Rwanda Integrated Electronic Case Management System

Rwanda IECMS

RWANDA CORRECTIONAL SERVICE

USER MANUAL

Version 1.0

SYNERGY
INTERNATIONAL SYSTEMS

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INTRODUCTION

This document describes the *Rwanda Correctional Service* data entry form in the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application developed for the Rwanda Correctional Service Headquarters, as well as Provincial and District Level Institutions of Rwanda. It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the *Rwanda IECMS* application to record information on case proceedings at the Rwanda Correctional Service institutions, including the RCS Headquarters and Provincial and District Level Institutions.

OVERVIEW

The *Integrated Electronic Case Management System for Rwanda (Rwanda IECMS)* is an automated information management system, which is designed within the initiative of modernizing Rwanda's Justice, Reconciliation, Law and Order Sector (JRLOS). It is intended to ensure improved access to and transparency of justice information both for the government institutions and general public. Moreover, the system aims at facilitating information sharing at key decision points, as well as to improve efficiency and coordination of the police, prosecution, and court activities in the Republic of Rwanda. Furthermore, it is intended to replace the paper-based case records and static spreadsheets and workflows with their computerized counterparts in order to enable full reproduction of cases along with case proceeding information in the event of loss or physical damage of the case file.

The main objective of *Rwanda IECMS* is to serve as a centralized and unique database for all justice sector institutions, including the Rwanda National Police (RNP), National Public Prosecution Authority (NPPA), Rwanda Judiciary (RJ), and Rwanda Correctional Services (RCS). Also, it is a sector-wide platform to assist all the officials accessing the system to have an easy and ad-hoc access to the information required for processing the cases and implementing day-to-day operations. *Rwanda IECMS* is intended to help to standardize case record information storage and to streamline current processes, and, thus, ensure more effective follow-up at different levels. It is also the main database and data collection and reporting system as it guarantees effective access to the case data, promotes accountability, and increases public trust and confidence.

Rwanda IECMS consists of the following applications, each dedicated to one justice agency and used to handle their business processes:

- Rwanda National Police
- Rwanda National Public Prosecution Authority
- Rwanda Judiciary
- Rwanda Correctional Service
- Civil Litigation Service

The *Rwanda Correctional Service* module within *Rwanda IECMS* is designed to extend its functionality to the correctional institutions of all levels and ranks. It is intended to serve as a tool for all users at all organizational structure levels to handle the cases (along with their information) at their own institutions, as well as all the cases filed in the institutions and offices under their direct supervision.

In the current design, the *Rwanda Correctional Service* form consists of the following sections:

- The **General Information** section is used to add and display general information about the correctional case. The information to be provided in this section includes the RCS establishment where the inmate should serve their term, decision and sentence type, etc.

- The **Detention Details** section is used to provide detailed information about the arrest and transfer documentation attached to the case and constituting its inseparable part. The information to be provided in this section includes the arrest statements, arrest warrants, and transfer details.

- The **Exhibits and Visits** section is used to store and display information about the physical / documentary evidence collected during the case processing and details of visits paid to the prisoner. The information to be provided in this section includes information on the seized and returned items, money received / spent by the prisoner, as well as visits paid to the prisoner during conviction.

- The **TIG Daily Attendance** section is used to provide detailed information about the convict's daily attendance to the correctional camps and details of visits paid to the inmate. The information to be provided in this section includes the report on the inmate's attendance to the correctional camps, as well as visits paid to the inmate during their term.

- The **Court Related Information** section is used to provide detailed information on court decision made in relation to a particular case and the parties involved in it. The information to be provided in this section includes the description of the court decisions made during the case hearings, as well as the detainee's appointment to the court.

- The Medical Information section is used to provide detailed information about the medical check-ups that the inmate should undergo, as well as the details on check-up centers and medical posts where they should be examined. The information to be provided in this section includes the list of medical check-up centers and their addresses, etc.

- The Evasion section is used to provide detailed information about the prisoner's evasions, if any. The information to be provided in this section includes the date when the evasion took place, evasion category, etc.

- The Notes and Attachments section is used to record additional comments and issues related to the given correctional case, as well as attach supporting documents and other files.

- The History section of is used to view information on access to the given case record and the changes made to it.

Rwanda IECMS provides a web-based user interface and requires having a web browser pre-installed.

GENERAL INFORMATION

The *General Information* section of the *Rwanda Correctional Service* form (Figure 1, Figure 2 and Figure 3) is used to add and display general information about the correctional case. The information to be provided in this section includes the RCS establishment where the inmate should serve their term, decision and sentence type, etc.

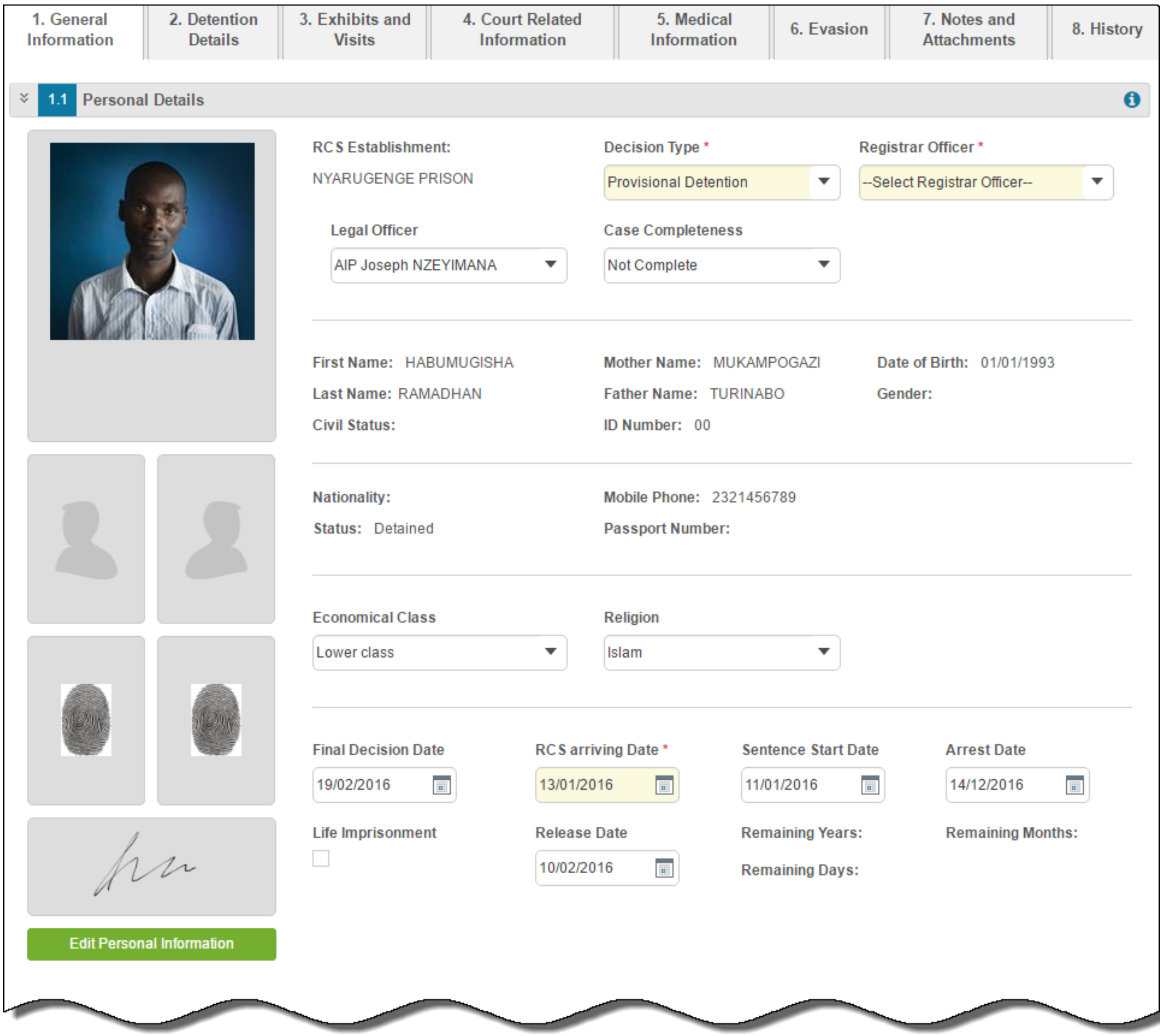


Figure 1: General Information (Part 1)

