



Harris County Sheriff's Office

1200 Baker Street, Houston, Texas 77002 ★ (713) 755-6044 ★ www.sheriff.hctx.net



OMS Registration

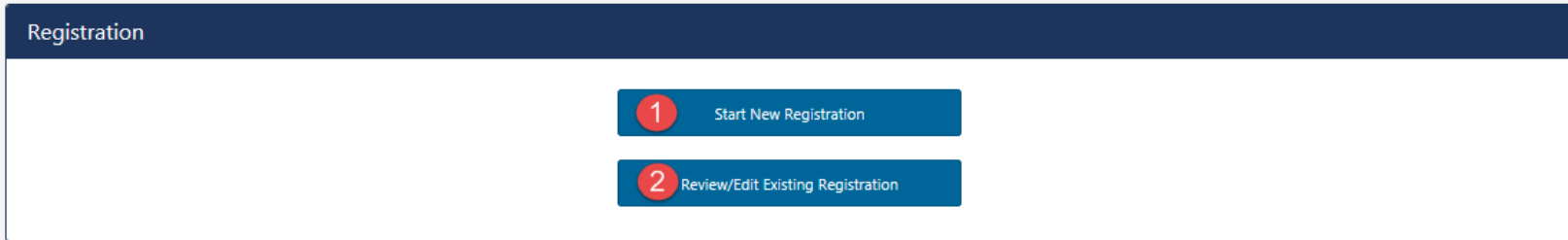
Login

The image shows a web form titled "Registration" in a dark blue header. Below the header, the text "Please log in" is displayed. There are two input fields: the first is for the user ID, marked with a red circle containing the number 1; the second is for the password, marked with a red circle containing the number 2. Below these fields is a blue button labeled "Login", marked with a red circle containing the number 3.

1. Enter active directory user ID (desktop sign-on)
2. Enter desktop password
3. Click "Login"

Note: Non-Harris County users will use the following generic account to login – User Name: **omsuser** Password: **HCSO2017!**

New Registration



The screenshot shows a web interface for registration. At the top, there is a dark blue header bar with the word "Registration" in white. Below the header, the main content area is white. In the center of this area, there are two blue buttons stacked vertically. The top button has a red circle with the number "1" on the left and the text "Start New Registration" on the right. The bottom button has a red circle with the number "2" on the left and the text "Review/Edit Existing Registration" on the right.

1. **Start New Registration** - Click “Start New Registration” to begin a new registration
2. **Review/Edit Existing Registration** – Click “Review/Edit Existing Registration” to open an existing registration. Officers should make this selection if they previous started a registration but did not finish and want to continue the same registration.

Note: To access/view **AFIS** number after transfer of custody, select [**Review/Edit Existing Registration**]

Step 1 - Officer Information

1

Officer Type *

2

Officer Last Name *

3

Officer First Name *

4

Badge Number *

5

Employee ID *

6

Contact Number *

7

Agency *

Enter the following information:

1. **Officer Type** – Arresting, Transporting, or Both
2. **Officer Last Name**
3. **Officer First Name**
4. **Badge Number**
5. **Employee ID** – EIN or PID – Unique number assigned to officer by their agency
6. **Contact Number** – For the officer (e.g. cell phone), not the substation
7. **Agency**
8. Click **[Next]** at bottom of page to continue

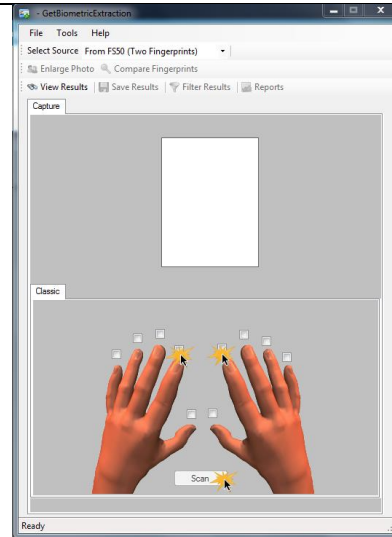
Step 2 - Finger Scan



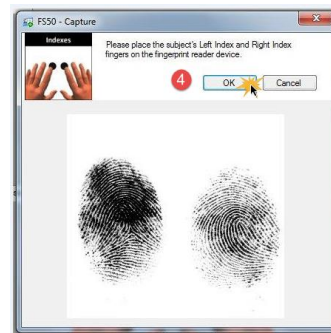
The screenshot shows a software interface titled "Finger Scan" in a dark blue header bar. Below the header, there are two blue buttons stacked vertically. The first button has a red circle with the number "1" and the text "Capture Finger Scan". The second button has a red circle with the number "2" and the text "Skip Finger Scan".

