As-Is Attorney Calls (ID: 24e73146d4a) https://us006.blueworkslive.com/scr/processes/24e73146d4a
Programs space, Last modified on Apr 23, 2025 11:08 AM

Attorney Call Request
Attorney Call
Attorney Call Documentation
Inmate
Case Officer
Security Staff
Mail Officer
Start
Attorney Call is Needed
Is Inmate in Special Management Unit?
No
Yes
Request Attorney Call in Kiosk
System Sends out Request
Request Inmate Communication Form
Complete Communications Form
Turn into Security Staff
Provide Inmate Communications Form
Turn in Inmate Communications Form to In-House
Collect In-House Mail
In-House Mailing
Start
Receive In-House
Organize Mail
Distribute to Needed Department
End
Open System and Review Request
Receive Inmate Communications Form
Schedule Attorney Call
Start
Contact the Attorney's Office to Schedule the Call
Once Appointment Received Input Meeting in
Respond in System to Notify Inmate of Appointment
End
Complete Attorney Call
Start
Have Meeting with Attorney
Fill out Attorney Call Form
Provide Form to Inmate
End
Sign Form
Receive Completed Attorney Form
Enter Attorney Information
Start
Pull Up Inmate Profile
Select Notes
Select Inmate Note Type
Log Attorney Call Information
Hit Save
End
Place Attorney Form in Binder for Storage
End

As-Is Map - Intake Audit Process (ID: 273731459e8) https://us006.blueworkslive.com/scr/processes/273731459e8
Current-State space, Last modified on Apr 30, 2025 9:38 AM

☐ Manual Task 🟩 System Interaction

Booking Clerk Review
Booking Verification
Booking Supervisor Review
Auditing Booking Clerk
Booking Supervisor
Start
Get Booking File
Search Inmate Detention Number (D#)
Check for Finger Prints
Is Inmate Missing Fingerprints Due to Combative Entry?
No
Yes
Check Officer Information
Input Inmate Hold
Start
Click Hold Tab from Inmate Profile Screen
Click New Hold
Input Agency Name
Input Hold Status
Input Notes
Copy and Paste Note into Description Box
Click Finished
End
Verify Inmate's Personal Information
Start
Click Booking Tab
Check Booking Information
Check Marital Status
Check Physical Features Entry
Check Contact Tab
Check Education
Check Employer Tab
Check State Tracking Number Entry
Verify Address Entry
Check Phone Number
Check Race and Ethnicity
Check Drivers License Number
End
Verify Booking Information
Start
Check FBI# Entry
Click Booking Tab
Check Facility
Check Booking Type
Check Booking Time
Check Arrival Time
Check Arresting Agency
Check Bill to Section
Check Booking Officer
End
Verify Inmate Charge Information
Start
Click Arrest Tab
Look at the Booking Authority Form
Check Arresting Agency
Check Arrest Location
Check Arresting Officer Name
Check Vehicle Disposition
Click Charges Screen
Click Charge Entry
Check Docket Number
Check Citation Number
Check Charge Category
Check Note Entry in Charge Screen
Check Charge Date and Time
Check Arresting Agency
Check Bond Entry
Check County Entry
Make Needed Edits
Click Save
Is there More than One Charge?
Yes
No
End
No
Click Inmate Billing Tab
Check Billing Entry
Is the Billing Tab Correct?
Yes
No
Click Billing Entry
Right Click Entry
Delete Row as needed
Hit Save
Check all Classification Forms for Signatures
Check Handwritten Property Check Sheet
Check Property Print off from System
Check that all Property is Inventoried
Is the Property Information Correct?
Yes
No
Click Property Tab
Click Property Items
Input Location
Hit Save
Check Intake Checklist Printout
Is there a Victim Sheet?
No
Yes
Click Victim Tab
Check Name
Check Address
Check Phone Number
Are there Errors?
Yes
No
Take a Screen Shot
Draft an Email to Booking Clerk with Attached
Send Email to Booking Clerk Notifying them of
Sign Off on Shift Booking Log Report
Place Booking Log in Booking Supervisors Box for
Receive Booking Log at Beginning of Shift
Supervisor Audit Review
Start
Get Physical Booking File
Search Inmate Detention Number (D#)
Check for Finger Prints
End
Is Inmate Missing Fingerprints Due to Combative Entry?
No
Yes
Check Officer Name and Date Matches in the System
Click Hold Tab from Inmate Profile Screen
Start
Click New Hold
Input Agency Name
Input Hold Status
Input Notes that Inmate came in Combative and
Copy and Paste Note into Description
Click Finished
End
Verify Inmate Identification Information
Start
Click Booking Tab
Check Booking Information
Check Marital Status
Check Physical Features
Check Contact Tab
Check Education
Check Employer Tab
Check State Tracking Number Entry
Verify Address Entry
Check Phone Number
Check Hair Color, Eye Color and Height
Check Race and Ethnicity
Check Drivers License Number
End
Verify Booking Information
Start
Check FBI# Entry
Click Booking Tab
Check Facility
Check Booking Type
Check Booking Time
Check Arrival Time
Check Arresting Agency
Check Bill to Section
Check Booking Officer
Click Arrest Tab
Look at the Booking Authority Form
Start
Check Arresting Agency
Check Arrest Location
Check Arresting Officer Name
Check Vehicle Disposition
End
End
Verify Charges
Start
Click Charges Screen
Click Charge Entry
Check Docket Number
Check Citation Number
Check Charge Category
Check Note Entry in Charge Screen
Check Charge Date and Time
Check Arresting Agency
Check Bond Entry
Check County Entry
Make Needed Edits
Click Save
Is there More than One Charge?
Yes
No
End
Check Billing Entry
Start
Click Inmate Billing Tab
Is the Billing Tab Correct?
Yes
No
Click Billing Entry
Right Click
Delete Row as Needed
Hit Save
End
Check all Classification Forms for Signatures
Check Handwritten Property Check Sheet
Check Property Print off from System
Check that all Property is Inventoried
Is the Property Information Correct?
Yes
No
Click Property Tab
Start
Click Property Items
Input Location
Hit Save
End
Check Intake Checklist Printout
Is there a Victim Sheet?
No
Yes
Click Victim Tab
Start
Check Name
Check Address
Check Phone Number
End
End