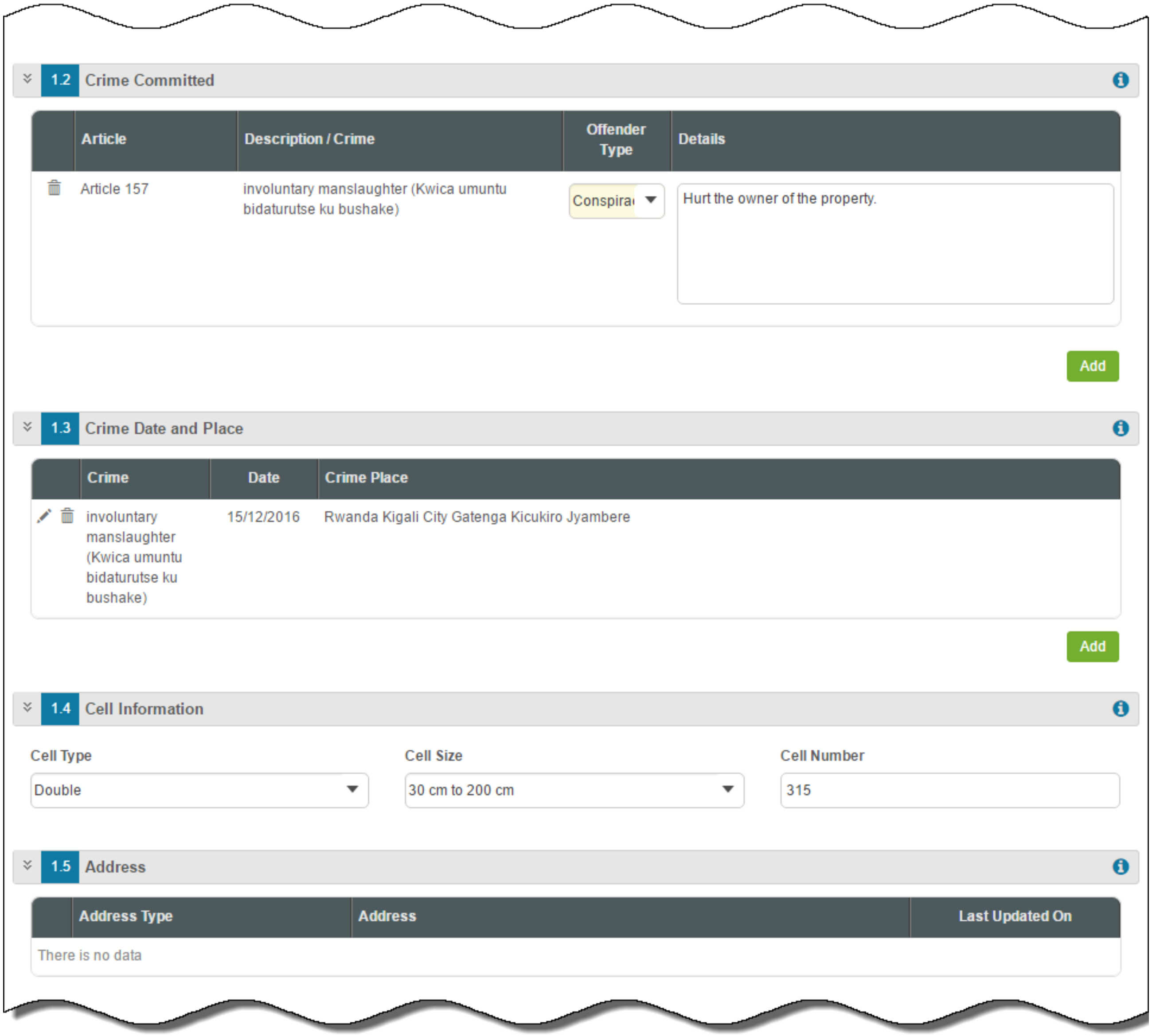
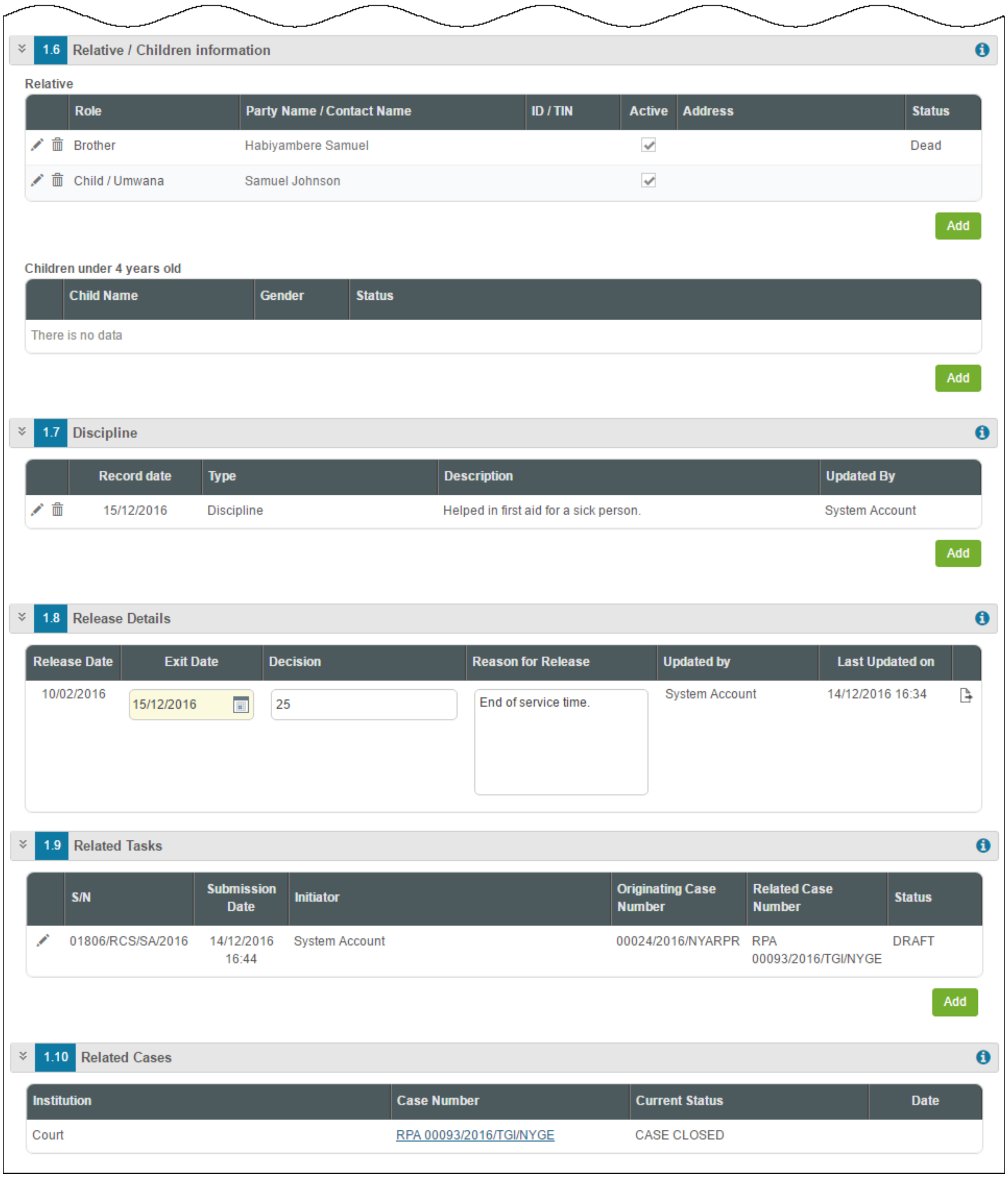


Figure 2: General Information (Part 2)



1.6 Relative / Children information

Relative

	Role	Party Name / Contact Name	ID / TIN	Active	Address	Status
	Brother	Habiyambere Samuel		✓		Dead
	Child / Umwana	Samuel Johnson		✓		

Add

Children under 4 years old

	Child Name	Gender	Status
There is no data			

Add

1.7 Discipline

	Record date	Type	Description	Updated By
	15/12/2016	Discipline	Helped in first aid for a sick person.	System Account

Add

1.8 Release Details

Release Date	Exit Date	Decision	Reason for Release	Updated by	Last Updated on	
10/02/2016	15/12/2016	25	End of service time.	System Account	14/12/2016 16:34	

1.9 Related Tasks

	S/N	Submission Date	Initiator	Originating Case Number	Related Case Number	Status
	01806/RCS/SA/2016	14/12/2016 16:44	System Account	00024/2016/NYARPR	RPA 00093/2016/TGI/NYGE	DRAFT

Add

1.10 Related Cases

Institution	Case Number	Current Status	Date
Court	RPA 00093/2016/TGI/NYGE	CASE CLOSED	

Figure 3: General Information (Part 3)

For more details on what information is requested in the *General Information* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

<table>
<tr><th>Field Name</th><th>Description</th></tr>
<tr><td>Personal Details</td><td>Provide the following information about the person to be imprisoned:

Inmate – indicate the inmate related to the given RCS case. For more details, see Managing Inmates.
Photo / Fingerprints / Signature – upload the image files for the person's photo, fingerprints, and signature. For more details, see Managing Image Files.
RCS Establishment – select the correctional service establishment where the convict was sentenced to serve a term. This field is mandatory.

