

Gang-Related Information Tracking System Entry Manual

A Model 204 Subsystem
for SETCIC Member Agencies



Justice Information Management System
406 Caroline, 2nd Floor
Houston, Texas 77002
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Overview of G.R.I.T.S

The Gang-Related Information Tracking System (G.R.I.T.S.) is a Model 204 subsystem available to SETCIC member agencies. G.R.I.T.S. is an intelligence-gathering system to be used only by authorized personnel for law-enforcement purposes. The information in this system is NOT public record and should not be disseminated to defense attorneys, the press, or the public.

Information Entry

To enter gang records, use Options 10 - 50. These options are only available to G.R.I.T.S. users responsible for data entry.

- GRT 10 - Gang Entry
- GRT 15 - Gang Identifiers Entry
- GRT 20 - Gang Graffiti/Tattoos Entry
- GRT 25 - Member/Associate Entry
- GRT 26 - Member Comments Entry
- GRT 30 - Turf Entry
- GRT 35 - Vehicle Entry
- GRT 40 - Weapon Entry
- GRT 45 - Hangout Entry
- GRT 50 - Incident Report Entry

Information should only be entered after the user confirms through the inquiry options that the records do not already exist in the G.R.I.T.S. database.

Once a gang record has been created by a G.R.I.T.S. member agency using GRT 10, other member agencies may add records about that gang using Options 15 - 50.

The Message Line

At the bottom of each screen is a message line designated ==>. If the entry is incomplete, a message will prompt you to type in the required information.

On Options 15 - 50, when the entry is complete, the following message will display: **PRESS PF9 TO ENTER RECORD**. To confirm and complete the entry, press PF9.

Accessing the Next Screen

When finished with an entry screen, press the **PF1** key. The next entry screen will display in the order listed above.

Special Features

Gangs are identified in G.R.I.T.S. by a unique, computer-generated tracking number called a gang identification number. This number is generated when an entry is made using GRT 10.

Information about sub-groups or splinter groups may be linked to the original gang record through a gang ID number suffix. This suffix is automatically generated when a gang ID number is used to create a new record. See explanations of GRT 10 for more information.

Information Update

Information on GRT 10 can only be updated by the agency that originally entered the record.

Options 15 - 50 contain a field labeled FUNCTION. Use the following codes to designate which function is needed:

I = Inquire
A = Add
C = Change
D = Delete

Inquire: On the entry screens, the **Inquire** function accesses only records created by the inquiring agency. For a complete list of all records for a gang, use the inquiry screens explained below (Options 60 - 86). **You must inquire on records before changing or deleting them.**

Add: The **Add** function causes historical records to be created. Use this function to build supplemental records for a gang or gang member. Any G.R.I.T.S. member agency can add records for a gang.

Change: The **Change** function changes an existing entry without creating a new record. Use this function to correct a data entry error or omission. The Change function does not create historical records.

Delete: The **Delete** function will delete all information on the displayed screen. Use this function only if a data entry error was made and the record needs to be completely removed from the system. It is not possible to reset records deleted this way.

After choosing the desired function and typing the appropriate information, press Enter. A message will display prompting you to press the **PF9** key to confirm the entry, change or delete. Press PF9 to confirm the action and the following message should display: **** UPDATE COMPLETE ****.

Information Inquiry

Inquire on gang records by using Options 60 - 86.

- GRT 60 - Gang Inquiry
- GRT 65 - Member/Associate Inquiry
- GRT 70 - Turf Inquiry
- GRT 75 - Vehicle Inquiry
- GRT 80 - Weapon Inquiry
- GRT 85 - Hangout Inquiry
- GRT 86 - Incident Report Inquiry

Detail screens may be accessed from these options. Detail screens may contain multiple pages; the most recent record will appear first. See the G.R.I.T.S. Inquiry manual for more information.

Data Control

The following options are available only to a few designated users:

- GRT 90 - Gang Consolidation
- GRT 95 - Gang Deletion and Reset

Permission to merge duplicate gang records must be obtained from the originating agencies before GRT 90 is used. A merger of gang records will result in the consolidation of all information except splinter gang records.

Gang records should be deleted with GRT 95 only when the information has been entered in error. Records marked for deletion will remain in the system until the next monthly purge, allowing the agency to "reset" the records if a deletion needs to be reversed.

Error Messages

If the message "AGENCY NOT AUTHORIZED TO USE GRITS" displays, contact the JIMS SETCIC Supervisor at 713-755-8211.

If the message "TERMINAL NOT AUTHORIZED TO USE GRITS" displays, contact the JIMS SETCIC Supervisor at 713-755-8211 and provide your terminal ID.

Model 204 Log-On Procedures

1. Screen displays: **READY FOR LOGON**
Type: **M4P2**
Press Enter key

2. Screen displays: **>**
Type: **LOGON JU_ _ _**
(your individual log-on ID)
Press Enter key

3. Screen displays: **LOGON JU_ _ _**
***** M204.0347:PASSWORD**
>

Type password as indicated below:

If you are already a JIMS user, type your current password. (Your password will not display on the screen.) Press the Enter key.

If you have never signed on to JIMS before, your password is TEST. You must change your password the first time you log on.

Changing your password in Model 204:

- a. Type your current password, a colon, and your choice for a new password. Choose a password that consists of four to eight letters and/or numbers.

Example: **TEST:SECRET**

- b. Press Enter key.

In this example, SECRET would now be your new password. The next time you log on, you would type only the word **SECRET** at the password prompt in Step 3.

4. Screen displays: **>**
Press Enter key

Log-On Failed

If you do not get logged on, one of the following messages will display:

<u>Message</u>	<u>Solution</u>
PASSWORD EXPIRED	Change your password using the procedures in step 3 labeled "Changing your password." You must change your password every 60 days.
PASSWORD NOT MATCHED	You have typed your password incorrectly. Repeat steps 2 and 3.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your JIMS Project Analyst or the JIMS training section. You have made ten invalid log-on attempts and your password needs to be reset.

Logging on Through the Multi-session Environment

Instead of the procedures above, you may log on through the multi-session environment known as Tubes. To do this:

1. Type **HCP** on the "READY FOR LOGON" screen and press Enter.
2. Type your log-on ID in the Logon ID field.
3. Press the Tab key.
4. Type your password in the Password field.
5. Press Enter.
6. From the JIMS Main Menu screen select **M4P2 (Model 204 - Criminal)** by pressing the appropriate PF key.
7. When the status screen displays with the > symbol at the bottom of the screen, press Enter or Clear.

The M204 Main Menu screen should display. See page 6 for an explanation of the Main Menu.

M204 Log-Off Procedures

Method 1

From a menu screen where PF10 = LOGOFF, press PF10.

Method 2

Type an **L** in any OPT (option) field and press Enter. See page 67 for an explanation of the option field.

Logging Off Tubes

Press **PF24** twice (hold down the Shift key and press PF12).

Accessing the GRT Subsystem

Once you log on to the Model 204 system, the Master Subsystem Selection screen displays (see sample screen below).

To Select a Subsystem

METHOD 1

Type GRT in the SELECTION field at the bottom of the screen (field 8) and press Enter. The G.R.I.T.S. Main Menu will appear.

METHOD 2

Using the Tab key, move the cursor to the blank line beside GRT (field 5) and press Enter. The G.R.I.T.S. Main Menu will appear.

METHOD 3

To go directly to an option and bypass the G.R.I.T.S. menu, type GRT in the first blank of the SELECTION field. Type the option number in the second blank of the SELECTION field (for example, GRT 60). Press Enter. The requested option will appear.

```
*****
[1]
JUVRZ (SK12)    JUSTICE INFORMATION MANAGEMENT SYSTEM    FEB 11, 1993 (P)
[2]
JPMNU          MASTER SUB-SYSTEM SELECTION                [3]
                                                    PAGE: 1 OF 1
                                                    [4]
                                                    SCROLL: ____

[5] [6]          [7]
-   DIM D.A. INTAKE MANAGEMENT
-   DMT D.A. INTAKE ** TRAINING **
-   GRT G.R.I.T.S. (SETCIC)
-   MSG MESSAGE SUBSYSTEM
-   VLN VEHICLE LICENSE/NAME INQUIRY

[8]
SELECTION: ____
```

MAKE SELECTION AND PRESS <ENTER> 7=BACK 8=FORWARD 10=LOGOFF 11=HELP

EXPLANATION OF FIELDS

1. JUVRZ: Log-on ID of person accessing the system.
2. JPMNU: Code identifying displayed transaction.
3. PAGE 1 OF 1: Displayed page number and total number of pages in displayed transaction.
4. SCROLL: See Appendix A.
5. _: Selection field for access method 2 above.
6. GRT: Subsystem ID.
7. G.R.I.T.S.: Subsystem name.
8. SELECTION: Selection field for access method 1 above.

PF-KEY OPTIONS

- 7=BACK: Press PF7 to access the previous page.
- 8=FORWARD: Press PF8 to access the next page.
- 10=LOGOFF: Press PF10 to log off Model 204.
- 11=HELP: Press PF11 to access Help screen.

GRTMM — GRITS Main Menu

Use this screen to select and transfer to options in the GRT subsystem.

To Select an Option

METHOD 1

Type the number of the desired option in the SELECTION field at the bottom of the screen (field 4) and press Enter.

METHOD 2

Move the cursor to the blank line beside the desired option (field 1) and press Enter.

```
JUVRZ (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      APR 25, 1997(C2)
GRTMM              G.R.I.T.S. (SETCIC)                  PAGE: 1  OF 1
                   MAIN MENU                            SCROLL: ____
                                                         OPT:  _____ - GRT
```

```
[1][2]      [3]
- 10. GANG ENTRY                - 65. MEMBER/ASSOCIATE INQUIRY
- 15. GANG IDENTIFIERS ENTRY    - 70. TURF INQUIRY
- 20. GANG GRAFFITI/TATTOOS ENTRY - 75. VEHICLE INQUIRY
- 25. MEMBER/ASSOCIATE ENTRY    - 80. WEAPON INQUIRY
- 26. MEMBER COMMENTS          - 85. HANGOUT INQUIRY
- 30. TURF ENTRY                - 86. INCIDENT REPORT INQUIRY
- 35. VEHICLE ENTRY            - 90. GANG CONSOLIDATION
- 40. WEAPON ENTRY              - 95. GANG DELETION/RESET
- 45. HANGOUT ENTRY
- 50. INCIDENT REPORT ENTRY
- 60. GANG INQUIRY
```

```
[4]
SELECTION: _____
```

TYPE IN SELECTION AND PRESS <ENTER> 7=BACK 8=FWRD 10=LOGOFF 11=HELP

EXPLANATION OF FIELDS

1. _: Selection field for access method 2 above.
2. 10: Option number.
3. GANG ENTRY: Option name.
4. SELECTION: Selection field for access method 1 above.