1. **Capture Finger Scan** – Select if prisoner is present and officer is at a terminal with a capture station (JPC or Outlying Jails). This 2-finger scan will check against Harris County's AFIS database and return identifying numbers for prisoner if there is a hit.
2. **Skip Finger Scan** – Select if inmate is not present (blind book), if scanner is inoperable/missing, prisoner is combative, or if registration is being completed on an MDT.

Capture Finger Scan

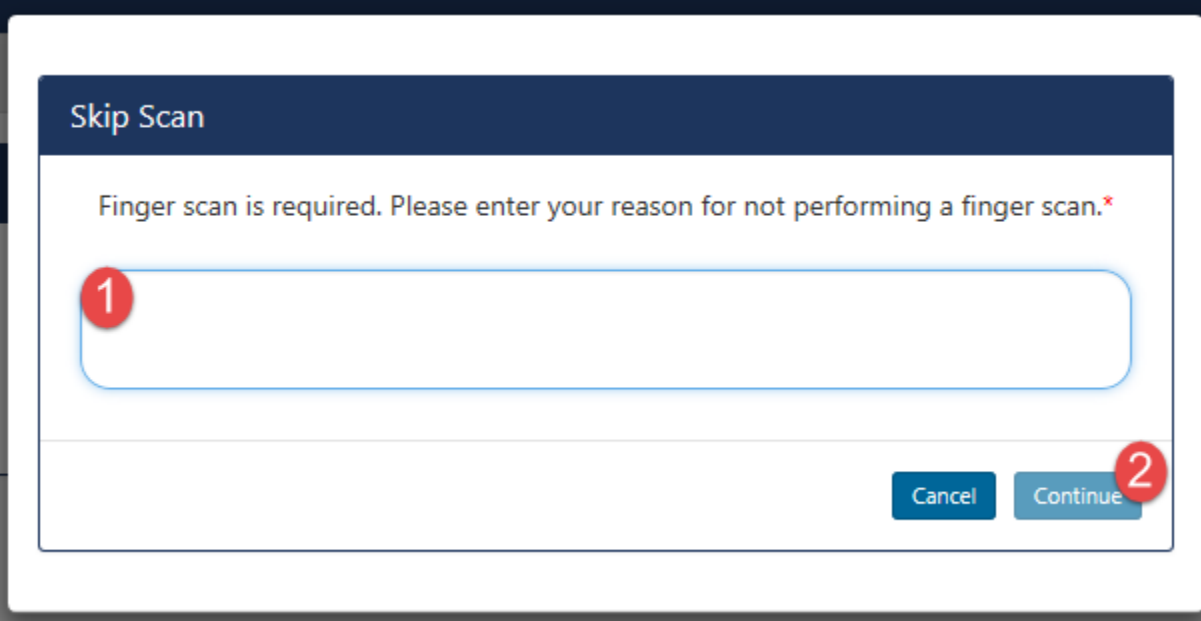


1. Select check boxes corresponding to the **two** fingers to be scanned (right and left index are preferred)
2. Click [**Scan**]
3. Tell inmate to place fingers simultaneously on scanner



4. Scanner will auto capture. Click [**OK**] to submit.

Skip Finger Scan



Skip Scan

Finger scan is required. Please enter your reason for not performing a finger scan.*

1

Cancel Continue 2

1. Enter reason finger scan was skipped
2. Click [**Continue**] (Continue will not be available until a reason is entered)
3. Click [**Next**] at the bottom of the screen to continue

Navigation Buttons



There are 4 navigation buttons at the bottom of each page throughout Registration:

1. **Previous** – Clicking “Previous” will take the user to the previous step.
2. **Next** – Clicking “Next” will take the user to the next page. Next will be used at the end of each step to progress through Registration.
3. **Save** – Clicking “Save” will save the user's entries on the current page. The user will remain on the current page.
4. **Logout** – Clicking “Logout” will log the user out of the system.

Step 3 - Pre-Fill Registration

The screenshot shows a registration interface. At the top, a dark blue header bar contains the text "Finger Scan Results". Below this, a white box displays "Finger Scan Skipped". A horizontal separator line follows. Below the separator is another dark blue header bar with the text "To pre-fill registration select an option below.". Underneath this, there is a list of four radio button options, each preceded by a red circle containing a white number (1, 2, 3, 4). The options are: "1 HPD Booking #", "2 Harris County RMS #", "3 JP Case #", and "4 Not Applicable (Skip this Step)".

