM DATE TIME: Beginning date and time for the TIME SPAN.

TO DATE TIME: Ending date and time for the TIME SPAN. If not keyed, defaults to FROM DATE TIME.

ADDITIONAL CATEGORIES:
(2) (3)

115) Other actual category assignments you want to display in addition to those in the category keyed in the (b)(7)(E); (b)(7)(F) field.
116) Must be a Category Code and one that has been established for your facility.

SORT ORDER:

117) To specify how you want the data sorted.
118) If keyed, must be (b)(7)(E) or a combination of the codes in the next box.
119) (b)(7)(E); (b)(7)(F) position will be the primary sort.

SORT ORDER	
(b)(7)(E); (b)(7)(F)	- Sort by last name
	- Sort by register number
	- Sort by time
	- Sort by CATEGORY (1)
	- Sort by CATEGORY (2)
	- Sort by CATEGORY (3)
Blank defaults to (b)(7)(E); (b)(7)(F)	

10. **NEW PAGE:** To specify when you want to begin a new page.

(b)(7)(E); (b)(7)(F)
- Begin new page when the assignment changes for the Category specified first in SORT ORDER.
- Begin a new page for report requested on next line of this (b)(7)(E); (b)(7)(F) Screen. Valid only if you have keyed more than one line.
- No specified page break. Use standard printer page breaks for the report

Special Instructions

1. **OPTIONS:** Standard options, beginning with (b)(7)(E);, have been established for printing the Callout/Change Sheet. You can use an option as it is displayed, change any fields on the option, or request a standard option be created for your institution by calling the OIS Field Services Staff.

2. Either (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) assignment changes may be included.

3. **ASSIGNMENT CHANGES:** Changes that are a result of the (b)(7)(E); (b)(7)(F) Admit or Release are not included on the Change Sheet except for the ARS Category. For the ARS changes, you must key (b)(7)(E); (b)(7)(F) in the CATEGORY (b)(7)(E); (b)(7)(F) field.

4. **TIME SPANS:** Restricted to a maximum of (b)(7)(E); (b)(7)(F) days for most facilities.

5. **CALLOUTS:** Future callouts cannot be displayed or printed after they have been applied. For example, if the Evening Watch Control Room Officer uses (b)(7)(E); (b)(7)(F) to print callouts, this must be done before the first (b)(7)(E); (b)(7)(F) is executed at midnight to apply the

futures. Use **PP30** to print the callouts after they have been applied.

6. **NUMBER OF SELECTIONS:** (b)(7)(E); (b)(7)(F) different selections or lines may be keyed on a screen. For faster response, limit your selections to five or six.

7. **IF HARDCOPY** (b)(7)(E); One or more screens will be returned to the screen. The initial input screen becomes the last page of the screen report. You can page forward and backward to view the report.

8. **FUTURE ASSIGNMENT CHANGES WILL NOT APPEAR IF:**

120) The inmate has been permanently released from your facility.
121) The inmate's record has been deleted.

9. (b)(7)(E); (b)(7)(F) **APPEAR IN THE INMATE'S FIRST NAME FIELD IF:**

122) Register number or last name has been changed.
123) Actual assignment changes exist, but the inmate is no longer at your institution.
124) Actual assignment changes exist, but the inmate record has been deleted.

10. **ADDITIONAL CATEGORIES FIELDS:** Only current assignments will be displayed. For example, if you are displaying **future** WRK assignments in the CATEGORY (b)(7)(E) field, you can display the **current** WRK assignment by keying (b)(7)(E); in the ADDITIONAL CATEGORIES (b)(7)(E) or (b)(7)(E field.

(b)(7)(E); (b)(7)(F) - INMATE LOAD DATA

NOTE: Displays Inmate data added by (b)(7)(E); (b)(7)(F) or changed by (b)(7)(E); (b)(7)(F).

Display Inmate Data

Physical Description, Identification Numbers, Legal Residence and Other Descriptive Information

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return a screen displaying the data.

3. **IDENTIFICATION NUMBERS:** The screen normally displays (b)(7)(E); (b)(7)(F), but this number may be increased to (b)(7)(E); at the request of the facility. Contact the OIS Field Services Staff.

4. **TO REPLACE OR ADD MISSING DATA:** Use (b)(7)(E); (b)(7)(F)

5. **TO MOVE TO THE PP37, (b)(7)(E); PP44, PD15, (b)(7)(E); (b)(7)(F) PEED OR PPPI SCREEN:** Key appropriate transaction code in the (b)(7)(E); field on the screen and **ENTER**.

(b)(7)(E); (b)(7)(F)

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PP42 - INMATE ASSIGNMENTS

Display or Print Current Assignments for an Inmate

DISPLAY

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

Key (b)(7)(E); (b)(7)(F) and **ENTER**
for assignments in ONLY one category.

PRINT

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

Key (b)(7)(E); (b)(7)(F) and **ENTER**
for assignments in ONLY one category.

1. **CATEGORY:** Must be a Category Code.

2. SENTRY will print or display the current assignments you are authorized to process. You can page forward and backward to view the screen display.

3. **TO MOVE TO THE PP37,** (b)(7)(E); **PP44, PD15** (b)(7)(E); (b)(7)(F) **PEED OR PPPI:** Key the appropriate transaction code in the first field on the screen and **ENTER.**

(b)(7)(E); (b)(7)(F)

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PP44 - INMATE PROFILE

Display or Print Summary of Inmate's Current Status

DISPLAY

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

PRINT

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

Key (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) and **ENTER.**

1. **IDENTIFICATION NUMBER:** Do not key hyphens or dashes.

2. **TYPE OF IDENTIFICATION NUMBER:**

(b)(7)(E); (b)(7)(F)	FBI Number
	INS/Alien Number
	Local Law Enforcement Number
	Social Security Number
	State Number
	DC Department of Corrections Number
	DC Police Department ID Number

3. SENTRY will print or display the inmate's profile. See the next page for an explanation of some of the information.

4. **IF THE PP44 SCREEN IS DISPLAYED WHEN YOU ARE LOADING AN INMATE:** See (b)(7)(E); (b)(7)(F).

5. **IF THE PP44 SCREEN IS DISPLAYED AS PART OF THE NAME SEARCH:** See **PPSS.**

6. **TO MOVE TO THE PP37,** (b)(7)(E); (b)(7)(F) **PD15,** (b)(7)(E); (b)(7)(F) **PEED OR PPPI:** Key the appropriate transaction code in the first field on the screen and **ENTER.**

PP44

Information About the Inmate Profile

1. **PHONE:** Institution commercial and FTS numbers.

2. **MILEAGE:** Number of miles between the inmate's legal residence and current institution or:

(b)(7)(E); (b)(7)(F)	Legal residence is a foreign country. First three digits of the Zip Code for the inmate's legal residence matches the first three digits of the Zip Code for the current institution. Inmate is on a vehicle or permanently released.

3. **PROJ REL METHOD and PROJ REL DATE:** The release method and earliest date on all sentences an inmate can be released. UNKNOWN indicates no sentence data exists in SENTRY at this time.

4. **PAR ELIG DATE and PAR HEAR DATE:** The latest parole eligibility date on all sentences for the inmate, and the date of next scheduled parole hearing. The parole hearing date may not relate to the same sentence as the parole eligibility date.

5. **IDENTIFICATION NUMBERS:** A maximum of (b)(7)(E); (b)(7)(F) numbers may be displayed.

6. **OFFN/CHG RMKS:** Summary of the current offense and charge.

7. **CATEGORIES DISPLAYED:** The categories displayed on the first page of the **PP44** have been selected by the facility and may be changed by contacting the OIS Field Services Staff.

8. (b)(7)(E); **TERMINAL:** A special capability called (b)(7)(E) is available for the terminal at each facility which has been identified as the (b)(7)(E); (b)(7)(F) Terminal. The **PP44** displays one screen containing only the releasable public information. To add this capability or to change the terminal that has this function, contact the OIS Field Services Staff.

(b)(7)(E); (b)(7)(F) - DELETE REGISTER NUMBER

Delete an Inmate's Record from SENTRY

THE STATUS OF THE INMATE DETERMINES HOW YOU KEY (b)(7)(E); (b)(7)(F):

125) It is recommended you use (b)(7)(E); to print a history of assignments for the inmate's Judgment and Commitment File and/or Central File before you delete the record.

126) If the inmate has assignments in certain categories, such as CMC or DST, they must be deleted with (b)(7)(E); before you can delete the record.

127) If the inmate has certain types of data, such as Administrative Remedy, Discipline, Education, Sentence, etc., this information must be deleted with the appropriate transactions before the (b)(7)(E); can be executed. Notify the appropriate local department staff if any change is made.

IF THE INMATE IS ADMITTED:

1. Release the inmate with (b)(7)(E); (b)(7)(F) using (b)(7)(E) as the ARS Release Code.
2. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

IF THE INMATE IS IN RELEASE STATUS:

1. Admit the inmate with (b)(7)(E); (b)(7)(F) using (b)(7)(E); (b)(7)(F) as the ARS Admission Code.
2. Release the inmate with (b)(7)(E); using (b)(7)(E); (b)(7)(F) as the ARS Release Code.
3. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

IF THE INMATE IS LOADED BUT NOT ADMITTED:

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - CHANGE REGISTER NUMBER

Change an Inmate's Register Number

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

   NEW REGISTER NUMBER: Must not currently exist in SENTRY.

2. SENTRY will record and retain the history of the old register number, the facility code that assigned it, the date and time that it was assigned, and the date and time that it was changed. Use **PP75** or **PP76** to display this history.

3. **WHEN TO CHANGE A REGISTER NUMBER:**

   128) If an inmate is admitted with the wrong number and the correct number is not currently in SENTRY.

   129) If inmate is in release status with one number and you are trying to admit the individual with a new number. Admit the inmate with the old number, and see (b)(7)(E); (b)(7)(F) for instructions to resolve the two numbers.

   130) If inmate is in release status with one number and you are trying to load the individual with a new number. **DO NOT LOAD** the inmate with the new number. Use (b)(7)(E); to admit the inmate with the old number and change the register number.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - DELETE GROUP OF ASSIGNMENTS

Erase Callouts after they have been Applied
Erase Outcounts after Count or when a Group returns from Court
Delete a Group of Assignments

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the data and **ENTER**.

Description of Each Field

CATEGORY: Code from Category Table.
Cannot be required category code, such as QTR.

CURRENT ASSIGNMENT: Assignment for the CATEGORY keyed. (b)(7)(E); (b)(7)(F) may be keyed to delete all assignments in some categories.

EFFECTIVE DATE: SENTRY displays the current date, but it can be changed to any valid SENTRY date.

SELECTION CATEGORY: Key only to erase Callouts or delete assignments for a specific group of inmates. Divided into (b)(7)(E); fields - (b)(7)(E); (b)(7)(F).

FIRST: (b)(7)(E); (b)(7)(F) characters must be a Category Code. The (b)(7)(E); must be (b)(7)(E); or (b)(to indicate a Group Code will be keyed in the (b)(7)(E); field.

SECOND: (b)(7)(E); (b)(7)(F)
- Equal to.
- Not equal to.
- Greater than.
- Greater than or equal to.
- Less than.
- Less than or equal to.

THIRD: Assignment for the CATEGORY keyed or a Group Code if (b)(7) was keyed as the (b)(7)(E); character in the (b)(7)(E); (b)(7)(F) field.

NOTE: Only designated terminals can delete a group of assignments in certain categories, e.g. CMA, MDS, etc. Only the RESPONSIBLE FACILITY can delete a group of assignments. The US Marshals Office may have the capability to add or delete individual Callouts and Outcounts for inmates housed in an MCC, but that same US Marshals Office cannot delete a group of these assignments. They must use (b)(7)(E); (b)(7)(F) to delete the individual assignments.

(b)(7)(E); (b)(7)(F)

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PP55 - PROGRAM REVIEW REPORT

Print a Program Review Report Form for One or up to 20 Inmates

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the (b)(7)(E); (b)(7)(F) of one inmate or up to 20 inmates on the blanks provided and **ENTER**.

3. SENTRY will print the Program Review Report Forms you requested. The form contains the inmate's name, register number, permanent residence, as well as projected release date and method, parole hearing date and type, and information about detainers and CIM status. The inmate's current assignments in the (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) categories will also be included.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - LOAD INMATE

Load an Inmate in SENTRY at time of Initial Commitment

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the data, as required, and **ENTER**:

Description of Each Field

LAST NAME:

131) Last name as it appears on the court documents.
132) Must be keyed, and (b)(7)(E); character must be a (b)(7)(E); and each character after the (b)(7)(E); (b)(7)(F) must be a (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F).

FIRST:

133) First name as it appears on the court documents.
134) Must be keyed and have the same edits as the LAST NAME.

MID: Middle name. If keyed, has same edits as LAST NAME.

SUFX: Name suffix. If keyed, must be a Name Suffix Code.

RACE: Must be keyed and a Race Code.

SEX: Must be keyed: (b)(7)(E); (b)(7)(F) ale or (b)(7)(E); Female.

ETHNIC ORIGIN: Must be keyed: (b)(7)(E); Hispanic or (b)(7)(E) Other, non-Hispanic.

DATE OF BIRTH: MM=Months, DD=Days, YYYY=Years, e.g., 01-01-1930.

135) Must be keyed.
136) Key (b)(7)(E); (b)(7)(F) if date of birth is unknown.
137) Must be at least two years old. SENTRY will request you verify the DOB if the age is less than 18 years.

OFFN/CHG RMKS:

138) Two lines of narrative description of the offense or charge.
139) Must be keyed and be any combination of keyboard characters except (b)(7)(E);.
140) Will appear as OFFN/CHG RMKS on **PP44.**

IDENTIFICATION NUMBERS: The FBI and SSN numbers are normally displayed on this screen, but your facility may change the ID numbers displayed by contacting the OIS Field Services Staff. For edits and descriptions of inmate identification numbers not listed here, see (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)

FBI NUMBER:

141) If keyed, must not duplicate another FBI number in SENTRY.
142) Key / if an inmate will not be issued an FBI number, possibly because the individual is a juvenile.
143) Cannot be all (b)(7)(E); (b)(7)(F) or all (b)(7)(E); (b)(7)(F).

SSN NUMBER:

144) Social Security Number.
145) Must not duplicate another SSN in SENTRY.
146) (b)(7)(E); (b)(7)(F) cannot be keyed.
147) Leave blank if unknown.
148) Key (b)(7)(E); if the inmate will not have a number, possibly because the individual is an alien.
149) Cannot be all (b)(7)(E); (b)(7)(F) or all (b)(7)(E); (b)(7)(F).

INS NUMBER:

150) Immigration and Naturalization Service Alien Number.
151) If keyed, must be an (b)(7)(E); (b)(7)(F) or a (b)(7)(E); (b)(7)(F) number and must not duplicate another (b)(7)(E); (b)(7)(F) number in SENTRY.

STATE OF BIRTH:

152) If keyed, must be a State/Possession Code.

COUNTRY OF BIRTH:

153) If keyed, must be Country Code, except cannot be US.
154) Cannot be keyed if STATE OF BIRTH is keyed.

NOTE:

155) When you key a foreign country code in the COUNTRY OF BIRTH, CITIZENSHIP, or FOREIGN COUNTRY fields, SENTRY will return a verification screen displaying the codes keyed and the names of the countries that begin with the first letter of the codes you keyed.
156) If you do not know the (b)(7)(E); country code, you may key only the first letter of the country, and the verification screen will display the names of all countries that begin with that letter.

157) On the verification screen, you may change any of the codes you keyed, and you must change the VERIFIED field from [redacted] to [redacted] to complete the [redacted] or [redacted].

CITIZENSHIP:

158) Country of which inmate is a citizen. If keyed must be a Country Code.
159) Please refer to the COUNTRY OF BIRTH instructions, above, when the verification screen is displayed.

ADDRESS-

STREET: Any combination of keyboard characters except [redacted].
CITY: Must be keyed and can be any combination of keyboard characters except [redacted].
STATE: If keyed, must be a State/Possession Code.
ZIP: Must be keyed and a valid US Zip Code for the State or Possession keyed in STATE.

FOREIGN COUNTRY:

160) Must be keyed if STATE is not keyed.
161) If keyed, must be a Country Code, except cannot be US.
162) Please refer to the COUNTRY OF BIRTH instructions, above, when the verification screen is displayed.

HEIGHT:
FT: Feet. If keyed, must be number (b)(7)(E).
IN: Inches. If keyed must be numbers (b)(7)(E); .
WEIGHT: Pounds. If keyed must be numbers (b)(7)(E); (b)(7)(F).
HAIR: Color of Hair. If keyed, must be a Hair Color Code.
EYES: Color of Eyes. If keyed, must be a Eye Color Code.

ARS ASSIGNMENT:

163) Must be keyed if you plan to admit the inmate now.
164) If keyed, must be an ARS Admission Code.

After your Enter

1. SENTRY will automatically do the **PPSS** Name Search Transaction to verify that the inmate is not currently in SENTRY.

165) **SENTRY WILL SELECT:** Inmates with a LAST NAME that SOUNDS-LIKE the last name you keyed and who have the same RACE and same DATE OF BIRTH, plus or minus (b)(7)(E); as you keyed.

166) IF **YOU ARE UNSURE ABOUT AN INMATE BEING IN SENTRY:** Key the **PPSS** transaction before keying the (b)(7)(E); (b)(7)(F) transaction because a different date of birth or race can lead to wrong information.

2. **IF THE FBI, SSN OR INS NUMBER BELONGS TO ANOTHER INMATE:** Use **PP44** and that number to locate the other inmate.

3. **IF THE (b)(7)(E); ADMIT INMATE SCREEN IS RETURNED:** You have loaded the inmate. Key the data and **ENTER** to admit the inmate.

4. **IF THE (b)(7)(E); INMATE PROFILE SCREEN IS RETURNED:** An inmate was selected by the Name Search that meets the SOUNDS-LIKE criteria. You have NOT loaded the inmate.

167) **IF IT IS THE SAME INMATE WITH THE SAME NUMBER:** You cannot load

the inmate. **Clear** the screen and use (b)(7)(E); to admit the inmate.

168) **IF IT IS THE SAME INMATE BUT WITH A DIFFERENT REGISTER NUMBER:** You cannot load the inmate. **Clear** the screen and use (b)(7)(E); to admit the inmate using the register number you found in SENTRY. Verify which number is correct. **TO CHANGE THE REGISTER NUMBER YOU USED TO ADMIT THE INMATE:** Use (b)(7)(E); (b)(7)(F).

169) **IF IT IS NOT THE SAME INMATE:** Key (b)(in the (b)(7)(E); field at the top of the screen and **ENTER.** The inmate will be loaded, and the (b)(7)(E); Admit Inmate screen will be returned. Key the data and **ENTER** to admit the inmate.

5. **IF THE PPSS NAME SEARCH SCREEN IS RETURNED WITH A LIST OF NAMES:** You must determine if one of these inmates is the same inmate as the one you are trying to load.

170) **IF ONE OF THE NAMES IS THE SAME INMATE YOU ARE LOADING:** You cannot load the inmate. **Clear** the screen and use (b)(7)(E); to admit the inmate.

171) **IF NONE OF THE NAMES LISTED IS THE INMATE YOU ARE LOADING:** Key (b)(7)(E); in the (b)(7)(E); field at the top of the screen and **ENTER.** The inmate will be loaded, and the (b)(7)(E); Admit Inmate Screen will be returned. To admit the inmate, key the date and **ENTER.**

(b)(7)(E); (b)(7)(F) - ADMIT INMATE

Admit an Inmate to a Facility
Adds an Inmate to the Facility Count

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

   LAST NAME: Only (b)(7)(E); (b)(7)(F) characters must be keyed.