As-Is Map - Classifications (ID: 25173144dc4) https://us006.blueworkslive.com/scr/processes/25173144dc4
Programs space, Last modified on Apr 23, 2025 2:11 PM

Print Inmate Requiring Classification Report
Prepare Classification Move Sheet
File Collection
Inmate Classification Navigation
Criminal History
Inmate Classification Data Entry
Inmate Interview
Inmate Orientation
Enemies of Record
PREA Assessment
Inmate Phone List
Input Inmate Notes
Complete Classification
Inmate Requiring Classification
Start
Start
Open X-Jail
Hit Reports Drop Down
Select Inmate Requiring Classification
Run Report
End
Document Enemies of Record

As-Is Map - Committee Meetings - Programs (ID: 23c7314811b) https://us006.blueworkslive.com/scr/processes/23c7314811b
Programs space, Last modified on Apr 21, 2025 2:18 PM

🟦 Manual Task 🟩 System Interaction 🟧 System Automation

SC-51 Form
Committee Meeting
Documentation
Inmate
Disciplinary Officer
Security Staff
Case Manager
Start
Receive a Disciplinary Report
Create Special Management Log (SC-51)
Send Special Management Log
Receive Special Management Log
Organize Form
Create Special Management Committee Review
Provide Special Management Log
Notify Security Staff of Required Attendees
Receive Special Management Log
Offer Inmate to Attend Committee Meeting
Accepted?
Yes
No
Transport Inmate to Lieutenant's Office for Hearing
Hold Committee Hearing
Start
Offer Inmate any Needed Services
Notify Inmate of Fire Evacuation Plan
Notify Inmate of Housing Decision
Fill out the Special Management Unit Committee Review
Hand Form to Inmate
Pull Up Inmate Profile
Select Notes
Select Inmate Note Type
Log Committee Meeting Outcome in Narrative
Hit Save
Sign Form
End
Receive Form
Notify Inmate of Fire Evacuation Plan
Document on the Special Management Unit
Complete Special Management Unit Committee Review
Provide Form for Signature
Enter Committee Meeting Notes (7-day CC)
Start
Go to Reports
Inmate Management
Click Inmate Notes Report
Select Facility
Select Date Range
Select Note Type (7 Day CC)
Click Run Report
Save Report to Desktop
End
Enter Committee Meeting Notes (30-Day CC)
Start
Go to Reports
Inmate Management
Click Inmate Notes Report
Select Facility
Select Date Range
Select Note Type (30 Day CC)
Click Run Report
Save Reports to Desktop
End
Attach Reports to Email
Send to all Parties that Attended the Committee Meeting
Store the Special Management Unit Committee Review
End
Enter Inmate Notes
Start
Pull Up Inmate Profile
Select Notes
Select Inmate Note Type
Log in Inmate Notes that Inmate Refused to Attend the
Hit Save
End
Did Inmate Sign?
No
Document Refused Signature
Log on Form that Inmate Refused to Attend
Yes
Sign Form