Finger Scan Results

Finger Scan Skipped

To pre-fill registration select an option below.

- 1 ☐ HPD Booking #
- 2 ☐ Harris County RMS #
- 3 ☐ JP Case #
- 4 ☐ Not Applicable (Skip this Step)

1. **HPD Booking #** - Select to enter HPD Booking # (for HPD officers only)
2. **Harris County RMS #** - Select to enter Superior RMS # (will be available when Superior is in production)
3. **JP Case #** - Select to enter Odyssey case #
4. **Not Applicable (skip this step)** – Select to manually enter prisoner information
5. Click [**Next**] at the bottom of the screen to continue

Step 4 – Prisoner Information

Prisoner information

1	First Name	Middle Name	Last Name	DOB	DL#	DL State	SSN	SPN	SID	FBI #	Ger
	Jessica		Smith	mm/dd/yyyy	8520000	Texas	__-__-__	06200004			

Prisoner information from JIMS

3	First Name	Middle Name	Last Name	DOB	DL# and State	SSN	SPN	SID	FBI #	Gender	Race
	JESSICA		SNITH	05/16/1982	8520000 Texas		06200004			Female	WHITE

*JIMS PTY Name will be the name on record

Previous

Step 4 of 8

Next 2

1. Enter all available prisoner information in the “Prisoner Information” section (results from 2-finger hit will populate this section).
2. Click **[Next]**
3. OMS will run a “Look” search in Harris County JIMS for a possible match (DL#/State, SSN, SID, or FBI#). “Prisoner information from JIMS” section will display the results of the “look” search.
4. Click **[Next]** at the bottom of the screen to continue

Note: If a record is returned from Harris County JIMS, the prisoner’s “999” name will be the name of record for the booking.

Step 4 – Alias Pop-up

Registration #: 000691

Prisoner information

First Name	Middle Name	Last Name
Jessica		Smith

Alias

The RMS Name is different from the Primary Name in JIMS.
Do you wish to create an alias?

(An Alias will only be created once the prisoner is accepted into custody.)

Yes No

Prisoner information from JIMS

First Name	Middle Name	Last Name	DOB	DL# and State	SSN	SPN	SID	FBI #	Gender	Race
JESSICA		SNITH	05/16/1982	8520000 Texas		06200004			Female	WHITE

If the prisoner name entered in the “Prisoner Information” section is different than the 999 name returned from JIMS, the officer will get an “Alias” pop-up. To create an alias (in JIMS), click [Yes]. The alias will not be created until transfer of custody is complete.

Step 5 – Registration Information

Registration Information				
* First Name: JESSICA	* Last Name: SNITH	Middle Name: 	SS #: _ _ - _ - _	* Date of Birth: 05/16/1982
Age: 35	* Sex: Female	* Race: WHITE	* Ethnicity: NON-HISPANIC	Citizenship: United States
Place of Birth: Texas	Place of Birth (City): CONROE	* Height: 5'08"	* Weight: 195	* Eyes: Blue
* Skin: Fair	* Hair Type: 	* Hair Length: 	* Hair Color: Brown	* Build: Medium
* Beard: 	* Mustache: 	* Glasses: 	Marital Status: 	* Religious Preference:
Veteran: 	* Using Drugs (Y/N): 	* Using Alcohol (Y/N): 		
Wanted (Y/N): 	Agency Wanting Person: 	Agency Contact Person: 		
*Required Fields				

If there was a JIMS match found in step 4, all available prisoner information will be pre-filled from JIMS. Fill-in remaining required fields and scroll down to the next section. Mandatory fields will be marked with an asterisk (*).

Step 5 – Registration Information

Additional Identifiers		
SPN: <input type="text" value="06200004"/>	State Issued ID: <input type="text"/>	Issuing State: <input type="text" value="▼"/>
Driver's License #: <input type="text" value="8520000"/>	Driver's License State: <input type="text" value="▼"/>	Driver's License Type: <input type="text" value="▼"/>
SID: <input type="text"/>	FBI #: <input type="text"/>	AFIS #: <input type="text"/>
SO: <input type="text"/>	DA Log: <input type="text"/>	Assistant DA Name: <input type="text"/>

The system will not allow officers to enter or edit SPN, DL #/State, SID, FBI#, or SO# on step 5. If officer has any of these identifiers, return to step 4 and enter information there (so JIMS “look” search can be run).

If the prisoner is being arrested on a new Class B or above, enter the DA Log #.

