

LOS ANGELES POLICE DEPARTMENT
CONSOLIDATED CRIMINAL HISTORY REPORTING SYSTEM (CCHRS)
1850-20662
4-HOUR CLASS
Expanded Course Outline

Instructional Goal:

This training will provide students with the knowledge, skills and access information to effectively use the Los Angeles County Consolidated Criminal History Reporting System (CCHRS) database through a windows based environment. Students will also be informed of the security policies and procedures with regard to network usage and abuses.

Performance Objectives:

Using lecture, demonstration, power point slides and learning activities, the students will be able to:

- Obtain a subject's criminal history information/rap sheet, using various inquiry methods, including:
 - Subject Searches (by record numbers, other identifiers, and personal information)
 - Calendar Searches (court information)
 - *Ad Hoc Searches (i.e. gang names; cities; street names; etc.)
- Print a subject's Criminal History record
- Identify the different procedures used to aid in the investigation and identification of suspects/criminals (i.e. Subject Linking, and *flagging of Fingerprint and Non-Fingerprint Based subjects)*For Detectives Only

I. COURSE REGISTRATION AND INSTRUCTOR INTRODUCTIONS (30 Min)

- A. **PowerPoint Presentation is showing at this time which** includes Course Registration and a portion of Classroom Rules
 - 1. Instructor Introductions
 - 2. Verify that students have signed-in on the roster to ensure students' CCHRS accounts can be accessed and POST credit given
- B. Classroom Rules
 - 1. No Food or Drinks or Open containers are allowed in the classroom
 - 2. No Eating in the classroom
 - 3. However, Drinks with spill-proof lids, such as water bottles and drinks with screw-on tops are acceptable Raise your hand for assistance
 - 4. Please return from breaks on time
 - 5. Do not change the settings on the computers
 - 6. Place your pagers and cell phones to mute or vibrate
 - 7. If you must take a call, please walk outside the classroom and down the hallway to avoid disturbing the class
 - 8. Location of restrooms
 - 9. Location of city phones, credit union and ATM, is the first floor
- C. Security –CCHRS Web is monitored and audited on a continuous basis. It is also a system that is accessible online – Microsoft Internet Explorer
 - 1. Operator Security Statement (Form #70.0158)
 - a. Students must read and sign their Operator Security Statement forms at the beginning of class. An instructor will collect them.
 - b. College of the Canyons Form (Blue) –each student will receive one quarter of a semester unit of college credit for this training.
 - 2. CCHRS Manual –
 - a. Page 3-1: **Read Me before Making a Query**
 - b. **Search Reason** is Mandatory

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- c. Users will abide by the Right to know; Need to know rules from the Criminal Offender Record Information (CORI), #2 and #3 of Operator Security statement form

II. C.C.H.R.S. APPLICATION OVERVIEW

(60 Min)

- A. The Consolidated Criminal History Reporting System (C.C.H.R.S.) was developed for the County of Los Angeles to assist a wide and diversified audience in accessing arrest and case disposition information. It contains information from county and state levels that can be easily queried by widespread users. C.C.H.R.S. provides a convenient selection process whereby the subject's name and other descriptive information may be used to find individual records.
- B. Two basic types of users – users who require investigative information and users, who require court information, access the CCHRS system. A good example is:
 - 1. Subject – an investigative officer would access all types of information pertaining to the subject
 - 2. Calendar – a judge may require information pertaining to a particular day and or courtroom
- C. Three Main Functions of C.C.H.R.S. are:
 - 1. Consolidates source system information
 - 2. Presents consolidated criminal history information in a more understandable format
 - 3. Provides direct access to the Proactive Information Exchange (PIX) Systems which supports interfaces between other source systems and CCHRS to create Subject ID Packages
- D. The CCHRS PowerPoint Slide Presentation will be presented at this time and will include the following information:
 - 1. System Overview
 - a. CCHRS does not create new information. The information comes from other source systems (i.e., County and State), that can easily be queried by Agency users
 - b. The Consolidated Criminal History Reporting System can be accessed through three user platforms:
 - 1) Windows-Based Workstations – LAPD LAN systems
 - 2) IBM OS/2 – The County District Attorney's System
 - 3) JDIC – Department of Justice System
 - 2. CCHRS draws information from the following sources:
 - a. **County Data:** Several County Sub-Systems provide source data to C.C.H.R.S. on a continuous basis. The sub-systems include:
 - 1) The Automated Jail Information System (AJIS)
 - 2) Trial Courts Information System (TCIS)
 - 3) Juvenile Automated Index (JAI)
 - 4) Prosecutors Information Management System (PIMS)
 - 5) Probation Detention System (PDS) & Others
 - b. **State Data:** Data from the Automated Criminal History