   ARS ADMISSION CODE: Must be an ARS Category Admission Code.

2. SENTRY will return a screen. Key the data, as required and **ENTER**.

Description of Each Field

ARS DATE:

172) SENTRY displays the current date for your terminal-id, but it can be changed to any valid SENTRY date to reflect the actual admission date.

173) SENTRY uses this date for all (b)(7)(E); (b)(7)(F) dates which you leave blank.

174) Can be in the past but cannot be in the future.

175) If you are admitting an inmate to change release information and plan to back date the release, you must back date this (b)(7)(E); (b)(7)(F) field and the (b)(7)(E); (b)(7)(F) field because the (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) must be after the current (b)(7)(E); (b)(7)(F).

176) **NOTE: IF YOU ARE A CCM FACILITY:** The (b)(7)(E); (b)(7)(E) category assignment date and time must always be the same as the (b)(7)(E); category assignment date and time and these dates and times must be greater than the current or latest assignment history.

ARS TIME:

177) SENTRY displays the current time for your terminal-id, but it can be changed to any valid SENTRY time, (b)(7)(E); (b)(7)(F) to reflect actual admission time.

178) Can be in the past but cannot be in the future.

179) SENTRY uses this time for all assignment times which you leave blank.

ASSIGNMENT:

180) SENTRY displays the various assignments that your facility has selected to be displayed on the Admit Screen.
181) At least one assignment must be keyed for a required category.
182) If keyed or changed, must be a Category Assignment Code.

183) Cannot be a duplicate of another assignment in the same category.
184) The assignments displayed may be changed or specific (b)(7)(E); (b)(7)(F) assignments can be established by contacting the OIS Field Services Staff.
185) **NOTE: IF YOU ARE A CCM FACILILTY AND THE INMATE IS RETURNING FROM A TEMPORARY RELEASE, E.G, FURLOUGH:** SENTRY will return the inmate to his previous (b)(7)(E); assignment. After the Admit, you may use (b)(7)(E); to move the inmate to another (b)(7)(E); assignment.

DATE:

186) Starting date of assignment will be displayed if SENTRY retained the date and time when the inmate was released.
187) If you do not change the displayed date, SENTRY will use it as the date of the assignment.
188) If blank, you may key a valid SENTRY date.
189) If not keyed, SENTRY will use the (b)(7)(E); (b)(7)(F) and (b)(7)(E); (b)(7)(F).
190) Must be in accordance with any past or future date limitations for the corresponding category.
191) **NOTE:** If (b)(7)(E); category assignment, must be same as (b)(7)(E);

TIME:

192) Starting time of assignment will be displayed if SENTRY retained

Admit (b)(7)(E); (b)(7)(F)

the date and time when the inmate was released.

193) If you do not change the displayed time, SENTRY will use it as the time of the assignment.

194) Must be keyed if (b)(7)(E); (b)(7)(F) is keyed.

195) If blank, you may key any valid SENTRY time, (b)(7)(E); (b)(7)(F).

196) Must be in accordance with any past or future date/time limitations for the corresponding category.

197) **NOTE:** If (b)(7)(E); category assignment, must be same as (b)(7)(E);.

Before you Enter

TO RELEASE OR ADMIT AN INMATE AFTER THE FIRST INMATE IS ACCEPTED, KEY THE (b)(7)(E); (b)(7)(F) FIELDS AT THE BOTTOM OF THE SCREEN.

NEXT REGNO: The register number of the next inmate you plan to admit or release after the data on the first inmate is accepted.

NAME: Only (b)(7)(E); (b)(7)(F) characters of last name of next inmate must be keyed.

ASGN: Must be an (b)(7)(E); Admission or Release Code.

1. **IF YOU KEYED THE (b)(7)(E); (b)(7)(F) FIELDS ON THE SCREEN:** SENTRY will return a screen for the next inmate after the data for the first inmate is accepted.

198) **TO ADMIT OR RELEASE THIS INMATE:** Key the data **ENTER.**

2. **IF YOU DID NOT KEY THE (b)(7)(E); (b)(7)(F) FIELDS ON THE SCREEN:** SENTRY will return a screen displaying the data you just added.

199) **TO ADMIT OR RELEASE ANOTHER INMATE:** Key the (b)(7)(E); fields at the bottom of the screen and ENTER.

3. **IF YOU RECEIVE A SENTRY MESSAGE "INDIVIDUAL CANNOT BE ADMITTED - ALREADY IN ADMISSION STATUS:"**

200) Clear the screen.

201) Key (b)(7)(E); (b)(7)(F) and **ENTER.** SENTRY will return a screen displaying in the (b)(7)(E); field the name of the facility responsible for the inmate.

202) **IF THE FACILITY IS NOT A CCM OR US MARSHALS FACILITY:** You must call the facility and ask the staff to release the inmate using the (b)(7)(E); Release before you can admit the inmate.

203) **IF THE FACILITY IS A CCM OR US MARSHALS FACILITY:** See the next step.

4. **IF THE FACILITY IS A CCM OR A US MARSHALS OFFICE:** You can release the inmate from that facility:

204) Key (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) and **ENTER.**

205) SENTRY will return a screen. Verify the data and **ENTER.** The inmate will be released, and the (b)(7)(E); Daily Log for the CCM or US Marshals facility will be updated to record the release and your terminal-id.

206) You can now admit the inmate with (b)(7)(E);.

What to do if Inmate is in SENTRY with Two Names and Two Register Numbers

1. **FOR THIS EXAMPLE:** We will use these two names:

GEORGE BLACK 12345-678 - Admitted to your facility as A-DES.
JOHN BLACK 33333-123 - Released on parole.

2. **DETERMINE WHICH RECORD TO KEEP:** Normally, you would select the inmate with the longest or oldest record. For this example, we will keep the record of JOHN BLACK and delete the record of GEORGE BLACK.

3. **FOR GEORGE BLACK OR THE INMATE RECORD YOU PLAN TO DELETE:**

207) Use (b)(7)(E); and print the current assignments.

208) Use (b)(7)(E); and print a history of all assignments.

209) If there are current CMC assignments, notify your CIM Coordinator and then use (b)(7)(E); (b)(7)(F) to delete the CMC assignments.

210) If certain data exists, such as Administrative Remedy, Education, Discipline or Sentence information, screen print or automatically print the data because it must be deleted. You can use the printed copies to add the data again, if necessary. Notify the appropriate local department staff if any change is made.

211) Key (b)(7)(E); and release the inmate with the Release Code of (b)(7)(E); (b)(7)(F).

212) Use (b)(7)(E); and delete the register number.

4. FOR JOHN BLACK OR THE INMATE RECORD YOU PLAN TO KEEP:

213) Key (b)(7)(E); and admit the inmate with admission code of A-DES. Back date the admission to when GEORGE BLACK was admitted and reinstate the appropriate category assignments.

214) Key (b)(7)(E); and change the name from JOHN BLACK to GEORGE BLACK.

215) Key (b)(7)(E); and change the register number from 33333-123 to 12345-678. If the parole term has not expired, do two (b)(7)(E); transactions: one to change the old number to the new and then another one to change the new number back to the old. In this way, you create a history of the two register numbers which may be displayed with (b)(7)(E); or (b)(7)(E);.

216) Key (b)(7)(E); (b)(7)(F) to add any assignments you may have deleted which are still valid.

217) Add any Administrative Remedy, Discipline, Education or Sentence data you may have deleted.

218) File a copy of the (b)(7)(E); (b)(7)(F) history in the J&C File and the Central File.

(b)(7)(E); (b)(7)(F) - RELEASE INMATE

Release an Inmate from a Facility
Removes an Inmate from the Facility Count

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

   LAST NAME: Only (b)(7)(E); (b)(7)(F) characters must be keyed.

   ARS RELEASE CODE: Must be a release for the ARS Release Code.

   NOTE: Permanent release not allowed if current sentence computation exists.

2. SENTRY will return a screen.

3. Key the following, as required and **ENTER**.

Description of Each Field

ARS DATE:

219) SENTRY displays the current date for your terminal-id, but it can be changed to any valid SENTRY date to reflect the actual release date.
220) Cannot be prior to the current ARS Admission Date

ARS TIME:

221) SENTRY displays the current time for your terminal-id, but it can be changed to any valid SENTRY time, (b)(7)(E); (b)(7)(F) to reflect actual release time.
222) Can be in the past but cannot be in the future.
223) Must be after the current ARS Admission Date.

VEHICLE:

224) This field is displayed only if required by the ARS Release Code.
225) Key only if inmate is in-transit to another facility or agency.
226) Do not key when an inmate is being released permanently "to the streets" on Parole, Expiration, etc.
227) If keyed, must be a SENTRY Facility Code for a Vehicle.

AGENCY:

228) Do not key if inmate is being transferred within an agency, (b)(7)(E); (b)(7)(F)

229) If keyed, must be an (b)(7)(E); (b)(7)(F) Code.

(b)(7)(E); **ASSIGNMENT:**

4. (b)(7)(E); Category Assignment, commonly called Detail Facility Code.

ADDRESS
STREET:

1) Street address/mailing address.
2) Key only if inmate is being permanently released "to the streets;" temporarily released, such as on furlough; or if Facility is CMC Location Assignment.

CITY: City of residence. Must be keyed if STREET is keyed.

STATE: Must be keyed if CITY keyed and must be State/Possession Code.

ZIP:

3) Valid US Zip Code for STATE.
4) Cannot be all zeroes or all nines.
5) Must be keyed if STATE is keyed.

COUNTRY:

6) If keyed, must be a Country Code.
7) Cannot be keyed if STATE is keyed.

Before you Enter

TO RELEASE OR ADMIT A SECOND INMATE AFTER THE FIRST INMATE IS ACCEPTED, KEY THE (b)(7)(E); (b)(7)(F) FIELDS AT THE BOTTOM OF THE SCREEN.

NEXT REGNO: The register number of the next inmate you plan to admit or release after the data on the first inmate is accepted.

NAME: Only (b)(7)(E); (b)(7)(F) characters of last name of next inmate must be keyed.

Release (b)(7)(E); (b)(7)(F)

ASGN: Must be an ARS Release or Admission Code.

1. **IF YOU KEYED THE (b)(7)(E); (b)(7)(F) FIELDS ON THE SCREEN:** SENTRY will return a screen for the next inmate after the data for the first inmate is accepted.

   8) **TO ADMIT OR RELEASE THIS INMATE:** Key the data **ENTER.**

2. **IF YOU DID NOT KEY THE (b)(7)(E); (b)(7)(F) FIELDS ON THE SCREEN:** SENTRY will return a screen displaying the data you just added.

   9) **TO ADMIT OR RELEASE ANOTHER INMATE:** Key the (b)(7)(E); fields at the bottom of the screen and ENTER.

To Release an Inmate who is Admitted to Another Facility

1. You can release an inmate from a CCM or US Marshals facility if the individual arrives at your institution and has not been released.

    10) Key (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) and **ENTER**.

    11) SENTRY will return a screen. Verify the data and **ENTER**. The inmate will be released, and the (b)(7)(E); Daily Log for the CCM or US Marshals facility will be updated to record the release and your terminal-id.

    12) You can now admit the inmate with (b)(7)(E);.

2. You cannot release an inmate from another institution or BOP, you must call and ask the responsible staff to release the inmate before you can admit him.

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(b)(7)(E); (b)(7)(F) - INMATE PROCESSING DATA

NOTE: Prints forms for:
Only the inmates whose register numbers you key.
All inmates admitted to a SENTRY vehicle.
All inmates admitted to a SENTRY Vehicle with a specific DST assignment.

Print Inmate Intake Screening Form or In-Transit Form

1. Key (b)(7)(E and (b)(7)(E); (b)(7)(F). SENTRY will return a screen.

2. Key the data, as required, and (b)(7)(E); SENTRY will print the requested forms. See next page for order in which the forms will be printed.

Description of Each Field

TYPE OF FORM NEEDED (b)(7)(E); (b)(7)(F)
Print Intake Screening Form.
Print In-Transit Form.

ARRIVAL/DEPARTURE DATE:

13) Key only if you want the date keyed to appear as the DATE ARRIVED and the DATE OF INTERVIEW on the Intake Screening Form, or as the DATE PREPARED on the In-Transit Form.
14) If keyed, must be a valid SENTRY date.

ARRIVAL/DEPARTURE TIME:

15) Key only if you want the time keyed to appear as the TIME ARRIVED on the Intake Screening Form.
16) If keyed, must be valid SENTRY time, 0001-2359.

INTERVIEWER/FORM PREPARED BY:

17) Name of staff member, 1-20 characters.
18) Key only if you want a staff member's name to appear on the printed form.

STAFF TITLE:

19) Title of the staff member who will complete the printed form, 1-16 characters.
20) Key only if you want the staff member's title to appear on the printed form.

SEPARATEE FORM NEED (Y/N):

21) Do you want a **PP10** printed when the form is printed?
22) Defaults to: (b)(7)(E); (b)(7)(F) print **PP10.**

(b)(7)(E); (b)(7)(F) do not print **PP10.**

(b)(7)(E); (b)(7)(F)

VEHICLE ID CODE:

23) The SENTRY Facility code for the vehicle being processed, e.g., (b)(7)(E); (b)(7)(F) etc.
24) If keyed, must be a Facility Vehicle Code, except (b)(7)(E); and (b)(7)(E); are not valid codes.

SPECIFIC DESTINATION ASSIGN:

25) If keyed, must be an assignment for the DST Category.
26) Cannot be keyed if VEHICLE ID CODE is not keyed.

SELECTED REGISTER NO(S):

27) If keyed, must be valid Register Number
28) 1-30 Register Numbers may be keyed.
29) Cannot be keyed if VEHICLE ID CODE is keyed.

Forms will be printed in this Order

INTAKE SCREENING FORM	
Page 1:	Actual Intake Screening Form to be signed by the inmate.
Page 2:	Contains portions of the SENTRY information displayed on the (b)(7)(E); (b)(7)(F) **PP44, PPG0** and the previous ARS release date.
Page 3:	**PP10**, if requested.

IN-TRANSIT FORM	
Page 1:	Actual In-transit Form that can be completed. The top portion contains portions of the SENTRY information displayed on the (b)(7)(E); (b)(7)(F) **PP44 and PPG0**, as well as the Detainer and Notify Information from the Sentence data.
Page 2:	**PP10**, if requested.

NOTE: On the **PP10**, Separatees will be identified only by Register Number and a warning message.

(b)(7)(E); (b)(7)(F) - UPDATE LOAD DATA

NOTES: Use (b)(7)(E); (b)(7)(F) to change Name.
Use (b)(7)(E); (b)(7)(F) to change Register Number.

Change an Inmate's Personal Data which was Entered with (b)(7)(E); (b)(7)(F) Add Missing Load Data

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the data.

   LAST NAME: Only the (b)(7)(E); (b)(7)(F) characters must be keyed.

2. Key the changes or add the missing data and **ENTER**.
   See (b)(7)(E); (b)(7)(F) for description of each field.

3. SENTRY will return a screen displaying the data as it now exists.

4. This transaction displays the same (b)(7)(E); (b)(7)(F) as those displayed on the (b)(7)(E); for your facility.

5. **IF MESSAGE IS DISPLAYED INDICATING THE FBI, SSN, OR INS NUMBER BELONGS TO ANOTHER INMATE:**

   Use **PP44** and that number to locate the other inmate.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - UPDATE NAMES

NOTES: The Legal Name feature is not available at this time. If (b)(7)(E); (b)(7)(E); is (b)(7)(E); (b)(7)(F) for your terminal, use (b)(7)(E); (b)(7)(E); to update Alias or Nickname.

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Replace any portion of a Committed Name Add Alias, Nickname or Legal Name Display Delete Alias, Nickname or Legal Name

Replace a Committed Name

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the name.

2. Key the data and **ENTER**:

   FUNCTION: (b)(7)(E); (b)(7)(E);

   TYPE: (b)(7)(E); (b)(7)(E); Committed Name.

   LAST NAME: Must be keyed even if you do not plan to replace last name.

   FIRST NAME: Must be keyed even if you do not plan to replace the first name.

   MIDDLE:

   30) Must be keyed if a middle name or initial exists even if you do not plan to replace one.
   31) May be keyed to add a middle name.

   SUF:

   32) Must be keyed if a suffix exists even if you do not plan to replace the suffix.
   33) May be keyed to add a suffix.

3. SENTRY will return a screen displaying the committed name as it now exists.

4. **TO DISPLAY ALL NAMES FOR AN INMATE:** Use **PP74**.

(b)(7)(E); (b)(7)(F)

To Add or Delete an Alias, a Nickname or Legal Name

NOTE: You cannot replace a portion of an Alias, Nickname or Legal Name. You must delete and add.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the name.

2. Key the data and **ENTER:**

FUNCTION: (b)(7)(E); (b)(7)(F)
Add.
Delete.
Display.

TYPE: (b)(7)(E); (b)(7)(F)
Alias.
Nickname.
Legal Name.

LAST NAME:

34) Must be keyed.
35) Name can be recorded only as one type - Alias or Nickname, e.g., if JIMMY JONES is keyed as a nickname, it should not be keyed as an alias.
36) Nickname composed of multiple names must be keyed as a unit. As an example, the nickname RED would be keyed as a LAST NAME, and the nickname of BIG RED also would be keyed as one LAST NAME instead of keying BIG RED as an alias.
37) Derivatives of a name should not be keyed.
38) Alias cannot be added if the only difference from the committed name is a suffix.

FIRST NAME:

39) Must be keyed if adding an alias or if first name exists for the alias you are deleting.

MIDDLE:

40) Must be keyed if a middle name exists for the alias you are deleting.
41) May be keyed if adding an alias.

SUF: - Not valid for Alias, Nickname or Legal name.

3. SENTRY will return a display screen.

4. **TO ADD OR DELETE ANOTHER ALIAS, NICKNAME OR LEGAL NAME FOR THIS INMATE:** Repeat Step 2.

5. **TO DISPLAY ALL NAMES FOR AN INMATE:** Use **PP74.**

6. **TO UPDATE ANOTHER INMATE'S ALIAS, NICKNAME OR LEGAL NAME:** Key (b)(7)(E); (b)(7)(F) in (b)(7)(E); (b)(7)(F) and **ENTER.** Repeat Steps 1 and 2.

(b)(7)(E); (b)(7)(F) - UPDATE NICKNAMES AND ALIASES

NOTE: You cannot replace a portion of an Alias or Nickname. You must delete and add.

Add or Delete an Alias or Nickname

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the name. Key the data and **ENTER**. SENTRY will return a display screen.

Description of Each Field

FUNCTION: (b)(7)(E); (b)(7)(F) Add. (b)(7)(E); (b)(7)(F) Delete. (b)(7)(E); (b)(7)(F) Display.

TYPE: (b)(7)(E); (b)(7)(F) Alias or (b)(7)(E); (b)(7)(F) Nickname.

LAST NAME:

42) Must be keyed.
43) Name can be recorded only as one type - Alias or Nickname, e.g., if JIMMY JONES is keyed as a nickname, it should not be keyed as an alias.
44) Nickname composed of multiple names must be keyed as a unit. As an example, the nickname RED would be keyed as a LAST NAME, and the nickname of BIG RED also would be keyed as one LAST NAME instead of keying BIG RED as an alias.
45) Derivatives of a name should not be keyed.
46) Alias cannot be added if the only difference from the committed name is a suffix.