Step 5 – Registration Information

Scars, Marks, Tattoos
Add + Delete

Type:	Location	Description:
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Address
1 Add + Delete

* Address Type:	* Address:	* City:	* State:	* Zip Code:	Source:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone
Add + Delete

Phone Type:	Phone Number	Source:
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Important Persons/Emergency Contacts
2 Add + Edit Delete

First Name	Middle Name	Last Name	Relationship:	Phone Number	Source:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employer
3 Add + Edit Delete

Employer Name	Occupation	Employer Street Address	City:	State	Zip Code	Phone Type	Employer Phone	Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter all available prisoner information. Confirm that all mandatory fields (*) are populated.

1. **Add** – Click [Add] to add additional property (plus sign icon).
2. **Edit** – Select the row to edit, and then click edit (pencil icon).
3. **Delete** – Select the row to delete, then click delete (trashcan icon)

Step 5 – Registration Information

Arrest Information:

* Date:

05/02/2018

* Time:

06:15

* Does the prisoner display any unusual behavior, appear incoherent, disoriented, make any statements regarding suicide or show any signs of possible mental illness (cannot focus attention, hearing or seeing things which are not there, talking to imaginary persons)?

No

Arrest #:

NA

* Arrest Location:

810 N San Jacinto

* Arresting Agency:

Harris County Sheriff

* Prisoner Health Condition:

Claims Good Health

Arresting Officer:

* Last Name:

Jefferson

* First Name:

Thomas

* Badge #:

3612

* Employee ID:

201078

* Contact #:

(713)755-5300

Unit #:

* Arresting Agency:

Harris County Sheriff

Transporting Officer:

Last Name:

Jefferson

First Name:

Thomas

Badge #:

3612

Employee ID:

201078

Contact #:

(713)755-5300

Unit #:

Agency:

Harris County Sheriff

Previous

Step 5 of 8

Next

1. Enter all available prisoner information.
2. Confirm that all mandatory fields (*) are populated.
3. Click [Next]

Note: Next button will not be available until all required field are complete.

Step 6 – Charges

Charges to be filed or reason for arrest:* **1**

Open warrant

Houston Municipal Charges: 2

Municipal Warrants:*

Warrant #:

New Municipal Charge/Traffic:*


Open Harris County Warrants. Confirm warrants prior to transfer of custody. 3

Items Per Page:

« < 1 > »

CDI	Court	Cause #	Offense Description	Bond Amount	Fine Amount
002	003	098888301010		\$10,000.00	

0.7

Previous Step 6 of 8 Next 


1. Enter reason for arrest. If new charges are being filed, enter specific criminal charge to be filed.
2. Select “No” for Houston Municipal Warrants (Only applies to HPD prisoners)
3. Open Harris County warrants will be listed in section 3

Note: Next button will not be available until all required fields (*) are complete.

Step 6 – Warrant Warning

NOTICE: It is the responsibility of the Arresting Officer to ensure the proper committing documents are delivered to Intake.
No prisoner is finally accepted until such documents are received.

Previous

Next 

Committing document warning will display on all registrations. Click [Next].

Step 7 – Property

Valuable Property

1

Add + Edit Delete

Quantity	Item	Description	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bulk Property

2

Add + Edit Delete

Quantity	Item	Description	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clothing Description

3

Add + Edit Delete

Quantity	Item	Description	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add prisoner's Valuable, Bulk, and Clothing Property.

1. **Add** – Click [Add] to add additional property (plus sign icon).
2. **Edit** – Select the row to edit, and then click edit (pencil icon).
3. **Delete** – Select the row to delete, then click delete (trashcan icon)

Step 7 – Property Cont.

Other Properties 1

Add +

Edit

Delete

Quantity	Item	Description	Color
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>

Secure Packs

2

Quantity (limit 99):

3

* Prisoner given opportunity to get phone numbers from mobile device?

ild 0.7

Previous

Step 7 of 8

Next

1. **Other Properties** -This section is for the Intake Officer. Arresting officer should not have an entry in the “Other Properties” section.
2. **Secure Pack Quantity** - Enter the **quantity** of Secure Packs being used.
3. **Prisoner given opportunity to get phone numbers from mobile phone?** – Select “Yes” or “No”

Note: Next button will not be available until all required fields (*) are complete.