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- 1) System (ACHS), a State System, which provides C.C.H.R.S. with information on subjects whom also, have criminal activity in other counties within the State of California
- 2) However, subjects who do not have any criminal activity within Los Angeles and Orange County, isn't included
- 3) Users must run subjects in NECS to obtain any additional State information such as DMV for driver licenses' and or vehicles.
- c. **Conversion** (Historical) Data
 - 1) Data in the C.C.H.R.S. database extends as far back as 1977 when data was first entered into the Personal History Index (PHI) system
 - 2) Data from the following source systems has been extracted, Converted, and loaded into the C.C.H.R.S database:
 - a) PHI: 8 million subjects
 - b) TCIS: 6 million cases
 - c) JAI: 600,000 juvenile subjects
 - d) PIMS: 800,000 felony case dispositions
3. Fingerprint Based-Subjects in C.C.H.R.S. (Appendix C)
 - a. A subject in C.C.H.R.S. is defined as a **fingerprint-based subject** if it is associated with at least one positively verified fingerprint identifier (referred to as a positive ID)
 - b. Only two identifier types, **SID/CII** and **MAIN** numbers are considered fingerprint identifiers
 - c. A positively verified fingerprint identifier defines a unique fingerprint based subject in C.C.H.R.S
 - d. All records and data fields related to a fingerprint-based subject in C.C.H.R.S. are referred to as **fingerprint-based data**
 - e. Conversely, all records related to a non-fingerprint-based subject are termed **non-fingerprint-based data**
 - f. **Non-fingerprint-based data** is flagged with an **asterisk (*) when displayed.**
4. Subject Links in C.C.H.R.S. (Appendix C)
 - a. Definition: Links are established between subject records when there is a high probability that the subjects are "the same" individual
 - b. Objective: To optionally include Non-Fingerprint data with Fingerprint based subject information – that is, to provide a "more complete" profile for the Fingerprint-based subject
 - c. Two types of Links:
 - 1) **Automatic Links** – Done by the consolidation software, will show the symbol – ASBLINK
 - 2) **Manual Links** – Done by a C.C.H.R.S. Administrator, will show an ID number
5. Eight (8) Rules for Linking Subjects
 - a. Two fingerprint-based subjects cannot be linked
 - b. A non-fingerprint-based subject can only be linked to a fingerprint-based subject
 - c. A non-fingerprint-based subject cannot be linked to more than one fingerprint-based subject
 - d. Two non-fingerprint-based subjects cannot be linked directly
 - e. They may, however, be linked to the same fingerprint-based subject

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- f. Links are directional between two subjects; i.e. there is a “from” subject and a “to” subject. The direction is important in determining how the cumulative linked information can be retrieved for online display
- g. A fingerprint-based subject cannot be linked to a non-fingerprint-based subject
- h. In a group of linked subjects (involving two, three, etc., subjects), exactly one subject must be fingerprint based. This is a corollary of the first four rules.
- i. Minimum criteria for an automatic link (done by the program) are one matching soft identifier, and a sufficiently high probability (greater than or equal to 75%) of being “the same” subject. Two subjects will not be considered for automatic linking by C.C.H.R.S. consolidation based only on matching names and personal attributes. Details on the assumed name for evaluating the “strength” of a link are documented in the C.C.H.R.S. program specifications