FIRST NAME:

47) Must be keyed if adding an alias or if first name exists for the alias you are deleting.

MIDDLE:

48) Must be keyed if a middle name exists for the alias you are deleting. May be keyed if adding an alias.

SUF: Not valid for Alias or Nickname.

2. **TO ADD OR DELETE ANOTHER ALIAS OR NICKNAME FOR THIS INMATE:** Repeat Step 1.

3. **TO DISPLAY ALL NAMES FOR AN INMATE:** Use **PP74.**

4. **TO UPDATE ANOTHER INMATE'S ALIAS OR NICKNAME:** Key (b)(7)(E); (b)(7)(F) in (b)(7)(E); (b)(7)(F) field and **ENTER.** Repeat Step 1.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - UPDATE INMATE REMARKS

Replace, Delete, Add or Display Inmate Remarks

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the existing remarks you are authorized to use.

   SENTRY will not display the (b)(7)(E); (b)(7)(F) if the inmate has certain CMC assignments.

2. Key the following, as required, and **ENTER**.

Functions

(b)(7)(E); (b)(7)(F)	Replace.
	Delete.
	Add.
	Display.

SEQ: Class and Sequence

Must be keyed. The (b)(7)(E); (b)(7)(F) digits indicate the Type or Class of the Remark - 02, 03, or 04. The (b)(7)(E); (b)(7)(F) digits indicate the Sequence Number - 10, 20, 30, etc.

FOR (b)(7)(E); (b)(7)(F) **FUNCTION:**	Key the sequence number which relates to the remark you want to replace or delete.
FOR (b)(7)(E); **FUNCTION:**	Key the next sequence in the class you want to add, e.g., if 0310 is displayed, you may want to add 0320.
FOR (b)(7)(E); (b)(7)(E) **FUNCTION:**	Key the sequence number you want to display.

Remarks

FOR (b)(7)(E); (b)(7)(F) **FUNCTION:**	Key the new narrative Remark.
FOR **FUNCTION:**	Key the Remark exactly as it is displayed.
FOR **FUNCTION:**	Key the new narrative remark. You must erase the remaining dashes or they will appear as part of the new remark.

(b)(7)(E); (b)(7)(F)

02 REMARKS:

49) CMC Remarks.
50) Display and update restricted to designated terminals.
51) Regions and Agency terminals can update.
52) Facilities and CCM offices can update their own inmates if the inmate has a Separation assignment and/or a State Prisoner assignment.
53) Also can be updated as part of the Designation process.

03 REMARKS:

54) Summary of the Offense and Charge.
55) Only two remarks permitted.
56) (b)(7)(E); (b)(7)(F) OFFN/CHG RMKS on the (b)(7)(E); (b)(7)(F) when the inmate was loaded in SENTRY.
57) Displayed as OFFN/CHG RMKS on the **PP44.**
58) Updated with (b)(7)(E); (b)(7)(F) by ISM Staff when sentence data changes.

04 REMARKS:

59) Special Remarks.
60) Added by the Correctional Services Intelligence Section in the Central Office for the express use of the Regional Designator at time of designation.
61) Only two remarks permitted.
62) Can be updated only by Region and Central Office terminals.
63) Displayed on (b)(7)(E); (b)(7)(F).

(b)(7)(E); (b)(7)(F) - PRINT INMATE LABELS

Print Inmate Labels for Use on Work Detail Cards, Folders, Etc.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.**
   or
   Key (b)(7)(E); (b)(7)(F) and **ENTER.**

   NUMBER OF LABELS: Defaults to 5.
   May be changed to any number 1-15.

2. SENTRY will print the labels and return a label screen which you can reuse.

3. **PRINT MORE LABELS FOR THE SAME INMATE: ENTER.**

   PRINT LABELS FOR ANOTHER INMATE: Key the new (b)(7)(E); (b)(7)(F) and **ENTER.**

4. Each printed label contains the inmate's name, register number, sex, race, ethnic origin, date of birth, height, weight, color of hair and eyes, and current custody assignment.

5. **TO REQUEST A SECOND INMATE ID NUMBER ON THE LABEL:** The standard label prints only the Register Number. You may request that a second inmate ID number, such as INS, Social Security Number, etc., be added to the labels for your facility by calling the OIS Field Services Staff.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - INMATE NAMES

NOTE: Use (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) to Update Inmate Names.

Display all Names for an Inmate - Committed, Aliases, Nicknames

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return a screen displaying the committed name and any aliases and nicknames which are recorded for the inmate.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - INMATE REGISTER NUMBER HISTORY

Display all Register Numbers an Inmate has had in SENTRY

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return a screen displaying each register number the inmate has had in SENTRY, the facility that assigned it, and the time period the inmate had each number.

3. If SENTRY indicates the register number currently does not exist in SENTRY, possibly because it has been deleted or changed, use (b)(7)(E) to check for a history of the register number.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - REGISTER NUMBER HISTORY

Display all Inmates who have been assigned a Register Number

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return a screen displaying the inmates who have been assigned the register number, the facility which assigned the number, and the period of time each inmate had the register number.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - CLOSE-OUT RELEASE

Close-out a Temporary Release Assignment because an Inmate is not scheduled to return to your Facility

1. Key (b)(7)(E); (b)(7)(F) and (b)(7)(E); (b)(7)(F) and **ENTER**.

   ARS ASSIGNMENT: Must match the ARS release code for the temporary assignment you want to close-out.

   ARS DATE:

   64) Valid SENTRY date you want to use to close-out the assignment. Normally, this date would be the date the inmate was redesignated to the new facility.
   65) Cannot be prior to the Effective Date of the ARS Temporary Release assignment.
   66) Can be in the past but cannot be in the future.

   ARS TIME:

   67) Valid SENTRY time, 0001-2359, you want to use to close-out the assignment.
   68) Must be after the Effective Time for the ARS Temporary Release assignment if the ARS DATE you just keyed is the same as the Effective Date of the ARS Temporary Release assignment.
   69) Can be in the past but cannot be in the future.

2. SENTRY will remove the inmate from your facility rosters and return a Close-out Release screen.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - CLEARANCE DATA

Display Clearance Information for an Inmate

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return one or more screens displaying the clearance remarks.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) UPDATE INMATE IDENTIFICATION NUMBERS

NOTES: Use (b)(7)(E); to (b)(7)(E); (b)(7)(F) a Register Number.
Use (b)(7)(E); to (b)(7)(E); (b)(7)(F) a Register Number.
You may use (b)(7)(E); (b)(7)(F) to change the ID numbers displayed on (b)(7)(E); (b)(7)(F)

Add, Delete or Display Inmate Identification (ID) Numbers

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

2. SENTRY will display the inmate's ID numbers.

3. Key the data and ENTER:

FUNCTION: (b)(7)(E); (b)(7)(F) Add.
Delete.

ID TYPE: Must be keyed and be one of the following:

(b)(7)(E); (b)(7)(F)
Federal Bureau of Investigation Number.
Social Security Number.
Immigration and Naturalization Service Alien Number.
District of Columbia Department of Corrections Number.
District of Columbia Police Department ID Number.
Local Law Enforcement Number.
State Number.

ID NUMBER: Must be keyed and be a unique number corresponding to the ID type.

(b)(7)(E); (b)(7)(F)

4. SENTRY will return a screen displaying the ID numbers which exist after the update.

Repeat Step 3.

(b)(7)(E); (b)(7)(F)

TO ADD OR DELETE ANOTHER ID NUMBER FOR THIS INMATE:

TO ADD OR DELETE AN ID NUMBER OF ANOTHER INMATE: Key the new REG

(b)(7)(E); (b)(7)(F) and **ENTER.** Repeat Step 3.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - POPULATION REPORT

Display or Print Standard Population Reports or Key your own

TO DISPLAY DEFAULT REPORT: Key (b)(7)(E); (b)(7)(F) **ENTER** to display the screen. **ENTER** again to display the default report. Change any of the default entries and **ENTER**.

See the next section for description of each field.

TO DISPLAY OPTION: Key (b)(7)(E); (b)(7)(F) and **ENTER**.

TO PRINT OPTION: Key (b)(7)(E); (b)(7)(F) and **ENTER**.

Standard Options

MONDAY MORNING HIGHLIGHTS REPORTS:
BOP MANAGED FACILITIES.....(b)(7)(E); (b)(7)(F)
BOP POPULATION IN CCM FACILITIES BY TYPE OF CONTRACT...
BOP POPULATION IN PRIVATELY MANAGED FACILITIES.....
POPULATION BY REGION.....
.....(b)(7)(E); (b)(7)(F)

BOP POPULATION ON BUSES AND AIRLIFTS.....(b)(7)(E); (b)(7)(F)
DESIGNATION REPORT.....
MEDICAL UNITS.....
BOP POPULATION BY SECURITY LEVEL.....
BOP POPULATION BY TYPE OF INSTITUTION, E.G., FCI, USP, ETC.....TYPE

BOP POPULATION.....PLAN 1 or PLAN 2 or PLAN 3
BOP POPULATION BY SEX, SEC LEVEL, UNT, & DETAIL FACILITY....(b)(7)(E); (b)(7)(F)

FEMALE POPULATION BY SECURITY LEVEL AND REGION.....
MALE POPULATION BY SECURITY LEVEL AND REGION.....
BOP POPULATION BY SECURITY LEVEL AND REGION.....

FEMALE POPULATION BY SECURITY LEVEL.....
MALE POPULATION BY SECURITY LEVEL.....

REPORT - REPLACES (b)(7)(E); (b)(7)(F).....
REPORT - REPLACES .....
REPORT - REPLACES .....
REPORT - REPLACES .....
REPORT - BOP POPULATION BY SEX.....

REGION POPULATION BY INSTITUTION.....MXR, NCR, NER, SCR, SER, or WXR

(b)(7)(E); (b)(7)(F)

REGION POPULATION BY TYPE OF FACILITY.....MXR-TYP
.....NCR-TYP, NER-TYP, SCR-TYP, SER-TYP or WXR-TYP

REGION POPULATION BY SECURITY LEVEL.....MXR
.....NCR NER SCR SER or WXR

REGION POPULATION BY DETAIL WITHIN SENTRY FACILITY, E.G.,LOMPOC FCI,

BOP POPULATION BY SEC LEVEL & DETAIL WITHIN EACH REGN....BOP
.....MXR NCR NER SCR SER
.....or WXR

REGION POPULATION BY UNIT TYPE, E.G., GENERAL POPULATION, HOLDOVER,
CAMP,ETC.....MXR-UNT
.....NCR-UNT, NER-UNT, SCR-UNT, SER-UNT or WXR-UNT

REGION CCM POPULATION BY CONTRACT TYPE.....MXR-CON
.....NCR-CON, NER-CON, SCR-CON, SER-CON or WXR-CON

REGION CCM POPULATION BY CCM FACILITY.....MXR-CPM
.....NCR-CPM, NER-CPM, SCR-CPM, SER-CPM or WXR-CPM

REGION POPULATION BY MALE AND FEMALE.....MXR-SEX
.....NCR-SEX, NER-SEX, SCR-SEX, SER-SEX or WXR-SEX

Description of Each Field

FUNCTION:
Display report.
Print report.
Display codes for the standard option keyed in the OPTION field.
Central Office use only.

LEVEL: Security level of institutions you want to appear on the report.

DETENTION - Court & Detention
MEDICAL
IN-TRANSIT
CON FACL - CCM Contract Facilities
ADMIN ACT - CCM Administrative Facl
USMS - US Marshals Prisoners

SEQUENCE: To define how you want the information sorted. May be one or a combination of the following:

Agency
Region
SENTRY Facility
Facility Managed by Agency or Private
Type of Facility
Security Level

(b)(7)(E); (b)(7)(F)
Designation Facility. The facility within the SENTRY facility, e.g., ERE SCP within ERE FCI, etc.
Type of unit
Sex
Classification. Type of detail facility or type of CCM Location.
(b)(7)(E); (b)(7)(F)
Columns 1-9. Sort by data specified in column with the corresponding number. If numbers are keyed, letters in SEQUENCE field are ignored.

NOTE: Subtotals are supplied for all entries in SEQUENCE which are to the left of the entry that matches the entry in DETAIL. (b)(7)(E); (b)(7)(F) to the right are ignored.

ZEROS (?): Key only to change the way SENTRY displays blank lines and zero fields.

(b)(7)(E); (b)(7)(F)
If all columns are (b)(7)(E); do not display the line, but if a column is (b)(7)(E); display a (b)(7)(E); instead of a (b)(7)(E);
Display all lines and all column (b)(7)(E);
If all columns are (b)(7)(E); do not display the line, but if a column is (b)(7)(E); display the (b)(7)(E);
Display all lines, but if a column is (b)(7)(E); (b)(7)(F) display a (b)(7)(E); (b)(7)(F) instead of the (b)(7)(E);

ORGANIZATION: Key only if you do NOT want to search all of BOP. The valid codes are listed in this chart:

ORGANIZATION FIELDS
(b)(7)(E); (b)(7)(F)

DETAIL: Level of detail within ORGANIZATION, including subtotals. Must be one of these and match one of the codes keyed in SEQUENCE:

(b)(7)(E); (b)(7)(F)
Detail. Display a line for each facility within the SENTRY facility, e.g., BAS SCP within BAS.
Security level. Display a line for each.
SENTRY facility. Display a line for each.
Type of facility. Display a line for each.
Agency. Display a line for each.
Region. Display a line for each.
Classification. Type of detail facility or type of CCM Facl.
Type of unit. Display a line for each.
Sex. Display a line for each.
Facility managed by code.

OPTION: Key only if you want to display or print a standard option. The current option numbers are listed on the first two pages of this transaction. You can request that a specific standard option be created for your facility by calling the OIS Field Services Staff.

TOF: Type of facility. One or a combination of the following:

TYPE OF FACILITY	
(b)(7)(E); (b)(7)(F)	Typical institutions where inmates are housed, including US Marshals Offices.
	Community Corrections Offices.
	Management Facilities. Regional Offices and Central Office.
	Vehicles - Buses and Airlifts.
	In-transit Facilities.
	Old Closed Bureau Federal CTCs.
	Staff Training Centers
	Prolonged In-transit Facility

FMB: Indicates if want to search the facilities managed by the agency or private industry or both. Defaults to (b)(7)(E); search (b)(7)(E); (b)(7)(F) Agency and (b)(7)(E); Privately managed facility. May be changed to just one of these.

CLASSIF: To select the type of detail facility or type of CCM location. Key one or a combination of the following depending on what is keyed in (b)(7)(E);

IF (b)(7) IS KEYED IN (b)(7)(E); (b)(7)(F) FIELD	
(b)(7)(E); (b)(7)(F)	Administrative
	Detention Centers
	Correctional Institutions
	In-Transit
	Metro Corr Centers
	Medical Centers
	Penitentiaries
	Camps
	Holdover Centers
	Vehicles
	FLM/MAR Institutions

IF (b)(7)(E IS KEYED IN (b)(7)(E); (b)(7)(F) FIELD	
(b)(7)(E); (b)(7)(F)	Administrative
	CCC's
	Home Confinement
	Long-Term Boarders
	Special Arrangement
	Jail/Detention Centers
	Contract Juveniles

NEW PAGES: To specify when you want a new page on the report. If keyed, must match one of the characters keyed in (b)(7)(E); (b)(7)(F) (b)(7)(E); defaults to standard printer or screen breaks.

FUNC AREA: Type of unit. Asterisk indicates not currently used.

(b)(7)(E); (b)(7)(F)	
	Administration
	Mexican Treaty Exch Units
	ICC Units
	Drug Units - Main Facility
	Parole Violator Units
	In the Community
	General Population Units
	Hospital/Medical Units
	In-Transit
	Jail Units
	Control Units
	Mental Health Units
	Detainee Units
	Special High Security Units

(b)(7)(E); (b)(7)(F)	
	Special Units
	Camp Units
	Drug Units - Satellite Camp
	Vehicles
	Work Cadre Units
	Holdover Units
	Sex Offender Units
	IHP Hearing Units
	IHP Release Units
	Brave Units
	Code Units
	Short Term Sentence Units
	Special Confinement Unit
	Death Row

GROUPING: To specify non-standard subtotals and indentation, e.g., CAMPS SEP. Groupings are added by the OIS Field Services Staff.

SEX: (b)(7)(E); (b)(7)(F)
Female.
Male.
All.
Both. Displays only facilities with both male and female undesignated population, e.g., CCM facilities.

CODES ONLY: Key (b)(7)(E); yes only if you want to display the DST assignments in COLUMN 1 of the report instead of the name of the institution or designation facility.

Defaults to (b)(7)(E); No.

COLUMNS 1 THRU 9:

72) To indicate what information you want displayed.

73) SENTRY displays the default entries. These may be changed to any of the codes listed below.

74) Duplicate codes are not allowed.

75) At least one COLUMN must be keyed if you do not use an OPTION.

Column Codes

(b)(7)(E); (b)(7)(F)	
	Average Monthly Releases based on Last Fiscal Year Releases
	Current Population based on Unit Populations
	Designated Capacity
	Percentage of Current Population to Designated Capacity
	Total Males in General Population Units
	Total Females in General Population Units
	Total Inmates in Holdover Units
	Total Inmates in Detainee Units
	Total Inmates in Medical Units
	Pipeline In - Number of Designated Inmates En Route to Facility
	Projected Population - Current Population, Plus Number of Designation Inmates En Route, Minus Average Monthly Releases
	Percentages of Projected Population to Current Population
	Unit Quotas for Institutions. Location Quotas for CCM Facility.
	Rated Capacity
	Percentage of Current Population to Rated Capacity
	Restriction. Will be displayed only if (b)(7)(E); (b)(7)(F) is keyed in DETAIL. The Restriction Codes are: (b)(7)(E); (b)(7)(F) Total Moratorium Partial Moratorium Capacity Ceiling has been Reached
	Population with Race Code for White
	Population with Race Code for Black
	Population with Race Code for Indian
	Population with Race Code for Asian
	Population with Ethnic Code for Hispanic
	Population with Ethnic Code for Other - Non-Hispanic

(b)(7)(E); (b)(7)(F) - HANDY GUIDE

LEVEL FIELD - SECURITY LEVEL CODES

(b)(7)(E); (b)(7)(F)

ADMINISTRATIVE ACTION
ADMINISTRATIVE
CONTRACT FACILITIES
HIGH SECURITY LEVEL
IN-TRANSIT
LOW SECURITY LEVEL
MEDIUM SECURITY LEVEL
MINIMUM SECURITY LEVEL
US MARSHALS PRISONERS

TOF FIELD - TYPE OF FACILITY

(b)(7)(E); (b)(7)(F)

TYPICAL INSTITUTIONS
COMMUNITY CORR OFFICES
VEHICLES
IN-TRANSIT

(b)(7)(E); (b)(7)(F)

PROLONGED IN-TRANSIT
MANAGEMENT FACILITIES
STAFF TRAINING CTRS
CLOSED BOP CTCS

CLASSIF FIELD - FACILITY CLASSIFICATION CODES

IF (b)(7)(E IS KEYED IN (b)(7)(E FIELD

(b)(7)(E); (b)(7)(F)

ADMINISTRATIVE
DETENTION CENTERS
CORRECTIONAL INSTITUTIONS
IN-TRANSIT
METRO CORR CENTERS
MEDICAL CENTERS
PENITENTIARIES
CAMPS
HOLDOVER CENTERS
VEHICLES
FLM/MAR INSTITUTIONS

IF (b)(7)(E IS KEYED IN (b)(7)(E FIELD

(b)(7)(E); (b)(7)(F)

ADMINISTRATIVE
CCC'S
HOME CONFINEMENT
LONG-TERM BOARDERS
SPECIAL ARRANGEMENT
JAIL/DETENTION CENTERS
CONTRACT JUVENILES

FUNC FIELD - FUNCTIONAL AREAS

(b)(7)(E); (b)(7)(F)

DMINISTRATION
EXICAN TREATY EXCH UNITS
CC UNITS
RUG UNITS - MAIN FACILITY
AROLE VIOLATOR UNITS*
N THE COMMUNITY
ENERAL POPULATION UNITS
OSPITAL/MEDICAL UNITS
N-TRANSIT
AIL UNITS
ONTROL UNITS
ENTAL HEALTH UNITS
ETAINEE UNITS
PECIAL HIGH SECURITY UNITS*

* NO LONGER USED

(b)(7)(E); (b)(7)(F)

SPECIAL UNITS
CAMP UNITS
DRUG UNITS - SATELLITE CAMP
VEHICLES
WORK CADRE UNITS
HOLDOVER UNITS
SEX OFFENDER UNITS*
IHP HEARING UNITS
IHP RELEASE UNITS
BRAVE UNITS
CODE UNITS
SHORT TERM SENTENCE UNITS
SPECIAL CONFINEMENT UNIT
DEATH ROW

SEX FIELD

(b)(7)(E); (b)(7)(F)

OTH GENDERS
EMALE
ALE

FMB FIELD - FACILITY MANAGED BY

(b)(7)(E); (b)(7)(F)

AGENCY MANAGED
PRIVATELY MANAGED

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(b)(7)(E); (b)(7)(F) - ROSTER OF ALIASES/NICKNAMES

Display or Print an Alphabetical Roster of Inmates, Displaying their Aliases, Nicknames, and Legal or Committed Names

1. Key (b)(7)(E); (b)(7)(F) and ENTER. SENTRY will return a screen.

2. Key the data, as required, and **ENTER**. See next section for Description of Each Field

3. SENTRY will display or print the roster in alphabetical order by committed last name of the inmate. Nicknames will be identified with (b)(7)(E); (b)(7)(F) and aliases with (b)(7)(E); (b)(7)(F)

Description of Each Field

FUNCTION: (b)(7)(E); (b)(7)(F)
Display.
Print.

