

Quick Start Guide



CrimeTime[®]

California Edition

Computerized Criminal Sentence Calculation

Installing Program

1. Insert the CD-ROM into drive. The installation will begin automatically

If the installation program does not start automatically

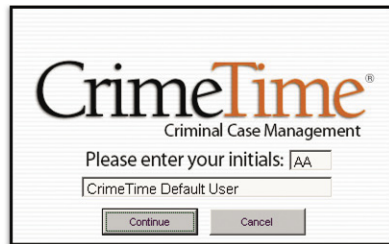
1. Use the "Start" button on your Windows Toolbar:
Start > Settings > Control Panel > Add/Remove Programs
2. Choose "Install" button
3. Upon completion, you should see the message
"CrimeTime installation and data conversion complete"

Starting Program

1. Double click on the CrimeTime icon, or
2. Use the "Start" button on your Windows :

Start > Programs > CrimeTime California Edition

3. Enter your initials into the
"Please enter your initials" field.
You are asked if you want to be
added to the database, select "Yes".
After you enter your information,
you will see the case list window.



Enter Defendant Information

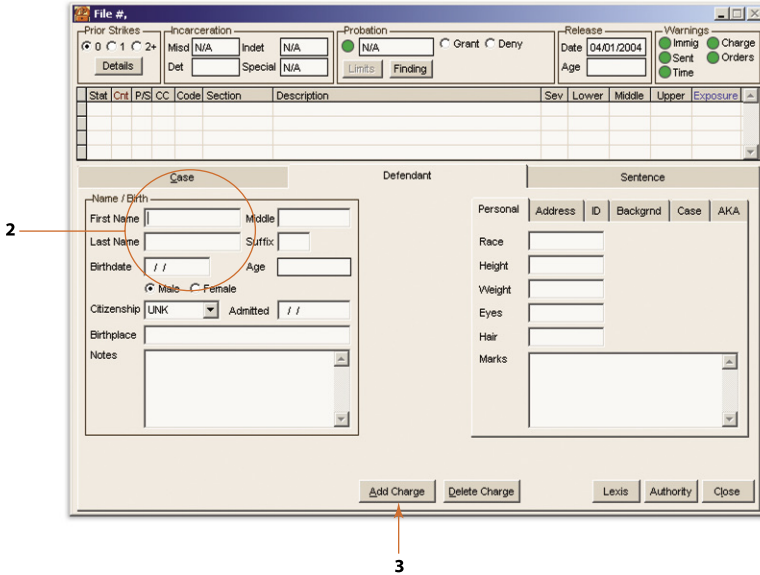
1. Press "New" button



2. Make sure to enter required information:

First Name, Last Name, Birthdate (Use the "Tab" key to move to the next field)

3. Press "Add Charge" button

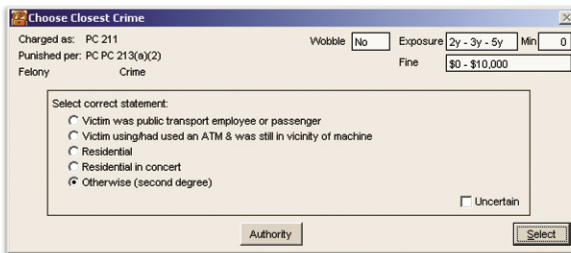
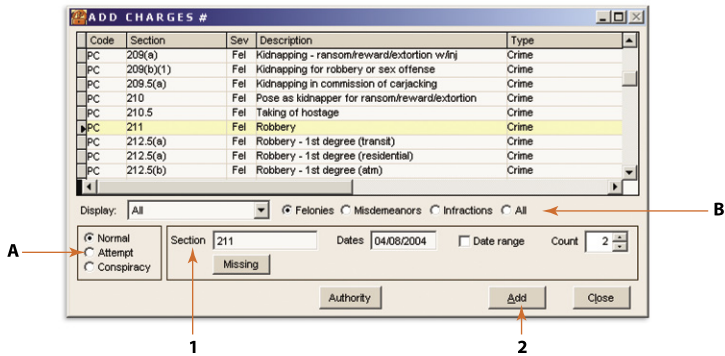


Shortcut: Use the "Tab" key to move to the next field

Hot spots = Instant authority
Clicking on a field displays authority

Select Crimes

1. Type in the offense (Ex. 211) in the "Section" input box
(Conduct enhancements are attached to crimes by sharing the same count number)
 - A. Select Attempts or Conspiracy button when appropriate
 - B. Felony; Misdemeanor & Infraction selector
2. Press the "Add" button and confirm selection