As-Is Map - Court Documentation (ID: 25d732578dd) https://us006.blueworkslive.com/scr/processes/25d732578dd
Current-State space, Last modified on Apr 23, 2025 10:54 AM

🟦 Manual Task 🟩 System Interaction

Court Documentation Received
Sentence Documentation
Inmate
Case Manager
Booking Clerk
Court
District Court
Start
Arrested
Court Appearance
Remain in County for Sentence
End
Enter the Release Date
Release Date Calculation
No
Receive Sentencing
Release Date Included in Sentencing?
Yes
Enter the Release Date
Enter Sentencing Information in X-Jail
Send Release Order to Probation Officer
Release Process
End
Intake Process
Inform the Correct Agency of Inmate Arrest
Receive Documentation from the Court
Document the Court Information Externally
Inmate Population Report to Court
Provide Court List of Inmates for Court Appearance
Receive Court Determination
Verify Agency to be Billed
Is the Inmate Sentenced?
Yes
Magistrate
Magistrate or District?
No
Release Process
End
District
Yes
Yes
Schedule Appearance in Court
Provide Inmate Appearance list to Booking Clerk
District Outcomes
Sentenced?
No
On Probation?
No

As-Is Map - Grievances (ID: 295731440fa) https://us006.blueworkslive.com/scr/processes/295731440fa
Investigations space, Last modified on Apr 22, 2025 10:20 AM

🟦 Manual Task 🟩 System Interaction

Submit Informal Complaint or Grievance
Review Grievance
Appeal
Inmate
Investigator
Department Supervisor
Deputy Warden
Start
Inmate Submits Informal Complaint
Start
Submit Informal Complaint
Enter Keefe
New Conversation
Enter Topic: Informal Complaint
Enter Informal Complaint Detail
Submit Informal Complaint
End
Receive Informal Complaint Resolution
Satisfied with Resolution?
No
Yes
No Further Action
End
Submit Grievance
Start
Enter Keefe
New Conversation
Enter Topic: Grievance
Enter Grievance Detail
Submit Grievance
End
Receive Response
No
Grievance Appeal?
Yes
Submit Appeal in Keefe
Start
Enter Keefe
New Conversation
Enter Topic: Appeal
Enter Appeal Detail
End
Receive Final Appeal Decision
End
Review Informal Complaint
Assign Informal Complaint to Department
Review Grievance
Start
Grievance is Received
Review of Grievance
End
Requires Further Action?
No
Respond to Inmate
Grievance is Closed
Yes
Investigator Assigns to Department Supervisor
Yes
Review Appeal
Start
Appeal is Received
Review of Appeal
Prepare Informal Complaint Documentation
Prepare Grievance Documentation and Response
Provide Informal Complaint and Grievance
End
Verify Appeal Documentation is Finalized
"Respond and Close" Informal Complaint
Submit Resolution Response to Inmate
Informal Complaint is Resolved and Closed
Yes
Attempt to Resolve Informal Complaint
Response within 5 Business Days?
No
Inmate can Begin Entering a Grievance
Receive Grievance
Start
Review Greivance
"Respond and Close" Grievance
End
Response Provided within 10 Business Days?
No
Receive Appeal Documentation
Review Appeal Documentation
Provide Final Appeal Response to Inmate
Appeal is Closed