Note: If the list of prisons and correctional camps is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Decision Type – indicate the type of the decision made by the court in relation to the given case. This field is mandatory. Please, note that the list of available decision type options may vary depending on whether the inmate was sentenced to serve their term in prison or correctional camp.

Note: If the list of decision types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Registrar Officer – specify the name of the registrar officer in charge of the case. This field is mandatory.

Note: If the list of registrar officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
</td></tr>
</table>

	• **Legal Officer –** specify the name of the legal officer in charge of the case. Please, note that this field becomes available if the inmate was sentenced to serve a term in prison. It is displayed after recording the decision details in the *Decision Type* field. • **Case Completeness –** indicate whether the case is completed or not by selecting one of the possible options. • **Economical Class –**specify the economical class of the inmate. • **Religion** – indicate the religion that the inmate confesses. • **Final Decision Date** – indicate the date when the final decision was made. A calendar popup is available for this field, see Figure 4: Calendar. • **RCS Arriving Date –** indicate the date when the inmate is supposed to arrive in the RCS establishment. *This field is mandatory*. A calendar popup is available for this field, see Figure 4: Calendar. • **Sentence Start Date –** indicate the date when the court sentence term is to start. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar. • **Arrest Date –**indicate the date when the inmate's arrest took place. A calendar popup is available for this field, see Figure 4: Calendar. • **Life Imprisonment –** indicate whether the inmate was sentences to life imprisonment. • **Release Date –** indicate the date when the inmate was supposed to be released from the RCS establishment. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar. Please, note that this field is not available for life imprisonment sentences. • **Remaining Years** – this is an automatically calculated field that displays information on how many years the inmate is yet to spend in the penitentiary institution.

	• **Remaining Months** – this is an automatically calculated field that displays information on how many months the inmate is yet to spend in the penitentiary institution. • **Remaining Days** – this is an automatically calculated field that displays information on how many days the inmate is yet to spend in the penitentiary institution.
Crime Committed	Provide detailed information about the crime committed by the inmate and the legal articles violated. For more details, see Managing Committed Crime Records.
Crime Date and Place	Provide information about the date when the crime took place. Also, indicate the place where it occurred. For more details, see Managing Crime Dates and Places.
Cell Information	Indicate the information related to the cell the inmate should go to. The following information should be provided: • **Cell Type** – indicate the type of the cell where the inmate will serve their term. • **Cell Size** – indicate the size of the cell. • **Cell Number** - enter the number of the cell where the inmate will pass their service time.
Address	This is a read-only field that displays information on the inmate's residential and other types of address as indicated in their profile. For more details, see the *Rwanda IECMS Individual Form User Manual* in REFERENCES. However, the record details are available for viewing purposes. In order to view an address record, click the **(View Form)** button to the left of the record. The details of the selected record will open in a separate window in the read-only mode.
Relative / Children Information	Provide information about the inmate's relatives. For more details, see Managing Relative Records. For female inmates that have children under four, also list the children that will be detained with their mother. For more details, see Managing Children Records.

Discipline	Provide information about the inmate's behavior during their sentence term. For more details, see Managing Discipline Records.
Release Details	Provide the following information about the inmate's release from the RCS establishment where they served their term: • **Release Date** – this field is automatically populated by the system with the date when the inmate should be released from the RCS establishment. • **Exit Date** – indicate the actual date when the inmate exited the RCS establishment. • **Decision** – indicate the details of the release decision. • **Reason for Release** - provide the rationale behind releasing the inmate. Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who last updated the release record as well as the date and time of the last modification. This information is displayed in the *Updated by* and *Last Updated on* columns of the *Release Details* table. Moreover, the system allows for exporting records displayed in this section. For more details on how to export records, see EXPORTING FILES.
Related Tasks	This is an automatically generated field that displays information on tasks that have been originated within the scope of the given and other related cases. The information displayed in this field for each case includes the serial number, submission date, initiator, originating case number, related case number and status.
Related Cases	This is an automatically generated field that displays information on other cases (e.g. prosecution, judicial, etc.) related to the inmate. The information displayed in this field for each case includes the institution, case number, current status, and date.

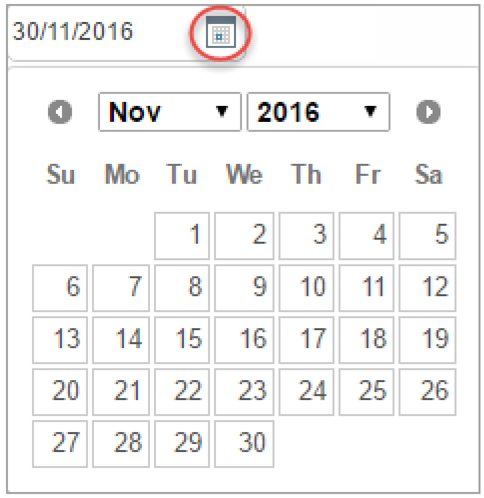


Figure 4: Calendar

Managing Inmates

This chapter outlines how to select the inmates involved in the RCS case, as well as how to create new inmate records, edit and remove them. It also describes how you can browse among the inmate records to find the one that you are looking for.

Adding an Inmate Record

In order to add an inmate record, follow the steps below:

1. Click the **Add Personal Information** button at the bottom of the *Personal Details* field. A *Parties* form will open (Figure 5).
2. Locate the person that will be involved in the given case as an inmate. This can be done by using the search mechanism the *Parties* form is equipped with. To find an inmate, enter the inmate ID, name or part of the name in the search box and specify the field to look in.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.
4. Select the personal record that you want to add to the RCS case by activating the respective radio button.
   Note: If the desired inmate cannot be found in the *Rwanda IECMS* database, you can create a new inmate record. For more details, see Creating an Inmate Record.
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

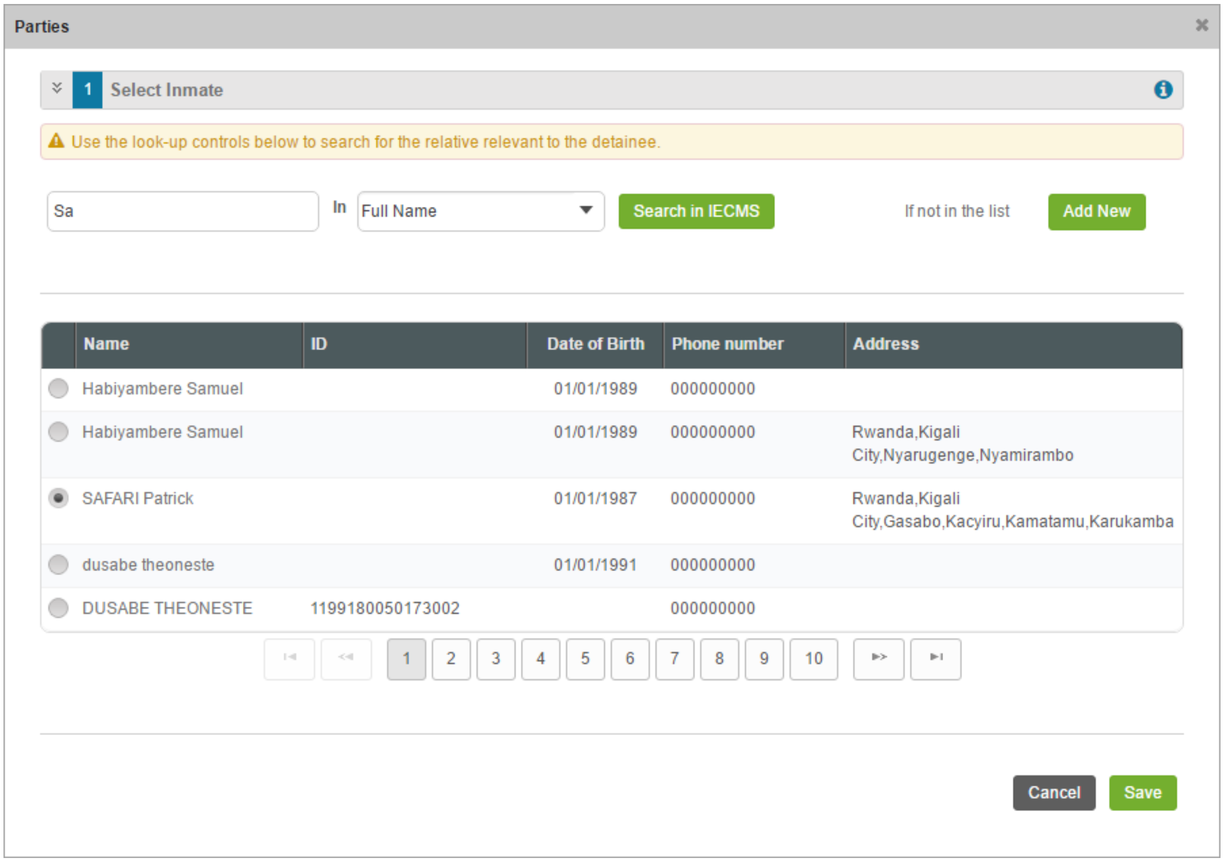


Figure 5: Selecting an Inmate for the Case

Browsing among Inmate Records

In order to ensure fast page loading, the *Inmates* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Inmates* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Creating an Inmate Record

In order to create an inmate record, follow the steps below:

1. Click the **Add New** button in the *Parties* form. You will be navigated to the *Individual* module in *Rwanda IECMS* where a blank data entry form will open.