PF-KEY OPTIONS

- 7=BACK: Press PF7 to access the previous page.
- 8=FWRD: Press PF8 to access the next page.
- 10=LOGOFF: Press PF10 to log off Model 204.
- 11=HELP: Press PF11 to access Help screen.

GRT 10 — Gang Entry

Use GRT 10 to create a gang record. Before creating a record, use GRT 60 to inquire on the gang and verify that the record does not already exist in the G.R.I.T.S. database.

ACCESS METHOD

Select Option 10 from the Main Menu. Press Enter.

```
*****
JUVRZ (SK12)          JUSTICE INFORMATION MANAGEMENT SYSTEM    MAR 03, 1994(C2)
GRT10                G.R.I.T.S. (SETCIC)                      OPT: _____ - GRT
                    GANG ENTRY                                PAGE:  1 OF  1

      [1]
GANG IDENTIFICATION NUMBER> _____ - ____

[2]
NAME: _____

                        -- INFORMATION SOURCE --
[3]      [4]          [5]
SELF: _ OTHER> _ _ _ _ _ COMMENTS: _____

-----
[6]                                [7]
GANG NAME: _____ GANG TYPE> ____

[8]      [9]      [10]      [11]
ACTIVITY TYPE> _ _ _ _ _ STATUS> _ INV#: _____ CAUTION> ____

[12]
COMMENTS: _____

-----
[13]
INACTIVE: _

                        -- AGENCY INFORMATION --
[14]      [15]      [16]      [17]
ORI: TX1010000 OFFICER: _____ DATA ENTRY CLERK: JUVRZ LCD: _____

[18]
==>

1=NEXT SCREEN 2=GRAF/TATTOO 3=MEMBER

                                10=REFRESH  11=HELP
*****
```

To add a new gang record,

1. First verify that the record is not already in the database. Access GRT 60, inquire on the gang and press Enter. If the gang record does not display, return to this option.
2. Indicate the source of the gang information using fields 3 and/or 4.
 - a. If the information is from a self-professed gang member, no other source is necessary.
 - b. If the information is not from a member of the gang, at least 2 OTHER (field 4) sources are needed.
3. Any informative comments regarding the source of the information may be typed in field 5.
4. Field 6 is required. If two or more gangs are using the same name, type the location after the name (ex. La Familia - Denver Harbor).
5. Press Enter. If similar gang names exist in the database, a list of these names will display. See page 14 for a sample screen and for additional steps to be completed.
6. Fields 7 - 9 are required. More than one ACTIVITY TYPE code may be entered.
7. Fields 10 - 12 are optional, but recommended.
 - a. Field 10 should contain an offense, case or cause number, if a source of the gang information is an investigation.
 - b. Field 12 should contain any additional comments about the gang that the officer can provide.
8. In field 15, type the last name of the officer who provided the information.
9. Press Enter. The gang ID number and suffix will display in the message area. Write this number on your source document.

To add a splinter gang record,

1. First verify that the record is not already in the database. Access GRT 60, inquire on the gang and press Enter. If the gang record does not display, return to this option.
2. Type the identification number of the original gang in field 1. Leave the suffix field blank. Press Enter and the original gang's name will appear in parentheses.
3. Follow steps 2 - 9 above for adding a new gang record.

To update or modify a gang's base information,

1. Type the gang ID number and suffix in field 1. Press Enter and the current gang information will display.
2. Type the appropriate information in the entry fields.
3. Optional. In field 12, type the reason for changing the information.
4. Press Enter. The message "SUCCESSFUL UPDATE OF GANG RECORD" will display in the message area.

EXPLANATION OF FIELDS

Inquiry Fields

1. GANG IDENTIFICATION NUMBER: Computer-generated tracking number consisting of two fields, the primary number and a suffix. The suffix indicates whether a record belongs to a primary gang or a splinter gang. A suffix of **00** identifies a primary gang. The suffix increases numerically for each splinter gang connected to the primary gang.

Leave blank when entering a record for a new gang. The number will display automatically when the entry is complete.
2. NAME: Leave blank when entering a record. To access an existing gang record, type the full or partial name of the gang and press Enter. If similar names exist, a listing of these will display. See page 14 for a sample screen and additional information.

Display/Entry Fields

3. SELF: Type an **X** if a self-professed gang member is the source of the information.
4. OTHER>: Enter codes identifying information sources other than a self-professed gang member. If field 3 is left blank, at least two codes must be entered in this field. For a list of valid codes, type a **?** and press PF11.
5. COMMENTS: Optional. Use to enter further SOURCE information.
6. GANG NAME: Required. Type name of gang.
7. GANG TYPE>: Required. Codes identifying the ethnic make-up and/or common focus of the gang. For a list of valid codes, type a **?** and press PF11.
8. ACTIVITY TYPE>: Codes identifying gang's activity. For a list of valid codes, type a **?** and press PF11.
9. STATUS>: Required. **A** = active. **I** = inactive.
10. INV#: Optional. Investigation number - an offense, case, or cause number.

11. CAUTION>: Optional. CH = criminal history. CW = known to carry weapons.
12. COMMENTS: Optional. Any additional comments about the gang.
13. INACTIVE: Display only. A Y displays if the gang's originating agency has deleted its records, but other agencies have added records to the gang ID records or any of the gang's member records. See page 64 for more information.
14. ORI: Originating agency's TX number displays automatically.
15. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
16. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
17. LCD: Last change date. The date the record was added or last updated.
18. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

- 1=NEXT SCREEN: Press PF1 to access GRT15 - Gang Identifiers Entry.
- 2=GRAF/TATTOO: Press PF2 to access GRT20 - Gang Graffiti/ Tattoos Entry.
- 3=MEMBER: Press PF3 to access GRT25 - Member/Associate Entry.
- 10=REFRESH: Press PF10 to erase input or refresh screen.
- 11=HELP: Press PF11 to access Help screen.

GRT.CODES — Valid Gangs

Use the Valid Gangs Help Screen to avoid duplicating gang information.

Screen displays when a gang name is entered in field 6 on GRT10 and similar gang names are found.

```
*****
JUVRZ                JUSTICE INFORMATION MANAGEMENT SYSTEMS          AUG 02, 1995
GRT.CODES                HELP SCREEN                                PAGE: 1 OF 1
                        VALID GANGS                                SCROLL: _____

[1]                      [2]
GANG ID # _____    NAME: _____

[3]
<$>
[4]  [5]                [6]                      [7]
GANG ID #                NAME                      AGENCY
_ 0000652 00  LOW DOWN AND DIRTY - BRIARPARK      TX1010040
_ 0000653 00  LOW DOWN AND DIRTY                      TX1010030

* GANGS DISPLAYED ARE POSSIBLE DUPLICATES OF GANG ENTERED *
PRESS <ENTER> FOR PREVIOUS SCREEN - USE "X" TO SELECT
1=GANG INQ      2=RE-SORT                7=BACK      8=FRWD
*****
```

To compare the records of a listed gang with a record to be entered,

1. Type an **X** in field 4 and press PF1. The system will transfer to GRT60 with the selected record displaying.
2. Type an **X** in the selection field for the gang listing on GRT60 and press Enter.
3. If more than one record is retrieved, press PF8 and PF7 to page through the gang's records. If you determine that the records identify the gang in question, do not create another base gang record with GRT10. Instead, simply add any new data to the historical records using options 15 - 50.

To change or update an existing gang base record,

If your agency created the existing record, type an **X** in field 4 and press Enter. The existing record will display on GRT10. Follow steps 2 - 4 on page 11 for updating gang's base information.

If your agency did not create the existing record, you will not be able to update the record on GRT10.

To continue entry of gang information,

1. If none of the names listed is a possible match for the gang to be entered, press Enter to return to GRT10.
2. Follow instructions on page 11 for adding a new gang record.

NOTE: If you do not select a displayed listing and you have entered all required data on GRT10 prior to pressing Enter and viewing the Valid Gangs Help Screen, the return to GRT 10 will cause a gang ID number to be generated.

EXPLANATION OF FIELDS

1. GANG ID #: Type the ID number of a gang to retrieve a display of the name.
2. NAME: Type the name of a gang to retrieve a listing of similar names. Partial names may be entered.
3. <\$>: Sort field indicator. Appears above the column currently used to sort the list. See PF2 explanation for more information.
4. _: Selection field. Type an **X** and press PF1 to view a gang's records.
5. GANG ID#: Computer-generated tracking number for displayed gang.
6. NAME: Gang name.
7. AGENCY: TX number of the agency that added the gang record.

PF-KEY OPTIONS

- 1=GANG INQ: Type an **X** in the selection field for a gang and press PF1 to access GRT60 - Gang Inquiry.
- 2=SORT: To re-sort the displayed list, move the cursor to any one of the column headings (GANG ID through AGENCY), then press PF2. The list will display in the requested order. The symbol <\$> appears above the column used to sort the list.
- 7=BACK: Press PF7 to access the previous page.
- 8=FRWD: Press PF8 to access the next page.

To view a gang's style-of-dress records,

1. Change the FUNCTION code to **I** (inquire) in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record your agency created for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page through the records.

NOTE: Only records entered by your agency for the gang will display. To view all records for a gang, use GRT60.

To add a record about a gang's style of dress,

1. First verify that the record does not already exist. Access GRT 60, inquire on the gang and view the record. Return to this option to add a record.
2. Type the gang's ID number and suffix in field 2.
3. Indicate the source of the information in field 4.
4. Type the appropriate information in the entry fields.
5. In field 24, type the last name of the officer who provided the information.
6. Press Enter.
7. Press PF9 to confirm.