III. APPLICATION STARTUP; PARTS OF A WINDOW; USER PREFERENCES (60 Min)

Purpose: Students will learn the following

- C.C.H.R.S. Application Procedures
- Log On to the C.C.H.R.S. system
- Change Password when prompted by the system
- Identify Parts of the Subject Search Criteria Window
- Identify Parts of the Main window
- Set User Preferences

A. EXERCISE #1: How to Open the C.C.H.R.S. Application

1. Have students refer to the CCHRS manual Volume1
2. Students will use the training room computer LAN accounts. Instructor will now demonstrate how to open the CCHRS WEB Application from the Novell Delivered applications window
3. Log On Procedures for the C.C.H.R.S. System
4. The Instructor should explain to the students that because there are other entities using the C.C.H.R.S. system, the county has designated a **two-alpha-character code** of **LP** (for Los Angeles Police) to be used by LAPD employees.
5. Learning Activity – Log-In and Password data entry
 - a. Instructor will now go over the CCHRS PASSWORD RULES
 - b. Viewing Description for the C.C.H.R.S. Main Window
6. Learning Activity: Parts of the Window
 - a. Instructor will demonstrate function, students will observe.
 - b. The instructor may now pass out the **Rap Sheet Exemplars** and continue with the window descriptions while students view them.
 - c. Viewing Description for the Header
7. How to Set User Preferences (Prefer)
 - a. Prefer (User Preference – located on the Menu Bar)
 - b. This window will display the User’s name and User ID. Inform students if there are any corrections to be made on their names to see one of the instructors at the next break.

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8. Learning Activity: Have students do the following:
 - a. Click **Prefer** in the Menu Bar.
 - b. Select **User** from the drop down menu by clicking it once.
 - c. The window defaults to Subject List and Links Display, Show.
 - d. The Calendar List will be used later.
9. Learning Activity: Instructor will explain procedures as students enter data:
 - a. Have students select the radio button next to **Subject List** under Initial Display
 - b. Students will now select **Show** under Links Display.
 - c. Initial Display – Sets the Subject Search default for
 - d. Subject List or Calendar List
 - e. The user is welcome to set the **Calendar List** as the default when they return to their divisional work sites, however, for training purposes, the default should be set to the **Subject List**.
10. Learning Activity:
 - a. Students will select each of the three buttons as the Instructor gives directions
 - b. **Password** – shows users' password expiration date. Users can change their passwords at any time; (i.e., when the system prompts user and before going on vacation) Have students cancel Password Window
 - c. **Calendar** – Allows the user to set default Court information for their Court Calendar Search Criteria window. Always set the **Court District** first, then set **Div/Dept** next
 - d. The Instructor will have the students set the **Court District** name and **Div/Dept** numbers for the training exercise. The **Date** will be set at the time of the **TEST** (exercise) during the third hour
 - e. Due to time constraints, CCHRS server errors, and very slow movement of the windows, Instructor will not demonstrate the **Email Setup** but give a brief verbal explanation of the windows where information must be entered. Also disregard the additional setup instructions for Detectives. Instead advise them to utilize the What's New in CCHRS on the splash screen (Login) for an 'How To' exemplar
 - f. This Email Setup is just a Email Notification for Detective personnel from CCHRS. Criminal information cannot be emailed to anyone.
 - g. Email Setup – Instructor will have Detectives to setup their email for CCHRS during the demonstration for the Under Investigation portion. This part will assist detective users in setting up an email account in CCHRS
 - h. At this time, the instructor will allow student participation in demonstrating the Search window
11. Learning Activity:
 - a. To activate this part of the window, students will do the following:
 - b. Point and click mouse for Other ID under Search Type
 - c. Click the down arrow and locate Driver License Number
 - d. Other Identifier (ID)
 - 1) Click the option under Search Type for *Identifier*.
 - 2) The user will select an identifier from the list and type the appropriate numbers in the field below.
 - e. Personal Information
 - 1) Discuss how the user will conduct a **Personal Search**
 - 2) Demonstrate how to navigate through this portion as the students follow along