2. Fill in the form as it is described in the *Rwanda IECMS Individual Form User Manual* in REFERENCES.
3. Save the information input and close the form.

Editing Inmate Records

In order to edit an inmate record, follow the steps below:

1. Click the **Edit Personal Information** button at the bottom of the *Personal Details* field. You will be directed to the *Individual* module in *Rwanda IECMS* where the record summary will be displayed.
2. Click the **Edit** button in the top right corner of the record summary form.
3. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Individual Form User Manual* in REFERENCES.
4. Save the changes made and close the form.

Managing Image Files

This chapter outlines how to add and replace image files.

Adding an Image File

In order to add an image file, follow the steps below:

1. Click in the area where the person's photo, fingerprints, and signature will be displayed when uploaded. An *Upload Photo / Fingerprint* form will appear (Figure 6).
2. Click the **Choose File** button and locate the file that you want to upload. Please, note that the file type should be either .png, .bmp, .jpg, or .gif.
3. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

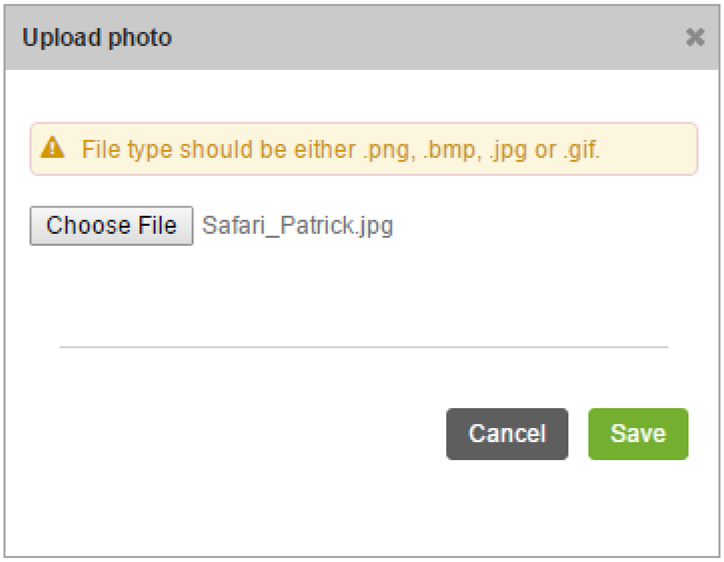


Figure 6: Uploading an Image File

Replacing Image Files

In order to replace an image file, follow the steps below:

1. Click the respective or icon that appears when you hover the mouse over the uploaded image. The *Upload Photo / Fingerprint* form will open.
2. Click the **Choose File** button and locate the file that you want to upload.
3. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

Managing Committed Crime Records

This chapter outlines how to add and remove committed crime records. It also describes how you can browse among the committed crime records to find the one that you are looking for.

Adding a Committed Crime Record

In order to add a committed crime record, follow the steps below:

1. Click the **Add** button at the bottom of the *Crime Committed* field. A *Crime Committed* form will open (Figure 7).
2. Click the **Add** button at the bottom of the *Crimes Committed* field. A *Crimes Committed* form will open (Figure 5).

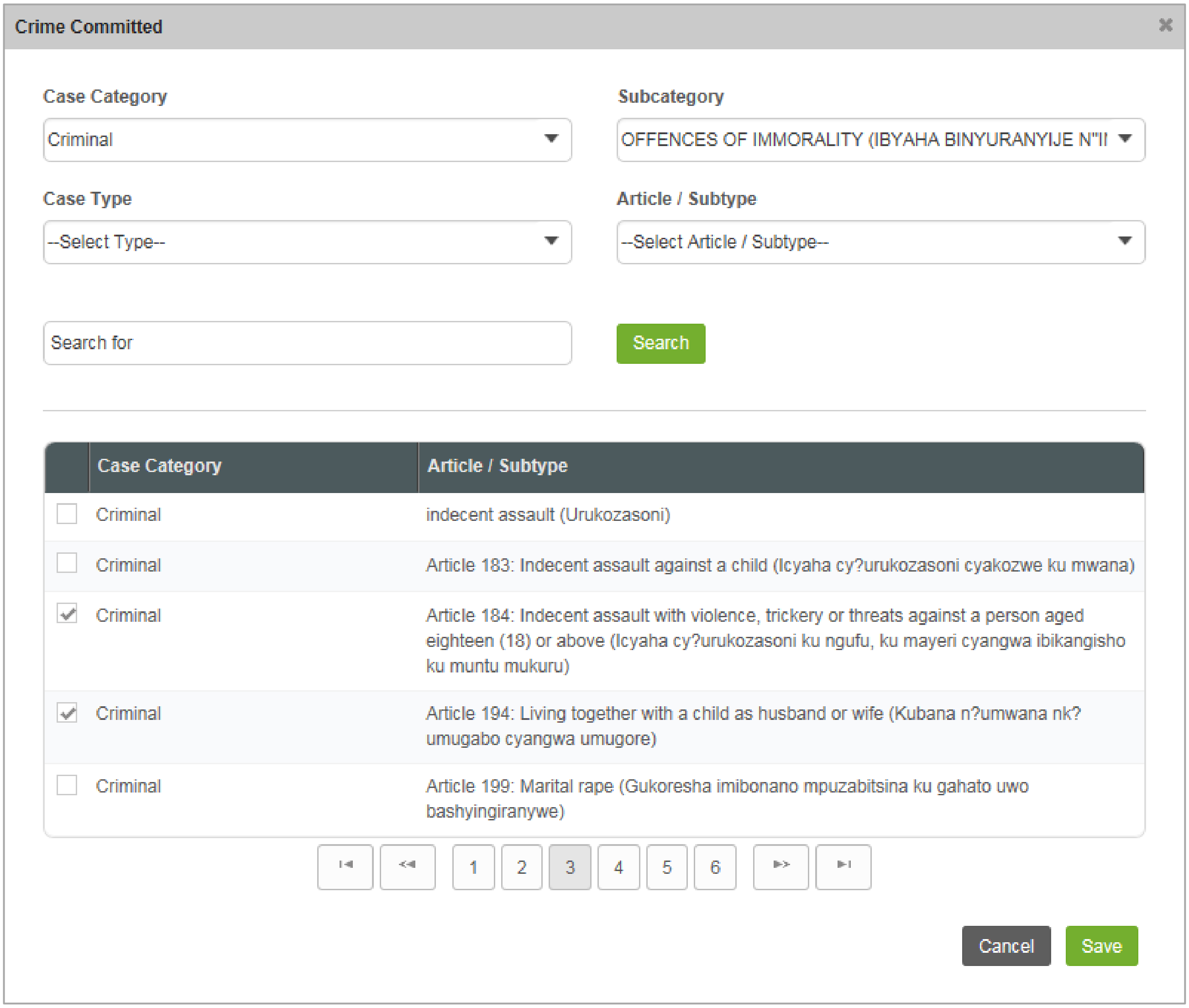


Figure 7: Adding a Committed Crime Record

3. Locate the crime or crimes committed. This can be done by using the search mechanism the *Crimes Committed* form is equipped with. To find a crime, create filtering criteria that will be used to find and display all crime records that match the selection. The following criteria are available:
   - Case Category
   - Case Type
   - Subcategory
   - Article / Subtype

   Note: Selection of a case category will filter the lists in the *Case Type, Subcategory,* and *Article / Subtype* fields and display only those instances that are related to the selected category. Also, if the lists in the fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

4. Alternatively, you may enter the case category title or any part of it in the search box.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
5. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the *Case Categories* table below.
6. Select the articles violated by the inmate added to the RCS case by ticking the checkbox to the left of the case category records.
7. Click the **Save** button to save the information input. You will be directed back to the GENERAL INFORMATION section.
8. In GENERAL INFORMATION section, specify the offender type and provide crime particulars for each crime listed in the *Crime Committed* field.