SELECTION CATEGORY:

76) The SENTRY category and corresponding assignments you want to search.
77) Must be a code from the Category Table.
78) Divided into (b)(7)(E); (b)(7)(F) fields (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)

FIRST:

79) First three characters must be a code from the Category
80) The fourth must be (b)(7)(E); (b)(7)(F) or a (b)(7)(E); to indicate a Category Group Code will be keyed in the THIRD field.

SECOND:

81) Valid for Assignment, Group Code and (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)
Equal to
Not equal to

82) Valid only for Assignment:
Greater than
Greater than or equal to
Less than
Less than or equal to

THIRD:

83) (b)(7)(E); (b)(7)(F) for all assignments in the Category if (b)(7)(E); is keyed in the SECOND field.

84) Assignment for the Category, or Group Code if (b)(7)(E); keyed in the fourth position of the FIRST field.

(b)(7)(E); (b)(7)(F)

DISPLAY CATEGORY: If keyed, must be a Category code for the assignment you want to display in the ASSIGNMENT Column on the report.(b)(7)(E); (b)(7)(F)

ALIASES (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F) list inmate aliases. Committed name will be shown for all inmates listed.
(b)(7)(E); (b)(7)(F) do not list inmate aliases.

NICKNAMES (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F) list inmate nicknames. Committed name will be shown for all inmates listed.
(b)(7)(E); (b)(7)(F) do not list inmate nicknames.

COMMITTED NAMES (b)(7)(E); (b)(7)(F) list all committed names.
(b)(7)(E); (b)(7)(F) do not list committed names that have no alias or nickname associations.

LEGAL NAMES (b)(7)(E);

This feature not available at this time.
(b)(7)(E); (b)(7)(F) list legal names. Committed name will be shown for all inmates listed.
(b)(7)(E); (b)(7)(F) do not list legal names.

FACL: Defaults to the facility code for your terminal-id. Region and Central Office terminals may change this code to any code on the Facility Code.

(b)(7)(E); (b)(7)(F) - INMATE IDENTIFICATION NUMBERS

NOTE: Use (b)(7)(E); (b)(7)(F) to Add or Delete an ID Number.

Display all Identification (ID) Numbers for an Inmate

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return a screen displaying the ID numbers of the inmate and the type of each number.

(b)(7)(E); (b)(7)(F)

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PR15 - ADMINISTRATIVE REMEDY GENERALIZED RETRIEVAL

NOTE: See the Administrative Remedy TRM for screen examples of this transaction.

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	List submissions Print List Number of submissions Print Number

List of Submissions

5. Key (b)(7)(E); and **ENTER**.

6. Key the required fields and **ENTER**. For description of each field, see the section Description of Each Field, below.

MUST BE KEYED	
FUNCTION:	(b)(7)(E); (b)(7)(F)
SCOPE:	(b)(7)(E); (b)(7)(F) plus appropriate code - see next page for description.
OUTPUT FORMAT:	(b)(7)(E); (b)(7)(F)
DT RCV:	(b)(7)(E); (b)(7)(F)

7. SENTRY will display or print the list. The data will be listed on the second and subsequent pages.

Number of Submissions

1. Key (b)(7)(E); (b)(7)(F) **ENTER**.

2. Key the required fields and **ENTER**. For description of each field, see next section.

MUST BE KEYED	
FUNCTION:	(b)(7)(E); (b)(7)(F)
SCOPE:	(b)(7)(E); (b)(7)(F) plus appropriate code - see next section for description.
DT RCV:	If SCOPE is (b)(7)(E); (b)(7)(F)

3. SENTRY will display or print the data. The data will be listed on the second and subsequent pages.

Description of Each Field

FUNCTION: (b)(7)(E); (b)(7)(F) For definitions, see box at the top of previous page.

SCOPE Scope of the search.
Divided into three fields - (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)

Facility Code for Institution or Region.
Remedy ID, I.E., 126-A1
Case Number, i.e., 126
Register Number

Category Assignment
(b)(7)(E); (b)(7)(F) all assignments in category

Group Code for Category. If not all characters of the Group Code are significant, key an (b)(7)(E); (b)(7)(F) as a (b)(7)(E); (b)(7)(F) to indicate any character in the position is acceptable.

NOTE: THIRD field. If FIRST field is a Category Code, the last three positions of the THIRD field may be used to identify a facility other than yours by keying a Facility Code for another institution or regional office.

OUTPUT FORMAT: Defines format for the report. Must be keyed if FUNCTION is (b)(7)(E); (b)(7)(F) If keyed, must be one of these:

(b)(7)(E); (b)(7)(F)

Excludes inmate identifying data, i.e., name, register number, etc. Use this format when requesting an index for an institution other than your own.
Includes inmate identifying data.
One line for each submission.
Full screen for each submission.

DT RCV FROM/THRU: Date Remedy received.

1) Must be keyed if SCOPE (b)(7)(E);
2) If keyed, must be (b)(7)(E); SENTRY date not prior to 07-01-1990.
3) THRU date cannot be less than FROM date.
4) Range between FROM and THRU dates cannot be greater than 366 days.

DT STS FROM/THRU: Status Date.

5) The STS can be changed to one of these:

(b)(7)(E); (b)(7)(F) Date entered.
e Inmate is Designated to begin Serving Time

NOTES:

6) You cannot key an initial designation if the inmate does not have a BP337 or if the current form already has a designation.
7) You cannot change the BP337 with this transaction.

Use (b)(7)(E); (b)(7)(F).

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

FACILITY DESIGNATED: Must be a (b)(7)(E); DST assignment for Destination Category.

INITIAL INMATE CUSTODY: Must be a (b)(7)(E); assignment for the Custody Category.

DESIGNATOR: Key your initials - person making designation. SENTRY displays the facility code for your terminal-id.

REASON FOR DESIGNATION: Must be one of these:

(b)(7)(E); (b)(7)(F) Management Security Level

8) Key (b)(7)(E); the security level of (b)(7)(E); (b)(7)(F) does NOT equal the security level of (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) and you want to enter a Management Variable.

9) Key (b)(7)(E); (b)(7)(F) the security level of (b)(7)(E); (b)(7)(F) equals the security level of (b)(7)(E); (b)(7)(F) and you do not want to enter a MGMT SECURITY LEVEL.

MANAGEMENT REASON(S):

10) Must be keyed if REASON FOR DESIGNATION (b)(7)(E); (b)(7)(F)

11) Cannot be keyed if REASON FOR DESIGNATION (b)(7)(E); (b)(7)(F)

12) If keyed, maximum number (b)(7)(E); (b)(7)(F).

13) Greater Security and Lesser Security may not be used together.

(b)(7)(E); (b)(7)(F)

14) If PSF Waived, Greater Security, or Lesser Security is keyed, the application of a MGMT SECURITY LEVEL on next page is required.

15) If PSF Waived is keyed with either Greater Security or Lesser Security, the greater Security or the Lesser Security Management Reason will be used to assure a logical relationship between MGMT SECURITY LEVEL and SCORED LEV.

16) If only one of these Management Reasons - PSF Waived, Greater Security, or Lesser Security - is keyed, that Management Reason will be used to assure a logical relationship between MGMT SECURITY LEVEL and SCORED LEV. If only PSF Waived is keyed, less security is implied.

MANAGEMENT REASONS

(b)(7)(E); (b)(7)(F)

None
Judicial Recommendation
Release Residence
Population Management
Central Inmate Monitoring
Medical/Psychiatric Treatment
Program Participation
Work Cadre
PSF Waived
Mariel Cuban Detainee
Greater Security
Lesser Security

NOTES: The following codes are no longer valid for the ADD or REP functions, but SENTRY will display the codes for inmates assigned these reasons prior to these dates:

(b)(7)(E); (b)(7)(F)

Grandfather Clause	08-22-1992
Racial Balance	06-16-1992
Voluntary Surrender	06-16-1992
Age	02-01-1992
Custody	02-01-1992
Detainer	02-01-1992
Discipline	02-01-1992
Security	02-01-1992
Sentence Limitation	02-01-1992

	(b)(7)(E); (b)(7)(F)	Sliding Scale	02-01-1992
		Other	02-01-1992

MGMT RSN EXPIRATION DT: Management Reason Expiration Date.

17) Can ONLY be keyed if a MANAGEMENT REASON exists.
18) If keyed, must be valid SENTRY date and conform to the following chart:

MGMT RSN	DESCRIPTION	VALID LENGTH
(b)(7)(E); (b)(7)(F)	None	NA
	Judicial Recommendation	NA
	Release Residence Planning	NA
	Population Management	Up to 18 months. If no expiration date is keyed, SENTRY will default to an expiration date 12 months in the future.
	CIM Assignment	NA
	Medical/Psychiatric	Up to 6 months. If no expiration date is keyed, SENTRY will default to an expiration date 6 months in the future.
	Program Participation	Up to 18 months. If no expiration date is keyed, SENTRY will default to an expiration date 12 months in the future.
	Work Cadre	NA
	PSF Waived	NA
	Mariel Cuban Detainee	NA
	Greater Security	Any (b)(7)(E); (b)(7)(F) SENTRY date may be keyed. If no expiration date is keyed, SENTRY will default to NA.
	Lesser Security	NA

MGMT SECURITY LEVEL: Management Security Level.

19) Can only be keyed if a MANAGEMENT REASON (b)(7)(E); (b)(7)(F) is keyed.
20) If keyed, must be valid Security Level Code and will become the new (b)(7)(E); (b)(7)(F) assignment.
21) A logical relationship between MGMT SECURITY LEVEL (b)(7)(E); (b)(7)(E); (b)(7)(F) must be maintained.

MSL	MANAGEMENT REASON	SCORED LEV	RESULTS
(b)(7)(E); (b)(7)(F)		Minimum	Logical
		Medium	Illogical
		Medium	Logical
		Low	Illogical
		Medium	Logical
		Minimum	Illogical
		Minimum	Logical
		Minimum	Illogical

22) SENTRY will indicate when a Management Reason is not needed by highlighting a message MSL/LVL OF DESIGNATED FACILITY MATCH, REMOVE HIGHLIGHTED MGTV. The keyer must either remove the highlighted Management Reason or change the Management Security Level.

23) SENTRY will indicate when another Management Reason is needed by highlighting a message MSL/LVL OF DESIGNATED FACILITY MISTMATCH, ADD ANOTHER MGMT VARIABLE. The keyer must either add another Management Reason or change the Management Security level.

DESIGNATION REMARKS: Narrative remarks about the designation. Any combination of characters.

CLEARANCE REMARKS: SENTRY will display any existing clearance remarks, but you may change them or add new remarks.

3. SENTRY will create a DST assignment for the facility designated. This action will be recorded on the **PP38** DST Daily Log for your facility, the facility which requested the designation by entering the BP337, the designated facility, and the institution where the inmate is currently housed.

4. SENTRY will create a LEV assignment if a MGMT SECURITY LEVEL is keyed. This action will be recorded on the **PP38** LEV Daily log for your facility, the facility which requested the designation by entering the BP337, the designation facility, and the institution where the inmate is currently housed.

5. After all entries are validated and processed, SENTRY will display the **PPG0** Security/Designation Data screen as verification that the transaction was processed successfully. The message INMATE'S SCORED LEVEL MATCHES LEVEL OF DESIGNATION FACILITY will be highlighted on the **PPG0** screen if the Management Security

Level is used and the inmate's scored security level matches the designation facility level.

6. **TO CORRECT THE INITIAL DESIGNATION:** Use (b)(7)(E); (b)(7)(F).

(b)(7)(E); (b)(7)(F) - CUSTODY CLASSIFICATION FORM

Display an Inmate's BP338

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will display the inmate's current BP338 Custody Classification form. This display includes the codes for each scoring item as well as their narrative descriptions.

3. Only one BP338 is retained in SENTRY. It will always reflect the most recent changes that were keyed.

4. **TO DISPLAY ANOTHER INMATE'S BP338:** Key the new (b)(7)(E); (b)(7)(F) and **ENTER**.

5. **TO PRINT A COPY OF THE BP338.** Use (b)(7)(E); (b)(7)(F) to display the current BP338 that you want to print. Change the (b)(7)(E); (b)(7)(F) the (b)(7)(E); (b)(7)(F) field and **ENTER**. SENTRY will print the BP338.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - UPDATE CUSTODY CLASSIFICATION FORM

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Add Replace Delete

Add a BP338

NOTES:

24) The SENTRY BP338 should be updated in accordance with the time frames scheduled for Custody Review. A new (b)(7)(E); assignment will be created for the inmate if required. Use (b)(7)(E); (b)(7)(F) to change the CUS assignment.

25) Verify that the inmate's sex is correct in SENTRY before adding the BP338 as scoring is significantly different for male and female inmates. If you need to change the inmate's sex after the BP338 has been created, a new BP338 must be added to correctly score the inmate's security level.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key (b)(7)(E); (b)(7)(F) key other fields, as required, and **ENTER**. See the next page for description of each field.

3. SENTRY will compute the BP338 base score, custody total, custody variance, security total and the resulting security level. A LEV assignment corresponding to either the security level or, whenever used, the Management Security Level, will automatically be created for the inmate.

   SENTRY will also return a verification screen displaying the data you keyed, expended descriptions of all codes, and date and originator of the form. The verification screen also contains a level and custody summary showing the inmate's security score, security level, Management Security Level, existing custody assignment, and a comment indicating whether consideration should

be given to increase, decrease, or maintain the same custody level.

4. **TO PRINT THE BP338:** Change the (b)(7)(E); (b)(7)(F) the (b)(7)(E); (b)(7)(F) field and **ENTER.** The printed form will be spaced so there is ample room for signatures and comments.

Description of Each Field

(b)(7)(E); (b)(7)(F) Criminal History Points. Not used in scoring.

26) Must be either (b)(7)(E); (b)(7)(F) for unknown.

27) Data will be displayed from the BP337 during an (b)(7)(E) function.

SENTENCE LIMITATIONS:

28) No longer valid for the (b)(7)(E); (b)(7)(F) or (b)(7)(E); function. SENTRY will display these codes for a BP338 created prior to 10-25-1999.

(b)(7)(E); (b)(7)(F)
None.
Misdemeanant.
NARA.
Youth Corrections Act.
Study.
Parole, Mandatory Release, or Special Parole Term Violator and Supervised Release Violator Hearings.

MGTV: Management Variables.

29) Must be one or a combination of these codes. Maximum number is (b)(7)(F).

MANAGEMENT VARIABLES		
	(b)(7)(E); (b)(7)(F)	None. If keyed, must be only code.
		Judicial Recommendation
		Release Residence
		Population Management
		Central Inmate Monitoring
		Medical/Psychiatric Treatment
		Program Participation
		Work Cadre
		PSF Waived
		Mariel Cuban Detainee
		Greater Security
		Lesser Security

30) During the (b)(7)(E); (b)(7)(F) function, SENTRY will display the Management Reasons used on the BP337. If the Management Reasons used on the BP337 are not appropriate, **key** (b)(7) For the (b)(7)(E) or (b)(7)(E); (b)(7)(F) function, if an (b)(is keyed and the scored security level does not match the designation facility level, SENTRY will highlight a warning message INMATE/DESIG FACL LEVEL MISMATCHED, HAVE REGION ADD AN

MGTV. This warning message will NOT appear if the inmate is located in a CCC or an administrative unit.

If the inmate's scored security level matches the designation facility level and the inmate does not have a mangement security level, SENTRY will require the keyer to replace the MANAGEMENT VARIABLE with an (b)(7)(E); A highlighted message INMATE LEVEL MATCHES DESIG FACL LEVEL, CHANGE (b)(7)(E); TO (b)(7)(E); will be displayed.

31) Greater Security and Lesser Security may not be used together.

32) If (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) is keyed, the application of a MANAGEMENT SECURITY LEV is required.

33) If (b)(7)(E); (b)(7)(F) is keyed with either (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) will be used to assure a logical relationship between MANAGEMENT SECURITY LEV and SCORED SECURITY LEV.

34) If only one of these Management Variables - (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) is keyed, that Management Variable will be used to assure a logical relationship between MANAGEMENT SECURITY LEVEL and (b)(7)(E); (b)(7)(F) If only (b)(7)(E); (b)(7)(F) is keyed, less security is implied.

PUBLIC SAFETY: Public Safety Factors. Maximum number is (b)(7)(E) Must be one or a combination of these:

PUBLIC SAFETY FACTORS

(b)(7)(E); (b)(7)(F)

None. If keyed, must be the only code keyed.
Disruptive Group. Not valid for female inmates.
Greatest Severity Offense. Not valid for female inmates.
Sex Offender.
Threat to Government Official.
Deportable Alien.
Sentence Length. Not valid for female inmates.
Violent Behavior. Not valid for male inmates.
Serious Escape Risk.
Prison Disturbance.

NOTES:

(b)(7)(E) for Firearms, (b)(7)(E) for Drug Offender and (b)(7)(E) for Designation Assessments are no longer valid public safety factors for the (b)(7)(E); (b)(7)(E); (b)(7)(F) function.

SENTRY will display (b)(7)(E) for male inmates assigned this public safety factor prior to 01-11-1994.

SENTRY will display (b)(7)(E); (b)(7)(F) for female records assigned these public safety factors prior to 07-15-1993.

SENTRY will display both (b)(7)(E); (b)(7)(F) for inmate records assigned these public safety factors prior to 06-16-1992.

