

# 5. MEDICAL AND CRIMINAL JUSTICE SYSTEM

The Medical and Criminal Justice System section is for recording information about each client's experiences with those systems. This information is optional and may be more appropriate to the services offered by some agencies than others. The pages described in the following section are identical in all three interfaces in InfoNet, and you may feel free to enter as much or as little information in these sections as is useful to your agency.

You reach the Medical/Criminal Justice System pages by clicking on the link on the left side of the screen. This link is identical whether you are in the DV interface (as shown below), the SA Interface, or the Victims of Crime interface. This section is not available for Victim Witness Assistance Units, as their experience with these systems is different, and leads to different types of questions.

The screenshot shows the 'Domestic Violence (DV)' interface. At the top, there is a navigation bar with 'Data Entry', 'Administrative Utility', and 'Reports' tabs. The user is logged in as 'welcome, Nicky Gleason'. The left sidebar contains a list of menu items, with 'Medical and Criminal Justice System' highlighted and circled. A yellow callout box with a black arrow points to this link, containing the text: 'TO OPEN THE MEDICAL AND CRIMINAL JUSTICE PAGES, CLICK ON THE LINK ON THE LEFT SIDE OF THE SCREEN.' The main content area shows the 'Required Data' section with various dropdown menus and text input fields for client information, including Agency Entered ID, Year of Birth, First Contact Date, Race, Ethnicity, Gender, Client Type, Disability, Homeless, When Incident Occurred for Which Client Sought Services, Primary Offense Location, Client's County of Residence, Client ZIP Code, Health Insurance, Employment Status, Education, Marital Status, Pregnant, Refugee / Immigrant / Assylum Seeker?, Limited English Proficiency?, If so, what is the client's first language?, and Does client have Veterans Status?. There are also checkboxes for Case Closed and Date Closed, and a dropdown for Reason Closed. At the bottom, there are buttons for 'Next Page', 'Submit', 'Clear', and 'Cancel'.

## MEDICAL

general crimes > sexual assault > administrative utility > welcome, Test User [logout](#) >

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Domestic Violence (DV)

 **Office of  
Crime Victims  
Advocacy**  
 **Washington State  
Department of Social  
& Health Services**  
**CA Children's Administration**

Data Entry | Administrative Utility | Reports

Find Client or Case

**Medical**Police Prosecution Protection Orders

**Client ID:** Example1 **Case ID:** 86171

Did client visit a medical facility?

Was client treated for injuries?

Was hospitalization required?

Were photos taken?

If so, where are the photos?

Type of medical facility?

Was an evidence kit used?

Was a sexual assault forensic exam used?

Other Family Problems

Next Page Submit Clear Cancel

The first page of the section is an area to record Medical information. The fields on this page are completely optional, and are provided for your agency's use only. The Medical information is not part of the information collected for state and federal reports. The fields are as follows:

### Medical Fields

Did client visit a medical facility?

Yes

No

Not Reported

Not Applicable

Unspecified

Select an Item

**Medical Facility:** If the client visited a medical facility, select Yes. If not, select No.

Was client treated for injuries?

Yes

No

Not Reported

Not Applicable

Unspecified

Select an Item

**Treated for Injuries:** If the client was treated for injuries, select Yes. If not, select No.

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### Medical Fields

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Was hospitalization required?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Hospitalization Required:** If the client was hospitalized, select Yes; if not, select No.

Where photos taken?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Photos taken:** If photos were taken of your client's injuries, select Yes; otherwise, select No.

If so, where are the photos?

**Where are the photos?** This field is provided for your convenience, if there are different places the photos may be kept – by the police, by your client, etc. It is a text field and you may enter any information that is valuable to your agency, or leave it blank if you prefer.

Type of medical facility?

- Select an Item
- Trauma Center
- Emergency Room
- Clinic
- Private Physician
- Other
- None
- Not Reported
- Unspecified

**Type of medical facility:** Select the type of medical facility, if any, where your client was treated.

Was an evidence kit used?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Evidence kit:** If an evidence kit was used, select yes; otherwise, select No.

Was a sexual assault forensic exam used?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Sexual Assault exam:** If your client received a sexual assault forensic exam, select Yes; if not, select No.

Other Family Problems

**Other Family Problems:** This text box is provided to record any additional data associated with your client's medical visit. For example, you may wish to note the client's children also received medical assistance in this area.

When you have completed the client's medical information, remember to click on the **Submit** button to save your data.