Incident Occurs
Inmate Interview
Change of Housing
Report Complication
Inmate
Security
Shift Commander
Medical
Lieutenant
Captain
Major
Start
Involved in Incident
Supervisor will Activate Axon Body Worn Camera
Respond to Incident
Resolve Incident
Request Medical Assessment for Inmates Involved
Medical Assessment
Medical Clearance?
No
Notify Security of Inmate Needing to be Transported for
Coordinate Medical Transportation
Transported for Medical Treatment
Return from Medical Treatment
Yes
Clear Inmate
Provide Paperwork to Security Staff
Re-Assess Inmate for Clearance
Receive and Log Medical Clearance
Determine if Charges will be Filed
File Charges?
No
Print Out Waiver of Charges
Provide Waiver to Inmate
Inmate Signs Waiver
Return Waiver to Officer
Yes
Call Sheriffs Office Dispatch
Start
Request Deputy for Report
Deputy Arrives at Jail to Take Report
Jail Staff Provide Video Evidence if Applicable
Deputy Conducts Interview
Deputy Determines if Charges will be Filed
If Sheriffs Office Notifies of Charges being Filed they will
End
Photo Evidence
Document Enemies from Incident
Start
Enemies Reported?
Yes
Print Enemies of Record Report
Provide Form to Inmate
List Enemies
Provide to Secruity
Collect Form
No
End
Will Inmates Housing Level Change?
No
Remain in General Popilation
Remain in Same Pod?
Yes
Remain in Same Pod: Yes
No
Determine Pod Change
Inform Security of Pod Change
Move Inmate
Yes
Voluntary or Involuntary?
Voluntary
Print off Inmate Statement Form
Provide Form to Inmate
Complete Inmate Statement Form
Inmate Submits Statement Form
Review Inmate Statement Form
Form Correct?
No
Provide Feedback to the Inmate for Corrections
Make Corrections
Yes
Attach Form to Special Management Unit
Involuntary
Complete Threat Assessment
Complete Memo and Special Management Unit
Move Inmate
Move Inmate (Security Staff)
Move Inmate in X-Jail
Start
Log into X-Jail
Search and Select Inmate
Select Incompatibles
Select Incompatibles Tab
Verify the Housing Locations of Listed Incompatibles
Search Inmate
Verify Classification
Search Inmate
Verify Classification
Search Inmate
Select Current Cell Assignment
List New Assignment
Select Reason
Select Bed
Save Entry
Change Housing Assignment
Input Notes if Applicable
End
Remain in Same Pod: Yes
Was Force Used?
Yes
Complete Use of Force Form
No
Complete Incident Report
Is a Misconduct Report Needed?
Yes
Add Details from the Incident Report into the
No
Submit Report
Review Report
Report Approved?
No
Provide Feedback on Paper Report
Make Needed Corrections
Yes
Put Officer Report in Incident Pack
Complete a Chain of Custody Form
Input Case Number (if charges are filed)
Collect Video Evidence
Complete Incident Report
Copy and Paste Narrative in X-Jail
Save Incident Report
Submit Incident Pack
Review Incident Pack
Are Corrections Needed?
Yes
Make Corrections
No
Report Filed and Completed
Complete Final Review of Incident Pack
Corrections?
No
Report is Filed and Completed
End
Yes
Return to Captain for Corrections

As-Is Map - Inmate Movement - Security (ID: 2397314ea89) https://us006.blueworkslive.com/scr/processes/2397314ea89
Security space, Last modified on Apr 21, 2025 6:10 PM

🟦 Manual Task 🟩 System Interaction 🟧 System Automation

Move Sheet Creation
Move Sheet Sign Off
Inmate
Security Officer
Lieutenant
Captain
Major
Classification Supervisor
X-Jail
Start
Inmate Screening
Booking or Medical?
Booking
Medical
Inmate Completes Booking
Inmate Receives Classification
Remain in Booking for Over 24 Hours
Medical or Mental Health Evaluation
Clearance?
Yes
No
Remain Housed in Medical (as needed)
Create Move Sheet
Give Move Sheet to Lieutenant for Sign Off
Move Sheet Sign Off
Move Sheet Sign Off
Start
Receive Move Sheet for Review
Cross Out Any Inmates that shouldn't be
Sign Off and Pass Move Sheet to Captain
End
Receive Move Sheet
Determine if Classification Override is
Override Required?
No
Provide Move Sheet to Major
Yes
Complete Classification Override Form
Classification Override Form Given to
Review Classification Override Form
Approve or Deny?
Deny
Provide Classification Override Denial to
Approve
Sign Off on the Classification Override
Receive Move Sheet or Classification Override for Review
Override Approved or Denied?
Denied
Housed per Original Classification
Approved
Update Classification in X-Jail
Sign Off
Classification Updated
Inmate Moved to Classification Location
Inmate Body Scan
Body Scan Cleared?
Yes
No
Issued Hygiene Arrangements
Assess Inmate for Clearance
Inmate Placed / Remain on Safety Watch
Move Inmate to Alpha
Inmate Goes to Alpha (7-10 Days)
Inmate Completes Alpha (7-10 Days)
Move Sheet
Move Sheet Sign Off
Start
Move Sheet Sign Off
Bring Inmate Back to Booking
Inmate Completes Body Scan
End
Body Scan Cleared?
Yes
No
Inmate Assigned to Different Unit Based on Classification
Verify Incompatibles and Classification
Start
Search and Select Inmate
Select Incompatibles
Select Incompatibles Tab
Verify the Housing Locations of Listed Incompatibles
Search Inmate
Verify Classification
Select Current Cell Assignment
List New Assignment
Select Reason
Select Bed
Save Entry
End
Yes
System Alerts on Movement?
No
Inmate is Moved to the New Unit
End
Generate Additional Alerts

As-Is Map - Intake (ID: 2727314f1e2) https://us006.blueworkslive.com/scr/processes/2727314f1e2
Current-State space, Last modified on Apr 22, 2025 2:17 PM