To change a gang's style-of-dress record,

1. Change the FUNCTION code to **I** in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record your agency created for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page to the record to be changed.
5. Type a **C** in field 1.
6. Add, change or delete appropriate information in fields 4 and 6 - 22.
7. Press Enter.
8. Press PF9 to confirm.

To delete a gang's style-of-dress record,

1. Change the FUNCTION code to **I** in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record your agency created for the gang will display first.
4. Locate the page of information to be deleted.
5. Type a **D** (delete) in field 1.
6. Press Enter.
7. Press PF9 to confirm.

NOTE: Only the originating agency may change or delete records.

Steps 1 - 3 are unnecessary if user transferred from another screen.

See page 2 for more information on updating records.

EXPLANATION OF FIELDS

1. **FUNCTION:** Designate desired action:
A = Add record (use to create a new record)
C = Change record (use if an error or omission needs to be corrected)
D = Delete record (use to delete an entire record entered in error)
I = Inquire on record (inquire before changing or deleting).
Only records entered by your agency for the gang will display.
2. **GANG #>:** Access the appropriate gang record by typing the gang ID number (leading zeros may be omitted). Also type the gang suffix. Use the suffix 0 or 00 for an original gang record, 01 for the first splinter group, 02 for the second, etc. Press Enter.
3. **NAME:** If the gang ID number is unknown, access the record by typing the full or partial name of the gang. Press Enter.
4. **INFORMATION SOURCE:** If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.
5. **INACTIVE:** Display only. A **Y** displays if the gang's originating agency has deleted its records, but records entered by other agencies are still active.
7. **INV#:** Optional. Investigation number - an offense, case or cause number.

Information must be entered into at least one of the following fields.

6. **COLORS>:** Designate gang's colors. For a list of valid color codes, type a **?** and press PF11.
8. **JEWELRY TYPE>:** For a list of valid jewelry codes, type a **?** and press PF11.
9. **DESCRIPTION:** Description of jewelry code displays automatically.
10. **BANDANA:** Do the gang members wear bandannas? Type a **Y** for yes. Leave blank for no.

11. COLOR>: Bandana color. Recommended if a **Y** is typed in field 10. For valid codes, type a **?** and press PF11.
12. LOCATION WORN>: Location bandana worn. For valid codes, type a **?** and press PF11.
13. CAP: Do the gang members wear caps? Type a **Y** for yes. Leave blank for no.
14. COLOR>: Cap color. For valid codes, type a **?** and press PF11.
15. EMBLEM>: Emblem on cap. For valid codes, type a **?** and press PF11.
16. HOW WORN>: How caps are worn. For valid codes, type a **?** and press PF11.
17. COAT/VEST>: Type of coat or vest. For valid codes, type a **?** and press PF11.
18. COLOR>: Color of coat or vest. For valid codes, type a **?** and press PF11.
19. COMMENTS: Enter comments about coats or vests.
20. FOOTWEAR>: Type of shoes. For valid codes, type a **?** and press PF11.
21. BRAND>: Brand of shoes. For valid codes, type a **?** and press PF11.
22. COMMENTS: Enter comments about footwear.
23. ORI: Originating agency's TX number displays automatically.
24. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
25. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
26. LCD: Last change date. The date the record was added or last updated.
27. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

1=NEXT SCREEN:	Press PF1 to access GRT20 - Gang Graffiti/Tattoos Entry.
3=MEMBR ENTRY:	Press PF3 to access GRT25 - Member/ Associate Entry.
6=REFRESH DATA:	Press PF6 to erase data entry in fields 6 through 22.
7=BACKWARD:	Press PF7 to access the previous page of historical records.
8=FORWARD:	Press PF8 to access the next page of historical records.
10=REFRESH:	Press PF10 to erase input or refresh screen.
11=HELP:	Press PF11 to access Help screen.

GRT 20 — Gang Graffiti/Tattoos Entry

Use GRT 20 to enter information about a gang's graffiti and/or tattoos.

ACCESS METHOD

After completing GRT 15, press PF1 for "Next Screen."

OR

Select Option 20 from the GRT Menu. Press Enter.

JUVRZ (SK12) JUSTICE INFORMATION MANAGEMENT SYSTEM FEB 11, 1993(C2)
GRT20 G.R.I.T.S. (SETCIC) OPT: _____ - GRT
GANG GRAFFITI/TATTOOS ENTRY PAGE: 1 OF 1

[1]
FUNCTION: A

[2] [3]
GANG #> _____ - _____ NAME: _____

[4] [5]
-- INFORMATION SOURCE -- INACTIVE: _
SELF: _ OTHER> _ _ _ _ _ COMMENTS: _____

[6]
INV#: _____

[7]
GRAFFITI: _____

[8] [9]
TATTOO LOC> _____ DESC: _____

[10] [11]
EMBLEM> _____ DESC: _____

-- AGENCY INFORMATION --

[12] [13] [14] [15]
ORI: TX1010000 OFFICER: _____ DATA ENTRY CLERK: JUVRZ LCD: 02/11/93

[16]
==>

1=NEXT SCREEN 3=GANG IDENT 10=REFRESH 11=HELP
6=REFRSH DATA 7=BACKWARD 8=FORWARD

To view a gang's graffiti and/or tattoo records,

1. Change the FUNCTION code to **I** (inquire) in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record your agency created for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page through the records.

NOTE: Only records entered by your agency for the gang will display. To view all records for a gang use GRT60.

To add a record about a gang's graffiti and/or tattoos,

1. First verify that the record does not already exist. Access GRT 60, inquire on the gang and view the records. Return to this option to add a record.
2. Type the gang's ID number and suffix in field 2.
3. Indicate the source of the information in field 4.
4. Type the appropriate information in the entry fields.
5. In field 13, type the last name of the officer who provided the information.
6. Press Enter.
7. Press PF9 to confirm.

To change a gang's graffiti and/or tattoo record,

1. Change the FUNCTION code to **I** in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record your agency created for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page to the record to be changed.
5. Type a **C** in field 1.
6. Add, change or delete the appropriate information in fields 4 and 5 - 11.
7. Press Enter.
8. Press PF9 to confirm.

NOTE: Only the originating agency may change or delete records.

To delete a gang's graffiti and/or tattoo record,

1. Change the FUNCTION code to **I** in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record your agency created for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page to the record to be deleted.
5. Type a **D** (delete) in field 1.
6. Press Enter.
7. Press PF9 to confirm.

NOTE: Steps 1 - 3 are unnecessary if user transferred from another option.

EXPLANATION OF FIELDS

1. FUNCTION: Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record
- See page 2 for more information on updating records.
2. GANG #>: Access the appropriate gang record by typing the gang ID number (leading zeros can be omitted). Also type the gang suffix (ex., 0 for an original gang entry, 01 for the first splinter group). Press Enter.
3. NAME: If the gang ID number is unknown, access the record by typing the full or partial name of the gang. Press Enter.
4. INFORMATION SOURCE: If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.
5. INACTIVE: Display only. A Y displays if the gang's originating agency has deleted its records, but records entered by other agencies are still active.
6. INV#: Investigation number - an offense, case or cause number.
- Information must be entered into at least one of the following fields.
7. GRAFFITI: Enter a description of the gang's graffiti.
8. TATTOO LOC>: Tattoo location. For valid codes type a ? and press PF11.
9. DESC: Enter description of the gang's tattoo.
10. EMBLEM>: Gang's emblem. For valid codes type a ? and press PF11.

11. DESC: Enter description of gang's emblem.
12. ORI: Originating agency's TX number displays automatically.
13. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
14. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
15. LCD: Last change date. The date the record was added or last updated.
16. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

- 1=NEXT SCREEN: Press PF1 to access Option 25 - Member/Associate Entry.
- 3=GANG IDENT: Press PF3 to access GRT 15 - Gang Identifiers Entry.
- 6=REFRSH DATA: Press PF6 to erase input in fields 5 through 10 and the OFFICER field.
- 7=BACKWARD: Press PF7 to access previous page of historical records.
- 8=FORWARD: Press PF8 to access next page of historical records.
- 10=REFRESH: Press PF10 to erase input or refresh screen.
- 11=HELP: Press PF11 to access Help screen.

GRT 25 — Member/Associate Entry

Use GRT 25 to enter information about a particular gang member or associate. Inquire on the person before making an entry to see if a record currently exists for that individual.

ACCESS METHOD

After completing GRT 20, press PF1 for "Next Screen."

OR

Select Option 25 from the GRT Menu. Press Enter.

```

*****
JUVRZ (8UE#)      JUSTICE INFORMATION MANAGEMENT SYSTEM      NOV 08, 1999(C2)
GRT25              G.R.I.T.S. (SETCIC)                        OPT: _____ - GRT
                   MEMBER/ASSOCIATE ENTRY                    PAGE:   1 OF   1

[1]  [2]          [3]          [4]
FUN: A MEM#> _____ GANG #> _____ - ___ NAME: _____
      [5]          [6]
REASONABLE SUSPICION> _ CRITERIA> _ _ _ _ _ AT LEAST 2 MUST BE INDICATED
[7]
COMMENTS: _____
[8]
TRUE NAME: _____ MEM/ASSO: _ INACT: _
[9]          [10]
[11]          [12]
ALIAS/MONIKER: _____ SSN: _____ - _____
[13]
ADDRESS: _____ CITY: _____ STATE> _____
[14]          [15]          [16]          [17]
ZIP: _____ CO> _____ MAP> _____ PREMISE> _____ TYC: _____
[18]          [19]          [20]          [21]          [22]          [23]          [24]
RACE> _ SEX> _ HGT: _ WGT: _____ EYE> _____ BUILD> _____ COMPLEX> _____
[25]          [26]          [27]          [28]          [29]          [30]
DOB: _____ POB> _ NATIONALITY> _ HAIR> _____ PHONE: _____ PHOTO: _
[31]
SCHOOL: _____ INV#> _____
[32]
[33]          [34]
CAUTION> _ DESC: _____
[35]          [36]          [37]          [38]          [39]
SCARS/MARKS> _____ SPN: _____ SON: _____ HPD: _____ FBI: _____
[40]          [41]
TATTOO LOC> _____ DESC: _____

[42]          [43]          [44]          [45]
DL#/TID: _____ ST> _ ALIEN REG #: _____ SID: _____
[46]          [47]          [48]          [49]
ORI: TX1010040 OFFICER: _____ DATA ENTRY CLERK: JIRYW LCD: 11/08/99
[50]
==>
1=NEXT SCREEN 2=COMMENTS
6=REFRSH DATA 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP
*****

```

To view a member/associate record,

1. Change the FUNCTION code to **I** (inquire) in field 1.
2. Type the individual's member number in field 2.
3. Press Enter. The most recent record created by your agency for the individual will display first.
4. If the individual is associated with more than 1 gang, press PF8 to page forward through the records.

