



# JIMS Justice Information Management System

## Training Schedule

The JIMS training section offers the following classes for personnel in authorized user agencies. **Personnel must be scheduled IN ADVANCE to attend these classes.** For employee scheduling information, contact your departmental Project Analyst or the ITC Help Desk at [ITCHelpDesk@itc.hctx.net](mailto:ITCHelpDesk@itc.hctx.net) or 713-755-6624. TCLEOSE credit is given for all classes over one hour in length except Civil. Additional classes are added when six or more people need training.

### Civil System Orientation

For accessing Harris County civil records  
1<sup>st</sup> Wednesday morning of every month  
8:30 a.m. - Noon (3.5 hours)

### Criminal System Orientation

For accessing Harris County criminal records  
Every Thursday morning  
8:30 a.m. - 12:30 p.m. (4 hours)

### 3807 - TCIC/NCIC Training

For accessing DPS, DMV, TCIC and NCIC records through JIMS  
2<sup>nd</sup> Wednesday of every month  
8:30 a.m. - 5 p.m. (8 hours with lunch break)

### D.A. Intake Management (DIM) and Juvenile Offender Tracking (JOT) Orientation

For filing criminal charges in Harris County  
3<sup>rd</sup> Wednesday morning as needed  
8:30 a.m. - 12:30 p.m. (4 hours)

### Texas Department of Criminal Justice (TDCJ) Orientation

For accessing TDCJ records through JIMS  
Usually the 2<sup>nd</sup> Tuesday morning every other month or as needed. Two TDCJ forms must be completed **in advance**.  
8:30 a.m. - 11:30 a.m. (3 hours)

The following listings are for SETCIC member agencies only. For information about joining SETCIC, contact JIMS Supervisor Lupe Canamar at (713) 755-8211.

### SETCIC System Orientation

For accessing the Southeast Texas Crime Information Center open-warrant system through JIMS  
3<sup>rd</sup> Tuesday afternoon of every month  
SETCIC Entry 12 noon - 1 p.m. (1 hour)  
SETCIC Inquiry 1 p.m. - 3 p.m. (2 hours)

### Pawnshop System Orientation

For accessing the SETCIC Pawnshop system  
3<sup>rd</sup> Tuesday afternoon of every month  
Pawnshop Inquiry 3:00 p.m. - 4:30 p.m. (1.5 hours)  
Pawnshop Entry 4:30 p.m. - 5 p.m. (0.5 hour)

Holidays during a month may alter this schedule.

Training Manuals are available online, visit <http://www.hctx.net/training/JIMSManuals.aspx>