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## POLICE

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### Domestic Violence (DV)

Data EntryAdministrative UtilityReports



**Office of  
Crime Victims  
Advocacy**

  
**Washington State  
Department of Social  
& Health Services**  
**CA Children's Administration**

Medical | Police | Prosecution | Protection Orders

**Client ID:** Example:    **Case ID:** 86171

Was the crime reported to law enforcement?

If so, date reported:

Was a patrol interview conducted?

Did a detective interview the client?

Was the offender arrested?

If so, date arrested:

The Police page is for agencies that wish to record the client's interaction with law enforcement. It is completely optional information, and is only to be completed if recording such information is useful to your agency. The information is not part of state or federal funding reports. Each field is optional and you may enter as little or as much information for your client as you wish. The fields are as follow:

### Police Fields

Was the crime reported to law enforcement?	<input type="text" value="Select an Item"/> <div style="border: 1px solid black; padding: 2px; font-size: small;">Yes No Not Reported Not Applicable Unspecified Select an Item</div>	<b>Was crime reported?</b> If the crime was reported to law enforcement, select Yes; otherwise, select No.
If so, date reported:	<input type="text" value="5/1/2006"/>	<b>Date reported:</b> If the crime was reported and you know the date of the report, you may enter the date here. It is also alright leave this field blank.
Was a patrol interview conducted?	<input type="text" value="Select an Item"/> <div style="border: 1px solid black; padding: 2px; font-size: small;">Yes No Not Reported Not Applicable Unspecified Select an Item</div>	<b>Patrol Interview:</b> If a patrol interview as conducted, select Yes; otherwise, select No.

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### Police Fields

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Did a detective interview the client?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Detective Interview:** If the client was interviewed by a detective, select Yes; otherwise, select No.

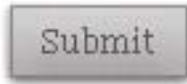
Was the offender arrested?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Offender Arrested:** If the offender was arrested, select Yes; otherwise, select No.

If so, date arrested:

**Date arrested:** If the offender was arrested and the date of arrest was known, you may enter the date here. If the offender was arrested multiple times on the same charge, please enter the most recent date of arrest.



When you have completed the police information, remember to click on the **Submit** button to save your data.

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# PROSECUTION

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Sexual Assault (SA) Office of Crime Victims Advocacy  
Washington State Department of Social & Health Services  
CA Children's Administration

Data Entry Administrative Utility Reports

- Client Intakes
- Medical and Criminal Justice System**
- CSAP and Specialized Services
- Marginalized Services
- Crisis Intervention & Information/Referral
- Prevention Activities
- Systems Coordination & Program Support
- Community Organizing & Responding

Medical Police **Prosecution** Protection Orders

**Client ID:**  **Case ID:**

Did the prosecutor's office interview the client?

Did the prosecutor press charges?

Did the prosecutor's office have a Victim/Witness advocate?

If so, did the Victim/Witness advocate participate?

Was a trial Scheduled?

If so, what type of trial?

Number Of Court Appearances:

Number Of Prosecution Continuances

Number Of Defense Continuances:

Charged With  Date of Charges  Charge Type

Disposition  Disposition Date

Sentence  Sentence Date  Months Sentence

The Prosecution page is for recording the client's experience with the court system. The page records yes/no type information regarding whether the prosecutor filed charges or interviewed the client, and also provides an area for entering charges filed by the prosecutor. Again, the fields on this page are completely optional, and are provided for your agency's use only. The Prosecution information is not part of the information collected for state and federal reports. The fields are as follows:

## Prosecution Fields

Did the prosecutor's office interview the client?	<input type="text" value="Select an Item"/>
	<ul style="list-style-type: none"><li>Yes</li><li>No</li><li>Not Reported</li><li>Not Applicable</li><li>Unspecified</li><li style="background-color: #000080; color: white;">Select an Item</li></ul>

**Prosecution interview:** If the prosecutor's office interviewed your client, select Yes; otherwise, select No.

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### Prosecution Fields

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Did the prosecutor press charges?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Press charges:** If the prosecutor's office filed charges in your client's case, select Yes. Keep in mind answering yes to this field does not imply your client supported the filing of charges, or that the charges that your client wished to be pressed were the ones the prosecutor's pursued. It also does not indicate the charges were not eventually dropped or altered. This field is merely an indicator of if any charges were pressed whatsoever. If no charges were pressed, select No.

Did the prosecutor's office have a Victim/Witness advocate?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Victim/Witness Advocate:** This field is used to record if the prosecutor's office had a Victim Witness Advocate. If the prosecutor's office has a Victim/Witness program, select Yes; otherwise select No.

If so, did the Victim/Witness advocate participate?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Victim/Witness Participation:** If you selected Yes in the preceding question, indicate whether a Victim/Witness advocate participated in your client's case. If so, select Yes. If not, select No.