NOTE: Only records entered by your agency will display. To view all records for a member/associate use GRT65.

To add a new member/associate record,

1. First verify that the record does not already exist for the member/associate. Access GRT 65, inquire on the individual and press Enter. If the individual's name does not display, return to this option to add a record.
2. In field 3, type the ID number of the member or associate's gang.
3. In field 5, type a **Y** for reasonable suspicion.
4. In fields 6 and 7, indicate the source of the information.
5. Type the individual's true name in field 8 and/or alias name in field 11. At least 1 name is required. If a TRUE name is entered, the DOB must be entered in field 25.
6. Press Enter. If similar TRUE names exist in the database, a list of these names will display. See page 32 for a sample screen and for additional steps to be completed.
7. Indicate whether the individual is a member or an associate of the gang by typing **M** or **A** in field 9.
8. Type other available information in the appropriate fields.
9. In field 47, type the last name of the officer who provided the information.
10. Press Enter.
11. Press PF9 to confirm. The member ID number will display in the message area. Write this number on your source document.

NOTE: An agency may enter only one TRUE name record for any member/associate record it creates.

To associate a current member/associate to a different gang,

1. First verify that the record does not already exist for the member/associate. Access GRT 65, inquire on the individual and view the individual's detail records. If the gang association is not retrieved, return to this option to add the record.
2. In field 2, type the individual's current member number.
3. In field 3, type the ID number of the new gang with which the individual is associated.
4. Follow steps 3 - 11 in the add section above.

To update an existing member/associate record,

1. Change the FUN (function) code to **I** (inquire).
2. In field 2, type the individual's member number.
3. In field 3, type the gang ID number.
4. Press Enter.
5. Type a **C** in field 1.
6. Add, change or delete the appropriate information in fields 5 - 9 and 11 - 47.
7. Press Enter.
8. Press PF9 to confirm.

NOTES: Only the originating agency may change or delete records.

If field 5 is blank, field 6 will display the source codes used prior to September 1999.

To delete a member/associate record,

1. Change the FUN (function) code to **I** (inquire).
2. In field 2, type the individual's member number.
3. In field 3, type the gang ID number.
4. Press Enter.
5. Type a **D** (delete) in field 1.
6. Press Enter.
7. Press PF9 to confirm.

NOTE: Steps 1 - 3 are unnecessary if the user transferred from another option.

If other agencies have added records to the member's ID number, the delete request will mark your agency's records for the member as **INACTIVE**.

EXPLANATION OF FIELDS

- | | |
|---------|--|
| 1. FUN: | Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record |
|---------|--|

See page 2 for more information about updating records.

- | | |
|-------------|---|
| 2. MEM#>: | When adding records, leave blank. When changing, deleting, or inquiring on records, type the individual's member ID number. Leading zeros can be omitted. |
| 3. GANG #>: | Enter gang ID number and suffix (leading zeros can be omitted). |

4. NAME: Gang name displays automatically when gang number is entered. If gang number is unknown, inquire by typing gang name.
5. REASONABLE SUSPICION>: Required for all additions or changes as of December 1999. Type a **Y** for yes. This indicates that a trained professional gathered sufficient facts to believe that the individual was associated with a gang involved in criminal activity. For additional information, type a **?** and press PF11.
6. CRITERIA>: Type at least 2 criteria codes to designate how the gang member or associate was identified. For a list of valid codes, type a **?** and press PF11.
- In an inquiry response, if the record was created before December 1999, the appropriate source codes will display. If the information was obtained from a self-admission, the code **S** (self-admission) will display.
7. COMMENTS: Required for all additions or changes as of December 1999. Type a brief explanation of the events during which reasonable suspicion was established (ex. traffic stop).
8. TRUE NAME: To create a record for an individual, enter either a true name in this field or an alias name in field 11. The format for a true name is LAST NAME, FIRST NAME MIDDLE NAME.
9. MEM/ASSO: Designate connection to gang.
M = member. **A** = Associate.
10. INACTIVE: Display only. A **Y** displays if the originating agency has deleted its records for the individual, but records entered by other agencies are still active.
11. ALIAS/MONIKER: Alias name if applicable. Enter name in any format.
12. SSN: Social Security number.
13. ADDRESS: Street number and name, city, state and ZIP code of individual's address.
14. CO>: For valid county codes, type a **?** and press PF11.
15. MAP>: If a Harris County address is designated, Key Map coordinates fill in automatically. If more than one possible

match is found for the address, a list will display. Type an **X** to the left of the correct listing and press Enter.

When using function **C** (changing a record), you may receive the message **ENTER KEYMAP IF YOU WISH**. To leave Key Map coordinates blank, press Enter. To assign coordinates, type a **?** and press PF11. Coordinates will fill in automatically, or a list will display. From a list, select the correct coordinates and press Enter.

- 16. PREMISE>: For valid premises codes, type a **?** and press PF11.
- 17. TYC: Type **Y** (for yes) if the record is for a juvenile in a Texas Youth Commission facility. Otherwise, leave blank.
- 18. RACE>: For a list of valid race codes, type a **?** and press PF11.
- 19. SEX>: **M** = male. **F** = female. **U** = unknown.
- 20. HGT: Height in feet and inches.
- 21. WGT: Person's weight.
- 22. EYE>: For valid eye color codes, type a **?** and press PF11.
- 23. BUILD>: For valid build codes, type a **?** and press PF11.
- 24. COMPLEX>: For valid skin complexion codes, type a **?** and press PF11.
- 25. DOB: Required when a true name is entered. Type date of birth in six-digit or eight-digit format, ex. March 6, 1960 = 030660 or 03061960.
- 26. POB>: Place of birth. For valid codes, type a **?** and press PF11.
- 27. NATIONALITY>: For valid nationality codes, type a **?** and press PF11.
- 28. HAIR>: For valid hair color codes, type a **?** and press PF11.
- 29. PHONE: Area code and phone number.
- 30. PHOTO: Does your agency have a photo of the member/associate? Type **Y** for yes; leave blank for no.
- 31. SCHOOL: School in which individual is enrolled.

32. INV#: Investigation number - an offense, case or cause number.
33. CAUTION>: For valid caution codes, type a ? and press PF11.
34. DESC: Description of caution indicator.
35. SCARS, MARKS>: For valid codes, type a ? and press PF11.
36. SPN: Harris County system person number for the individual.
37. SON: Harris County Sheriff's Office number for the individual.
38. HPD: Houston Police Department number for the individual.
39. FBI: FBI number for the individual.
40. TATTOO LOC>: For valid tattoo location codes, type a ? and press PF11.
41. DESC: Description of tattoo.
42. DL#/TID: Driver's license number or Texas state ID card number.
43. ST>: Driver's license state.
44. ALIEN REG #: Alien registration number.
45. SID: Criminal state ID number.
46. ORI: Originating agency's TX number displays automatically.
47. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
48. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
49. LCD: Last change date. The date the record was added or last updated.
50. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

1=NEXT SCREEN:	Press PF1 to access GRT 26 - Member Comments Entry.
2=COMMENTS:	Press PF2 to access GRT.COMMENTS - the Source Comment Fields screen.
6=REFRSH DATA:	Press PF6 to erase input in fields 8 through 45 and the OFFICER field.
7=BACKWARD:	Press PF7 to access the previous page of historical records.
8=FORWARD:	Press PF8 to access the next page of historical records.
10=REFRESH:	Press PF10 to erase input or refresh screen.
11=HELP:	Press PF11 to access Help screen.

GRT.CODES — Valid Members

Use the Valid Members Help Screen to avoid duplicating gang member/associate information.

Screen displays when a TRUE name record is entered in field 6 on GRT 25 and similar true name records are found.

```
*****
JUVRZ                JUSTICE INFORMATION MANAGEMENT SYSTEMS          AUG 02, 1995
GRT.CODES                HELP SCREEN                                PAGE: 1 OF 1
                        VALID MEMBERS                             SCROLL: _____

      [1]                [2]
MEM/ASSOC IND:  _  NAME: _____

                        [3]
                        <$>
[4][5]                [6]                [7]  [8]  [9]  [10]  [11]  [12]  [13]
                        NAME                NAME TYPE RACE SEX  DOB INACTIVE MEM#  TXNUM
_ <A> EMERSON, WALLACE                (T)
_ <M> EMERSON, WALLACE ANDREW          (T)  (W)  (M)  011577  4511 TX1013100

* MEMBERS DISPLAYED ARE POSSIBLE DUPLICATES OF MEMBER ENTERED *

PRESS <ENTER> FOR PREVIOUS SCREEN          USE AN "X" TO SELECT
1=MEMB INQ  2=RE-SORT                7=BACK  8=FRWD
*****
```

To compare the records of a listed member/associate with a record to be entered,

1. Type an **X** in field 4 and press PF1. The system will transfer to GRT 65 with the selected record displaying.
2. Type an **X** in the selection field for the individual's listing on GRT 65 and press Enter.
3. Press PF8 and PF7 to page through the individual's records. If you determine that the records identify the individual in question, do not create a duplicate member/associate record with GRT 25.

NOTE: If an individual listed on the Valid Members Help screen is a match, type an **X** in field 4 and press Enter. The member ID number of the existing record will be entered in field 2 on GRT 25. Also, any data the user typed prior to pressing Enter continues to display. Follow instructions on page 27 to update an existing member/associate record.

To continue entry of member/associate information,

1. If none of the names listed is a possible match for the individual to be entered, press Enter to return to GRT 25.
2. Follow instructions on page 26 to add member/associate record.