(b)(7)(E); Management Variable Expiration Date. This is the date when each corresponding Management Variable expires. Maximum number is (b)(7)(E);

35) During the (b)(7)(E); function, this data will be displayed from the BP337, and if the keyer is at an institution, the data cannot be changed.
36) An (b)(7)(E); (b)(7)(F) may not modify except to remove in certain situations.
37) Can only be keyed if a Management Variable exists.
38) Can only be keyed by the (b)(7)(E); (b)(7)(E); (b)(7)(F)
39) If keyed, must be valid SENTRY date and conform to the following chart:

MGTV	DESCRIPTION	VALID LENGTH
(b)(7)(E); (b)(7)(F)	None	NA
	Judicial Recommendation	NA
	Release Residence Planning	NA
	Population Management	Up to 18 months. If no expiration date is keyed, SENTRY will default to an expiration date 12 months in the future.
	CIM Assignment	NA
	Medical/Psychiatric	Up to 6 months. If no expiration date is keyed, SENTRY will default to an expiration date 6 months in the future.
	Program Participation	Up to 18 months. If no expiration date is keyed, SENTRY will default to an expiration date 12 months in the future.
	Work Cadre	NA
	PSF Waived	NA
	Mariel Cuban Detainee	NA
	Greater Security	Any Valid SENTRY date may be keyed. If no expiration date is keyed, SENTRY will default to NA.
	Lesser Security	NA

DETAINER: Type of detainer. Must be one of these:

(b)(7)(E); (b)(7)(F)

None.
Lowest/low moderate.
Moderate.
High.
Greatest.

SEVERITY: Severity of current offense. Must be one of these:

(b)(7)(E); (b)(7)(F)
Lowest.
Low Moderate.
Moderate.
High.
Greatest.

NOTE: For male inmates ONLY, must be (b)(7)(E); (b)(7)(F) contains a (b)(7)(E). If (b)(7) is keyed, (b)(7)(E); (b)(7)(F) must contain (b)(7).

MOS REL: **Displayed for MALES.**
(MONTHS): **Displayed for FEMALES.**

40) Months to Release
41) Actual number of months remaining to be incarcerated until release.
42) If the inmate has a valid projected release date in SENTRY, the Months to Release will be calculated and automatically displayed.
43) Must be a number (b)(7)(E); if date not displayed.
44) For males, if the number of months is larger than 120, PUB SAFETY must contain an (b)(7)(E).
45) Key (b)(7)(E) for Life Sentence.

LENGTH: Projected length of incarceration.

46) Can be keyed in the (b)(7)(E); (b)(7)(F) functions of females only.
47) Data will be displayed for males if BP337 was created prior to 10-25-1999.
48) Must be one of these:

(b)(7)(E); (b)(7)(F)
0-12 months.
13-59 months.
60-83 months.
84 or more months.

PRIOR: Type of prior commitments. Must be one of these.

(b)(7)(E); (b)(7)(F)
None.
Minor.
Serious.

ESCAPES: History of escapes and escape attempts. Must be one of these based on the inmate's gender.

MALES

(b)(7)(E); (b)(7)(F)	None
	> 10 years Minor
	5-10 years Minor
	< 5 years Minor. If (b) is keyed and PUB SAFETY is (b)(7)(F); SENTRY will prompt with a message Minor History of Escape is reflected, if serious escape, key (b)(instead of (b)(7)(F) ENTER to continue.
	Serious. Counts as (b)(7)(E); If (b)(is keyed, PUB SAFETY must contain an (b)(7).

FEMALES

(b)(7)(E); (b)(7)(F)	None
	> 10 years Minor
	5-10 years Minor
	< 5 years Minor
	> 15 years Serious
	10-15 years Serious
	5-10 years Serious
	< 5 years Serious

NOTE: If (b)(7)(or (b)(7)(is keyed, PUB SAFETY must contain an (b)(7)(.

VIOLENCE: History of violence. Must be one of these based on the inmate's gender.

MALES

(b)(7)(E); (b)(7)(F)	None
	> 10 years Minor
	> 15 years Serious
	5-10 years Minor
	10-15 years Serious
	< 5 years Minor
	5-10 years Serious
	< 5 years Serious

FEMALES

(b)(7)(E); (b)(7)(F)	None
	> 10 years Minor
	5-10 years Minor
	< 5 years Minor
	> 15 years Serious
	10-15 years Serious
	5-10 years Serious
	< 5 years Serious

PRECOMMT: Pre-commitment status. If keyed, must be one of these based on the inmate's gender. Defaults to (b)(7)(.

MALES

(b)(7)(E); (b)(7)(F)	Not applicable
(b)(7)(E); (b)(7)(F)	Own recognizance
	Counts as -3 points
	Voluntary surrender
	Counts as -3 points

FEMALES

(b)(7)(E); (b)(7)(F)	Not applicable
(b)(7)(E); (b)(7)(F)	Own recognizance
	Voluntary surrender

TIME SERVED: Percentage of time served. Must be one of these:

(b)(7)(E); (b)(7)(F) through (b)(7)(E); (b)(7)(F)
through
through
% or greater.

DRUG/ALC ABUSE: Abuse of drugs and alcohol. Must be one of these:

(b)(7)(E); (b)(7)(F)
Within past 5 years.
More than 5 years ago.
Never.

MENT/PSYCH BILITY: Mental/psychological stability. Must be one of these:

Unfavorable.
No referral or favorable.

TYPE DISCI PT: Type and number of most serious disciplinary reports. Must be one of these:

(b)(7)(E); (b)(7)(F)
Any greatest (100) within last 10 years.
More than 1 high (200) within last 2 years.
Only 1 high (200) within last 2 years.
More than 1 moderate (300) within last year.
Only 1 moderate (300) within last year.
More than 1 low moderate (400) in last year.
Only 1 low moderate (400) within last year.
None.

FREQ DISCIPL RPT: Frequency of disciplinary reports within last year. Must be one of these:

(b)(7)(E); (b)(7)(F)
6 plus.
2 through 5.
1.
None.

RESPONSIBILITY: Responsibility inmate has demonstrated. Must be one of these:

(b)(7)(E); (b)(7)(F)
Poor.
Average.
Good.

FAMILY/COMMUN TIES: Family/community ties. Must be one of these:

(b)(7)(E); (b)(7)(F)
None or minimal.
Average or good.

SCORED SECURITY LEVEL: Cannot be keyed.

MANAGEMENT SECURITY LEV:

49) Can only be keyed by (b)(7)(E); (b)(7)(E);

50) Can only be keyed if a MANAGEMENT VARIABLE of (b)(7)(E); (b)(7)(F) is keyed.

51) If keyed, must be valid Security Level Code and will become the new LEV assignment.

3. A logical relationship between MANAGEMENT SECURITY LEVEL (b)(7)(E); and SCORED SECURITY LEV (b)(7)(E); and the Management Security Level MANAGEMENT VARIABLE must be maintained. See next chart.

MSL	MANAGEMENT REASON	SCORED LEV	RESULTS
(b)(7)(E); (b)(7)(F)		Minimum	Logical
		Medium	Illogical
		Medium	Logical
		Low	Illogical
		Medium	Logical
		Minimum	Illogical
		Minimum	Logical
		Minimum	Illogical

NOTES:

1) SENTRY will indicate when the relationship between the inmate Management Security Level, the Scored Security Level and the Management Security Level Management Variable are inconsistent by highlighting a message (b)(7)(E); (b)(7)(F) SCORED LEVL/MGMT SEC LEVL (b)(7)(E); Only (b)(7)(E); (b)(7)(F) will receive this warning message.

2) SENTRY will indicate when the inmate Management Security Level and the Designation Facility Level is mismatched by highlighting a message MSL/LVL OF DESIGNATION FACILITY MISMATCHED, (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(E); The (b)(7)(E); (b)(7)(E); must apply a "NON" Management Security Level Management Variable to remove the highlighted mismatched message.

3) SENTRY will indicate when the inmate Scored Security Level and the Designation Facility Level match by highlighting a message INMATE'S SCORED LEVEL MATCHES LEVEL OF DESIGNATION FACILITY. Only the (b)(7)(E); (b)(7)(F) will receive this warning message.

DES FACL/LEVL: Designation Facility/Level of Designation Facility.

(b)(7)(E); (b)(7)(F) Do you wish to have a printed copy of the BP338? Defaults to (b)(7)(E); (b)(7)(F) Key (b)(7)(E); (b)(7)(F) only if you want to print the BP338.

Replace Data on the BP338

NOTES:

4) Only (b)(7)(E); (b)(7)(F) that has responsibility for the inmate may change the BP338.
5) You cannot replace the BP338 if the inmate's sex code has been changed since the BP338. A new BP338 must be created.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. SENTRY will return a screen displaying the current BP338.

3. Key (b)(7)(E); (b)(7)(F) field. Move the cursor to the fields to be changed.

6) **TO CHANGE THE CUSTODY DATA:** Key the new custody data and **ENTER.** Please refer to the previous section, (b)(7)(E); (b)(7)(F) A BP338, for description of each field.

7) **IF NONE OF THE SCORING ITEMS NEED TO BE CHANGED: ENTER** to change the (b)(7)(E); (b)(7)(F) to reflect the date of the most recent review.

4. SENTRY will update the BP338 and return the screen displaying the data as it now exists after the change.

8) **LEV ASSIGNMENT:** If the inmate's security level changed as a result of the BP338 changes that were made, a new LEV assignment will automatically be created for the inmate.

9) **CUS ASSIGNMENT:** Use (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) to change the custody assignment.

10) **TO ADD, REPLACE OR DELETE DATA FOR ANOTHER INMATE:** Key the new (b)(7)(E); (b)(7)(F) and (b)(7)(E); (b)(7)(F) and **ENTER** to move to the new screen.

Delete a BP338

NOTE: Only the institution that has responsibility for the inmate may delete the BP338.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.** SENTRY will return a screen displaying the current BP338.

2. Key (b)(7)(E); (b)(7)(F) field and **ENTER.** SENTRY will return a screen displaying the data you just deleted.

3. **TO ADD, REPLACE OR DELETE DATE ON ANOTHER INMATE:** Key the new (b)(7)(E); (b)(7)(F) and **ENTER** to move to the new screen.

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(b)(7)(E); (b)(7)(F) - ENTER REDESIGNATION

Redesignate an Inmate from One Facility to Another

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. SENTRY will return a screen displaying the current custody, security level and admission/release status of the inmate.

3. Key the following and **ENTER**:

   FACILITY REDESIGNATED: Must be keyed and a (b)(7)(E assignment for the Destination Category.

   TRANSFER CODE: Must be keyed and a valid code from the Transfer Code Table.

   CLEARANCE REMARKS: SENTRY will display any clearance remarks that currently exist. You may change these or add new (b)(7)(E); Remarks.

4. SENTRY will return the (b)(7)(E); (b)(7)(E CIM Clearance and Separatee Data screen as verification that the transaction was successfully processed.

5. SENTRY will create a (b)(7)(E assignment for the Facility Designated. This action will be recorded on the **PP38**(b)(7)(E Daily Log for your facility, the institution that houses the inmate, and the redesignated facility.

6. **TO CORRECT THE REDESIGNATION:** Do the (b)(7)(E); (b)(7)(E again.

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - UPDATE CHARGES

NOTE: This transaction is not valid for Final Reports.

Add Incident Report and Charges
Add, Replace, Delete Charges

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Add Display Replace. Correct data or change status of incident report. Delete entry erroneously keyed. DO NOT use for Expunge. Move to (b)(7)(E); (b)(7)(F) Screen. Move to (b)(7)(E); (b)(7)(F) Screen.

Add Incident Report and Charges

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. Only the (b)(7)(E); (b)(7)(F) characters of the last name must be keyed. SENTRY will display a screen.

2. Key other required fields and **ENTER**. See next section for description of each field.

3. SENTRY will:

   11) Record a status entry on your Facility Discipline Daily Log - (b)(7)(E);
   12) Record an entry on the Facility Daily Log where the inmate is currently housed if the facility is different than yours.
   13) Record an entry on the Incident Report History - (b)(7)(E); (b)(7)(F).

Description of Each Field

NAME: Only the (b)(7)(E); (b)(7)(F) characters of the last name must be keyed.

REPORT NUMBER:

   14) A unique sequential number assigned by SENTRY to each incident report added.
   15) Must be (b)(7)(E); is function is (b)(7)(E);.
   16) Must be valid Report Number for all other functions.

(b)(7)(E); (b)(7)(F)

FUNCTION: (b)(7)(E); (b)(7)(F)

INCIDENT DATE/TIME: Must be valid SENTRY date and time not in the future.

INCIDENT FACL: Must be a Facility Code.

REPORT DATE/TIME: Must be valid SENTRY date and time not prior to INCIDENT DATE/TIME.

INVESTIGATOR:

17) Name of staff member who is investigating the incident.
18) Must be keyed if (b)(7)(E); is (b)(7)(E); (b)(7)(E);
19) Commas and periods should not keyed. Key (b)(7)(E); (b)(7)(F)
(b)(7)(E); (b)(7)(F)

STATUS: Current status of incident report within the discipline process. Must be one of these:

(b)(7)(E); (b)(7)(F)

STATUS UPDT BY:

20) Name of staff member responsible for adding or changing the status.
21) Commas and periods should not be keyed. (b)(7)(E); (b)(7)(F)
(b)(7)(E); (b)(7)(F)

STATUS DATE/TIME: Date and time of (b)(7)(E); Must be valid SENTRY date and time not prior to REPORT DATE/TIME.

STATUS FACL: Must be Facility Code.

REPORT REMARKS:

22) Narrative remarks about current STATUS.
23) Use to explain (b)(7)(E); make recommendation or document an informal resolution.
24) Must be keyed for all (b)(7)(E); codes except (b)(7)(E); (b)(7)(F)
(b)(7)(E); (b)(7)(F)
25) Key (b)(7)(E); (b)(7)(F) to indicate no specific remarks.

CHARGE:

26) Prohibited Act the inmate is alleged to have committed.
27) Must be a Discipline Prohibited Act Code and compatible with (b)(7)(E); and INCIDENT FACL keyed.
28) Duplicates are not allowed.
29) At least one must be keyed.

Replace Charge Data

NOTES: Use to change the (b)(7)(E);
Use to correct keying errors.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the report number.

   Key (b)(7)(E); (b)(7)(F) and **ENTER** to display ALL reports for an inmate.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

2. Key (b)(7)(E); (b)(7)(F) Key other changes and **ENTER**. See previous section for description of each field.

3. If the (b)(7)(E); was changed, SENTRY will record a status entry on your Facility Discipline Daily Log - (b)(7)(E); and on the Facility Daily Log where the inmate is currently housed if the facility is different than yours. An entry will be recorded on the Incident Report History - (b)(7)(E); for this incident.

Delete Charge Data

NOTES:

30) Use to delete entry erroneously keyed, e.g., duplicate entries.
31) DO NOT use to expunge.
32) Report cannot be deleted if there is hearing data with findings.
33) Report cannot be deleted if it has an appeal.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display the report number.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

2. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

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(b)(7)(E); (b)(7)(F) - ADD HEARING/FINDINGS OR UPDATE STATUS AFTER PROCEDURAL HEARING

NOTE: Use (b)(7)(E); (b)(7)(F) to Correct or Delete data keyed with this transaction.

Add Hearing Information and Findings

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Add Procedural Hearings for pending cases. Add Final Hearing for final cases. Display Final Hearing to add additional Acts or Sanctions to an existing hearing. Move to (b)(7)(E); Screen. Move to (b)(7)(E); Screen.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. Only the (b)(7)(E); (b)(7)(F) characters of the last name must be keyed. SENTRY will display a screen.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

2. Key other required fields and **ENTER**. See next section for description of each field.

3. SENTRY will:

   34) If SANCTION was (b)(7)(E) send a warning message that Projected Date of Release from Disciplinary Segregation should be changed. Use (b)(7)(E); to change this date.

   35) Return a screen displaying the narrative description of each (b)(7)(keyed and listing the number of (b)(7)(and SANCTIONS associated with this report.

   36) Record a status entry on your Facility Discipline Daily Log - (b)(7)(E); An entry will also be made on the Facility Daily Log where the inmate is currently housed if the facility is different from yours.

   37) If the (b)(7)(E); was changed, record an entry on the Incident Report History - (b)(7)(E);.

NOTE: If report is Informally Resolved or Expunged in error, the Central Office or your Regional Office must add a Procedural Hearing before you can correct the error.

(b)(7)(E); (b)(7)(F)

Description of Each Field

NAME: Only the (b)(7)(E); (b)(7)(F) characters of the last name must be keyed.

REPORT NO: Must be a valid Report Number for the inmate.

FUNCTION: See chart at top of previous page.

HEARING DATE/TM: Must be valid SENTRY date and time not in the future. Cannot be before REPORT DATE/TIME keyed on the (b)(7)(E); (b)(7)(F)

HEAR TYPE:

38) Must be one of these: (b)(7)(E); (b)(7)(E); (b)(7)(F)

39) Must be (b)(7)(E) if your terminal is a CCM terminal.

UDC/CDC LOC:

40) Cannot be keyed if HEAR TYPE is (b)(7)(E); (b)(7)(F)

41) Must be (b)(7)(E) assignment or (b)(7)(E); (b)(7)(E) assignment within HEAR FACL that actually holds the hearing.

42) Must be keyed if HEAR TYPE is (b)(7)(E); (b)(7)(F)

DHO/CHAIRPERSON:

43) Must be name of DHO or Chairperson.

44) Commas and periods should not be keyed. (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F)

HEAR FACL: Facility where hearing was held. Must be Facility Code.

AVAIL SGT:

45) Statutory Good Time available at time of the incident.

46) If keyed, must be (b)(7)(E); (b)(7)(F)

47) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(E); (b)(7)(F)

AVAIL GCT:

48) Good Conduct Time available at time of incident and not yet awarded.

49) If keyed, must be (b)(7)(E); (b)(7)(F)

50) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(E); (b)(7)(F)

REHEARING:

51) Is this a rehearing? (b)(7)(E); (b)(7)(F) Yes, (b)(7)(E); (b)(7)(F) No, Blank defaults to (b)(7)(E)

52) Must be (b)(7)(E); (b)(7)(F) a previous hearing with ACT exists.

53) Must be (b)(7)(E); (b)(7)(F) NO previous hearing with ACT exists.

STATUS:

54) Current status of incident report within the discipline process.
55) Must be a Discipline Status Code.
56) Must be (b)(7)(E); (b)(7)(F) if HEAR TYPE is (b)(7)(E);
57) If (b)(7)(E); (b)(7)(F) INVESTIGATOR must have been keyed on (b)(7)(E); (b)(7)(F)

AVAIL NVGCT:

58) Non-vested Good Conduct Time available at time of incident.
59) If keyed, must be numeric.
60) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(F)

ABSENTIA:

61) Was this an absentia hearing? (b)(7)(E); (b)(7)(F) No, Blank defaults (b)(7)(E);
62) Must be (b)(7)(E); (b)(7)(F) (b)(7)(E); is ABSENTIA.