Was a trial Scheduled?

- Yes
- No
- Not Reported
- Not Applicable
- Unspecified
- Select an Item

**Trial Scheduled?** If a trial was scheduled in your client's case, select Yes. If no trial was scheduled, select No. Indicating yes in this field does not imply the trial was held. It only indicates a trial was scheduled at some point during the proceedings.

If so, what type of trial?

- Select an Item
- Bench
- Jury
- Unknown

**Trial Type:** If a trial was scheduled, indicate whether it was a Jury or Bench trial, if known. If no trial was scheduled, leave this field blank.

Number Of Court Appearances:

**Court Appearances:** Indicate the number of times, if any, your client appeared in court, whether to testify or to observe.

Number Of Prosecution Continuances:

**Prosecution Continuances:** Enter the number of continuances, if any, which were requested by the prosecution.

Number Of Defense Continuances:

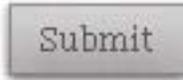
**Defense Continuances:** Enter the number of continuances, if any, which were requested by the defense.

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### Prosecution Fields

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When you have completed the prosecution information, remember to click on the **Submit** button to save your data.

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In the area at the bottom of the page is an area to record the Charges filed by Prosecution in your client's case. InfoNet allows you to record multiple charges for each case. This information is optional and does not need to be recorded unless it is useful for your agency's legal advocacy program.

### Charge Fields

Charged With

**Charged With:** Enter the charge you wish to record. Keep in mind in cases where multiple charges were filed, each charge should have its own record, so please do not enter multiple charges in this text field.

Date of Charges

**Date of Charges:** Enter the date the charge was filed.

Disposition

- Select an Item
- Acquitted
- Dismissed, Want of Prosecution
- Dismissed, Other Reason
- Dismissed, Victims Didn't Show
- Dismissed, Fines
- Mistrial
- Charges Dropped
- Stricken on Leave
- Convicted
- Convicted, Lesser Charge

**Disposition:** Enter how the charge was disposed. You may enter the charge initially and return to this record later to indicate how the charge was disposed if you prefer. Please note in addition to convictions and acquittals, the drop down list also allows you to signify a charge was dropped, dismissed for a variety of reasons, or the offender was convicted of a lesser charge as well as other options.

Disposition Date

**Disposition Date:** Indicate the date the charges were disposed, if known.

Sentence

- Select an Item
- Not Sentenced
- Probation
- Restitution
- Supervision
- Conditional Discharge
- Jail/Prison
- Fines
- Other
- Unknown
- Mandated Counseling

**Sentence:** If the charge resulted in a conviction, indicate the type of sentence. Currently, you may only select one item under sentencing. However, in future expansions of the InfoNet system, we will add the ability to record multiple sentencing conditions for each charge. Until this update is made, please note other sentencing conditions in your client file and use your own judgment to select the one you feel is most relevant to record in InfoNet.

Sentence Date

**Sentence Date:** Indicate the date the offender was sentenced, if applicable.

Months Sentence

**Months Sentence:** If the offender was sentenced to jail or prison, indicate the number of months sentenced.

When you have entered the information you wish to record on this charge, click the **Add/Edit Trial Charge** button to save your data or changes to your data.

After a charge has been entered, it will appear in the list at the bottom of the screen:

Date of Charges	Charge Type	Charged With	Disposition Date	Months Sentenced	
	Felony	1st Degree Assault	7/1/2006 12:00:00 AM	18	



## PROTECTION ORDERS

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Domestic Violence (DV)

 Office of Crime Victims Advocacy  
 Washington State Department of Social & Health Services  
 CA Children's Administration

Data Entry
Administrative Utility
Reports

Find Client or Case

- Client Information
- Medical and Criminal Justice System
- Direct Client Services
- Hotline Calls/info. & Referral Services
- Coordinated Community Response
- Presentations, Publications & Conducting Trainings
- Community Education
- End Of Year Report

Medical
Police
Prosecution
Protection Orders

**Client ID:** Example1    **Case ID:** 138093

Originally Sought Order:

Date Filed:

County:

Date Issued:

Type:

Status:

Forum:

Comments:

Number Of Extensions:

Date of Last Extension:

Violation WITHOUT Police Charges:

Number Of Violations:

Date Of Last Violation:

Date Vacated:

Date Expiration:

Number Of Modifications:

Date of Last Modification:

Violation WITH Police Charges:

Number Of Violations:

Date Of Last Violation:

Add/Edit Protection Order
Clear Protection Order

Date Filed / Date Issued	Type of Protection Order	Forum of Protection Order	Date Vacated / Date Expired	Comments

Next Page
Submit
Clear
Cancel

The Protection Orders page is for recording the client's experience with filing restraining orders, no-contact orders, and other orders of protection. This page allows you to collect and monitor a wide variety of information about protection orders that will be more useful to some agencies than others. **If your agency receives STOP, STOP ARRA, SASP, or DVLA funding, you must enter the date filed, type of order, and status here at a minimum for protection orders your STOP, STOP ARRA, SASP or DVLA advocate assists clients with.** For other agencies, this information is optional.

