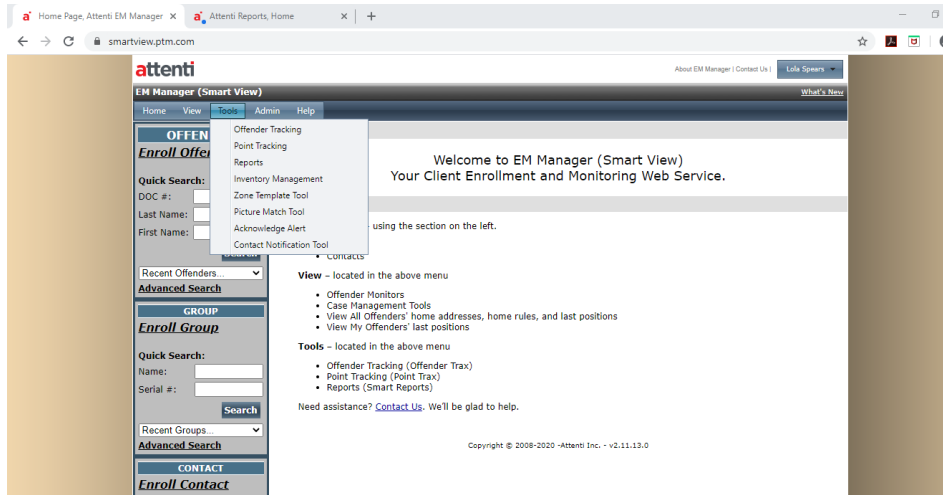


## DVR Instructions and Processing Alerts

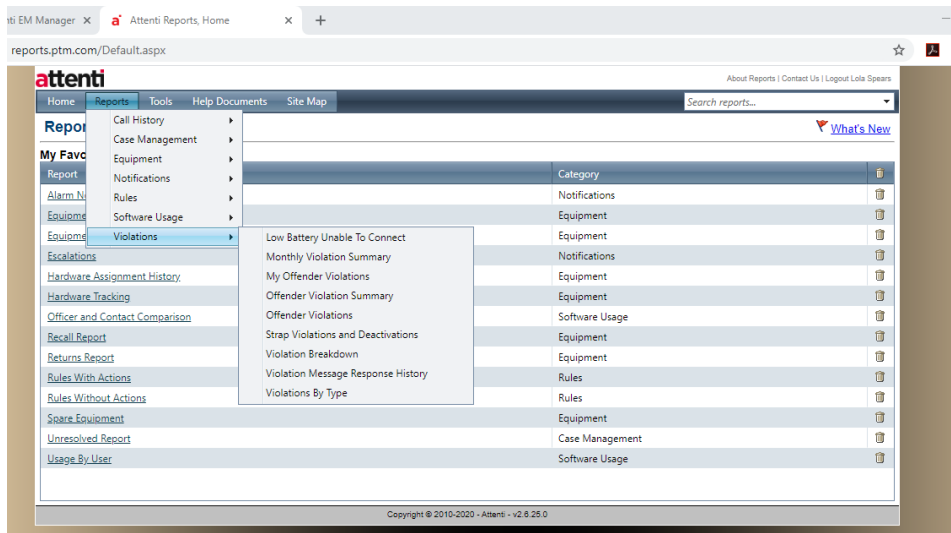
### DVR Instructions

To view violations of offenders by area in the vendor software use the following instructions:

Choose: Tools- Reports- Violations- Offender Violations Report



On the home screen of the vendor software, choose Tools then choose reports from the drop down menu



Once you have chosen reports a new window will open. On this page, you will choose the Reports Tab and then Offender Violations

Next, choose the criteria for the report using the following instructions:

Choose: Region-Customer-Date Range (Start and End Date)-Supervision Level (Active and Passive)- Violations (choose all violations)-Choose Additional Data (Officer-Supervision Level-ODOC Number)

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Offender Violations Report

Contract: State of Oklahoma - Dept. of Corrections

Region: NASPO - OK DOC - Region I

Customer: --All--

Selected: NASPO - OK DOC - Region I

Start Date: NASPO - OK DOC - Region II

End Date: NASPO - OK DOC - Region III - Community Sentencing  
NASPO - OK DOC - Work Release  
NASPO - Oklahoma Department of Corrections

Supervision Level:  Active  Passive  RF  Hybrid  Alcohol

All Violations

Select Violations:

Available Violations

- Alcohol Device Motion
- Base Unit Battery
- BAT Failed
- BAT Not Performed
- BAT Picture Mismatch
- Body Tamper
- Bracelet Battery

Selected Violations

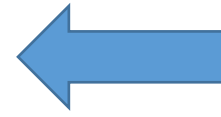
Additional Data:

Available Data

Selected Data

Officer

Supervision Level



Next choose the Region for the location of the inmates that are to be reviewed.