Some charges will display a screen which allows you to refine your charge selection

Select Incarceration Terms

1. Sort charges by severity
2. Specify factors in Mitigation & Aggravation
3. Select Low, Middle, or Upper Terms (or)
4. CC/CS imposition

The screenshot shows a software window titled "File #, John Doe" with various tabs and input fields. At the top, there are sections for "Prior Strikes", "Incarceration", "Probation", "Release", and "Warnings". Below these is a table with columns: Stat, Ctrl, P/S, CC, Code, Section, Description, Sev, Lower, Middle, Upper, Exposure. The first row shows "CON 1 P CS PC 211 Robbery Fel 2y 3y 5y 5y".

Below the table are sections for "Case", "Defendant", and "Sentence". The "Sentence" section includes "Incarceration", "Collaterals / Orders", and "Credits / Release Date".

Key elements and annotations:

- 1:** Points to the "Sort charges by" section, where "Count" is selected over "Severity".
- 2:** Points to the "Charge Status" section, where "Acquitted" is selected over "Convicted".
- 3:** Points to the "Mitigate" button and the "Lower", "Middle", and "Upper" radio buttons.
- 4:** Points to the "Concurrent/Consecutive" section, where "Consecutive" is selected over "Concurrent".

The screenshot shows a window titled "Circumstances in Mitigation (Rule 4.423)". It has two tabs: "Facts re Crime" and "Facts re Defendant". Under "Facts re Crime", there is a list of checkboxes for various factors:

- D passive participant or played minor role in crime
- The victim was an initiator or a willing participant in incident
- The crime was committed due to unusual circumstances or great provocation
- D participated under duress or was otherwise partially excusable
- D, without predisposition to do so, was induced by others to participate in crime
- D exercised caution to avoid harm, takings were deliberately small, or no harm done or threats made
- D believed he had a claim of right to the property, or believed conduct was legal
- D was motivated to provide the necessities of life to family or self
- D suffered from repeated abuse which had been inflicted by the victim who was spouse or cohabitant

Below the list is a "Details" section and a text area for "Additional Related Mitigating Factors (Rule 408)".

Mitigation Screen

The screenshot shows a window titled "Circumstances in Aggravation (Rule 4.421)". It has three tabs: "Facts re Crime", "Facts re Defendant", and "Statutory Factors". Under "Facts re Crime", there is a list of checkboxes for various factors:

- The crime involved great violence
- D was armed with or used a weapon
- The victim was particularly vulnerable
- D induced others to commit offense, or was a leader
- D induced a minor to commit offense
- D threatened witness or the judicial process
- D received concurrent terms
- The crime involved planning or sophistication
- The crime involved taking of great monetary value
- The crime involved a large quantity of contraband
- D took advantage of a position of trust

Below the list is a "Details" section and a text area for "Additional Related Aggravating Factors (Rule 408)".

