ATTACHMENT ARREST

Attachment Arrest

If the child is being held on a Knox County Attachment the facility stay will be linked to that existing case.

Name Search

Menu | Person | Name Search

Type in the child's last name, press the TAB button on your keyboard, type the first letter of the first name.

> (If you type a partial name, you must use a % sign. For example: Mic%)

Click the Submit button to search

- If there is only one matching name, you will be taken to the **Person Detail** screen.
- If there are multiple matching names, you will see a list of names. If your person is listed, click on their name to go to their **Person Detail** screen.
- The top of the **Person Detail** screen will have a red **Attachment** after the name.

Verify the child's information

- Race, (birth) Sex, DOB, Ethnicity, and SSN are needed. Type dates like this: 1/12/11
- Gender/Pronoun should only be selected if the child does not identify with their birth sex.
- Hair, Eye, Height, Weight.
- Address

Click the Update button to save your information.

Warrant

Scroll down the **Person detail** screen to the warrant section. Or click the Warrants link at the top of the page.

- This will show which case the attachment was issued in. Write this case number down. You will need it.

Add Document

Scroll to the top of the **Person Detail** screen.

Click the Documents link. This takes you to the **List Documents/Docket Entries** screen.

Click the Add a new document link located below the Submit button.

- List templates containing: type DET- press the TAB key on keyboard
- Select the DET-STAYA – Add Facility Stay for ATTACHMENT ARREST

Click the Update button to continue

When adding a document, there are questions at the top of the screen and there are buttons to move you through the document. There are select boxes before the words, that selects that option.

Answer all the questions

- <u>Update</u> to move forward
- <u>Backward</u> to move backward through the questions
- <u>Cancel</u> to get out of the document (Edit Text to get back in)
- <u>Finish</u> when completed.

Select the Case with the Active Warrant.

- Unclick the box in front of the child's name
- Click the select box before the child's case with the warrant.
- Click the <u>Update</u> button to save and move to the next question.

Enter the date/time child entered detention:

- You can type a T on the keyboard to enter the current date/time.
- You can click the calendar at the end of the line to select the date, and time settings: hour, minute, am/pm. Click OK.
- You can type in the date/time: 11/4/23 11:16 am
- Click the <u>Update</u> button to save and move to the next question.

Arrest Report Number:

- Type the report number on the report. Is is their case or report number.
- If there is no number, just Update to move to the next question.
- Click the <u>Update</u> button to save and move to the next question.

Select the Referring Agency:

- Click on the appropriate referring agency, Knox County Sheriff, Knoxville Police Department, THP, UT Police.
- Click the <u>Update</u> button to save and move to the next question.

Select where the property is being stored.

- Click on the drop down to select where the property is being stored.
- You can skip this question if there is no property.
- Click the <u>Update</u> button to save and move to the next question.

- You can type in the detention hearing: 11/21/23 10:00 am
- You can click on the blue calendar at the end of the field and select the date, hour, minute, am/pm. Click the OK button.
- Click the Update button to save and move to the next question.

Scan the charging information then select the document to import:

Scanning is two separate steps.

Scanning a document

- Put the arrest report in the scanner
- On your computer, open the scanning software, press the SCAN button on the computer.
- Save the scanned document on your computer somewhere.

Upload the saved scanned document into Quest

- Back in Quest,
- Click the Choose File button in the middle of the screen
    - This takes you to the saved files on your computer
    - Select the appropriate scanned document
- Click the Update button to save and move to the next question.

There are no more questions to process. Choose one of the buttons below.

- Click the Finish button to complete the document.
- Click the Cancel button to get out of the **Document Detail** screen.
- Click the Cancel button to get out of the **List Documents/Docket Entries** screen.

This document adds the following information:

- *incident with attachment arrest number*
- *facility stay*
- *schedules a detention hearing for 10:00 am the next business day*.

This should return you to the **Person Detail** screen.

Send information to Idemia

Menu | Miscellaneous | Local | Local Options

- Click the "IDEMIA - SEND THE LAST PERSON ACCESSED" to send the name and identifying information to Idemia to take the photo and fingerprints.
- Successfully sent information to Idemia should be displayed in the upper left corner.

Contact the parent

After you contact the parent/custodian, make a Contact Note to document that call.

- Click the Contacts link at the top of the **Person Detail** screen.
- Click the Add Contact link on the left side of the **List Contacts** screen, located under the Date/time column below the Submit button. This takes you to the **Contact Detail** screen.
  - o Contact date/time – Type a T on the keyboard for the current date/time or enter the date/time of the call.
  - o Contact Person – Who did you speak with? Select the best option.
  - o Contact type – how did you contact them? Select phone if applicable.
  - o Notes – Type the conversion. Enter enough information so someone else reading your note knows what was said.
- Click the Update button to save the information.
- Click the Cancel button to get back to the **Person Detail** screen.

Detention List

Menu | Detention | Detention List

Click the Submit button to display the detention list.

- The list is alphabetical by the child's last name.
- You can sort by any column by clicking the column header.
- Duration is the last column. Click the word duration to sort the list by children who have been detained the longest and the shortest.
- Click on the Start date link for any child to get into their **Facility stay detail** screen.
  - o Adding the DET-STAY document automatically added this screen for you and put the child in the Location: Intake Holding.
  - o Click on the Location Date/Time link of Intake Holding to add a "bed" or room assignment.
    - ▪ Assigned bed: select the room or bed (only those available will be displayed)
    - ▪ Click the Update button to save.

To change the child's location

Once the child is ready to be moved out of intake, you can add the new location.

- On the Blue line for **Locations** click the Add link on the right of that line.
  - o Location date/time: Type a T for current date/time or enter the date/time child was moved.
  - o Location code – Select the new location.
  - o Assigned bed – Select the assigned bed (only those available will be displayed)