EXPLANATION OF FIELDS

1. MEM/ASSOC IND: Optional. Member (**M**) or Associate (**A**) indicator.
2. NAME: Type a name (LAST NAME, FIRST NAME) and press Enter to perform a different name inquiry.
3. <\$>: Sort field indicator. Appears above the column currently used to sort the list. See PF2 explanation for further information.
4. _: Selection field. Type an **X** and press PF1 to inquire on an individual's records.
5. <A>: Indicates individual's connection to a gang.

M = Member
A = Associate
6. NAME: Individual's name.
7. NAME TYPE: Indicates whether the displayed name was entered as an alias (**A**) or true (**T**) name.
8. RACE: Individual's race.
9. SEX: Individual's sex.
10. DOB: Individual's date of birth.
11. INACTIVE: Display only. A **Y** displays if the individual's originating agency has deleted its records, but records entered by other agencies are still active.
12. MEM#: Individual's member ID number in the G.R.I.T.S. subsystem.
13. TXNUM: TX number of agency that created the member/associate record.

PF-KEY OPTIONS

- 1=MEMB INQ: Type an **X** in the selection field for a record and press PF1 to access GRT 65 - Member/ Associate Inquiry.
- 2=SORT: To re-sort the displayed list, move the cursor to the MEM # or TX NUM column heading, then press PF2. The list will display in the requested order. The symbol <\$> appears above the column used to sort the list.
- 7=BACKWARD: Press PF7 to access the previous page of records.
- 8=FORWARD: Press PF8 to access the next page of records.

GRT.COMMENTS — Source Comments Fields

Use this screen to view comments about the source information, if any. Source comments will exist only for records created before December 1999.

Access Method

Press PF2 from the GRT 25 screen.

JUVRZ	JUSTICE INFORMATION MANAGEMENT SYSTEM	NOV 09, 1999
GRT.COMMENTS	GRT SUBSYSTEM	PAGE 1 OF 1
	SOURCE COMMENT FIELDS	

COMMENTS:

Contact HPD/CID between 8:00 am to 4:00 pm

M-F at (713)535-7880_____

==> ** SOURCE COMMENTS FOUND
** PRESS <ENTER> TO RETURN TO PREVIOUS SCREEN **

GRT 26 — Member Comments Entry

Use GRT 26 to enter additional member/associate identifiers or information (ex. beeper number, hair style) that cannot be entered on GRT 25.

ACCESS METHOD

Select Option 26 from the GRT Menu. Press Enter.

```
*****
JUVRZ (SEC2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      MAR 17, 1997(C2)
GRT26              G.R.I.T.S. (SETCIC)                      OPT: _____ - GRT
                   MEMBER COMMENTS ENTRY                  PAGE:   1 OF   1

[1]
FUNCTION> A      [2]
MEMBER> _____ - _____
[3]
GANG> _____ - _____
[4]

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

-- AGENCY INFORMATION --

[5]
ORI: TXJIMS_____ OFFICER: _____ ENTRY CLERK: JIRYW LCD: 03/17/1997
==>

1=NEXT SCREEN      3=INSERT LINE 4=REFRESH DTL 5=MEMBR ENTRY
6=DELETE LINE 7=BACKWARD 8=FORWARD      10=REFRESH      11=HELP
*****
```

To view a member/associate comments record,

1. Change the FUNCTION code in field 1 to I (inquire).
2. Type the individual's member number in field 2.
3. Type the gang ID number and suffix in field 3.

4. Press Enter. The most recent record created by your agency for the individual will display first.
5. If additional records exist, press PF8 to page forward and PF7 to page backwards through the records.

NOTE: Only records entered by your agency will display.

To add a comments record for a member/associate,

1. First verify that the record does not already exist for the member/associate. Inquire as explained above. If the comments record does not display, complete steps 2 - 5 below.
2. Type the appropriate comments in field 4. You may skip lines between data.
3. In field 5, type the last name of the officer who provided the information.
4. Press Enter.
5. Press PF9 to confirm.

To update a member/associate comments record,

1. Inquire on the record as explained above.
2. Type a **C** in field 1.
3. Add, change or delete the appropriate information in field 4.
4. Press Enter.
5. Press PF9 to confirm.

To delete a member/associate comments record,

1. Inquire on the record as explained above.
2. Type a **D** (delete) in field 1.
3. Press Enter.
4. Press PF9 to confirm.

NOTE: If you transferred from another option, the record will display.

If other agencies have added records to the member's ID number, the delete request will mark your agency's records for the member as **INACTIVE**.

EXPLANATION OF FIELDS

1. FUN: Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record

See page 2 for more information about updating records.

2. MEM#>: Type the individual's member ID number. Leading zeros can be omitted. Member's name displays automatically.
3. GANG #>: Enter gang ID number and suffix (leading zeros can be omitted). Press Enter. Gang's name displays automatically.
4. {COMMENTS}: Type additional identifiers or pertinent information that cannot be entered on GRT 25.
- To edit the entry, use PF3 to insert a line and PF6 to delete a line.
5. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.

PF-KEY OPTIONS

- 1=NEXT SCREEN: Press PF1 to access GRT 30 - Turf Entry.
- 3=INSERT LINE: Press PF3 to insert the line on which the cursor appears.
- 4=REFRESH DTL: Press PF4 to erase or refresh data in field 4.
- 5=MEMBR ENTRY: Press PF5 to transfer to GRT 25 - Member/Associate Entry.
- 6=DELETE LINE: Press PF6 to delete the line at the cursor position.
- 7=BACKWARD: Press PF7 to access previous page.
- 8=FORWARD: Press PF8 to access next page.
- 10=REFRESH: Press PF10 to erase input or refresh screen.
- 11=HELP: Press PF11 to access Help.

GRT 30 — Turf Entry

Use GRT 30 to enter information about a gang's territory (turf).

ACCESS METHOD

After completing GRT 25, press PF1 for "Next Screen."

OR

Select Option 30 from the GRT Menu. Press Enter.

```
*****
JUVRZ (SK12)          JUSTICE INFORMATION MANAGEMENT SYSTEM    OCT 12, 1993(C2)
GRT30                 G.R.I.T.S. (SETCIC)                      OPT: _____ - GRT
                       TURF ENTRY                             PAGE:  1 OF  1

                       [1]
                       FUNCTION: A

[2]                   [3]
GANG #> _____ -  NAME: _____

                       [4]
                       -- INFORMATION SOURCE --                INACTIVE:  _
SELF:  _ OTHER>  _ _ _ _ _ COMMENTS: _____

-----

[5]                   [6]                                     [7]
COUNTY>  _____ KEYMAP:  _____ INV#: _____
[8]
STREET:  _____ CITY:  _____ DATE _____ TIME  _ :  _
[11]
ACTIVITY>  _ [12]
COMMENTS:  _____
_____
_____

[13]                   [14]
DATE:  _____ - _____ TIME:  _ :  _ -  _ :  _

-- AGENCY INFORMATION --
[15]                   [16]                   [17]                   [18]
ORI: TX1010000 OFFICER: _____ DATA ENTRY CLERK:  JUVRZ    LCD: 10/12/93

[19]
==>

1=NEXT SCREEN          3=MEMBR ENTRY  4=GANG ENTRY  5=TURF INQ
6=REFRSH DATA 7=BACKWARD  8=FORWARD          10=REFRESH    11=HELP
*****
```

To view a gang's turf records,

1. Change the FUNCTION code to I (inquire) in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record created by your agency for the gang will display first.
4. Press PF8 and PF7 to page through the records.

NOTE: Only records entered by your agency for the gang will display. To view all turf records, use GRT 70.

To add a record about a gang's turf,

1. First verify that the record does not already exist. Access GRT 70, inquire on the gang and view the records. Return to this option to add a record.
2. Type the gang's ID number and suffix in field 2.
3. Indicate the source of the information in field 4.
4. Type the appropriate information in the entry fields.
5. In field 16, type the last name of the officer who provided the information.
6. Press Enter.
7. Press PF9 to confirm.

To change a gang's turf record,

1. Change the FUNCTION code to **I** (inquire) in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record created by your agency for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page to the record to be changed.
5. Type a **C** in field 1.
6. Add, change or delete appropriate information in the entry fields.
7. Press Enter.
8. Press PF9 to confirm.

To delete a gang's turf record,

1. Change the FUNCTION code to **I** (inquire) in field 1.
2. Type the gang's ID number and suffix in field 2.
3. Press Enter. The most recent record created by your agency for the gang will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page to the record to be deleted.
5. Type a **D** in field 1.
6. Press Enter.
7. Press PF9 to confirm.

NOTES: Only the originating agency may change or delete records.

Steps 1 - 3 are unnecessary if user transferred from another screen.

EXPLANATION OF FIELDS

1. **FUNCTION:** Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record

See page 2 for more information on updating records.
2. **GANG #>:** Access the appropriate gang record by typing the gang ID number (leading zeros can be omitted). Also type the gang suffix (ex., 0 for an original gang entry, 01 for the first splinter group). Press Enter.
3. **NAME:** Gang name displays automatically when gang number is entered. If the gang ID number is unknown, access the record by typing the full or partial name of the gang. Press Enter.
4. **INFORMATION SOURCE:** If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.

Information must be entered into at least one of the following fields.

5. **COUNTY>:** County where gang's turf is located. For a list of valid codes, type a ? and press PF11.
6. **KEYMAP:** Enter key map coordinates of turf.
7. **INV#:** Investigation number - an offense, case or cause number.
8. **STREET:** Street address and city where information was gathered.
9. **DATE:** Date information was gathered.
10. **TIME:** Time information was gathered.
11. **ACTIVITY>:** Type of activity associated with territory. For a list of valid codes, type a ? and press PF11.
12. **COMMENTS:** Enter comments about gang activity.

13. DATE: Enter date or date range of activity.
14. TIME: Enter time or time range of activity.
15. ORI: Originating agency's TX number displays automatically.
16. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
17. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
18. LCD: Last change date. The date the record was added or last updated.
19. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

- 1=NEXT SCREEN: Press PF1 to access GRT 35 - Gang Vehicle Entry.
- 3=MEMBR ENTRY: Press PF3 to access GRT 25 - Member/ Associate Entry.
- 4=GANG ENTRY: Press PF4 to access GRT 10 - Gang Entry.
- 5=TURF INQ: Press PF5 to access GRT 70 - Turf Inquiry.
- 6=REFRSH DATA: Press PF6 to erase input in fields 5 - 14 and the OFFICER field.
- 7=BACKWARD: Press PF7 to access the previous page of historical records.
- 8=FORWARD: Press PF8 to access the next page of historical records.
- 10=REFRESH: Press PF10 to erase input or refresh screen.
- 11=HELP: Press PF11 to access Help screen.