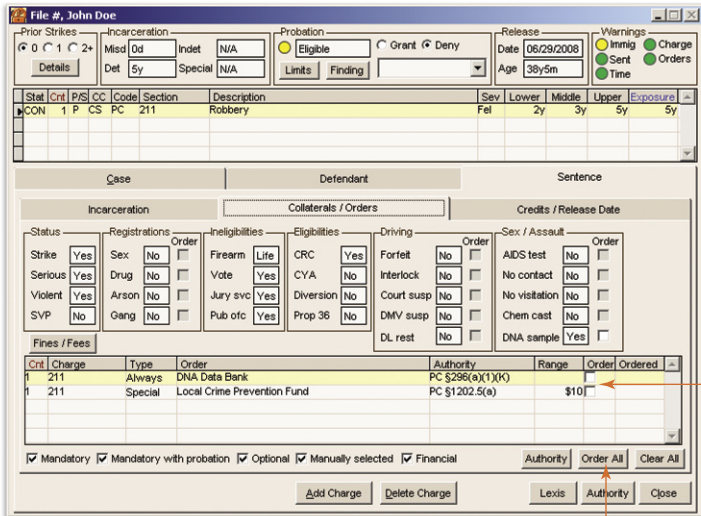
Aggravation Screen

Select factors

You may type text to justify your selection

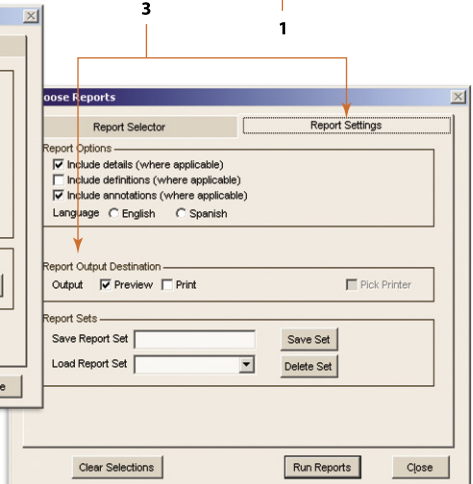
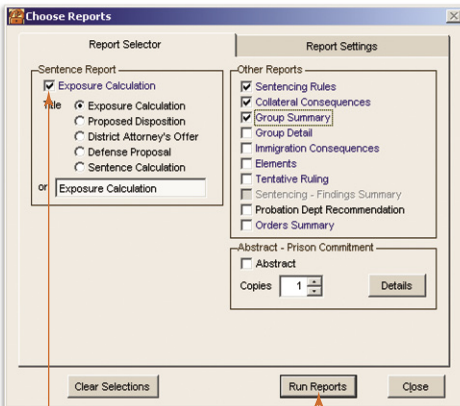
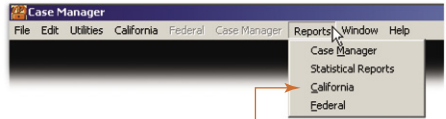
Other Orders

1. Check orders individually (or)
2. Use "Order All" button



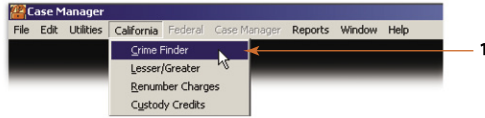
Generate Report Set

1. Select "Reports" from the drop down menu
2. Select desired reports
3. Select print or preview
4. Click "Run Reports" button

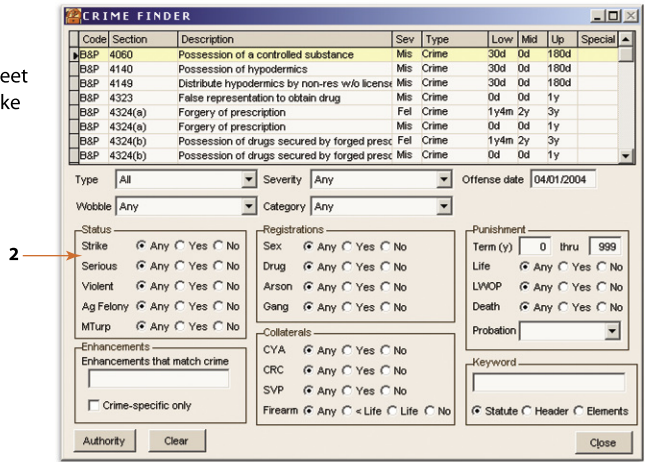


CrimeFinder

1. Select "California" from drop down menu

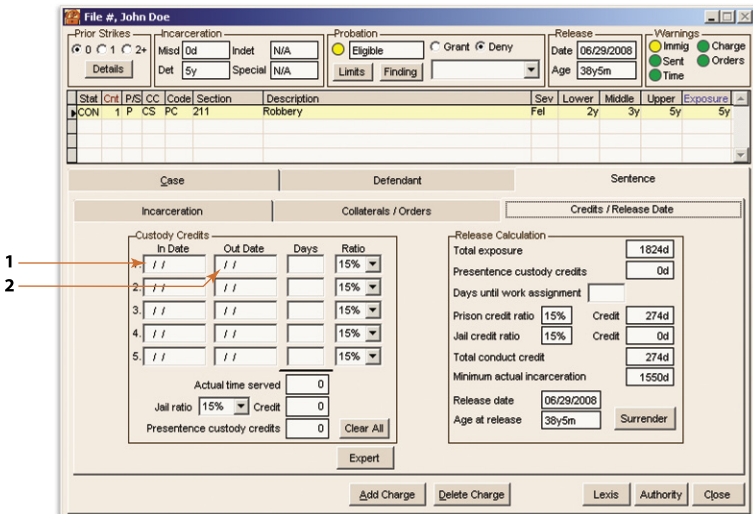


2. Select search criteria
CrimeTime automatically displays the crimes that meet your criteria when you make a selection (or tab out of a text box)



Pre Sentence Custody

1. Specify arrest date
2. Specify sentencing or release custody date



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