Browsing among Committed Crime Records

In order to ensure fast page loading, the *Case Categories* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Case Categories* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Removing Committed Crime Records

In order to remove a committed crime record, click the **(Remove)** button to the left of the record.

Managing Crime Dates and Places

This chapter outlines how to add, edit, and remove crime date and place records.

Adding a Crime Date and Place Record

In order to add a record for a crime that took place in Rwanda, follow the steps below:

1. Click the **Add** button at the bottom of the *Crime Date and Place* field. A *Crime Date and Place* form will open (Figure 8).
2. Provide the information requested in the form as described in the table below:

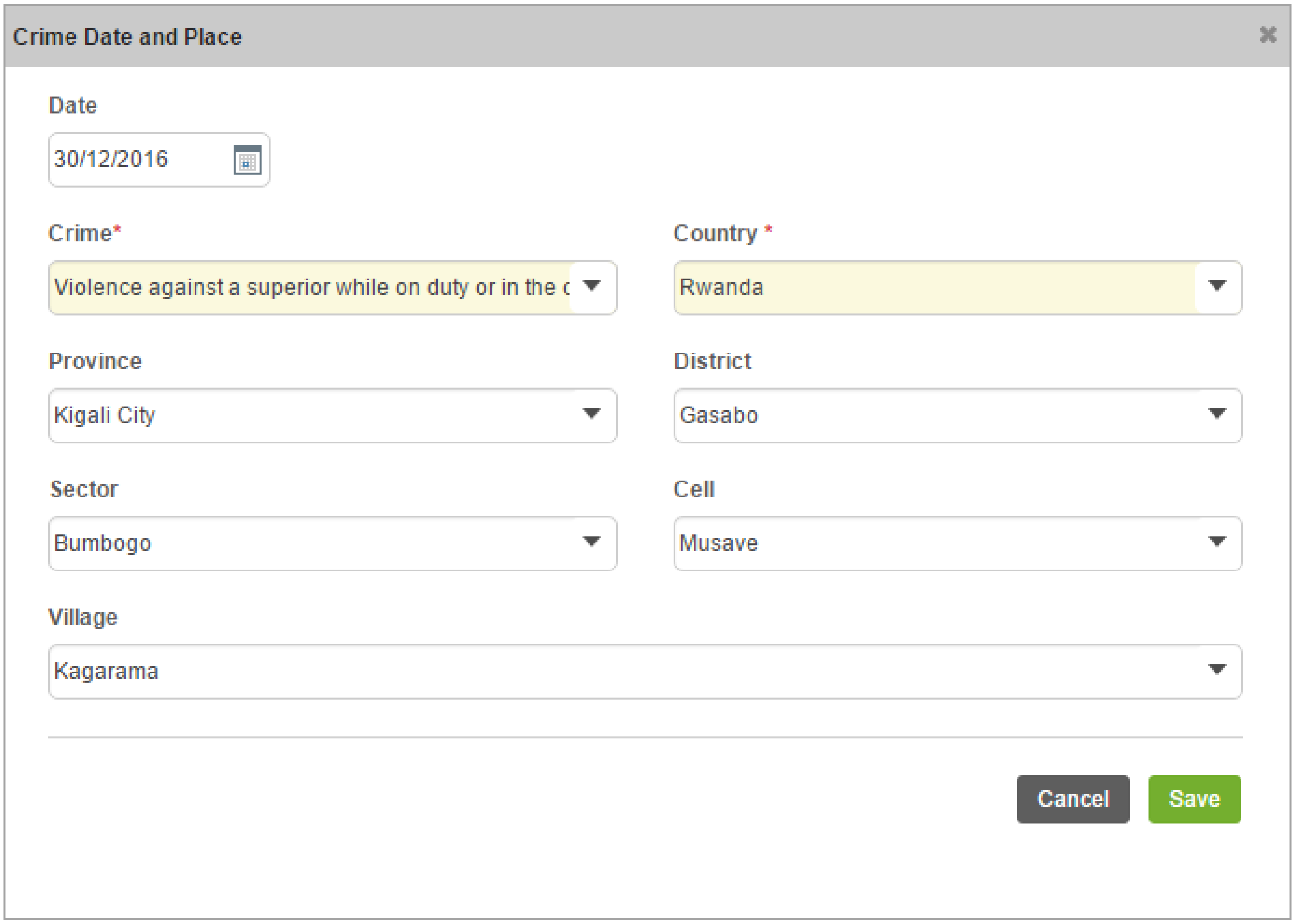


Figure 8: Adding a Domestic Address for the Crime

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date	Provide the **Date** when the crime took place. A calendar popup is available for this field, see Figure 4: Calendar.

Crime	Select the **Crime** committed by the inmate from the drop-down list. *This field is mandatory.* Please, note that the list will contain all the crimes committed by the inmate as indicated in the previous field. For more details, see Managing Committed Crime Records. Note: If the list of crime articles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Country	Specify the **Country** where the offence took place. *This field is mandatory.* Please, note that by default, the crime country will be set to Rwanda. However, you can select a different country. For countries other than Rwanda, you will be requested to provide the crime address in the form of free text. For the crimes that took place in Rwanda, you will be asked to make selection or enter information in the fields displayed. Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Province	This field becomes available if the incident country is set to Rwanda and is used to indicate the **Province** for the crime. Please, note that selection of a province will filter the list in the *District* field and display only those instances that are related to the selected province. Note: If the list of provinces is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
District	This field becomes available if the incident country is set to Rwanda and is used to indicate the **District** for the crime. Please, note that selection of a district will filter the list in the *Sector* field and display only those instances that are related to the selected district.

	Note: If the list of districts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Sector	This field becomes available if the incident country is set to Rwanda and is used to indicate the **Sector** for the crime. Please, note that selection of a sector will filter the list in the *Cell* field and display only those instances that are related to the selected sector. Note: If the list of sectors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Cell	This field becomes available if the incident country is set to Rwanda and is used to select the **Cell** for the crime. Please, note that selection of a cell will filter the list in the *Village* field and display only those instances that are related to the selected cell. Note: If the list of cells is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Village	This field becomes available if the incident country is set to Rwanda and is used to enter the name of the **Village** for the crime. Note: If the list of villages is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

In order to add a record for a crime that took place in a country other than Rwanda, follow the steps below:

1. Click the **Add** button at the bottom of the *Offence Date and Place* field. An *Offence Date and Place* form will open (Figure 4).

2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date	Provide the **Date** when the offence took place. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar.
Committed by	Select the person who committed the offence from the drop-down list. Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Crime	Select the **Crime Type** from the drop-down list. *This field is mandatory.* Please, note that the list will contain all crime types committed by the case participant selected in the previous field. For more details, see Managing Committed Crime Records. Note: If the list of crime types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Country	Specify the **Country** where the offence took place from the drop-down list. *This field is mandatory*. Note: If the list of countries is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Address	Enter the address where the offence took place. *This field is mandatory*.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