REPORT RMKS:

63) Narrative remarks about the STATUS of the incident report.
64) Must be keyed here or on the (b)(7)(E); for all (b)(7)(E); codes except (b)(7)(E); (b)(7)(F)

ACT:

65) If keyed, must be a Discipline Prohibited Act Code or you can key (b)(7)(E); to indicate that SENTRY should ignore the fields for that particular ACT/SANCTION combination.
66) The security level of ACT must be compatible with HEAR TYPE and (b)(7)(E); as indicated on the Discipline Status/Hearing Type/Severity Level Table.
67) Cannot be keyed for Procedural Hearing.
68) Must be keyed, if Status is ABSENTIA or SANCTIONED.
69) If identical ACTS are keyed or exist, the (b)(7)(E) must be same for all identical acts.
70) If more than (b)(7)(E); ACTS need to be keyed:

1. Key (b)(7)(E); (b)(7)(F) **ACTS** on screen and **ENTER**. SENTRY will a return a screen.
2. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

3. Key (b)(7)(E); (b)(7)(F) and key (b)(7)(E); (b)(7)(F) **ACTS** and **ENTER.**

FREQ:

71) Frequency of act during sanction period.
72) If keyed, must be number (b)(7)(E); (b)(7)(F)
73) Blank defaults to (b)(7)(E); (b)(7)(F).
74) Cannot be keyed for Procedural Hearing.
75) Must be same for identical ACTS which currently exist for inmate or are keyed on this screen.
76) Must be compatible with HEAR TYPE and severity level of ACT as indicated on the Discipline Severity/Freq/Sanction Scale Table.

ATI:

77) Additional Tracking Information.
78) Cannot be keyed for Procedural Hearing.
79) Must be same for identical ACTS which currently exist for inmate or are keyed on this screen.
80) Provides information regarding victim, weapon and injury assessment.
81) Acceptable codes are listed on the Additional Tracking Information Codes on the next chart.
82) Must be keyed if ACT is 100, 101, 107, 203, 205, 206, or 224.

ADDITIONAL TRACKING INFORMATION CODES

(b)(7)(E); (b)(7)(F)	POSITION
(b)(7)(E); (b)(7)(F)	Inmate
	Staff
	Other

(b)(7)(E); (b)(7)(F)	POSITION
(b)(7)(E); (b)(7)(F)	Gun
	Sharp Object - used to inflict cutting type injury.
	Pointed Object - used to inflict stabbing type injury.
	Solid/Blunt Object - thrown or used to hit.
	Toxic or Flammable Fluids or Substances.
	Fists/Hands.
	Feet/Legs.
	Bodily Fluids/Waste - spit, urine, feces, blood, etc.
	Teeth
	Head
	Water
	Other or Unknown
	No Weapon

(b)(7)(E); (b)(7)(F)	POSITION
(b)(7)(E); (b)(7)(F)	No Injury
	Minor Injury
	Moderate Injury
	Major Injury
	Fatal Injury

RFP:

83) Referred for Prosecution.
84) Must be keyed if ACT is 101 or 224 Assault.
85) If keyed, must be (b)(7)(F); for accepted or (b)(7)(F for declined.

86) Cannot be keyed for Procedural Hearing.
87) Must be same for identical ACTS which currently exist for inmate or are keyed on this screen.

SANC: Sanction.

88) Must be keyed if ACT is keyed.
89) If keyed, must be a Discipline Sanction Code.
90) Cannot be keyed for Procedural Hearing.
91) At least one SANCTION must be keyed for each ACT.
92) Duplicates allowed for (b)(7)(E); (b)(7)(F)
93) Duplicates are allowed **ONLY AS A** (b)(7)(E); **SANCTION** for (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) and at least one must be suspended.
94) Must be compatible with security level of ACT and (b)(7)(E); keyed as indicated on the Discipline Severity/Freq/Sanction Scale Table.
95) Sanctions of (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) (b)(7)(E); (b)(7)(F) that are split - part executed and part suspended - must be keyed as two separate sanctions, one executed and one suspended. This allows suspended portion of the sanction to later be listed as suspension available to execute.
96) If more than (b)(7)(E); SANCTIONS need to be keyed:

1. Key (b)(7)(E); (b)(7)(F) **SANCTIONS** on screen and **ENTER**. SENTRY will return a screen.
2. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.
3. Key (b)(7)(E); (b)(7)(F) and key the **remaining SANCTIONS** and **ENTER**.

AMT: Amount

97) (b)(7)(E); (b)(7)(F) field divided by a (b)(7)(E);
98) If keyed, (b)(7)(E); position must be a (b)(7)(E); (b)(7)(F) must be a Discipline Unit of Measurement Code which is compatible with SANCTION as indicated on the Discipline Sanction/Unit of Measurement Table.
99) Cannot be keyed for Procedural Hearing.
100) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F)

101) Cannot be keyed if SANCTION is (b)(7)(E); (b)(7)(F)

CS/CC:

102) Indicate if consecutive to or concurrent with other like SANCTIONS:

(b)(7)(E); (b)(7)(F) Consecutive.
Concurrent.
Blank - Defaults to (b)(7)(E)

103) Must be (b)(7)(E); (b)(7)(F) for Procedural Hearing.

SUSP: Suspended.

104) Cannot be keyed if SANCTION is (b)(7)(E); (b)(7)(F)

105) If keyed, must be number (b)(7)(E);

106) Cannot be greater than (b)(7)(if (b)(7)(E); (b)(7)(F) is (b)(7)(E);

107) Cannot be keyed for Procedural Hearing.

CMP:

108) Sentence Computation Number to which the loss of good time sanction is being applied.
109) If keyed, must be number (b)(7)(E); (b)(7)(E); (b)(7)(E).
110) Must be an existing Current Computation.
111) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) and the incident date is greater than or equal to November 3, 1997.
112) Cannot be keyed if incident is prior to November 3, 1997.

LAW:

113) Law Code (Statue)under which the sentence was imposed.
114) Must be keyed if (b)(7)(E) is keyed.
115) Must be one of following:

(b)(7)(E); (b)(7)(F)
Old Law
SRA
VCCLEA Non-Violent
VCCLEA Violent
PLRA

116) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(F); (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) and the incident date is greater than or equal to November 3, 1997.
117) Cannot be keyed if incident is prior to November 3, 1997.

RMK: Remarks.

118) Narrative remarks to explain reason for a particular SANCTION or to clarify a SANCTION.
119) Must be keyed if SANCTION is (b)(7)(E); (b)(7)(E); (b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F) - UPDATE HEARING/FINDINGS OR EXECUTE/UNEXECUTE SANCTIONS

Replace or Delete Hearing/Findings Data

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Display before (b)(7)(E) or (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F) data. Replace keying errors made on (b)(7)(E); or (b)(7)(E); (b)(7)(F) or Modify Projected Release Date from Disciplinary Segregation (PRDS). Delete entry erroneously keyed. DO NOT use to Expunge. Display Suspended Sanction before (b)(7)(E); or (b)(7)(E); (b)(7)(F). Change Suspended Sanction to (b)(7)(E); Change Executed Sanction to (b)(7)(E); Generally done to correct keying errors. Move to (b)(7)(E); (b)(7)(F) Screen. Move to (b)(7)(E); (b)(7)(F) Screen.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display specific report number.

   Key (b)(7)(E); (b)(7)(F) and **ENTER** to display ALL reports for an inmate.

   EXAMPLES: (b)(7)(E); (b)(7)(F)

   NAME: Only the (b)(7)(E); (b)(7)(F) characters of the last name must be keyed.

   REPORT NO:

   120) Blank displays ALL incident reports for inmate.
   121) If keyed, must be valid Report Number for inmate.

2. SENTRY will return a three-part screen displaying the Incident Report information:

   122) (b)(7)(E); (b)(7)(F) is used to identify the specific information you want to Change or Delete. What you key here determines what will be displayed in the (b)(7)(E); and (b)(7)(E); portions of the screen.

   123) (b)(7)(E); (b)(7)(F) is where you can key the corrections, and it contains the ONLY information that can be Replaced or Deleted.

(b)(7)(E); (b)(7)(F)

124) (b)(7)(E); (b)(7)(F) displays additional information to help you verify which Hearing, Act or Sanction you are working on. Again, what is displayed here depends are which fields you keyed in the (b)(7)(E); (b)(7)(F)

If the Date you plan to Change or Delete is NOT Displayed

3. **TO DISPLAY THE DATA:** Key **the additional fields on the** (b)(7)(E); (b)(7)(E); **of the screen and ENTER.**

HEARING DATE/TIME:

125) If keyed, must be valid date and time of hearing for REPORT NO.
126) If blank, HEARING date for the REPORT NO will be displayed in the (b)(7)(E); (b)(7)(F)

ACT:

127) If keyed, must be valid ACT for HEARING DATE/TIME.
128) If blank, all ACTS for HEARING DATE/TIME will be displayed in the (b)(7)(E); (b)(7)(F)

SANCTION/SEQ:

129) If keyed, must be valid SANCTION for ACT.
130) If blank, all SANCTIONS for ACT will be displayed in the BOTTOM PORTION.
131) If (b)(7)(E); blank, will default to (b)(.
132) If (b)(7)(E); keyed, must be number (b)(7)(E); (b)(.
133) (b)(7)(E); (b)(7)(F) must be keyed if duplicate sanctions exist.

If the Data you Plan to Change is Displayed

4. Key (b)(7)(E); (b)(7)(F) Key any changes and **ENTER.**

134) If SANCTION of (b)(is changed, the Projected Release Date from Disciplinary Segregation will be cleared out and will need to be rekeyed. Date must be valid SENTRY date within 5 years of current date.

135) If EXECUTE HEARING DATE is keyed, must be valid SENTRY date

and time not in the future and a valid hearing for this inmate.

136) See (b)(7)(E); (b)(7)(F) for description of other fields.

SENTRY will return a display screen. If a change was made to (b)(7)(E); (b)(7)(F) (b)(7)(E); an entry of REVISED will be recorded on the Incident Report History - (b)(7)(E); (b)(7)(F).

If the Data you Plan to Delete is Displayed:

5. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

137) DO NOT USE to Expunge.

138) **YOU CAN DELETE:**

A single SANCTION, unless it is the last SANCTION for the Act.

A single ACT and all SANCTIONS, unless it is the last ACT for the Hearing.

All Hearing data and all Status History.

6. **DELETE A SINGLE SANCTION** (b)(7)(E);

Key the SANCTION (b)(7)(E);

7. **TO DELETE A SINGLE ACT AND ALL SANCTIONS:**

Key the (b)(7)(E); and (b)(7)(E); in SANCTION (b)(7)(E);

8. **TO DELETE ALL HEARING DATA AND ALL STATUS HISTORY:**

Key (b)(7)(E); (b)(7)(F) in HEARING DATE/TIME, in ACT and in SANCTION (b)(7)(E);

9. SENTRY will return a display screen.

139) If the change was made to ACT, FREQUENCY, SANCTION, CC/CS, TERM/AMT, UNIT or SUSPENDED DAYS, an entry of REVISED will be recorded on the Incident Report History - (b)(7)(E); (b)(7)(E)

140) If ALL hearing data and ALL status history was deleted:

The Incident Report Number and Charge will NOT be deleted.

A status of the Incident Report will be returned to the initial status - either (b)(7)(E); (b)(7)(F)

A status entry of (b)(7)(E); will be recorded on your Facility Discipline Daily Log - (b)(7)(E); (b)(7)(F) and on the Facility Daily Log where the inmate is currently housed if the facility is different than yours.

An entry of (b)(7)(E); will be recorded on the Incident Report History - (b)(7)(E); (b)(7)(F)

Display or Change Status of a Sanction

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

   NAME: Only the (b)(7)(E); (b)(7)(F) characters of last name must be keyed.

   REPORT NO: Must be valid report number of inmate.

2. SENTRY will return a three-part screen displaying the Incident Report information.

3. Key the required fields and **ENTER** to display the data:

   FUNCTION: (b)(7)(E); (b)(7)(F)

   HEARING DATE/TIME: Must be valid date/time of hearing for REPORT NO.

   ACT: Must be valid ACT for HEARING DATE/TIME.

   SANCTION/SEQ: Must be a suspended sanction valid for ACT.

4. **TO EXECUTE:**

   141) Key (b)(7)(E); (b)(7)(F)
   142) Key the **required fields in the** (b)(7)(E); (b)(7)(F) of screen and **ENTER**.

   TO UNEXECUTE:

   143) Change an Executed Sanction to a Suspended Sanction. In other words, delete the execution of a sanction that was originally suspended and executed.
   144) Key (b)(7)(E); (b)(7)(F)
   145) Key **required fields in** (b)(7)(E); (b)(7)(E); of screen and **ENTER**.

5. If (b)(7)(E); (b)(7)(F) SENTRY will:

   146) Record a status entry on your Facility Discipline Log - (b)(7)(E); (b)(7)(E); and on the Facility Daily Log where the inmate is currently housed if the facility is different than yours.

   147) Record an entry on the Incident Report History - (b)(7)(E); (b)(7)(E);.

Display or Change Projected Release Date from Disciplinary Segregation

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

   NAME: Only the (b)(7)(E); (b)(7)(F) characters of last name must be keyed.

2. SENTRY will return a three-part screen displaying Incident Report information and the current or past release date, if applicable.

3. **TO REPLACE THE SEG RELEASE DATE:**

   Change the (b)(7)(E); (b)(7)(F) Key the (b)(7)(E); (b)(7)(F) **and ENTER.**

4. A release date cannot be given if no discipline date exists.

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(b)(7)(E); (b)(7)(F) - DISCIPLINE DAILY LOG

Display or Print Discipline Daily Log

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**
   or
   Key (b)(7)(E); (b)(7)(F) and **ENTER.**

EXAMPLES

(b)(7)(E); (b)(7)(F) and ENTER to display log for today.
(b)(7)(E); (b)(7)(F) and ENTER to print log for today.
(b)(7)(E); (b)(7)(F) and ENTER to display log for prior day.
(b)(7)(E); (b)(7)(F) and ENTER to display log for specific date.

2. SENTRY will display the most current Daily Log or the Log for the date keyed, listing the status changes in alphabetical order by last name of the inmate. The name of the staff member making the change will be displayed in the UPDATED BY Column and the terminal-id used will be displayed in the ENTRY TID Column.

3. **TO MOVE TO A SPECIFIC DATE:** Key the date in (b)(7)(E); (b)(7)(F) and **ENTER.**

4. **TO MOVE TO A PRIOR DATE:** Key (b)(7)(E); (b)(7)(F) and **ENTER.** SENTRY will display the daily log for the first prior date that any changes occurred.

5. **TO PRINT THE DAILY LOG:** Key (b)(7)(E); (b)(7)(F) and **ENTER.**

6. **TO PRINT THE DAILY LOG FOR A SPECIFIC UNIT:** Key

   (b)(7)(E); (b)(7)(F)
   (b)(7)(E); (b)(7)(F) substituting your unit code for (b)(7)(F); **ENTER.**

Description of Each Field

DATE OF LOG: Defaults to current date. May be changed to any valid SENTRY date.

NEXT OR PRIOR DATE: If keyed, must be:

(b)(7)(E); (b)(7)(F) Move to next calendar day that any changes occurred.

(b)(7)(E); (b)(7)(F)

(b)(7)(E); (b)(7)(F) Move to first prior date that any changes occurred. Logs are usually available for 45 days in the past. The local facility determines the number of days.

FACILITY: Defaults to your facility. May be changed by (b)(7)(E); (b)(7)(E); (b)(7)(F) to any Facility Code.

FUNCTION: (b)(7)(E); (b)(7)(F)
Display. Defaults to (b)(7)(E);.
Print.

SELECTION CATEGORY: The category and corresponding assignments. This field functions like the (b)(7)(E); (b)(7)(F) field, and is divided into (b)(7)(E); (b)(7)(F) fields - (b)(7)(E); (b)(7)(F).

FIRST FIELD: The (b)(7)(E); (b)(7)(F) characters must be a code from the Category Table. The (b)(7)(E); (b)(7)(F) must be blank, or a (b)(to indicate a Group Code will be keyed in the (b)(7)(E); (b)(7)(F)

SECOND FIELD:

(b)(7)(E); (b)(7)(F)

Equal to
Not equal to
Greater than
Greater than or equal to
Less than
Less than or equal to
Not equal and None of the multiple assignments are equal. Use only with Categories which allow multiple assignments, e.g., (b)(7)(E); (b)(7)(F)

THIRD FIELD:

148) Assignment for the Category keyed.
149) Group code for Category if (b)(was keyed (b)(7)(E); position of the (b)(7)(E); (b)(7)(F)
150) (b)(7)(E); for (b)(7)(E); assignments in the Category if (b)(7)(was keyed in the (b)(7)(E); (b)(7)(F)

EXAMPLES OF SELECTION CATEGORY

(b)(7)(E); (b)(7)(F)

PD15 - CHRONOLOGICAL DISCIPLINARY RECORD

Display or Print Disciplinary Record for an Inmate

Key (b)(7)(E); (b)(7)(F) **and ENTER.**

or

Key (b)(7)(E); (b)(7)(F) and **ENTER.**

EXAMPLES

(b)(7)(E); (b)(7)(F) to display Chronological Record.

(b)(7)(E); (b)(7)(F) to display Pending Cases.

(b)(7)(E); (b)(7)(F) to print Condensed Record.

(b)(7)(E); (b)(7)(F) to display Special Record.

(b)(7)(E); (b)(7)(F) to print Condensed Record for last 6 months.

(b)(7)(E); (b)(7)(F) to print Condensed Record for 1 month prior to date keyed.

Description of Each Field

FUNCTION: (b)(7)(E); (b)(7)(F) Display or (b)(7)(E); (b)(7)(F) Print. Defaults to Display.

FORMAT:

(b)(7)(E); (b)(7)(F) Official Chronological Record.

(b)(7)(E); (b)(7)(F) Same as Chrono except it includes only Hearing Date, Report No, Acts and Sanctions.

(b)(7)(E); (b)(7)(F) Pending Cases.

(b)(7)(E); (b)(7)(F) Official Chronological Record plus expunged reports. Valid only for Central Office and Regional Offices.

LIMIT TO ___MOS PRIOR TO:

151) Months. Number from (b)(7)(E); (b)(7)(F).
152) Date can be valid SENTRY date. Defaults to current date.
153) If keyed, the report will be limited to the inmate's record for the number of months keyed prior to the date keyed.

NOTE: **TO MOVE TO** (b)(7)(E); (b)(7)(F) **PP37,** (b)(7)(E); (b)(7)(F) **PP44, PEED OR PPPI:** Key the code (b)(7)(E); (b)(7)(F) on the screen and **ENTER.**

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PD15

(b)(7)(E); (b)(7)(F) - SANCTIONS AVAILABLE TO EXECUTE

List Suspended Sanctions Available to Execute

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

   STILL EXECUTABLE AS OF: Date of New Incident. Must be a valid SENTRY date not in the future.

2. SENTRY will display the suspensions which are available to execute as of the date keyed.

SENTRY FORMULA USED TO DETERMINE THE SANCTIONS TO BE DISPLAYED

HEARING DATE + NUMBER OF SUSPENDED DAYS - 1 DAY = LAST DAY TO EXECUTE

If the last day to execute is equal to or less than the new incident date, SENTRY will display the suspended sanction as being available to execute.

EXAMPLE: 10-01-1999 + 20 days - 1 day = 10-20-1999.

If the new incident date is 10-18-1999, the sanction that was imposed on 10-01-1999 and suspended for 10 days will be listed.

3. **TO MOVE TO PD15,** (b)(7)(E); (b)(7)(F) **PP37,** (b)(7)(E); (b)(7)(F) **PP42, PP44, PEED OR PPPI:** Key the code in the (b)(7)(E); (b)(7)(F) field on the screen and **ENTER.**

(b)(7)(E); (b)(7)(F)

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(b)(7)(E); (b)(7)(F) - INCIDENT REPORT HISTORY

Display Incident Report History

1. Key (b)(7)(E); (b)(7)(F) and **ENTER.**

   RPT NO: Incident Report Number.