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12. Learning Activity:

- a. Students will click on each button to view only
- b. Click the down-pointing arrow of each applicable field
- c. Instructor will walk students through locking their CCHRS accounts. Explain that while working in C.C.H.R.S., if they need to leave their computer unattended for any reason, it's a good idea to lock the screen. This will prevent someone else from running queries on their accounts

B. EXERCISE #2: Subject Search by Specific Record Number (Main)

INSTRUCTIONAL GOAL:

Students will have hands-on practical application of how to use and locate information on each of the windows that will display.

PERFORMANCE OBJECTIVES:

In this lesson, the student will learn how to do the following:

- Identify and Search by Specific Record Number
 - Open the Subject Search Criteria Window
 - Conduct a Subject Search by using a Main Number
 - View a subject's AKA's
 - View a subject's Addresses
 - View a subject's Descriptors
 - View a subject's Identifiers
1. Have students reference CCHRS Manual Volume 2
 2. The Instructor will have students to start the first query with the default name of **Record number** under Search Type. CCHRS also defaults to the **Sid/CII number** under **Request Specific Record Number**. Have students' type in a record number
 3. The instructor must be familiar with whatever data is entered into the Search window as well as the return data. A Subject List will return with either Test record or Live record data information. Have users maximize the return windows as they display. Doing so allows the information to be seen better
 4. Instructor may explain and demonstrate **Case** and **Arrest** positional buttons located on the right side of the **AKA** [abbreviated for Names/AKA/Monikers] screen. To activate the Arrest button, the user will click on the booking number; to activate the Case button, the user must click the case number if available. Have users click the close button to exit this window
 5. Instructor will now have students to close out of the **Summary** and **Subject List** windows

IV. CONSOLIDATED CRIMINAL HISTORY REPORTING SYSTEM

(60 Min)

A. EXERCISE 3 – Subject Search by Other Identifier (Driver's License Number)

1. In this lesson the student will learn how to do the following:
 - a. Retrieve the Subject Search Criteria Window (using a second method)
 - b. Search for a subject's Driver's License Number
 - c. View a subject's Three Strikes information
 - d. View a subject's Warrants
 - e. View a subject's Special Handling

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2. Have students reference CCHRS Manual Volume 3
3. Instructors may use other Test information numbers that are available.
4. Three *indented* fields show below the Source area in this window at the top right side of the Court Case window, that will display any Warrant and Strike information such as: **Warrants Issued, Three Strikes or Two Strikes**, and **Parole or Probation Violation** information will show in red
5. The Instructor should tell students that this is just a viewing window, which shows the subject's warrants that were issued and recalled information only. Also tell students that to pull the **WIS**, they must go into **NECS** and run the subject there
6. To switch window from the **Arrest** information to the **Release** information, have users click one time on the **Release** button to the right. The user is now able to toggle back and forth between windows
7. The Historical Classification window will display things such as, Suicidal, Escape Risk, etc. Keep Away Class will display things such as, keep away from general population, etc. These are both, however, special handling
8. The Instructor should tell the students that there are two types of **Links**, an automatic Link, or ASBLINK, done automatically by the system, and a manual Link done by a C.C.H.R.S. Administrator. Demonstrate how to view the information in this window