GRT 35 — Vehicle Entry

Use GRT 35 to enter information about the vehicles a gang uses.

ACCESS METHOD

After completing GRT 30, press PF1 for "Next Screen."

OR

Select Option 35 from the GRT Menu. Press Enter.

JUVRZ (SK12) JUSTICE INFORMATION MANAGEMENT SYSTEM OCT 12, 1993(C2)
GRT35 G.R.I.T.S. (SETCIC) OPT: _____ - GRT
VEHICLE ENTRY PAGE: 1 OF 1

[1]
FUNCTION: A

[2] [3]
GANG #> _____ - ___ NAME: _____

[4]
-- INFORMATION SOURCE --
SELF: _ OTHER> _ _ _ _ COMMENTS: _____

[5] [6] [7]
LIC # _____ STATE> ___ TYPE> ___ LIC YEAR: _____ VIN: _____
[8] [9] [10] [11]
MAK> _____ MOD> ___ STY> ___ YR: _____ - _____ COL> ___ - ___ INV#: _____

[12]
SPECIAL CHAR> ___ COMMENTS: _____

[13]
EVENT> ___ COMMENTS: _____

[14]
CAUTION> ___ COMMENTS: _____

[15] [16] [17]
STREET: _____ CITY: _____ DATE _____ TIME ___ : ___

[18]
DRIVER: _____

[19]
OWNER: _____

-- AGENCY INFORMATION --
[20] [21] [22] [23]
ORI: TX1010000 OFFICER: _____ DATA ENTRY CLERK: JUVRZ LCD: 10/12/93

[24]
==>

1=NEXT SCREEN 3=MEMBER ENTR 4=HANGOUT 5=TURF
6=REFRSH DATA 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP

To view, add, change or delete information on vehicles used by a gang, follow the instructions listed on page 40.

NOTE: To view all vehicle records entered for a gang and to verify that the records in question do not already exist in the database, use GRT 75.

EXPLANATION OF FIELDS

1. **FUNCTION:** Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record

See page 2 for more information on updating records.
2. **GANG #>:** Access the appropriate gang record by typing the gang ID number (leading zeros can be omitted). Also type the gang suffix (ex., 0 for an original gang entry, 01 for the first splinter group). Press Enter.
3. **NAME:** Gang name displays automatically when gang number is entered. If the gang ID number is unknown, access the record by typing the full or partial name of the gang. Press Enter.
4. **INFORMATION SOURCE:** If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.

Type vehicle information in fields 5 - 19. At least one field is required. Fields ending with > have Help screens associated with them. To access a specific Help screen, type a ? on the blank line of the field and press PF11.

5. **LIC # thru TYPE>:** License plate number, license state, and license type.
6. **LIC YEAR:** The year the registration sticker expires.
7. **VIN:** Vehicle identification number.
8. **MAK thru STY>:** Vehicle make, model and/or style.

9. YEAR: Year of vehicle manufacture. Type a specific year, if known, on the first blank line, or type a year range using both blank lines.
10. COLOR>: Both blank lines must be used. For a single-color vehicle, type the same color code in both blanks. For a two-tone vehicle, type two color codes.
11. INV#: Investigation number - an offense, case or cause number.
12. SPECIAL CHAR>: Special characteristics of vehicle. For a list of valid codes, type a ? and press PF11. Type any related information in COMMENTS field.
13. EVENT>: Event with which vehicle is associated. For a list of valid codes, type a ? and press PF11. Type any related information in COMMENTS field.
14. CAUTION>: Caution indicator. For a list of valid codes, type a ? and press PF11. Type any related information in COMMENTS field.
15. STREET: Street address and city where information was gathered.
16. DATE: Date information was gathered.
17. TIME: Time information was gathered.
18. DRIVER: Driver of vehicle during event.
19. OWNER: Owner of vehicle used during event.
20. ORI: Originating agency's TX number displays automatically.
21. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
22. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
23. LCD: Last change date. The date the record was added or last updated.
24. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

1=NEXT SCREEN:	Press PF1 to access GRT 40 - Weapon Entry.
3=MEMBER ENTR:	Press PF3 to access GRT 25 - Member/ Associate Entry.
4=HANGOUT:	Press PF4 to access GRT 45 - Hangout Entry.
5=TURF:	Press PF5 to access GRT 30 - Turf Entry.
6=REFRSH DATA:	Press PF6 to erase input in fields 5 - 19 and the OFFICER field.
7=BACKWARD:	Press PF7 to access the previous page of historical records.
8=FORWARD:	Press PF8 to access the next page of historical records.
10=REFRESH:	Press PF10 to erase input or refresh screen.
11=HELP:	Press PF11 to access Help screen.

GRT 40 — Weapon Entry

Use GRT 40 to enter information about weapons a gang uses.

ACCESS METHOD

After completing GRT 35, press PF1 for "Next Screen."

OR

Select Option 40 from the GRT Menu. Press Enter.

JUVRZ (SK12) JUSTICE INFORMATION MANAGEMENT SYSTEM OCT 12, 1993(C2)
GRT40 G.R.I.T.S. (SETCIC) OPT: _____ - GRT
WEAPON ENTRY PAGE: 1 OF 1

[1]
FUNCTION: A

[2] [3]
GANG #> _____ - NAME: _____

[4]
-- INFORMATION SOURCE --
SELF: _ OTHER> _ _ _ _ COMMENTS: _____

[5] [6] [7]
MAKE> ___ MODEL: _____ CALIBER> ___ TYPE> _ _ SERIAL #: _____
[8] [9]
MEMBER/ASSOC ID> _____ INV#: _____

[10]
ACTIVITY> ___ COMMENTS: _____

[11] [12]
DATE: _____ - _____ TIME: ___ : ___ - ___ : ___

[13]
EVENT> ___ COMMENTS: _____

-- AGENCY INFORMATION --

[14] [15] [16] [17]
ORI: TX1010000 OFFICER: _____ DATA ENTRY CLERK: JUVRZ LCD: 10/12/93

[18]

==>

1=NEXT SCREEN 3=MEMBR ENTRY 4=GANG ENTRY 5=WEAPON INQ
6=REFRSH DATA 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP

To view, add, change or delete information on weapons used by a gang, follow the instructions listed on page 40.

NOTE: To view all weapon records entered for a gang and to verify that the records in question do not already exist in the database, use GRT 80.

EXPLANATION OF FIELDS

1. **FUNCTION:** Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record

See page 2 for more information on updating records.
2. **GANG #>:** Access the appropriate gang record by typing the gang ID number (leading zeros can be omitted). Also type the gang suffix (ex., 0 for an original gang entry, 01 for the first splinter group). Press Enter.
3. **NAME:** Gang name displays automatically when gang number is entered. If the gang ID number is unknown, access the record by typing the full or partial name of the gang. Press Enter.
4. **INFORMATION SOURCE:** If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.

Type weapon information in fields 5 - 13. At least one field is required. Fields ending with > have Help screens associated with them. To access a specific Help screen, type a ? on the blank line of the field and press PF11.

5. **MAKE thru CALIBER>:** Make, model and/or caliber of weapon.
6. **TYPE>:** Two codes may be entered. The Help screen lists codes for column 1 (first blank) and column 2 (second blank). Many column 1 codes use the same letters as column 2 codes and vice versa, so be sure to choose each code from the column on the list.
7. **SERIAL #:** Serial number on weapon.

8. MEMBER/
ASSOC ID>: Type G.R.I.T.S. member ID number of member(s) or associate(s) associated with weapon described in fields 5 - 9. For a list of members and associates in the system, type a ? and press PF11. The Help screen contains a name inquiry field that you may use to inquire on a particular name.
9. INV#: Investigation number - an offense, case or cause number.
10. ACTIVITY>: Activity in which the weapon is used. For list of valid codes, type a ? and press PF11. Type any related information in COMMENTS field.
11. DATE: Date or date range of activity.
12. TIME: Time or time range of activity.
13. EVENT>: Event with which the weapon is associated. For list of valid codes, type a ? and press PF11. Type any related information in COMMENTS field.
14. ORI: Originating agency's TX number displays automatically.
15. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
16. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
17. LCD: Last change date. The date the record was added or last updated.
18. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

- 1=NEXT SCREEN: Press PF1 to access GRT 45 - Hangout Entry.
- 3=MEMBR ENTRY: Press PF3 to access GRT 25 - Member/ Associate Entry.
- 4=GANG ENTRY: Press PF4 to access GRT 10 - Gang Entry.
- 5=WEAPON INQ: Press PF5 to access GRT 80 - Weapon Inquiry.
- 6=REFRSH DATA: Press PF6 to erase input in fields 5 - 13 and the OFFICER field.

7=BACKWARD: Press PF7 to access the previous page of historical records.

8=FORWARD: Press PF8 to access the next page of historical records.

10=REFRESH: Press PF10 to erase input or refresh screen.

11=HELP: Press PF11 to access Help screen.

GRT 45 — Hangout Entry

Use GRT 45 to enter information about hangouts a gang uses.

ACCESS METHOD

After completing GRT 40, press PF1 for "Next Screen."

OR

Select Option 45 from the GRT Menu. Press Enter.