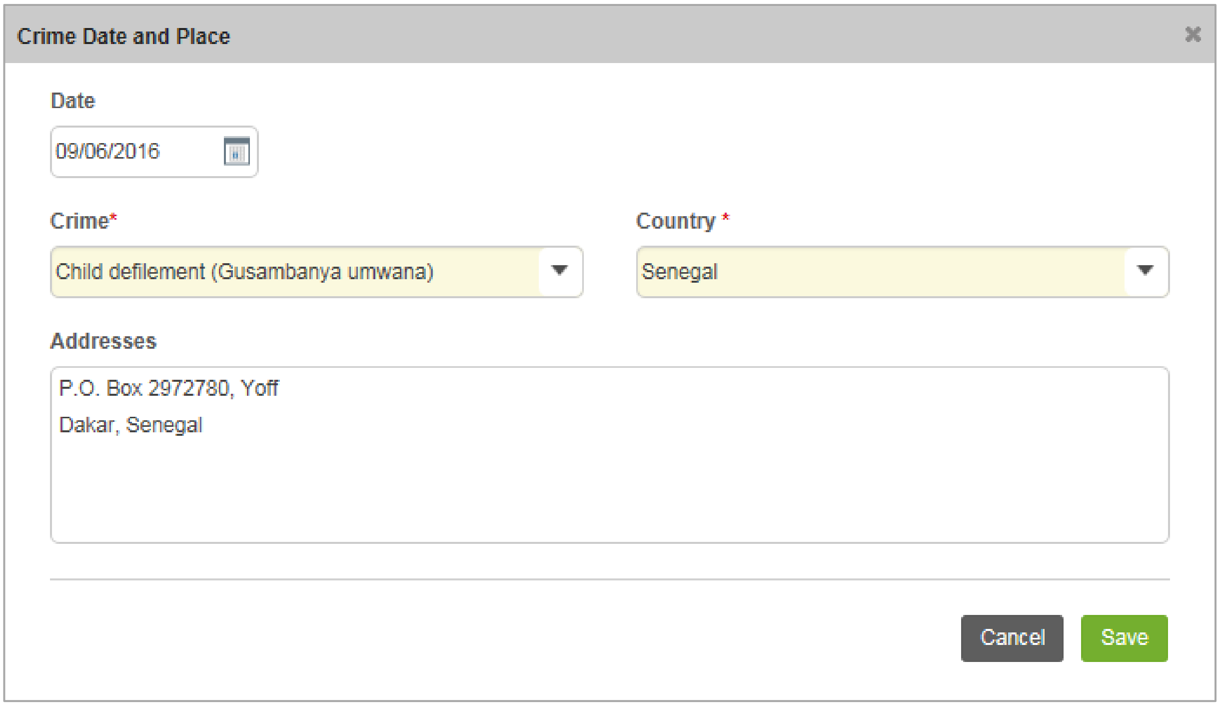


Figure 9: Adding a Foreign Address for the Crime

Editing Crime Date and Place Records

In order to edit an existing crime date and place record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Crime Date and Place* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Crime Date and Place Records

In order to remove a crime date and place record, click the **(Remove)** button to the left of the record.

Managing Relative Records

This chapter outlines how to select relatives for the inmate involved in the RCS case, as well as how to create new relative records, edit and remove them. It also describes how you can browse among the relative records to find the one that you are looking for.

Adding a Relative Record

In order to add a relative record, follow the steps below:

1. Click the **Add** button at the bottom of the *Relative / Children Information* field. An *Add Relative Info* form will open (Figure 10).
2. Locate the person that you want to add to the case as the inmate's relative. This can be done by using the search mechanism the *Add Relative Info* form is equipped with. To find a relative, enter the person's ID, name or part of the name in the search box and specify the field to look in.

   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.

   Note: If the desired person cannot be found in the *Rwanda IECMS* database, you can create a new relative record. For more details, see Creating a Relative Record.
4. Select the personal record that you want to add to the case by ticking the checkbox to the left of the record.
5. Specify what the relationship between the selected person and inmate is.
6. Click the **Save** button. The selected records will be listed in the *Relative / Children Information* field.
7. In the *Relative / Children Information* field, define which of the selected records are active by ticking the corresponding *Active* checkbox.

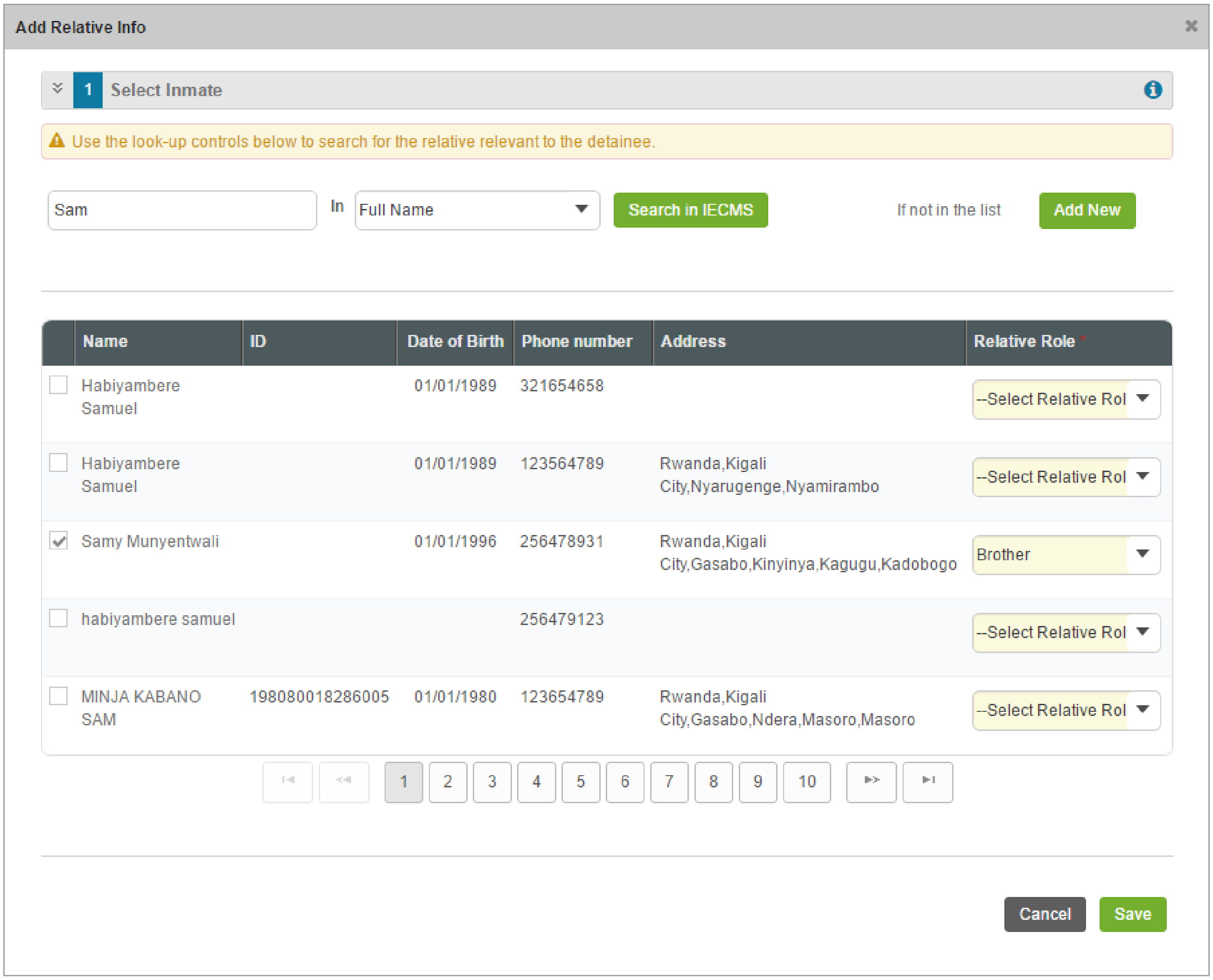
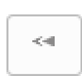


Figure 10: Adding a Relative Information Record

Browsing among Relative Records

In order to ensure fast page loading, the *Relatives* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Relatives* table, click the number link of the page you want to navigate to. The  **(First)**,  **(Previous)**,  **(Next)**, and  **(Last)** buttons are used to navigate back and forth through the pages.

Creating a Relative Record

In order to create a relative record, follow the steps below:

1. Click the **Add New** button in the *Add Relative Info* form. You will be navigated to the *Individual* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the *Rwanda IECMS Individual Form User Manual* in REFERENCES.
3. Save the information input and close the form.

Editing Relative Records

In order to edit a relative record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Add Relative Info* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Relative Records

In order to remove a relative record, click the **(Remove)** button to the left of the record.

Managing Children Records

This chapter outlines how to add, edit, and remove child records.

Adding a Child Record

In order to add a child record, follow the steps below:

1. Click the **Add** button at the bottom of the *Relative / Children Information* field. A *Children Information* form will open (Figure 11).
2. Specify the inmate's children to be kept at the RCS establishment. To do this, select the child name in the *Available* list. Please note that the list will contain all children under four that are recorded in the inmate's personal profile. For more details, see the *Rwanda IECMS Individual Form User Manual* in REFERENCES.

3. Click the **(Add)** button. The selected instance will appear in the *Selected* list. Clicking the **(Add All)** button will move all instances from the *Available* list to the *Selected* list.
   Note: In order to remove a selected instance from the list, highlight it in the *Selected* list and click the **(Remove)** button. The child record will be removed from the *Selected* list. Clicking the **(Remove All)** button will move all the instances from the *Selected* list to the *Available* list.
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Note: The selected children will automatically receive the *Detained* status. However, their status needs to be changed to *Released* when they are four. For more details on how you can change the child status, see Editing Child Records.