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Offender Violations Report

Contract: State of Oklahoma - Dept. of Corrections

Region: NASPO - OK DOC - Region I

Customer: --All--

Selected: --All--

Start Date: OK DOC - McAlester

End Date: OK DOC - Muskogee  
OK DOC - Tulsa

Supervision Level:  Active  Passive  RF  Hybrid  Alcohol

All Violations

Select Violations:

Available Violations

- Alcohol Device Motion
- Base Unit Battery
- BAT Failed
- BAT Not Performed
- BAT Picture Mismatch
- Body Tamper
- Bracelet Battery

Selected Violations

Available Data

Selected Data



Next, choose the location in which the offenders are being supervised.



Selected: Customer - OK DOC - McAlester

Start Date: 5/22/2020  
End Date: 5/26/2020

Supervision Level:  Active  Passive  RF  Hybrid  Alcohol

All Violations

Select Violations:

Available Violations	Selected Violations
Device Battery	
Device Location Untrusted	
Device Motion	
Device Phone Line Disconnect	
Device Strap	
Device Tamper	
Device Unable To Connect	

Additional Data:

Available Data	Selected Data
Custom ID2	DOC #
	Officer
	Supervision Level

Note: Up to three additional data fields may be chosen.

Output Type:  PDF  Excel

Next, choose the start and end date to view the violations for that period. Next, choose the supervision level. Choose both active and passive. Then choose all violations. For additional data, choose ODOC #, Officer, and Supervision Level. Last choose the format to view the report (pdf or excel) then run report.

NOTE: If an inmate is on active supervision and was not placed on active by the supervising officer they will need to be switched to passive.

**To view violations by officer in the vendor software:**

Choose Tools- Reports- Violations (as indicated above) then My Offender Violations

Next, choose the criteria for the report using the following instructions:

Choose: Region-Customer- Officer-Date Range (Start and End Date)-Supervision Level (Active and Passive)-Display Options (choose show all offenders on their own page, note you may also choose show offenders with no violations)



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**My Offender Violations Report**

Contract: State of Oklahoma - Dept. of Corrections  
Region: NASPO - OK DOC - Region I  
Customer: OK DOC - McAlester  
Officer: Ingram, Randal  
Selected: Officer - Ingram, Randal

Start Date: 5/22/2020  
End Date: 5/26/2020

Supervision Level:  Active  Passive  RF  Hybrid  Alcohol

Display Options:  Only Display Summary Totals  
 Show Offenders With No Violations  
 Show Offenders On Their Own Page

Output Type:  PDF  Excel

Run Report

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Choose the region, customer/location, and supervising officer of the offenders that are to be reviewed. Then choose the date range (start and end date) to be reviewed. Then choose the supervision level (active and passive). Last choose the display options (Show offenders on their own page) and format for the report (pdf or excel) then run report.

**Low Battery Voltage-** The supervising officer will check the inmate's battery violation and charging history. The officer will review with the inmate how to fully charge the unit. Subsequent battery alerts not due to equipment issues may be grounds for sanctions or removal from the program.

**Motion No GPS-** The supervising officer will contact the inmate to verify location during this period. If the inmate works indoors, the officer may consider scheduling a Motion No GPS for the work schedule only.

**Strap Removal or Tamper-** Immediately upon reviewing the DVR or as soon as the supervising officer becomes aware of a strap violation, the officer will contact the inmate to determine if the violation is valid. The officer will visually ensure the strap has not been cut or tampered with. The officer will replace the strap.

**Unable to Connect/Shielding/Jamming/Blocking-** Determine if the alert is due to the inmate's location inside of a structure that is unable to get a good signal. Determine if there is an issue with cellular coverage in the area. Determine if the alert is due to a dead battery. Replace the unit if necessary.

**Zone Alert-** Respond to zone alerts within 24 hours (excluding weekends, holidays and office closures). Verify the address and that the zone is correct on the map. Make sure the inmate has a GPS signal. If not, have the inmate go outside for 15 minutes. Advise the inmate to stay out of the area (exclusion).