JUVRZ (SK12) JUSTICE INFORMATION MANAGEMENT SYSTEM OCT 12, 1993(C2)
GRT45 G.R.I.T.S. (SETCIC) OPT: _____ - GRT
HANGOUT ENTRY PAGE: 1 OF 1

[1]
FUNCTION: A

[2] [3]
GANG #> _____ - ___ NAME: _____

[4]
-- INFORMATION SOURCE --
SELF: _ OTHER> _ _ _ _ COMMENTS: _____

[5]
STREET #: _____ DIR> _ NAME: _____ APT #: _____
CITY: _____ STATE> _ ZIP: _____ - _____

[6] [7] [8] [9]
COUNTY> ___ KEYMAP> _____ PREMISES TYPE> ___ INV#: _____
[10]
COMMENTS: _____

-- AGENCY INFORMATION --
[11] [12] [13] [14]
ORI: TX1010000 OFFICER: _____ DATA ENTRY CLERK: JUVRZ LCD: 10/12/93

[15]
==>

3=MEMBR ENTRY 5=TURF
6=REFRSH DATA 7=BACKWARD 8=FORWARD 10=REFRESH 11=HELP

To view, add, change or delete information on a gang's hangouts, follow the instructions listed on page 40.

NOTE: To view all hangout records entered for a gang and to verify that the records in question do not already exist in the database, use GRT 85.

EXPLANATION OF FIELDS

1. **FUNCTION:** Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record

See page 2 for more information on updating records.
2. **GANG #>:** Access the appropriate gang record by typing the gang ID number (leading zeros can be omitted). Also type the gang suffix (ex., 0 for an original gang entry, 01 for the first splinter group). Press Enter.
3. **NAME:** Gang name displays automatically when gang number is entered. If the gang ID number is unknown, access the record by typing the full or partial name of the gang. Press Enter.
4. **INFORMATION SOURCE:** If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.

Type hangout information in fields 5 - 10. Field 5 is required.

5. **STREET # thru ZIP:** Street number, street direction, street name, apartment number, city, state and ZIP code.
6. **COUNTY>:** County where address is located.
7. **KEYMAP>:** If a Harris County address is designated, key map coordinates fill in automatically. If more than one possible match is found for the address, a list will display. Select the correct listing and press Enter.

8. PREMISES TYPE>: Access code table for valid entries.
9. INV#: Investigation number - an offense, case or cause number.
10. COMMENTS: Optional. Free-form text field. Type any information that may provide additional details regarding the gang's hangout.
11. ORI: Originating agency's TX number displays automatically.
12. OFFICER: Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
13. DATA ENTRY CLERK: Log-on ID of computer operator displays automatically.
14. LCD: Last change date. The date the record was added or last updated.
15. ==>: Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

- 3=MEMBR ENTRY: Press PF3 to access GRT 25 - Member/ Associate Entry.
- 5=TURF: Press PF5 to access GRT 30 - Turf Entry.
- 6=REFRSH DATA: Press PF6 to erase input in fields 5 - 10 and the OFFICER field.
- 7=BACKWARD: Press PF7 to access the previous page of historical records.
- 8=FORWARD: Press PF8 to access the next page of historical records.
- 10=REFRESH: Press PF10 to erase input or refresh screen.
- 11=HELP: Press PF11 to access Help screen.

GRT 50 — Incident Report Entry

Page 1

Use GRT 50, page 1 to begin entering information about gangs, gang members, weapons, and vehicles associated with a criminal case.

ACCESS METHOD

After completing GRT 45, press PF1 for "Next Screen."
OR
Select Option 50 from the GRT Menu. Press Enter.

```
*****
JUVRZ (SJP2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      APR 18, 1996(C2)
GRT50              G.R.I.T.S. (SETCIC)                        OPT: _____ - GRT
                   INCIDENT REPORT ENTRY                     PAGE:  1 OF 2

                   [1]
                   FUNCTION: A

[2]
INV#: _____
[3]
SELF:  _ OTHER>  _ _ _ _ _ COMMENTS: _____

[4]
OFFENSE> _____ - _____ [5] DATE: _____
[6]
STREET: _____ [7] CITY: _____ [8] COUNTY> _____ [9] KEY> _____
[10]
INJURIES:  ___ [11] FATALITIES:  ___ [12] HOSPITALIZED:  ___
[13]
WEAPONS:  _____
[14]
GANG> _____ - _____ [15] MEM#> _____
      _____ - _____
      _____ - _____
      _____ - _____

[16]
MEM#> _____
      _____
      _____

[17]
==>

1=NEXT SCREEN

                                10=REFRESH  11=HELP
*****
```

NOTE: In GRT 50 there are two pages for each record. For an example of the second page, see page 58.

To view gang information associated with a criminal case,

1. Change the FUNCTION code in field 1 to I (inquire).
2. Type the case number in field 2. Do not enter leading zeros.
3. Press Enter. The most recent record created by your agency for the case will display first.
4. Press PF8 and PF7 to scroll through the pages.

NOTE: Only records entered by your agency will display. To view all case records, use GRT 86.

To add an incident report record,

1. First verify that the record does not already exist. Access GRT 86 and inquire on the case. Return to this option to add a record.
2. Type the case number in field 2. Do not enter leading zeros.
3. In field 3, indicate the source of the information.
4. Type the appropriate information in the other entry fields.
5. Press PF1 to advance to the next page and complete the process. See page 58 for more information.

To change an incident report record,

1. Change the FUNCTION code in field 1 to I (inquire).
2. Type the case number in field 2. Do not enter leading zeros.
3. Press Enter. The most recent record created by your agency for the case will display first.
4. If more than one record is retrieved, press PF8 and PF7 to locate the record to be changed.
5. Type a C in field 1 and press Enter.
6. Add, change or delete appropriate information in the entry fields.
7. Press Enter.
8. Press PF1 to advance to the next page and complete the process. See page 58 for more information.

To delete an incident report record,

1. Change the FUNCTION code in field 1 to I (inquire).
2. Type the case number in field 2. Do not enter leading zeros.
3. Press Enter. The most recent record created by your agency for the case will display first.
4. If more than one record is retrieved, press PF8 and PF7 to page to the record to be deleted.
5. Type a D in field 1.
6. Press Enter.
7. Press PF9 to confirm.

NOTE: Only the originating agency may change or delete records.

EXPLANATION OF FIELDS

1. **FUNCTION:** Designate desired action:
A = Add record
C = Change record
D = Delete record
I = Inquire on record

See page 2 for more information on updating records.
2. **CASE #:** Type the originating agency's case number.
3. **SELF...COMMENTS:** If you transferred to this option from a screen where source information displayed, that data will automatically appear here as well. This information can be enhanced or changed from this screen. For further explanation of field 4 see page 12.
4. **OFFENSE>:** The NCIC offense code for the offense documented in the incident report. The literal meaning of the code will display after the code is entered.
5. **DATE:** Date the offense occurred.
6. **STREET:** Street address where the incident occurred.
7. **CITY:** City in which the incident occurred.
8. **COUNTY>:** County in which the incident occurred. For a list of valid codes, type a **?** and press PF11.
9. **KEY>:** If a Harris County address is designated, key map coordinates fill in automatically. If more than one possible match is found for the address, a list will display. Select the correct listing and press Enter.

For a list of valid codes, type a **?** and press PF11.
10. **INJURIES:** The number of gang members/associates suffering injuries as a result of the incident.
11. **FATALITIES:** The number of gang members/associates killed as a result of the incident.
12. **HOSPITALIZED:** The number of gang members/associates hospitalized as a result of the incident.

13. WEAPONS: Description(s) of the type(s) of weapon(s) present during the incident. Include the serial number of any firearm if possible.
14. GANG>: The G.R.I.T.S. gang ID number and suffix identifying the gang(s) connected to the case. Four gangs may be listed per record. The gang name will display after Enter is pressed.
- For a list of gangs in the system, type a ? and press PF11. The Help screen contains a name inquiry field that you may use to inquire on a particular gang name.
15. MEM#>: The G.R.I.T.S member ID number for the gang member(s) or associate(s) connected to the case. For a list of members and associates in the system, type a ? and press PF11. The Help screen contains a name inquiry field that you may use to inquire on a particular name.
16. MEM#>: See field 15.
17. ==>: Message line indicator.

PF-KEY OPTIONS

- 1=NEXT SCREEN: Press PF1 to access the second page for the current record. This PF-key option displays only for add and change requests.
- 7=BACK: Press PF7 to access previous page. This PF-key option displays during an inquiry.
- 8=FWRD: Press PF8 to access next page. This PF-key option displays during an inquiry.
- 10=REFRESH: Press PF10 to erase input.
- 11=HELP: Press PF11 to access Help screen.

To add or change an incident report record,

1. Type appropriate vehicle information in field 1.
2. Type summary or narrative information in field 2.
3. In field 3, type the last name of the officer who provided the information.
4. Press Enter.
5. Press PF9 to confirm.

EXPLANATION OF FIELDS

1. **VEHICLE:** Type the license plate number, two-character state of registration and a description of the vehicle(s) used by or in the possession of the gang member/associate involved in the criminal activity. If possible, vehicle description should include vehicle make, vehicle style and vehicle color(s) or any special characteristics.
2. **NARRATIVE:** Free-form entry field for details about the criminal event.
3. **OFFICER:** Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
4. **ORI:** Originating agency's TX number displays automatically.
5. **OFFICER:** Required. Identify officer reporting information. Type last name. Do not use numbers or punctuation.
6. **ENTRY CLERK:** Log-on ID of computer operator displays automatically.
7. **LCD:** Last change date. The date the record was added or last updated.
8. **==>:** Message line. Check this line for status information about the entry.

PF-KEY OPTIONS

- 1=PREV SCREEN: Press PF1 to return to the first page of the current record. This PF-key option displays during an add or change request.
- 7=BACK: Press PF7 to access previous page. This PF-key option displays during an inquiry.
- 8=FWRD: Press PF8 to access next page. This PF-key option displays during an inquiry.
- 10=REFRESH: Press PF10 to erase input.
- 11=HELP: Press PF11 to access general Help screen explaining this transaction.

GRT 90 — Gang Consolidation

This is a data control option that is available only to a few designated users. This option is used to merge gang and gang member records under one gang identification number and name when it is discovered that duplicate records have been created for a gang.

After consolidation, the gang's multiple names will display on GRT 60 (Gang Inquiry) with the consolidated listings marked with a P for previous name. The multiple records created with GRT 10 will display on GRT 6010 (Gang Detail) with the consolidated gang ID number displaying in the PREVIOUS GANG# field. All other records will then appear under the "base" gang identification number. This procedure does not affect splinter gang records.