🟦 Outside of System 🟩 System Interaction 🟧 System Automation

Verify Information
New Booking
Arresting Officer
Intake Corrections Officer
Inmate
Booking Clerk
Medical
SYSTEM
Start
Arrest Made
Arrest Report Documented
Arrest Report Given to Intake Officer
Received Arrest Report from Arresting Officer
Inmate Arrives for Booking
Inmate Screening
Medical or Booking?
Booking
Medical
Search Inmate
Body Scan
Contraband is Documented and Given to the
Begin Inmate Interview
Does the Inmate have Property?
No
Yes
Document Inmate Property
Does the Inmate have Money?
No
Yes
Add Inmate Money to the Kiosk
Begin the Booking Profile Form
Remand Inmate to Arresting Officer Custody
End
Inmate Returns to Booking (24 hours minimum)
Complete Medical Assessment
Start
Clearance?
Yes
No
Inmate is Refused
Held for Medical Observation?
Yes
No
Inmate Will be Held in Medical (as needed)
Medical Sends Clearance Form to Booking Clerk
End
Send Medical Rejection to Booking Clerk
Receive Medical Rejection
Fax Copy of Rejection to Booking Supervisor
Request Copy of Medical Rejection
Provide Copy of Medical Rejection to Arresting Officer
Arrest Report Transmission
Start
Timestamp the Arrest Report
Copy the Arrest Report
Print the Arrest Report
Give Copy to Arresting Officer
Give Officer the Booking Sheet
End
Complete the Property Form
Complete the Booking Profile Form
Assign Temporary Housing until Classification
Give Booking Profile Form to Booking Clerk
Compile Documents
Hand Documents to Booking Clerk
Receive the Intake Documents
Enter Information in X-Jail
Start
Search System for Inmate/Previous Arrest
Previous Booking?
Yes
No
Copy Inmate ID from System
Clear X-Jail
Select New Booking
Paste the Inmate ID into New Booking
Tab to Search and Pull Up Inmate
Enter Arrest Date and Time
Enter Arresting Agency Detail as New Booking
Document Charges
Save the New Booking
End
Select New Booking
Input Inmate Personal Information
Generate Booking Number
Take Inmate Fingerprints
Take Inmate Photograph
Place Inmate in Holding Cell
End

As-Is Map - Misconduct Report (ID: 242732341cd) https://us006.blueworkslive.com/scr/processes/242732341cd
Investigations space, Last modified on Apr 25, 2025 9:54 AM

🟦 Manual Task 🟩 System Interaction

Misconduct Report Received
Misconduct Decision
Supervisor
Investigator
Inmate
Major
Deputy Warden
Start
Misconduct Report Submitted
Misconduct Report is Received
Log Misconduct Report in Tracking Log and Inmate
Review Misconduct Report
Sufficient Evidence?
Yes
No
Prepare Disciplinary Dismissal Decision
Prepare Disciplinary Officer Investigation
Interview Inmate about Misconduct Reported
Notify Inmate of Misconduct Report
Receive Notice of Report Filed
Hearing Requested?
No
Yes
Hearing Does not Occur
Hearing Scheduled with 24 Hour Notice
Receive Notice of Hearing
Hearing is Scheduled Immediately
Preponderance of Evidence
Complete Disciplinary Decision and
Prepare a Disciplinary Decision
Review Disciplinary Decison
Modify Decision?
Yes
No
Modify the Decision
Serve Inmate Decision
Receive Decision
Appeal Decision?
No
Yes
Log Final Decision in Disciplinary Log
Log Final Decision in System
End
Appeal Filed within 3 Days of Decision?
No
Yes
Appeal Cannot be Processed
Submit Disciplinary Pack to Deputy Warden
Review Appeal
Return to Investigator
Serve the Appeal Decision to the Inmate
Log Final Decision in Disciplinary Log
Log Final Decision in System
End

As-Is Map - Porter Pay - Programs (ID: 23c7314816c) https://us006.blueworkslive.com/scr/processes/23c7314816c
Programs space, Last modified on Apr 21, 2025 4:18 PM