Step 8 – Review Summary


Officer Information

✕ Edit

First	jessica
Last	smith
Badge #	2001
Phone Number	(713) 274-4736
Employee ID	119398
Agency Name	Harris County Sheriff

Inmate Information

✕ Edit

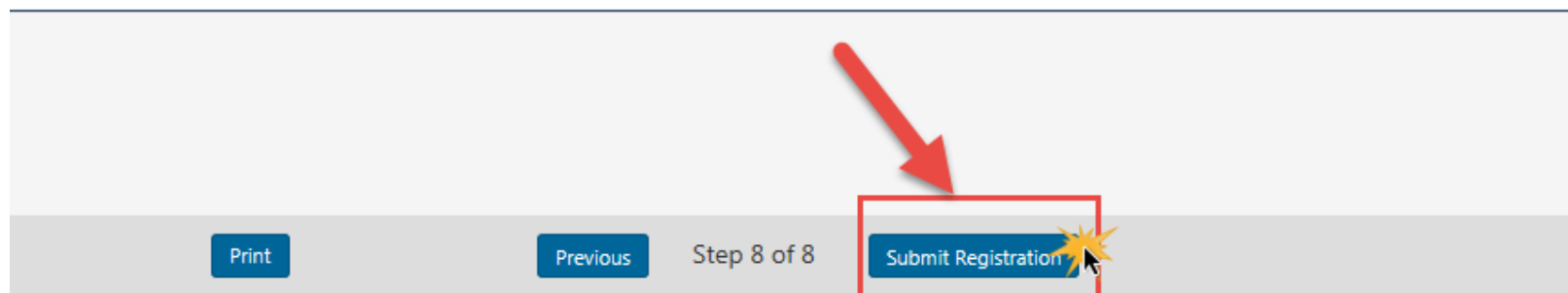


Registration Information

First Name	ANNMARIE
Middle Name	E
Last Name	ZETELSKI
SS #	756-77-9503
DOB	05/16/1982
Age	35

Review all entered information. If a correction is required, click the [Edit] button in the applicable section.

Step 8 – Submit Registration



To submit registration, click [Submit Registration] at the bottom of the page.

Registration Complete

Registration Complete

Prisoner Name: JESSICA SNITH	SPN: 06200004	SID:
Registration #: 000691735	SO #: 	DL #: 8520000
	FBI: 	DL State: TX

Select an Option below

1

Print This Registration

2

Start a new Registration

3

View or Edit an Existing Registration

4

Logout

1. Select [**Print This Registration**] to print a receipt. Registration number will be required at cash kiosk. Registration receipt will not be available to print after user leaves this page.
2. Select [**Start a new Registration**] if the officer has another prisoner to register.
3. Select [**View or Edit an Existing Registration**] if the officer has to edit an existing registration.
4. Select [**Logout**] if the officer is ready to continue with the transfer of custody process.

Registration Receipt


<u>HARRIS COUNTY SHERIFF'S OFFICE</u>	
Registration #	000691735
Registration Date/Time:	2018-03-05 06:47:55
Inmate Name:	JESSICA SNITH
Arresting Officer Name:	Smith, Jessica
Arresting Officer Badge #	2001
Arresting Officer Agency:	Harris County Sheriff
Transporting Officer Name:	Smith, Jessica
Transporting Officer Badge#	2001

Proceed to cash kiosk.

Review/Edit Existing Registration

Registration

Start New Registration

Review/Edit Existing Registration 

Click [**Review/Edit Existing Registration**]

Registration Search

Registration Search

Officer Last Name

Officer First Name

Officer Badge#

Officer Employee ID

Officer Contact Number

*Officer Agency

Registration Number

Prisoner Last Name

Prisoner First Name

* Officer Agency and at least one of the following are required: Last Name, Badge #, EID, Contact #, Registration Number

Search

Reset

1. Enter search criteria to locate an existing record.
2. Click [Search]

Registration Search Results

Registration Search Results							
Items Per Page: 10 ▼		« ‹ 1 2 3 4 5 6 7 8 › »					
Registration #	Registration Date/Time	Intake Date/Time	Prisoner Last Name	Prisoner First Name	Prisoner DOB	Prisoner Gender	AFIS Number
000691856	04/18/2018 08:54	04/18/2018 10:46	HENDERSON	ARNEZ	10/30/1972	Male	
000691839	04/16/2018 14:06 ¹	04/18/2018 08:25 ²	HARDIN	TONYA	08/08/1998	Female	931180411614 ³
000691838	04/16/2018 13:59		SMITH	ADRIENNE	11/20/1986	Female	

1. **Registration Date/Time** – Date and Time Registration was submitted
2. **Intake Date/Time** – Date and Time of Transfer of Custody. Records will not be available for edit after transfer of custody.
3. **AFIS Number** – AFIS # will display after AFIS is complete