ACCESS METHOD

Select Option 90 from the GRT Menu. Press Enter.

```
JUVRZ (SJP2)      JUSTICE INFORMATION MANAGEMENT SYSTEM      AUG 07, 1995(C2)
GRT90              G.R.I.T.S. (SETCIC)                        OPT: _____ - GRT
                   GANG CONSOLIDATION        PAGE:    1 OF    1
```

```
[1]
BASE GANG ID#: 0000652 - 00 (LOW DOWN AND DIRTY - BRIARPARK)
[2]
OLD GANG ID#: 0000653 - 00 (LOW DOWN AND DIRTY)
```

```
[3]
** PRESS PF9 TO CONFIRM CONSOLIDATION OF GANG 653-00 (LOW DOWN AND DIRTY)
   INTO GANG 652-00 (LOW DOWN AND DIRTY - BRIARPARK)
```

-- AGENCY INFORMATION --

```
[4]
ORI: TXJIMS____ OFFICER: WILDER____ DATA ENTRY CLERK: JUVRZ LCD: 08/07/95
```

==>

1=UN-CONSOLID

10=REFRESH 11=HELP

To merge the records of two gangs,

1. In field 1, type the identification number of the gang that will be the base gang.
2. In field 2, type the identification number of the gang whose records will be merged with the base gang.
3. In field 4, type the last name of the officer who provided the information for the consolidation.
4. Press Enter. A message will display in field 3 requesting that the user press PF9 to confirm the consolidation.
5. Press PF9. A message will display in field 3 noting which gang was consolidated and which gang is now the base gang.

To reverse a consolidation,

1. Use GRT 60 to retrieve the original gang ID number of the gang whose records should be separated from the base gang.
2. Access GRT 90. Leave field 1 blank, then in field 2, type the original identification number of the consolidated gang.
3. In field 4, type the name of the officer who provided the information for the reversal of consolidation.
4. Press Enter. A message will display requesting that the user press PF1 to "unconsolidate" the gang records.
5. Press PF1.

NOTE: Retrieve an original gang ID number by accessing GRT 60 and inquiring on the name of the gang. Type an **X** in the selection field and press Enter. Press PF8 to page to the record displaying a PREVIOUS GANG# field. Note gang ID number.

EXPLANATION OF FIELDS

- | | |
|-------------------|---|
| 1. BASE GANG ID#: | Type the identification number of the base gang when consolidating records. |
| 2. OLD GANG ID#: | Type the identification number of the gang to be consolidated or "un-consolidated." |
| 3. ** MESSAGE **: | Secondary message line. |
| 4. OFFICER: | Type the last name of the officer who requested the change. |

PF-KEY OPTIONS

1=UN-CONSOLID:

After typing the original gang ID number in field 2, press PF1 to reverse a consolidation.

10=REFRESH:

Press PF10 to erase input or refresh screen.

11=HELP:

Press PF11 to access general Help screen explaining this transaction.

GRT 95 — Gang Deletion and Reset

This is a data control option that is available only to a few designated users. This option is used to physically delete all of a gang's records when those records were entered in error or a request has been made to remove the gang from the database. Exceptions: If other agencies have added records to the gang's ID number or any of the gang's member records OR the gang ID or a gang member's ID has been entered in an INCIDENT report, the gang's records are labeled "INACTIVE" and remain in the system.

If a gang's records were incorrectly identified for deletion AND were only marked INACTIVE, this screen can be used to reset that gang's records.

ACCESS METHOD

Select Option 95 from the GRT Menu. Press Enter.

```
*****
JUVRZ (SK12)          JUSTICE INFORMATION MANAGEMENT SYSTEM    FEB 11, 1993(C2)
GRT95                G.R.I.T.S. (SETCIC)                OPT: _____ - GRT
                    GANG DELETION/RESET                PAGE: 1 OF 1

[1]
FUNCTION: I
[2]
GANG IDENTIFICATION NUMBER> _____ - ____

[3]
NAME: _____

=====
[4]
GANG NAME: _____ GANG TYPE: ____
ACTIVITY TYPE: ____ STATUS: _ INV#: _____ CAUTION: ____
CAUTION COMMENTS: _____

-----
-- AGENCY INFORMATION --
[5]                [6]                [7]
ORI: TX10100000    OFFICER: _____ DATA ENTRY CLERK: JUVRZ    LCD: 102093

[8]
==>

1=GANG ENTRY  2=GANG IDENT  3=GRAF/TATTOO 4=MEMBR ENTRY
                                           10=REFRESH  11=HELP
*****
```

Deleting and Resetting

Always inquire on the records before deleting or resetting. This insures that you do not accidentally affect gang records under a name that is identical to the one you intend to delete or reset.

A deletion will normally affect ALL records for a gang, including identifier, graffiti/tattoo, member/associate, turf, vehicle, weapon and hangout information. Exception: The base gang information entered on GRT 10 will remain if splinter gangs are attached to it.

Only the agency that entered the original GRT 10 data can delete a gang record.

When a deletion is requested, a screen may appear listing the TX numbers, names and phone numbers of the agencies that have entered data about the gang in question.

Records in a deletion request are immediately removed from the database, unless other agencies have added records to the gang's ID number or to any of the gang's member ID records. In this instance, the ORI agency's records are marked "INACTIVE."

Records marked INACTIVE can be reactivated using the reset function.

EXPLANATION OF FIELDS

1. FUNCTION: Defaults to I for inquire. Type D to mark a record for deletion. Type R to reset a record.
2. GANG ID NUMBER: Type gang ID number and suffix if known.
3. NAME: Gang name will display automatically if gang ID number is entered. If ID number is unknown, type full or partial name of gang.
4. GANG NAME/TYPE/
ACTIVITY/STATUS/
INV#/CAUTION/
COMMENTS: Information about the gang will display when an inquiry is made.
5. ORI: TX number of originating agency.
6. OFFICER: Designate officer requesting the deletion or reset.

7. DATA ENTRY CLERK: Log-on ID of person signed on to terminal displays automatically.
8. ==>: When delete or reset is processed, the message UPDATE COMPLETE will display.

PF-KEY OPTIONS

- 1=GANG ENTRY: Press PF1 to access GRT 10 - Gang Entry.
- 2=GANG IDENT: Press PF2 to access GRT 15 - Gang Identifier Entry.
- 3=GRAF/TATTOO: Press PF3 to access GRT 20 - Gang Graffiti/Tattoos Entry.
- 4=MEMBER ENTRY: Press PF4 to access GRT 25 - Member/Associate Entry.
- 10=REFRESH: Press PF10 to erase input or refresh screen.
- 11=HELP: Press PF11 to access Help screen.

Appendix A

Features Of The M204 System

HELP SCREENS

General

Once you access an option in a Model 204 subsystem, general assistance is available by pressing PF11.

Specific Fields

Specialized Help screens are available for fields ending with >. These screens usually contain lists of valid codes.

To access a specialized Help screen:

From inquiry response fields,

- a. Use arrow keys to position cursor under any displayed character following the >. Press PF11. Corresponding code table will display.
- b. Press Enter and the original screen will reappear.

From entry fields,

- a. Type a ? in a field ending with > and press PF11. The code table will display.
- b. Select the appropriate code by typing an **X** in the selection field to the left of the listing.
- c. Press Enter and the original screen will reappear with the selected code displaying in the field.

THE OPTION FIELD

Transferring to Different Options

OPT: ____ appears at the top right of each screen. Use this field to transfer quickly from one option to another.

Type an option number beside OPT and press Enter. The requested screen will appear.

Transferring to Different Subsystems

Beside OPT: ____ are the initials GRT. Use this field to transfer from one subsystem to another — for example, from GRT to MSG, the Message System. You may only transfer to subsystems for which you have clearance.

Type the code for another subsystem over the GRT initials and press Enter. You will access the main menu of the requested subsystem if you are cleared for it.

Transferring to a Specific Option Within a Subsystem

To access a specific option within a subsystem, first type the option number beside OPT, then type the subsystem code over the one which currently displays and press Enter.

Logging Off

Type an **L** in any OPT field and press Enter.

THE SCROLL FIELD

On Option Screens

Above the OPT field on some screens is a field labeled SCROLL. When records are contained on more than one page, this field allows you to quickly move from one page to another.

Type a page number in this field and press Enter. The requested page will appear.

On Help Screens

The SCROLL field on Help screens may be used with page numbers as described above or for some screens on which data is listed in alphabetical order, it may be used with letters of the alphabet. To go to a particular part of an alphabetic list, type a letter or letters in the SCROLL field and press Enter.

THE PAGE NUMBER FIELD

Below the OPT field on some screens is a field labeled PAGE __ OF ____ (ex. PAGE 1 OF 10). This field allows you to access any specific page when records are contained on more than one page.

Type desired page number over the current page number and press Enter. The requested page will appear.

RETURNING TO MAIN MENU

From Option Screens

Press Clear, or type **MNU** in second blank of OPT field and press Enter.

From Help Screens

Press Clear.

Appendix B Model 204 Name Inquiries

FULL NAME

When the person's full name is known, type the name in the following format:

LAST NAME, FIRST NAME MIDDLE NAME

Ex. **SAMPLE, JOHN DAVID**

PARTIAL NAME

When the full name is unknown, type a partial name. Also use this method when you are unsure of the spelling of the name. A minimum of one to three characters may be required for a search. A comma is not required.

Ex. **SAM**

The response will list all last names beginning with the letters SAM, such as:

Sample, John
Samson, Edith
Samuel, George
Saminski, Betty

Partial first names can also be entered.

Ex. **SAMPLE, J**

The response will list all names containing the letters you typed in the order you typed them.

This search will find such names as:

Sample, Jan
Sample, John
Sample, June

WILDCARDS

Two “wildcard” characters can help you perform a search:

An asterisk (*) is a wildcard that can stand for any number of characters.

A plus sign (+) is a wildcard that corresponds to only one character at a time.

If you do not know some of the letters in a name, use the wildcard characters to take their place.

Ex. **SAM*J**

This search will find such names as:

Sampling, Joe
Sams, Jimmy
Sampleton, Julie
Samjak, Rick
Sample, Jeff

Or

EX. **SA+PLE**

This search will find such names as:

Sample, Beverly
Sanple, Douglas
Sapple, Lydia
Sample, Chris

An asterisk is assumed to be at the end of any name entered.

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