### Protection Order Fields

Originally Sought Order:

**Originally Sought Order:** Enter the date the client originally tried to get a protection order, if known.

Date Filed:

**Date Filed:** Enter the date your client filed paperwork to receive a protection order, if known. **Please complete this field if you report Protection Order information on your grant reports.**

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### Protection Order Fields

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County:   
  
Adams  
Asotin  
Benton  
Chelan  
Clallam  
Clark  
Columbia  
Cowlitz  
Douglas  
Ferry

**County:** Enter the county where your client filed for a protection order, if known.

Date Issued:

**Date Issued:** If your client was granted an order of protection, please indicate the date the order was issued.

Type:   
  
Emergency  
Temporary  
Permanent  
Unknown

**Type:** Enter the type of protection order – Emergency, Temporary, or Permanent. Some jurisdictions do not differentiate between “emergency” and “temporary” protection orders. Please use the terminology that is used in your jurisdiction, and disregard any options that don’t apply. **Please complete this field if you report Protection Order information on your grant reports.**

**Status:**   
  
Granted  
Denied  
Status Not Known

**Status:** Enter the status of the protection order – granted, denied, or unknown. **Please complete this field if you report Protection Order information on your grant reports.**

Forum:   
  
Civil  
Criminal  
Unknown  
None

**Forum:** Indicate whether the protection order was filed in criminal or civil court, if known.

Date Vacated:

**Date Vacated:** If the protection order was vacated, indicate the date it was vacated here.

Date Expiration:

**Date Expiration:** If the protection order will expire on a given date, indicate the expiration date here. If the expiration date is updated in the future, you may edit this field to indicate the most current expiration date at any time.

Comments:

**Comments:** If there are comments about the protection order, space is provided here. Please keep comments brief.

It may be helpful to note the differences between multiple active protection orders here. For example, if your client has active protection orders against more than one individual, this may be where you indicate which order is for the “client’s ex-husband” vs. “former mother-in-law.” Or, if a client has one protection order filed in District Court and one filed in Municipal Court, you may choose to indicate the court each protection order was filed.

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### Protection Order Fields

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Number Of Extensions:

**Number of Extensions:** Indicate the number of times the protection order was extended.

Date of Last Extension:

**Date of Last Extension:** If the protection order was extended, indicate the date of the extension here. If the protection order is extended at a later date, you may edit this date to indicate the most recent date of extension.

Number Of Modifications:

**Number of Modifications:** If the protection order is modified, enter a 1 here. If the protection order is modified again in the future, you may come back and update the number to reflect the total number of modifications.

Date of Last Modification:

**Date of Last Modification:** If the protection order was modified, indicate the date of modification here. If the protection order is modified again at a later date, you may edit this date to indicate the most recent date of modification.

Violation WITH Police Charges:

Number Of Violations:

Date Of Last Violation

**Violations WITH Police Charges:** If the offender violates the protection order, and is charged by the police with those violations, you may indicate so in this area.

Violation WITHOUT Police Charges:

Number Of Violations:

Date Of Last Violation

**Violations WITHOUT Police Charges:** If the client reports the protection order was violated, but the offender was not charged by police, you may indicate those violations here.

When you have entered all of the information you wish about this protection order, click on the **Add/Edit Protection Order** button to save your changes.

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After you have entered a Protection Order and clicked the Add/Edit Protection Order button, the protection order you just entered will appear at the list on the bottom of the screen:

Date Filed / Date Issued	Type of Protection Order	Forum of Protection Order	Date Vacated / Date Expired	Comments
5/10/2006 12:00:00 AM /	Emergency	Civil	/ 5/12/2007 12:00:00 AM	
				

To edit the protection order, simply click on the record for it and edit the appropriate dates or fields. To delete a protection order that was entered in error, click the red X. When you have finished your edits, click again on the Add/Edit Protection Order button to save your edits.

This page will allow you to enter information on multiple protection orders for each client. However, please note that modifications, extensions, or vacations of one protection order should not be entered as a separate record, but should be edited on the existing protection order record. Please do not enter separate protection orders unless they are actually different orders!