B. EXERCISE 4 – Subject Search by Other Identifier (Booking Number)

1. In this lesson, the student will learn how to do the following:
 - a. Retrieve the Subject Search Criteria Window (Method 3)
 - b. Search for a subject using a Booking Number
 - c. View a subject's Under Investigation information
 - d. Place a subject under investigation (for detectives only)
 - e. View a subject's Custody information
 - f. Work with multiple windows open
2. Have students reference CCHRS Manual Volume 4
3. Explain to students that the **Box**, to the left of the Tool Bar will show the last type of search that was run, for example, **Subj, Srch, Cal** and **Ad Hoc**
4. Some **Booking Numbers** will now return with multiple subject names due to L.A. County recycles these numbers and LAPD rolls over their booking numbers every 8-10 years. Officers should always check the **Arrest dates**
5. Explain to the users that **Under Investigation** is the only inquiry option that doesn't have a button located on the tool bar, the user must go to the menu bar
6. Inform the class that this option is only for **Detectives**; however, students who work in that capacity may have their C/O's request access on a 15.2 form, which may be obtained from the Technology Training Unit
7. Instructor will explain to the students that the **subject to be flagged must first be displayed** in the Header before the detectives open the Update window
8. Instructor will point out the disclaimers at the bottom of the **Viewing** and **Update** portions of the Under Investigation window, which reads: "**This notice is not sufficient to detain the subject.**" Instructor will also explain this information
9. The Instructor should review with the students this portion of the lesson, which gives them a chance to ask questions
10. The Instructor may demonstrate several different options such as closing the Subject List window, when it's open, and by doing so will also close any other windows that are open.

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C. EXERCISE 5 – Subject Search by Personal Information

1. In this lesson, the student will learn how to do the following:
 - a. Search for a subject using personal information
 - b. Search for subject using the Court Calendar List
 - c. Learn to set Personal Preferences for Active windows
 - d. Search for subject using the Ad Hoc Request system
2. Have students reference CCHRS Manual Volume 5
3. Have the students retrieve the **Subject Search Criteria Window** using one of the three methods that they were taught. The Instructor is encouraged to use “**Live**” data for this exercise
4. Instructor should remind students that this window, **AKA**, is a review of Exercise #2 and the windows to follow: **Address, Description, & Identifiers**
5. The earlier information displayed some **Test** and also some **Live** data
6. Students are viewing Live data at this time
7. Test Students on Viewing a Subject's Alerts
 - a. The Instructor should allow students to test their recall as to which window each alert is found. Use this portion of the lesson as a Mini-Test
 - b. Have students find the case in which the subject 2 or 3 Strikes?
 - c. Which two windows can you find **Warrant** info?
 - d. Have students find the **start** and **end** dates of subject's open **Probation**.
 - e. Have students find the subject's **Spc Hndl**.
 - f. Which window is the subject's **2 or 3 Strikes** found?
 - g. Find the word on the Menu Bar to locate **UnderInv** information.
 - h. Which window is the subject's **Custody** information found in?
8. Instructor should use **Live Data**, which displays more up-to-date information. Have students' scroll through the **unique count** information and note the changes in the height, weight, Birthplace, gang & DOB areas, etc. Emphasize the importance of entering correct information on various department forms, (i.e. FI Cards, 5.9's, and 5.10's), to ensure accuracy within the systems. Have students close the Description and Subject List windows

D. EXERCISE 6 – Court Calendar Search

1. In this lesson, the student will learn how to do the following:
 - a. Retrieve the Calendar Search Criteria window
 - b. Conduct a Court Calendar Search
 - c. Set Window Preferences for Active windows
 - d. Participate in a Test Exercise for Court Calendar List Subjects
2. Have students reference CCHRS Manual Volume 6
3. Instructor must review a current date (up to only one-week prior) for the **Court Calendar** lists before training the class. The Instructor will also prepare the **Calendar Search List Exercise** and make note of Subjects with multiple Alerts
4. Prepare copies to pass out to each student
5. The instructor will explain the two methods available to open this window and then instruct the students to open this window from the second method
6. The Instructor will now pass out the Calendar Search Exercise and explain the procedures on how to use the window and also how to find the subject's information. Start with subject # 1, step by step