2. SENTRY will display the history of all status changes, updates, and execution of sanctions for the incident report.

3. **TO MOVE TO PD15,** (b)(7)(E); (b)(7)(F) **PP37,** (b)(7)(E); (b)(7)(F) **PP42, PP44, PEED OR PPPI.** Key the code in the (b)(7)(E); field on the screen and **ENTER.**

(b)(7)(E); (b)(7)(F)

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PGFR - FACILITY REPORT

NOTE: SENTRY instructions are generic to this module and not written for the specific application. Individual disciplines will publish instructions unique to their reports and these instructions must define all input fields including: FROM, REPORT, NAME, REPORT DATE, number of pages and rules for data entry. You will be able to complete the report using the SENTRY instructions in conjunction with the specific discipline instructions. Individual discipline instructions are not part of this manual.

FUNCTIONS

(b)(7)(E); (b)(7)(F)

Generates a New Report.
Display a Single Page of a Report.
Update a New Report.
Change Information on a Collected Report.
Delete a Single Page of a Report.
Purge Report Pages(s).
Display Report Status.

Help Functions

(b)(7)(E); (b)(7)(F) - Display all Functions and Descriptions.
- Display Additional Function Settings Indicating

How a Report May be Listed

154) SENTRY will also provide additional list information by keying (b)(7)(E); (b)(7)(F) in the (b)(7)(E); position of the (b)(7)(E); (b)(7)(F) field.

Description of Each Field

FUNCTION: (b)(7)(E); (b)(7)(F).

FROM: Reporting owner as defined by the user instructions provided by the discipline requiring the information.

155) Must be a SENTRY Facility Code.
156) May be SENTRY Detail Facility Code if defined.
157) May be another name if defined.

DATE: Must be a valid SENTRY date defined by the user instructions.

RPTNAME: Name of the report as defined by the user instructions.

PAGE: Any number or (b)(7) for all. (b)(7)(E may only be used to GET a report.

PGFR

View the Status of the Report you are working with

Key the following: **(b)(7)(E); in the (b)(7)(E); (b)(7)(F) field, (b)(7)(E); in the FROM field, (b)(7)(E); in the DATE field, and (b)(7)(E); (b)(7)(F) in the RPTNAME field and ENTER.** Remember to use the field definitions, e.g., (b)(7)(E); (b)(7)(F) and (b)(7)(E); exactly as they appear in the instructions received from the discipline. SENTRY will list all the pages that have a status. Remember that you must create a page before SENTRY can associate a status. Your list only includes pages with some type of status.

Generate a New Report

1. Key (b)(7)(E); and **ENTER.**

2. Key the following, as required, and **ENTER.**

   FUNCTION: (b)(7)(E);
   FROM: Owner of the Report.
   DATE: Must be a valid SENTRY date allowed for the report.
   RPTNAME: Must be the name of the report.
   PAGE: Can be (b)(7)(for all pages. May be a specific page number.

3. SENTRY will return a screen displaying the new report and include at the bottom of the screen the number of pages successfully "GOTTEN."

   NOTE: SENTRY will show the title and status of the specific report page that is displayed at the top of the screen.

4. **TO ADD INFORMATION TO THE NEW REPORT:** You must key the following as required and **ENTER.**

   FUNCTION: (b)(7)(E);.
   REPORTING FIELDS: You must key the information as defined by the User Instructions provided by the discipline requiring the information.

5. SENTRY will apply the information to the report.

6. If the report has more than one page, SENTRY will return a screen displaying the next page. You may continue to key the information until all pages have been entered.

How to Display a Report

1. Key (b)(7)(E); and **ENTER.**

2. Key the following, as required, and ENTER.

FUNCTION: (b)(7)(E);.
FROM: Owner of the Report.
DATE: Must be a valid SENTRY date allowed for the report.
RPTNAME: Must be the name of the report.
PAGE: Must be a specific page number.

3. **IF NO REPORT WAS GENERATED:** SENTRY will return a screen indicating that the specific report was not found. You must generate the report before you can display.

   IF A REPORT WAS GENERATED: SENTRY will return a screen displaying the specific page of the report you requested.

Update a Report

RULES:

158) You must display a report page before you can update the information.
159) Only the report page which has **NOT BEEN COLLECTED** may be updated.
160) Report status must be (b)(7)(E); for NEW or (b)(7)(E); for UPDATED.

1. Key (b)(7)(E); and **ENTER**.

2. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E);.
   FROM: Owner of the Report.
   DATE: Must be a valid SENTRY date allowed for the report.
   RPTNAME: Must be the name of the report.
   PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the specific page of the report you requested. SENTRY will show the title and status of the specific report page that is displayed at the top of the screen.

4. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E);.
   REPORTING FIELDS: You must key the information for the report as defined by the User Instructions provided by the discipline requiring the information.

5. SENTRY will update the specific page of the report and return a screen displaying the next page. You may continue to key the information until all pages have been updated.

Modify a Report

RULES:

161) You must display a report page before you can modify the information.
162) Only the report which has **BEEN COLLECTED** may be updated.
163) Report status must be (b)(7 for Collected or (b)(7 for Modified.A report may only be modified if allowed by the discipline User Instructions.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. Key the following, as required, and **ENTER**.

FUNCTION: (b)(7)(E);.
FROM: Owner of the Report.
DATE: Must be a (b)(7)(E); (b)(7)(F) SENTRY date allowed for the report.
RPTNAME: Must be the name of the report.
PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the specific page of the report you requested. SENTRY will show the title and status of the specific report page that is displayed at the top of the screen.

4. Key the following, as required, and **ENTER**.

FUNCTION: (b)(7)(E);.
REPORTING FIELDS: You must key the information as defined by the User Instructions provided by the discipline requiring the information.

5. SENTRY will update the specific page of the report and return a screen displaying the next page. You may continue to key the information until all pages have been modified.

Delete a Report

RULES:

164) You can only delete one report page at a time.
165) You can delete regardless of the status of the report.
166) You must display a report page before you can deleted.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. Key the following, as required, and **ENTER**.

FUNCTION: (b)(7)(E);
FROM: Owner of the Report.
DATE: Must be a valid SENTRY date allowed for the report.
RPTNAME: Must be the name of the report.
PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the specific page of the report to delete. SENTRY will show the title and status of the specific report page that is displayed at the top of the screen.

4. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E).

5. SENTRY will delete the specific page of the report and return a screen displaying the next page. You may continue to delete until all pages have been deleted.

Purge Pages of a Report - Allows you to remove unnecessary pages of a report

RULES:

167) Purging removes the displayed page and all subsequent pages from the report.
168) Report status must be (b)(for New, (b)(for Updated, (b)(7 for Modified, or (b)(7 for Collected.

1. Key (b)(7)(E); and **ENTER**.

2. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E).
   FROM: Owner of the Report.
   DATE: Must be a valid SENTRY date allowed for the report.
   RPTNAME: Must be the name of the report.
   PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the specific page of the report your requested.

4. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E).

5. SENTRY will remove the displayed page and all subsequent pages.

Check Status of Reports

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E); (b)(7)(F).
   FROM: Owner of the Reports.

3. SENTRY will return a screen indicating the status of all report pages for the owner keyed in the (b)(7)(E); (b)(7)(F) field.

STATUS:

(b)(7)(E); (b)(7)(F)

New Reports. Reports that have been generated using the (b)(7)(E) function; however, no information has been entered.

Updated Reports. Reports that have been generated and that have had information added using the (b)(7)(E) function.
NOTE: These reports have not been collected.

Collected Reports. Reports that have been generated, with or without updating, and that have been collected by the Central Office.

Modified Reports. Reports that have been collected and the information in the body of the report has been changed by the owner using the (b)(7)(E) function.

Extracted Reports. Reports that are actually in the collection process by the Central office. NOTE: Reports with an (b)(status should not be UPDATED or MODIFIED. The owner should (b)(7)(E); (b)(7)(F) the report again until the (b)(7 status is indicated before modifying.

List Reports

1. Key (b)(7)(E); and **ENTER**.

2. Key the allowed combination of characters defined in the FUNCTION field, as required and **ENTER**. See next section for indicators.

POSITION DESCRIPTIONS:

(b)(7)(E); (b)(7)(F):

Indicates the type of information which will be listed: FROM, DATE, REPORT NAME, PAGE, and ADDITIONAL INFORMATION.

ADDITIONAL INFORMATION DISPLAYED	
169)	Status of the report, i.e., New, Update, Modified, Collected, and X-extracted.
170)	Date (MMDDYY) and time (HHMM) of the last status action, i.e., (b)(7)(E); and (b)(. Changes with each new action.
171)	SENTRY (b)(7)(E); (b)(7)(F) which generated the report.
172)	SENTRY terminal where the report was generated.
173)	Date (MMDDYY) and time (HHMM) when the report was collected. Changes only if the report is subsequently

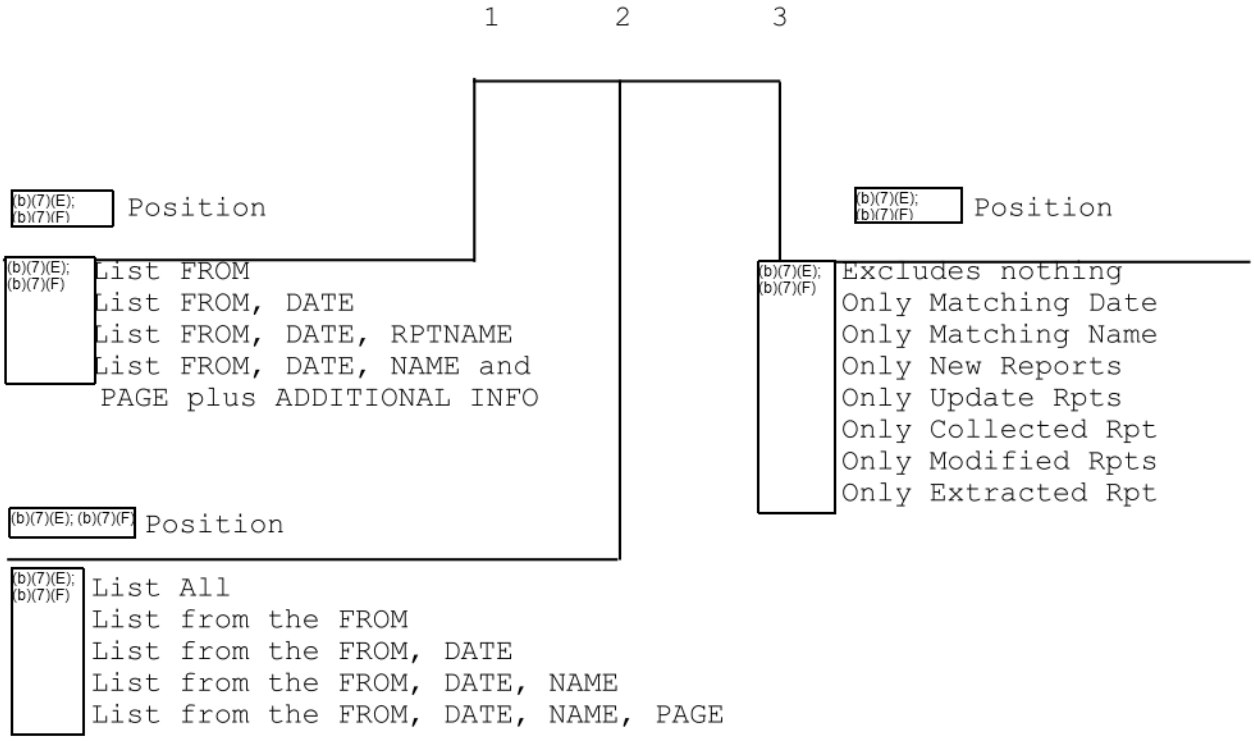
collected. (b)(7)(E); (b)(7)(F) indicates report not collected.

(b)(7)(E): Indicates to SENTRY where to begin the list.

(b)(7)(E): Indicates to SENTRY any restriction for the list.

3. SENTRY will display the reports based on the combination of characters keyed in the FUNCTION field.

Function Field Position Indicators



NOTE: ONLY THESE COMBINATIONS ARE VALID

(b)(7)(E); (b)(7)(F)

PGRF - REPORT FACILITY

NOTE: Use to Monitor Reports - Typically used by the Regional or Central Office.

Description of Each Field

FUNCTION: (b)(7)(E); (b)(7)(F)

RPTNAME: Name of the report as defined by the discipline User Instructions.

DATE: Date of Report.
Must be a valid SENTRY date.
Must be a date defined for the specific report.

PAGE: Specific page of the report.
May be (b)(through (b)(7).
May be (b)(7)(for all pages.

FROM: Reporting owner. Must begin with a SENTRY Facility Code.

Display all Active Report Names

RULE: You may only display generated reports.

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

   FUNCTION: Defaults to (b)(7)(.

2. Key the data, as required, and **ENTER**.

3. SENTRY will return a screen displaying all active reports regardless of status. Description of report follows:

EXAMPLE

REPORT NAME	REPORT NAME DESCRIPTION	DATE RESTRICTION	MOD REST	FROM RESTRICTION
(b)(7)(E); (b)(7)(F)				

REPORT NAME: Report Name defined by the User Instructions provided by the discipline requiring the information.

REPORT NAME DESCRIPTION: General description of the report.

DATE RESTRICTION: Consists of (b)(7)(E); (b)(7)(F) fields

PGRF

(b)(7)(E); (b)(7)(F): Indicates the date for a specific report:
Must be a valid SENTRY date
(b)(7)(E); (b)(7)(F) Weekday - can be any weekday.
Day of the month - can be any number value for the month.
Last day of the month.
MM-DD-YYYY - specific date.
(b)(7)(E); (b)(7)(F) Any date is allowed.

(b)(7)(E); (b)(7)(F): Indicates the number of days before the report date that you may begin to work on the report.

(b)(7)(E); (b)(7)(F): Indicates the number of days after the report date that you may continue to work on the report.

(b)(7)(E); (b)(7)(F): Indicates the number of days after the report date that the report will be automatically deleted.

MODIFICATION RESTRICTION: Indicates whether or not the report may be modified after collection.
(b)(7)(E); (b)(7)(F) No and (b)(7)(E); (b)(7)(F) Yes.

FROM RESTRICTION: (b)(7)(E); (b)(7)(F) fields that indicate the definition of the owner(s). If the (b)(7)(E); (b)(7)(F) field is blank, only one owner is defined.

Each field is (b)(7)(E); (b)(7)(F) positions.

POSITION (b)(7)(E); (b)(7)(F): Can only be a SENTRY Facility Code.
Must be a SENTRY Facility Code with a mandatory suffix.
Must be a SENTRY Facility Code and suffix is optional.

POSITION (b)(7)(E); (b)(7)(F): Must be a SENTRY Detail Facility Code, i.e., (b)(7)(E);
Cannot be a SENTRY Detail Facility Code.
May be any suffix.

POSITION (b)(7)(E); (b)(7)(F): Must be the specific owners as defined by the User Instructions.

POSITION (b)(7)(E); (b)(7)(F): Must also include additional owner(s) as defined by the User Instructions.

Display Status of All Active Reports

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

2. Key the following, as required, and **ENTER**.

FUNCTION: (b)(7)(E); (b)(7)(F).

3. SENTRY will return a screen displaying all active reports regardless of the status. The list includes:

   REPORT NAME, DATE, PAGE NUMBER, TOTAL OWNERS, STATUS

   STATUS: (b)(7)(E); (b)(7)(F)
   New.
   Updated.
   Collected.
   Modified
   Extracted.

Display Specific Report Status by Owners

1. Key (b)(7)(E); and **ENTER**.

2. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E); (b)(7)(F).
   RPTNAME: Name of the report.
   DATE: Must be a valid SENTRY date allowed for the report.
   PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the specific report as requested in the FUNCTION field. The list includes:

   FROM, STATUS, SENTRY PERSONAL USER-ID who entered the information, DATE AND TIME the report page was generated or last changed.

Display All Missing Reports of an Owner

1. Key (b)(7)(E); and **ENTER**.

2. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E).
   RPTNAME: Owner of the report.
   DATE: Must be a valid SENTRY date allowed for the report.
   PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the owners that have not generated a report.

   NOTE: If the User Instructions define a second ownership group, you may key (b)(7)(E) in the FUNCTION field to display the second ownership group that has not generated a report.

Display a Single Page of a Report

1. Key (b)(7)(E); and **ENTER**.

2. Key the following, as required, and **ENTER**.

   FUNCTION: (b)(7)(E)
   RPTNAME: Owner of the report.
   DATE: Must be a valid SENTRY date allowed for the report.
   PAGE: Must be a specific page number.

3. SENTRY will return a screen displaying the specific page of the report you requested.

(b)(7)(E); (b)(7)(F) - GENERALIZED PROPERTY RETRIEVAL AND TRANSACTION REGISTER REQUEST

NOTE: Regional Offices can look at any or all property stations in their region, and the Central Office has access to the property information of all property stations.

Reports which can be Displayed or Printed

(b)(7)(E); (b)(7)(F)	Display property value totals at a wide-range of accounting levels.
	List property items that meet operators selection criteria.
	Create the monthly transaction register report.
	Display monthly property value balances
	Display depreciation balances to date and for fiscal year.

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Display - defaults to display Print

Print or Display Property Value Totals - TOT Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. Sentry will display a screen.

2. Key the following and **ENTER**:

   FUNC: (b)(7)(E); (b)(7)(E) or (b)(7)(E).

   REPORT: (b)(7)(E); (b)(7)(F).

   ITEMS (b)(7)(E); **THRU** (b)(7)(E); Key in the accountability code entries that define the property you want totals for. Your totals will include only the items that correspond to the accountability codes that you identify. If you leave any field blank, it will imply (b)(7)(E); of that entry.

   STATUS: (b)(7)(E) Active. Defaults to (b)(7) if left blank.

   OWNERSHIP: (b)(7)(E); (b)(7)(F). Defaults to (b)(7) if left blank.

   SEQUENCE: If you want your property totals broken down into sub-

(b)(7)(E); (b)(7)(F)

totals you must identify the components for which you want totals by the letter that identifies the field on the screen. These are limited to data fields (b)(7) thru (b)(on the screen.

EXAMPLES
174) If you want property totals to be listed by Fund, key the letter (b)(7)(E);
175) For totals by Fund, Program and Function, key (b)(7)(E); (b)(7)(F)
176) If you only need one grand total, leave the field blank.

SUB-TOTALS:

177) Must be keyed if the SEQUENCE field was keyed.
178) If codes were keyed in the SEQUENCE field, either (b)(7)(E); (b)(7)(F)es or (b)(7)(E); No must be keyed directly beneath each one.

3. If property value totals are desired for any of the following selection criteria, the LIS report type must be requested.

STATUS = (b)(7)(E);
OWNERSHIP = (b)(7)(E);
DATE ACQ/DISP
ITEM CODE
MFR CODE

Create a Property Listing - LIS Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER:**

FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E).

REPORT: (b)(7)(E); (b)(7)(F)

ITEM (b)(**THRU** (b)(: Key in the accountability code entries that define the property you want to list. The list will include only the items that correspond to the accountability codes that you identify.

STATUS: Status of the property item: (b)(7)(E); (b)(7)(F) Active property.
Disposed property.
In-Transit property.

OWNERSHIP: Must be an Ownership Table Code.

DATE ACQ/DISP: Date acquired or disposed.