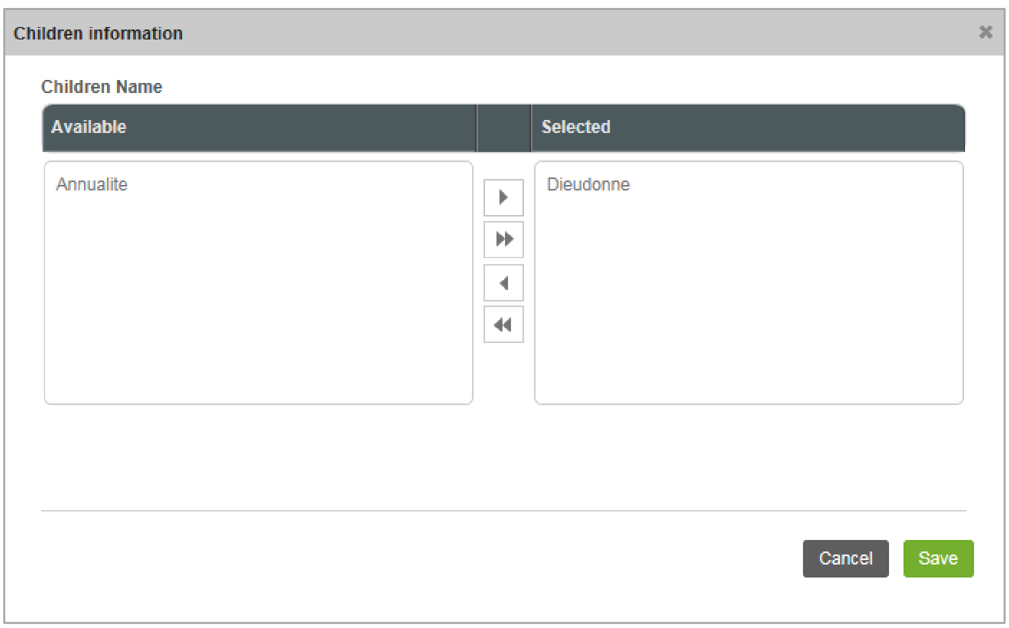


Figure 11: Adding a Child Record

Editing Child Records

In order to edit a child record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Children Information* form will open.
2. Select the **Status** of the child from the drop-down list. *This field is mandatory.* The following options are available:

- Detained
- In Release
- Other

3. For released children, provide the required information as described in the table below:

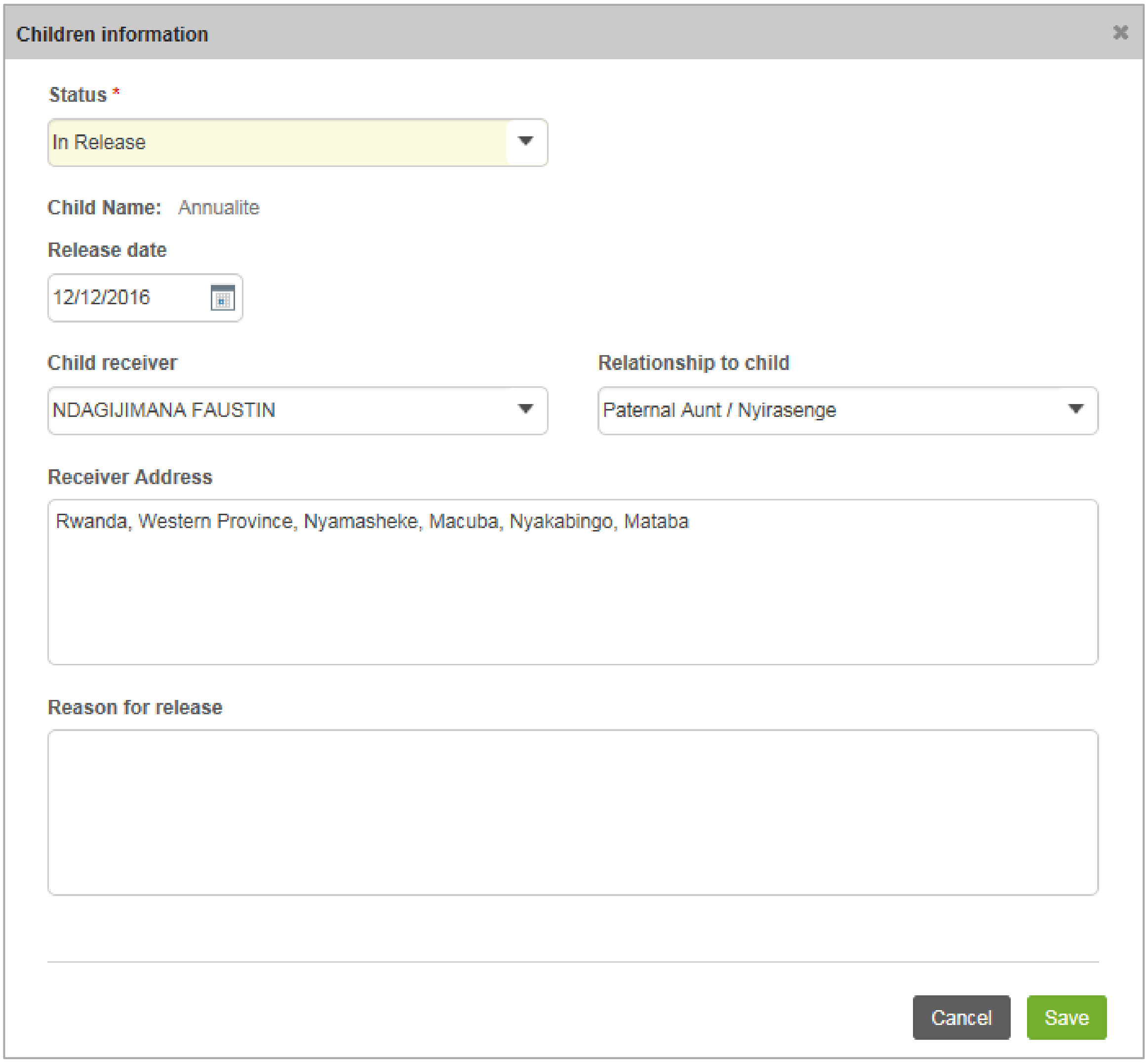


Figure 12: Editing Child Records

Field Name	Description
Child Name	This is a read-only field that displays the name of the inmate's child to be released.

Release Date	Provide the date when the child will be released. A calendar popup is available for this field, see Figure 4: Calendar.
Child Receiver	Specify the name of the person who will take care of the child. Please, note that the list will contain the names of all relatives that are recorded for the inmate. For more details, see Managing Relative Records.
Relationship to Child	Indicate what the relationship of the caretaker to the child is.
Receiver Address	Provide the caretaker's residential address.
Reason for Release	Provide the rationale behind the child release.

4. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Child Records

In order to remove a child record, click the 🗑 **(Remove)** button to the left of the record.

Managing Discipline Records

This chapter outlines how to add, edit, and remove discipline records.

Adding a Discipline Record

In order to add a discipline record, follow the steps below:

1. Click the **Add** button at the bottom of the *Discipline* field. A *Discipline* form will open (Figure 13).
2. Indicate the date when the record is created. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar
3. Select the record **Type** from the drop-down list. *This field is mandatory.*
4. Provide a brief description of the inmate's behavior in the **Description** field. *This field is mandatory.*
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

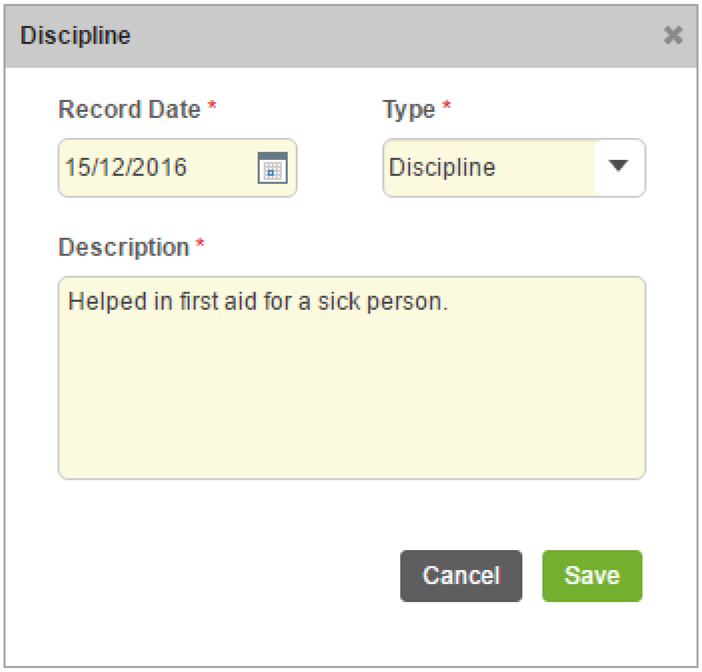


Figure 13: Adding a Discipline Record

Editing Discipline Records

In order to edit a discipline record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Discipline* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Discipline Records

In order to remove a discipline record, click the **(Remove)** button to the left of the record.