E. TEST:

1. The “Test” may either be **written** or **verbal** (Calendar Search Exercise)

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2. Preparing the Calendar Search Exercise
 - a. Choose a Court and District/Division to Search
 - b. Look at 4 - 5 different Subjects from the Calendar List.
 - c. Study their alerts and other criminal history information
 - d. Retrieve the Blank form – Calendar Search Exercise – P:\Drive
 - e. Type the Court name, the District/Division and the Date.
 - f. Type the names of the selected Subjects in the name columns.
 - g. Print out the Court Calendar Search and make copies.
3. Instructions for Student Completion of the Calendar Search Exercise
 - a. Student should be in Calendar List window to complete this test.
 - b. Locate the Subject on the Calendar List.
 - c. Click and highlight the name.
 - d. The subject's alerts will display in the Header portion
 - e. Find out the following information:
 - 1) Subject Fprt / Not Fprt– Write Y or N. (Header area)
 - 2) Number of AKA's. (Summary window)
 - 3) Strikes – 2 Strikes, 3 Strikes, or none. (Header & Case)
 - 4) Open Probation – Write one Start and End date. (Case)
 - 5) Subject in custody –Write Y or N. (Header area)
 - 6) Special Handling –SpecHndl button – (Header area)
4. The Instructor will go over and review the Calendar Search Exercise with the class. Allow students to respond verbally to the exercise. Remember to collect the **Live Data** sheets from the students. Have students click the Close button to close out of the Calendar List

F. EXERCISE 7 – Ad Hoc Search

1. In this lesson, you will learn how to do the following:
 - a. Retrieve the Ad Hoc Search window
 - b. Run a query using the Ad Hoc Search tool
 - c. Find out the status on an Ad Hoc Search
 - d. View the results of the Ad Hoc Search
 - e. Resubmit an Ad Hoc Search
 - f. Delete an Ad Hoc Search
 - g. Log off of C.C.H.R.S. system
2. Have students reference CCHRS Manual Volume 7
3. Instructor will explain **only Detectives have Ad Hoc Search rights**
4. However, if there are any users who are working as case-carrying detectives or who may be working a special detail such as Vice or SPU, and feel that this would be a useful tool to have, a 15.2 to obtain Ad Hoc rights is needed
5. Description
 - a. The Ad Hoc Search tool gives authorized users the ability to query Subjects using complex selection parameters other than those found in the search criteria. Return information displays only when resources are actually available.
 - b. Requests are queued and processed in the background on a first-come, first-serve basis.
 - c. Requests are scheduled to clear over night, may complete over night, in several hours or within a few minutes.
 - d. In some queries, the criteria may be too broad or too much information. When this occurs, the Program will return with zero-hits and a canceled

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status. For example, a search by the first name only, or any other common name would be too broad and entering a lot of physical descriptors would be too much information.

- e. The user has the ability to **Re-submit** the search if he/she needs to add additional information or wants to narrow the search.
6. The instructor should reiterate, once again, that the users are required to have a valid **search reason**, (i.e., a **Case** or **DR** number), upon completion of this training
7. The instructor may use as an example: a robbery investigation. Now advise the detectives that the description should identify & describe each specific search uniquely, (i.e. 187 and victim's name or their serial number and type of crime). Other agency investigators will be using this system
8. Advise detectives that the **Ad Hoc Request Status** window will display showing their search(es) as requested. The status column will display the search as **Processing**, in **Queue** or **Completed**. (Processing and in Queue means the request has been received and is now waiting for a response
9. Inform the detectives that the system only allows them, five (5) Ad Hoc Searches per account. Therefore, after the fifth search, he/she must delete a search before starting another one

V. CRITIQUE and CLOSING

(30 Min)

- A. Course Evaluation
 1. Have students complete the course evaluation and turn it in
 2. Remind students of security policies
- B. Provide Students with contact numbers if additional training or information is needed
- C. Clarify any questions or concerns that the students may have

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