179) If keyed, two dates are required.
180) Must be valid SENTRY dates.
181) Left (b)(7)(E): date must not be greater than right (b)(7)(E): date.

ITEM CODE: If keyed, must be an Item Table Code.

MFR CODE: If keyed, must be a Manufacturer Table Code.

SEQUENCE: Sequence you desire for report listing.

182) Up to (b)(7)(E); sequence breaks can be specified.
183) Each single character entry must correspond to one of the alpha characters - (b)(7)(E); (b)(7)(F) - that identify the selection criteria fields.
184) Left most entry is the major sort sequence. Entries to the right are sorted within those to the left.
185) No (b)(7)(E); (b)(7)(E) are permitted between characters.
186) No character can be duplicated.

NEW PAGE: Page break indicator.

187) If keyed, must match one of the letters in the SEQUENCE field.
188) A new page will begin each time the entry in this field or any to the left of it in the SEQUENCE field changes.
189) If (b)(7)(E); (b)(7)(E) no page breaks are made.

SUBTOTALS:

190) Sub-totals to be included on the report. Up to (b)(7 sub-total breaks can be specified.
191) Must be (b)(for Yes or (b) for No.
192) Must be an entry in the sub-total field directly beneath every entry in the SEQUENCE field.
193) Sub-total lines display individual totals for both capitalized and non-capitalized property as well as the total number of items.

3. The format of the output listing is dependent on the status code that is keyed with the request. All reports include FPS-ID, description, accountability code, and ownership code. In addition, the following items are provided:

STATUS (b)(7)(E); (b)(7)(F) **Active:** Acquisition date and value.

STATUS **Disposed:** Disposal date.

STATUS **In-print:** Transfer date and destination.

Create the Monthly Transaction Register Format - REG Report

1. Key (b)(7)(E); and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E.

REPORT: REG.

OPTION: If keyed, must be one of the these:

(b)(7)(E); (b)(7)(F) Standard monthly register with page breaks by Fund or Program.

(b)(7)(E); (b)(7)(F) Standard monthly register with page breaks only if Fund changes.

TRANS REG DATE: Transaction register date. Must be in the format MM-YYYY.

ITEMS (b)(THRU (b)(: Key in the accountability code entries that define the transaction register you want. If you want the monthly register for the entire property station, all of these fields should be left blank.

SEQUENCE: Printing sequence of the desired transaction register.

194) Limited to data fields (b)(thru (b)(on selection screen.
195) Entry required if page breaks or sub-totals desired.
196) If desired register sequence is by Level, Fund and Program: Key (b)(7)(E); (b)(7)(F)

NEW PAGE: Page break indicator.

197) If keyed, must match one of the letters in the SEQUENCE field.
198) A new page will begin each time the entry in this field or any to the left of it in the SEQUENCE field changes.
199) If (b)(7)(E); , no page breaks are made.
200) If page breaks are desired for each different program and the SEQUENCE field is (b)(7)(E), the NEW PAGE entry should be (b)(7

SUB-TOTALS:

201) Sub-totals to be included on the report. Up to (b)(7)(sub-total breaks can be specified.
202) Must be (b)(7 for Yes or (b)(for No.
203) Must be an entry in the sub-total field directly beneath every entry in the SEQUENCE field.
204) Sub-total lines identify the accountability code component and the net increase or decrease of accountability for both non-capitalized and capitalized property.

3. Each detail line on the transaction register indicates the following:

DAY: Day of the month when the update action occurred.
S/OBJ: Sub-object code affected.
YR: Appropriation year from the accounting code.
FUNC: The update action that affected the accountability.

ITEM: Item description.
FPS-ID: Property item identification number.
REF NUM: Source document number.
CAP: Indicator for capitalized - (b)(7 or non-capitalized - (b)(7(property.
VALUE: Net increase or decrease of dollar value accountability due to this update action.

Display or Print Monthly Property Value Balances - BAL Report

1. Key (b)(7)(E); (b)(7)(E) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

   FUNC: (b)(7)(E); (b)(7)(E) or (b)(7)(E);.

   REPORT: (b)(7)(E); (b)(7)(E)

   TRANS REG DATE: Transaction register date. Must be in the format MM-YYYY.

3. The one-page property balances report for the indicated month contains information for both capitalized and non-capitalized property. Each item indicates the following:

   APPR: Appropriation code or TOT.
   BEGIN BAL: Dollar value of the property for the indicated appropriation at the beginning of the month.
   NET: The net decrease or increase in property value for the indicated appropriation.
   END BAL: Dollar value of the property for the indicated appropriation at the end of the month.

Display or Print Depreciation Balances to Date and for the Fiscal Year - DEP Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

   FUNC: (b)(7)(E); (b)(7)(E) or (b)(7)(E);.

   REPORT: (b)(7)(E); (b)(7)(F).

3. The one-page depreciation report for the indicated property station contains depreciation information for all appropriations. Each line items indicates the following:

   APPR: Appropriation code or TOT.
   DEPR THIS FY: The accumulated depreciation for the current fiscal year for all capitalized property in the specified appropriation.
   DEPR TO DATE: The accumulated deprecation for all capitalized property in the specified appropriation from date of acquisition.

Special Edits and Instructions

1. The following screen entries will be automatically displayed and, in most cases, protected from change:

   AGENCY: BOP.

   REGION: Indicates the appropriate region for the terminal that is making the request. This field is protected from change at all except BOP terminals.

   FACILITY: Reflects the facility number that corresponds to the terminal that is making the request. This entry is protected from change at all institutions unless they have accounting responsibility for another property station.

2. The property value total line at the bottom of the request screen will be returned to the operator for all TOT and LIS report requests. The entries on this line are:

   CAP: Capitalized property value for all items selected in request.

   NON-CAP: Non-capitalized property value for all items selected in request.

   TOTAL VALUE: Total value of all items selected in the request.

   NUM ITEMS: Number of items selected in request. This entry will appear only on a LIS report.

3. If SEQUENCE field entries are made on any request, an entry in the SUB-TOTALS field directly beneath each one is required.

PAP7 - PROPERTY RECORD DISPLAY

Display an Individual Property Record and its History of Changes

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**.

   FPS-ID NUMBER: BOP Federal Property System Identification Number assigned to item of property, e, g., 10012345, 17512345.

2. SENTRY will return one or more screens. You can page forward and backward to view the screens.

3. The first page will indicate the current status of the property item. The second and subsequent pages will show the status of the item before each succeeding change.

4. **TO DISPLAY ANOTHER PROPERTY ITEM:** Key the (b)(7)(E); (b)(7)(F) and **ENTER**.

PAP7

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(b)(7)(E); (b)(7)(F) - GENERALIZED REAL PROPERTY RETRIEVAL AND TRANSACTION REQUEST

NOTE: Regional Offices can look at any or all property stations within their region, and the Central Office has access to all property stations.

Reports which can be displayed or printed

(b)(7)(E); (b)(7)(F)	
	Totals by asset/improvement acquisition cost and asset/improvement items.
	Transaction registers by fund, program area and/or asset ID for a month and year.
	Listings by fund, program area, disposal, asset type, asset sub type, and/or asset/improvement for month/day/year time frame.
	Fiscal year depreciation and accumulated depreciation totals.
	Asset/improvement acquisition cost totals by fund.

FUNCTIONS	
(b)(7)(E); (b)(7)(F)	Display - defaults to display Print

Display or Print a TOTALS (TOT) Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**.

   FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E);.

   REPORT: TOT.

3. SENTRY will generate a Totals Report for active items.

Display or Print a Register (REG) Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

(b)(7)(E); (b)(7)(F)

2. Key the following, as required, and **ENTER**.

FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E);.

REPORT: REG.

OPTION: If keyed, must be valid Option Code, e.g., (b)(7)(E; or (b)(7)(E).

TRANS REG DATE: Transaction register date. SENTRY will generate report for property entered during month keyed.

Valid SENTRY month and year - MM-YYYY.

FUND: If keyed, must be valid Fund Code, e.g., (b)(7)(E); (b)(7)(F).

PROGRAM: If keyed, must be valid SENTRY Program Area.

SEQUENCE: Printing sequence of the register.
If keyed, should be data field's corresponding alpha characters, e.g., (b)(7)(E); (b)(7)(F) and/or (b)(7)(F.

NEW PAGE: Page break indicator.
If keyed, must match an alpha character keyed in SEQUENCE field, e.g., (b)(7)(E); (b)(7)(F) or (b)(7)(.

SUB TOTALS: Key (b)(7)(E); Yes or (b)(7)(E); (b)(7)(F) N under a SEQUENCE character.

3. SENTRY will generate a Register Report.

Display or Print a Listing (LIS) Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following information, as required, and **ENTER**.

FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E);.

REPORT: LIS.

OPTION: If keyed, must be valid Option Code, e.g., (b)(7)(E); (b)(7)(F).

FUND: If keyed, must be valid Fund Code, e.g., (b)(7)(E); (b)(7)(F).

PROGRAM: If keyed, must be valid SENTRY Program Area.

STATUS: Valid Status Code, e.g., (b)(7)(E); (b)(7)(F).

ASSET TYPE: If keyed, must be valid Asset Type Code.

DATE ACQ/DSP: Date acquired/disposed.

205) SENTRY will generate report for property which has been acquired or disposed during the time frame keyed.
206) If keyed, (b)(7)(E); (b)(7)(F) dates are required.
207) Must be valid SENTRY dates, MM-DD-YYYY.
208) Left (b)(7)(E); (b)(7)(F) date must not be greater than right (b)(7)(E); date.

ASSET SUB TYPE: If keyed, must be valid Asset Sub Type Code.

ASSET/IMP: Asset/Improvement.
If keyed, must be valid Asset/Improvement Code.

SEQUENCE: If keyed, must be the data field's corresponding alpha characters, e.g., (b)(7)(E); (b)(7)(F).

NEW PAGE: Page break indicator. If keyed, must match one of the alpha character keyed in the SEQUENCE field.

SUB TOTAL: Key (b)(7)(E); (b)(7)(F) Yes or (b)(7)(E); (b)(7)(F) No under a SEQUENCE character.

Display or Print a Depreciation (DEP) Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**:

FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E); (b)(7)(F).

REPORT: DEP.

3. SENTRY will generate a Depreciation Report for active real property.

Display or Print a Balance (BAL) Report

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

2. Key the following and **ENTER**.

FUNC: (b)(7)(E); (b)(7)(F) or (b)(7)(E).

REPORT: (b)(7)(E); (b)(7)(F).

TRANS REG DATE: Transaction register date. SENTRY will generate report for Real Property entered during the month keyed.

Key valid SENTRY month and year - MM-YYYY.

3. SENTRY will generate a Balance Report.

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PAR7 - REAL PROPERTY RECORD DISPLAY

Display a Real Property Record

1. Key (b)(7)(E); (b)(7)(F) .

   EXAMPLE: (b)(7)(E); (b)(7)(F) and **ENTER**.

   FACILITY CODE: Facility Code, e.g., MAR, NCR, BOP, etc.

   ASSET TYPE: (b)(7)(E); (b)(7)(F)
   Building.
   Land
   Structure/Facility

   ASSET NUMBER: Unique Asset ID number which was generated by SENTRY at the time the asset was added by the (b)(7)(E); (b)(7)(F).

2. SENTRY will return one or more screen displaying the requested record. You may page forward and backward to view the data.

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SENTRY ELECTRONIC MAIL SYSTEM (EMS)

Most features of the SENTRY Electronic Mail System were replaced by the Novell GroupWise mail system in 1998. However, a limited number of public mail-ids, which can be accessed by any SENTRY user without a password, have been retained to store certain types of reference material, i.e., BOP FACTS about each institution and the BOP SENTRY INFO mail-id.

Electronic Mail Transaction Codes:

PXX0 - Change your password.
PXX1 - List, display, or print message.
PXX2 - Create or change message.

LOG ON to Electronic Mail

Key the (b)(7)(E); (b)(7)(F) and **ENTER.**

EXAMPLE: (b)(7)(E); (b)(7)(F) and **ENTER.**
(b)(7)(E); (b)(7)(F) and **ENTER.**

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PXX0 - CHANGE PASSWORD

Change Password

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

2. Key your current Password.

3. Key new **PASSWORD** and **ENTER**.

   NEW PASSWORD: Any combination of keyboard characters.
   Maximum of (b)(7)(E); characters.
   Replaces your current password after you ENTER.

4. SENTRY will return a **PXX0** Screen.

5. **TO KEY ANOTHER EMS TRANSACTION: CLEAR** the screen.

PXX0

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PXX1 - LIST MESSAGES

List, Display, Print or Delete Messages

1. Key (b)(7)(E); (b)(7)(F) and **ENTER** to display a public mail-id.

   EXAMPLES: (b)(7)(E); (b)(7)(F)

   NOTE: You must key your PASSWORD if you are the owner of the mail-id and you plan to use the Delete function.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

2. SENTRY will return the message index screen. Messages are stored chronologically, with the most recent message listed on the last page of the index.

3. **TO DISPLAY, PRINT OR DELETE ONE OR ALL MESSAGES ON THE PAGE:** Key one of the following FUNCTIONS on the (b)(7)(E); asterisks (b)(7)(E); preceding the messages:

   (b)(7)(E); (b)(7)(F) Displays the message on the terminal screen with page number and message number appearing on the top line of the screen. The first 22 lines are displayed. You may page forward and backward to view the message or use a function key:

   (b)(7)(E); (b)(7)(F)
   Move to the last page.
   Return to the first page.
   If you inadvertently cleared the screen and want to return the screen that was displayed before you hit clear.

   The last page of your display will be the message index. You can screen print any displayed message page by page.

   (b)(7)(E); (b)(7)(F) Displays the message without page number and message number.

   Prints the message. A cover page listing message subject, number of pages, originator, and message number precedes the message.

   Prints the message without the cover page.

   Deletes message if you have keyed the password and returns the first page of the message index.

(b)(7)(E); (b)(7)(F) Multiple copy print. For example, (b)(7)(E); (b)(7) position represents the number of copies wanted) would request two copies of the message.

NOTE: The message must be more than 58 lines or more than one page.

Special Instructions

1. **PASSWORD VIOLATION:** A password violation is recorded after (b)(7)(E); consecutive attempts to access a mail-id with an invalid password. After (b)(7)(E); password violations are recorded, the mail-id is marked off-line. You must call the OIS Field Support Staff to restore the mail-id to use.

2. **DESCRIPTION OF MESSAGE INDEX SCREEN:** This data is listed for each message:

   Day of the week, time, date the message was created.
   Mail-id that created the message.
   Subject of the message.
   Number of screen pages in the message - 22 lines per screen.
   Message status: (b)(7)(E); (b)(7)(F) Active
   Filed

PXX2 - CREATE/MODIFY MESSAGE

Create or Change a Message

1. Key (b)(7)(E); (b)(7)(F) and **ENTER**. SENTRY will return a screen.

   EXAMPLE: (b)(7)(E); (b)(7)(F)

2. **TO CREATE A MESSAGE:**

   209) Key the following and **ENTER:**

   PASSWORD:
   MESSAGE SUBJECT: Must be keyed and can be any combination of characters. Should be descriptive.
   MESSAGE NUMBER: Automatically assigned by the system, or you may assign a number by keying any number not currently used by EMS that is greater than (b)(7)(E); (b)(7)(F) and less than the next sequential number that would be automaticlaly assigned by the system.

   210) SENTRY will return a free-form screen with 22 blank lines. Complete keying instructions begin at Step 4.

3. **TO CHANGE OR MODIFY A MESSAGE:**

   211) Key the following and **ENTER:**

   PASSWORD:
   MESSAGE NUMBER: Number of the message in your mail-id to be changed. You cannot change a routed message that still remains in your mail-id. You must create a new message and copy the routed message into it.

   212) SENTRY will verify the subject of the message and return a screen displaying the correct subject.

   213) **ENTER** if the subject is correct.

   214) **TO CHANGE THE SUBJECT:** Key a new subject in the **MESSAGE SUBJECT** field and **ENTER.**

   215) SENTRY will display the first 22 lines of the message. You can now change your message.

Complete keying instructions
begin at Step 4.

PXX2

4. **Key the new message** on the blank 22 lines or **Change/Modify** the displayed message. The message number is displayed in the CURMSG field in the bottom right hand corner of the screen.
   NOTE: The contents of the screen are recorded in SENTRY each time you ENTER.

5. **TO MOVE FROM THIS SCREEN:** You must key one of the following functions in the FUNCTION field plus any required data for that function in the fields at the bottom of the screen. You CANNOT use the page key on this screen.

FUNCTIONS

(b)(7)(E); (b)(7)(F)	
	COPY a message from your mail-id into this message by keying the number of the message to be copied in the CPYMSG field. Message must be filed. If you have not keyed on the blank 22 lines, the message will be copied into the first 22 lines. If you have keyed part of the new message or are modifying a message, the message will be copied at the end of the message. You can combine messages or use portions of any message in your mail-id by using this function to copy the message or messages into the message you are creating or modifying. Use the (b)(7)(E); (b)(7)(F) function to move the data around or the (b)(7)(E); (b)(7)(F) function to remove unwanted portions. The original message you copied will not be altered by this function.
	INSERT Blank lines at end of message or in message text beginning at the line number keyed in the FROM field and for the number of lines keyed in the FOR field. The line number keyed in the FROM field must be displayed on the current screen. Maximum number of lines allowed in any message is 999. The TOTLINES displayed in the right hand corner of the screen will change each time lines are inserted. If 22 or more lines are inserted, the current screen will not be returned, instead the next screen with the first blank 22 lines will appear. As a practice, you may want to insert no more than 15 lines at a time so that the last line keyed will be displayed. If you chose to insert 22 blank lines, use the (b)(7)(E); (b)(7)(F) function to see the last line you keyed.
	MOVE to or DISPLAY a specific line or portion of a message beginning with the line number keyed in the FROM field.
	MOVE to the bottom of the message - last 22 lines.
	MOVE to the top of the message - first 22 lines.
	FILE the message and prepare it for copying.

(b)(7)(E); (b)(7)(F)	
	PRINT with cover page listing the subject, originator, date and time, number of printed pages, and message number. PRINT without cover page. PRINT without standard 1-1/2" top and bottom margins. PRINT but restore top and bottom margins. Must be keyed after an (b)(7)(E); function to restore the message to standard margins.
	REMOVE lines from message beginning with the line number keyed in the FROM field and for the number of lines keyed in the FOR field. Removes any excess blank lines you inserted and did not use at the end of the message.
	MOVE portion of the message beginning with the line number keyed in the FROM field, for the number of lines keyed in the FOR field, and place the lines after the line number keyed in the AFTER field.
	Duplicate lines beginning with the line number keyed in the FROM field, for the number of lines keyed in FOR, and place the duplicate lines after the line number keyed in the AFTER field.
	Delete the entire message and display the **PXX1** message index.
	Create a backup copy of the message to use for the (b)(7)(E); (b)(7)(F) Function.
	Restore the message contents back to the last Save or File.

6. **TO CREATE PAGE BREAKS FOR AUTOMATIC PRINTING:** Use the (b)(7)(E); (b)(7)(F) function to eliminate the standard 1-1/2" margins. Standard 58 message lines are printed on each 8-1/2" x 11" sheet of paper. Specific page breaks are listed on this chart.

Page	1st Line	Last Line
1	1	58
2	59	116
3	117	174
4	175	232
5	233	290
6	291	348
7	349	406
8	407	464
9	465	522
Page	lst Line	Last Line

10	523	5801
11	581	638
12	639	696
13	697	754
14	755	812
15	813	870
16	871	928
17	929	986
Start a new Message here		