🟦 Manual Task 🟩 System Interaction

Timesheet Completion
Timesheet Validation
Supervisor Approval
Finance Review and Payment
Case Manager
Porter
Security Officer
Classification Supervisor
Jail Finance Department
Start
Provide Weekly Time Sheet to Porter to Complete
Fill Out Time Sheet
Start
Fill out the Time Sheet Weekly for Hours Worked
Request Sign-Off from Security Officer
Hand Time Sheet to Security Officer
Repeat Process until Week End
No
End of the Week?
Yes
End
Receive Time Sheet from Porter
Sign-Off on Hours Worked
Give Time Sheet Back to Porter
Provide Completed Time Sheet to Case Manager
Collect Time Sheet from Porter at the End of the Week
Verify Time Sheet Details
Start
Make Time Sheet Corrections
Create Time Sheet Cover Page
Compile all Time Sheets and Give to Classification
End
Security Signature Forgery
Start
Porter is Written Up
Disciplinary Action Taken
Disciplinary Officer will Review
Disciplinary Officer will make Determination
End
End
Yes
Review All Time Sheets and Cover Pages for Accuracy
Verify that Security Signatures are not Forged
Is the Security Signature Forged?
No
Sign Off on All Time Sheets
Scan Time Sheets and Cover Pages as PDF Documents
Email PDF Documents to Jail Finance
Review all Time Sheets for the Week
Approve Time Sheets?
Yes
Time Sheet Entries are Recorded
Inmates are Paid
End
No
Send Back to Classification Supervisor for

As-Is Map - Porter Work Assignments - Programs (ID: 26573235bc2) https://us006.blueworkslive.com/scr/processes/26573235bc2
Programs space, Last modified on Apr 21, 2025 3:51 PM

🟦 Manual Task 🟩 System Interaction 🟧 System Automation

Request Work Assignment
Review Request
Inmate Application
Application Review
Classification Supervisor Review
Application Sign Off
Training Documentation
Scheduling
Inmate
Case Manager
Captain
Medical
Keefe
Classification Supervisor
Warden
Start
Request Job Application on Kiosk
Select Desired Job
Input Notes in Request (Optional)
Submit Request
Receive Job Application Request
Give Inmate Application to Complete
Send Notification of Application Request to Case
Send Notification of Request to all Case Managers
Review Request
Start
Access Open Requests Tab
Review Submitted Application
Open Request
Respond to Request
End
Notify Inmate of Request Status Change
Print Job Application
Fill Out Job Application
Return Application
Start
Provide Inmate Job Application Form
Receive Application
End
Will the Application be Considered?
No
Yes
Deny the Application with Justification
Deny with Justification
Give Application to Captain
Inform Inmate of Denial
Document Application in Filing Cabinet
End
Captain Review
Captain Approval?
No
Denied Per Security
Yes
Medical Clearance?
Yes
Provide Medical Clearance from Intake
Receive Medical Clearance Documentation
Assign Application to Supervisor for Review
No
Medical Clearance is Denied
Notify Case Manager of Medical Clearance
Review the Application
Approved?
Yes
Check Incompatibles
Incompatibles?
No
Check Disciplinary
Disciplinary Record?
No
Sign Off on Application
Does the Application Require Warden Sign Off?
No
Provide Signed Application to Case Manager
No
Yes
Yes
Yes
Application is Denied Documenting
Deny with Justification
Document Response / Denial
Receive Response from Warden
Provide Application to Warden for Sign Off
Review Application
Approval?
Yes
No
Sign Off on Application
Provide Signed Application to Case Manager
Provide Response
Document Reason
Notate Assignment Change
Sign and Accept Position
Receive Sign Off
Take Signed Application to Inmate to Accept
Receive Completed Application
Completed Job Training?
No
Yes
Complete Blood Spill Training
Give Blood Spill Training to Inmate
Document that Training is Complete
Add Inmate to Work Schedule
End

As - Is Map - Re-Classification (ID: 2a17314cc60) https://us006.blueworkslive.com/scr/processes/2a17314cc60
Programs space, Last modified on May 5, 2025 9:53 AM

🟦 Manual Step 🟩 System Interaction 🟧 System Automation

Milestone 1
Classifications Officer
X-Jail
Security
Security Captain
Major
Classification Supervisor
Inmate
Start
Review Weekly Reports Sent at the Beginning of Each
Review Inmate Classification
Start
Log Into X-Jail
Search Inmate
Hit TAB
Select Reports
Select Disciplinary
Review for Assaultive Behavior in the Last 12
Select "Classifications Tab"
Check Substance Abuse
Check for Gang Affiliation
Select Charges from Inmate Screen
Look at Booking Date and Time
Review Charges
End
Check Incompatibles
Start
Select Incompatibles
Select Incompatibles Tab
Check for Incompatibles
End
Re-Classification
Start
Select "Classif" Tab
Select Reclassification
Select Classification Form Dropdown
Select "RECLASSIFY"
Select Classification Reason Dropdown
Select "Other"
Select "QUESTIONS"
End
Look Up Inmate in NM Courts
Start
Open NM Courts
Search Inmate Name
Look for any New Charges or Pending Charges
Check for Assaultive Behavior or Escapes
Request Inmate be Pulled Out of Housing
End
Move Sheet
Escort Inmate to Housing
Classification Questions
Generate Classification Score
Hit Save
Is an Override Required?
No
Yes
Deliver Override Form to Security
Fill Out the Override Form Providing
Sign Off on the Override
Deliver to Major for Sign Off
Receive Classification Override
Sign Off on Classification Override
Deliver Override to Classification Supervisor
Receive Override Form
Sign Off on Override Form
Initial Classification will be Re-done
Review Inmate Questions from Initial Classifica...
Start
Re-Enter Question Responses from Initial Classification
Select 'Classification Override'
Select Drop Down of Classification Level Change
Select Override Approval
Approved Custody Level Change Drop Down
Enter Approval Notes
End
Save & Print
Hit Save and Print
Select "Forms" Tab
Select Facility Forms
Select Enemies of Record
Does the Inmate have Enemies to Disclose?
No
Yes
Hand Inmate Enemies of Record Form
Hand Inmate Enemies of Record Form
Fill out Form
Sign Form
Write No Enemies
Sign and Return Form
Hand back to Classifications Oficer
Receive Form
Does the Inmate have Enemies
No
Yes
Add Enemies in System
Start
Input Names of Disclosed Enemies
Print Form
Hit Save
Select Incompatibles
Tab "Incompatible"
Add Name of Incompatible
End
Enter "No Enemies" In System
Start
Check "No" Box
Print Form
Save
Select Incompatibles
Tab "Incompatible"
If Incompatible is Listed but No Claimed Enemies
End
Request Inmate be Escorted Back to Housing
Escort Inmate back to Housing Unit
Enter Inmate Notes
Start
Navigate to Main Inmate Screen
Click "Inmate Notes"
Select Inmate Note Type (Dropdown)
Input Classification Notes
Save Note Entry
Open Inmate Notes
Select Inmate Note Type (Dropdown)
Select "Other" Note Type
Select Inmate Note Box
Input Classification Notes
Indicate if Classification Override Occured
Save
End
Update Inmate File
Start
Gather Printed Classification Form
Gather Enemy Of Record Form
Gather Printed Enemies of Record Form
Place Forms in Inmate File
Return File
End
End

As-Is Map - Release (ID: 27773148a48) https://us006.blueworkslive.com/scr/processes/27773148a48
Current-State space, Last modified on Apr 22, 2025 1:28 PM

🟦 Manual Task 🟩 System Interaction 🟧 System Automation

Release Notification
Final Release
Release Clerk
Medical
Inmate
Officer
Release Supervisor
Start
Receive Release Orders
Print Release Orders
File Stamp Release Orders
Pull Inmate File
Start
Search Inmate
Confirm if Full-Release or Release of Charges
Verify Inmate Personal Information
Verify Docket Number to the Warrant
Match Case Number to the Charge
Release Charges
Save
End
Compile Release Documentation
Start
Print Inmate Data Sheet
Print Release Checklist
Complete Release Checklist
Select Property Tab
Release Property Tab
Release Property - Self
Save & Print
End
Notate Release Type on Inmate Data Sheet
Check for any Holds
Medical Hold?
Yes
Medical Provides Information to Officer for Release
Medical Hold is Documented
No
Notate that Inmate is Released and Type of Release
Print Out Copies of Documents that the Inmate Needs for
Reference Release Conditions for Pretrial Services
Notice to Report to Pretrial Services?
No
Yes
Print Release Conditions for Pretrial Services
Compile Release File
Start
Add Inmate Data Sheet, Property, Release Checklist,
Inmate File is Ready for Release
Complete Release Form and Ride Form
End
Run Inmate through NCIC
Additional Warrants?
Yes
Contact Dispatch for Applicable Warrants
No
Give Release File to Supervisor for Review
Receive Inmate Release File
Review Inmate Release File
Errors?
Yes
Return to Clerk for Review / Corrections
No
Sign Off on Inmate Release
Give Signed Release File to Clerk
Make Needed Edits
Delete Charge Disposition (Release)
Contact Court & Attorney who Prepared Release
Review Court Revisions / Changes for Accuracy
Clerk Verifies Supervisor Signature is Correct
Supervisor gives Inmate Data Sheet to Officer
Officer will Pull Property Box
Officer will get Inmate from Housing
Inmate will Dress Out
Bring Inmate to Release Desk
Verify Inmate Identity
Clerk will Check for Inmate Money in Keefe
Inmate Money?
No
Yes
Search Inmate in Keefe
Review Account Balance
Transfer Inmate Funds to Debit Card
Include Debit Card and Paperwork in the Total Release
Clerk will Check for Victim Notification
Victim Notification?
No
Yes
Contact Dispatch
Verify Inmate Identity
Start
Enter Inmate Information
Verify Correct Inmate
Ask Inmate to Verify Personal Information
End
Provide Verification to Clerk
Take Release Picture
Compile Total Release File
Request Officer to Sign Total Release File
Sign Total Release File
Instruct Inmate on where to Sign Total Release File
Sign Total Release File
Start
Sign Finger Prints
Sign Property Release Forrm
Sign Final Release
Sign Ride Form
End
Sign Money Receipt
Start
Inmate Money?
No
Yes
Receive Money Paperwork
Sign Documentation Stating Receipt of
End
Sign Court Paperwork (if applicable)
Additional Court Paperwork?
Yes
No
Inform Inmate of Additional Court Requirements
Receive the Additional Paperwork stating
Verify All Signatures before Inmate is Released
Inmate is Released
Inmate Receives Property
Inmate is Released from Custody
End

As - Is Map Inmate Move Sheet - Security (ID: 29e731429e3) https://us006.blueworkslive.com/scr/processes/29e731429e3
Security space, Last modified on Apr 25, 2025 11:13 AM

🟦 Manual Task 🟩 System Interaction 🟧 System Automation

Create Move Sheet
Move Sheet Documentation
Security
Lieutenant
Captain
Chief
Start
Inmate Requires Housing
Housing Selection
Start
Log into X-Jail
Hit Reports
Hit Cell Management Tab
Select Pod Roster
Select Facility
Select Building
Select Pod
Run Report
Print Report
End
Go through Each Name on the Roster
Research Incompatibles
Start
Search and Select Inmate
Select Incompatibles
Select Incompatibles Tab
Verify the Housing Locations of Listed Incompatibles
End
Complete Inmate Transfer Form
Start
Type in Inmate Name
Type in Inmate Detention Number
List Location of Incompatibles
Enter Inmate Classification Score
Enter Unit Moved From
Enter Unit Moved To
Enter Information of Employee Completing the
End
Yes
More than one Inmate Needing Moved?
No
Compile Inmate Transfer Form(s)
Deliver to Shift Lieutenant
Receive Inmate Move Sheet
Start
Receive Inmate Transfer Request
Review Inmate Transfer Requests and Inmate Move
End
Are there Errors?
Yes
Inform Security of Needed Corrections
No
Send to Captain for Approval
Make Needed Corrections
Receive Inmate Movement Documents
Provide Forms to Chief
Inform Lieutenant of Needed Corrections
Yes
Review Inmate Transfer Form
Are Corrections Needed?
No
Sign Off and Provide Back to Lieutenant
Receive Inmate Move Files
Store in Archive
End

Release Audit Process (ID: 276731426d1) https://us006.blueworkslive.com/scr/processes/276731426d1
Current-State space, Last modified on Apr 30, 2025 9:38 AM

🟦 Manual Task 🟩 System Interaction

Audit Verification
Release Errors
Document Audit
Booking Clerk
Booking Supervisor
Start
Retrieve Inmate File
Verify Inmate Information
Start
Search Inmate
Select Inmate
Check Physical File for Fingerprint Card
Click Booking Tab
Click Finger Print Mug Shot Information
Check that Fingerprint Information is
End
Are the Fingerprints Logged?
Yes
No
Go Back to Inmate Profile
Go to Booking tab
Check Box for Fingerprints taken
Start
Look at Fingerprint Card for Name of Completing Officer
Select Employee from Dropdown List
Look at Fingerprint Completion Date
Input Fingerprint Date
Get Fingerprint Card Number from Fingerprint Card
Input Fingerprint Card Number (State Tracking number)
Hit Save
Go Back to Inmate Profile
Go to Booking tab
Enter State Tracking Number
End
Verify Release Information
Start
Check Employer Tab
Check Education Tab
Hit Charges
Check Charge Entry
Check File for all Notification Documents
Check File for Release Order
Make sure Release Order is Correct
End
Was the Release Done in Error?
Yes
No
Notify Booking Supervisor
Inform the Assistant Warden
Investigate Reason for Mistake
Start
Click Charge Entry
Check Docket Number
Check Citation Number
Check Charge Category
Check Note Entry in Charge Screen
Check Charge Date and Time
Check Arresting Agency
Check Bond Entry
Check County Entry
Log into Odyssey (Court System)
Input Case Number
Search Case in Odyssey
Review Court for Judgement Information
Inform the Court that there was a Mistake
Send a Memo to the Assistant Warden
End
End
Check County Release Form
Start
Check System Generated Release Report
Check System Release Checklist
Check the System Generated Property Release Form
Ensure Inclement Weather Form is Completed
End
Is the File missing Forms?
No
Yes
Send Booking Clerk Email to Notify of Issue
Take File and Put in Officer Box
End