DETENTION DETAILS

The *Detention Details* section of the *Rwanda Correctional Service* form (Figure 14) is used to provide detailed information about the arrest and transfer documentation attached to the case and constituting its inseparable part. The information to be provided in this section includes the arrest statements, arrest warrants, and transfer details.

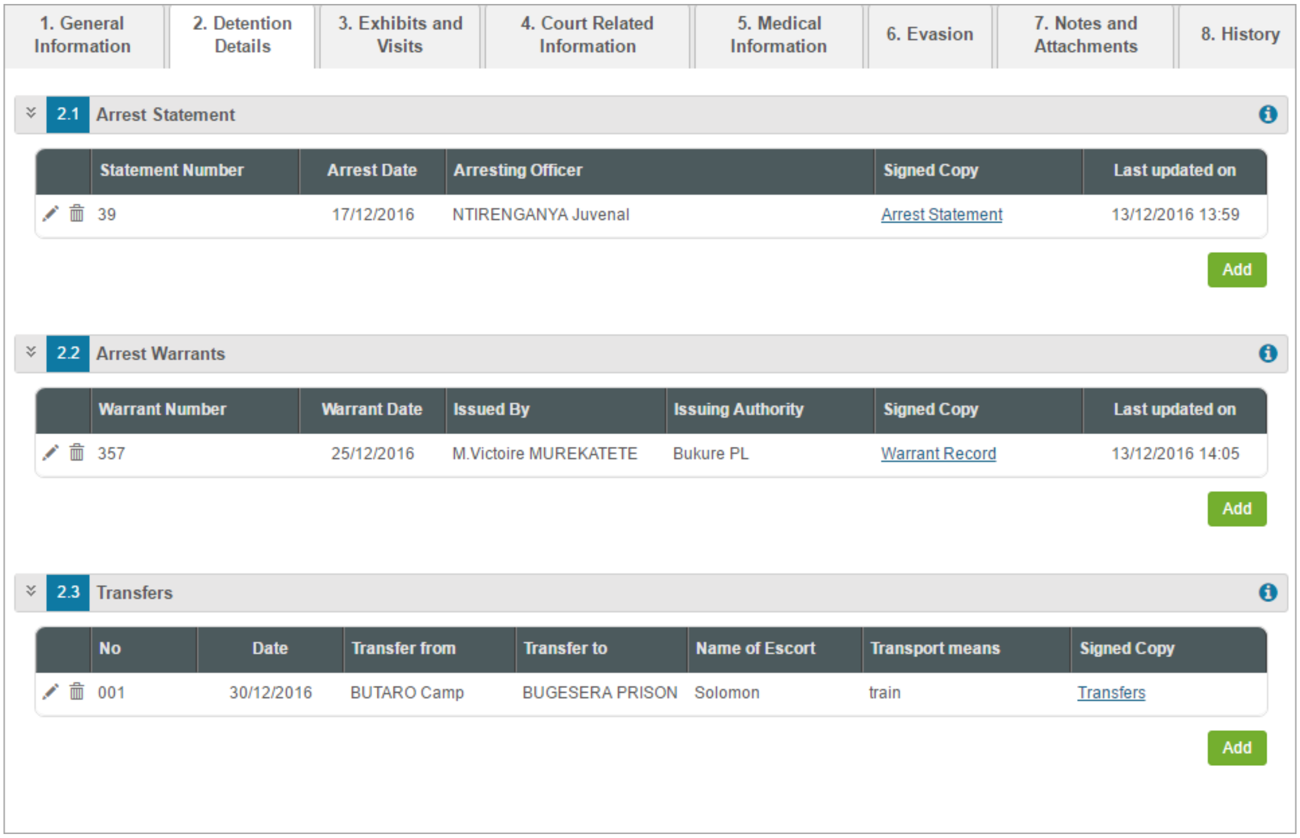


Figure 14: Detention Details Section

For more details on what information is requested in the *Detention Details* section, refer to the table below.

Field Name	Description
Arrest Statement	List all the arrest statements that have been issued within the scope of the given case. For more details, see Managing Arrest Statements. Please, note that all the arrest statements that were issued for a

	case should be captured in *Rwanda IECMS* in order to render the case as complete.
Arrest Warrants	List all legal documents (warrants) that were prepared and presented to the inmate for their arrest. For more details, see Managing Arrest Warrants.
Transfers	Provide information on transferring an inmate from the correctional institution (prison) to a different destination. For more details, see Managing Transfers.

Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when the records in this section are last modified. This information is displayed in the *Last Updated on* column of the respective table.

Managing Arrest Statements

This chapter outlines how to add, edit, and remove arrest statement records.

Adding an Arrest Statement Record

In order to add an arrest statement, follow the steps below:

1. Click the **Add** button at the bottom of the *Arrest Statement* filed. An *Arrest Statement* form will open (Figure 15).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Arrest Statement Date	Indicate the date when the arrest statement was issued. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar.

Arrest Date	Indicate the date when the arrest was executed. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar.
Statement Number	Specify the unique identification number assigned to the arrest statement.
Arresting Station	Select the police station that executed the arrest from the respective drop-down list. Please, note that selection of the police station will filter the list in the *Arresting Officer* field and display only those instances that are related to the selection. Note: If the list of police stations is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Arresting Officer	Indicate the name of the police officer who executed the arrest. Note: If the list of police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Signed Copy	Attach a **Signed Copy** of the arrest statement. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

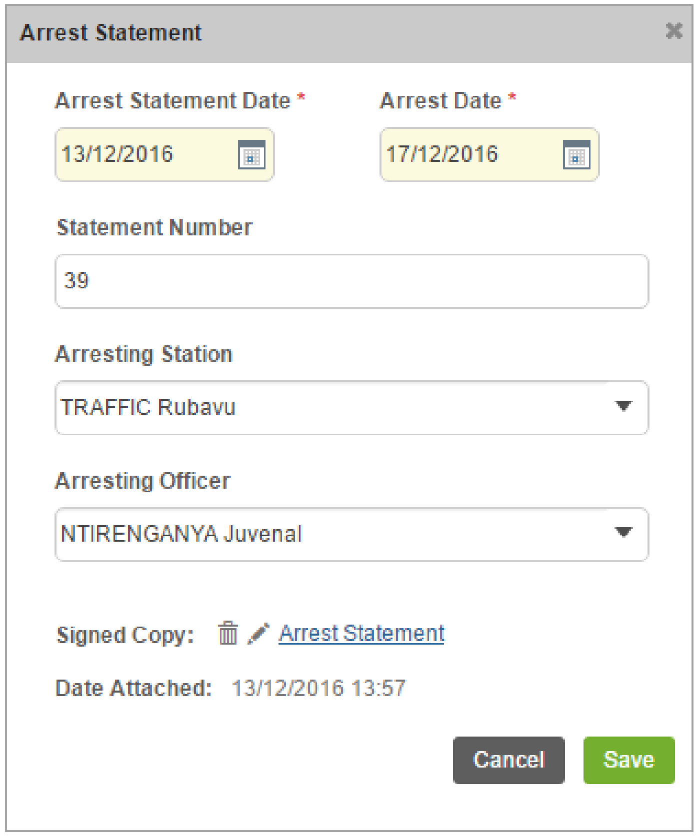


Figure 15: Adding an Arrest Statement Record

Editing Arrest Statement Records

In order to edit an arrest statement record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Arrest Statement* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Arrest Statement Records

In order to remove an arrest statement record, click the **(Remove)** button to the left of the record.

Managing Arrest Warrants

This chapter outlines how to add, edit, and remove arrest warrant records.

Adding an Arrest Warrant Record

In order to add an arrest warrant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Arrest Warrants* field. An *Arrest Warrant* form will open (Figure 16).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Warrant Date	Indicate the date when the arrest warrant was issued. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar.
Warrant Number	Enter a unique identification number assigned to the arrest warrant.
Issuing Authority	Specify the authority that issues the arrest warrant by selecting it from the drop-down list. Please, note that selection of the warrant issuing authority will filter the list in the *Issued by* field and display only those instances that are related to the selected authority. Note: If the list of warrant issuing authorities is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Issued by	Select the prosecutor the arrest warrant was **Issued by** from the respective drop-down list. Note: If the list of prosecutors is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Arresting Unit	Select the police station that executed the arrest from the respective drop-down list. Please, note that selection of the

	arresting unit will filter the list in the *Arrested by* field and display only those instances that are related to the selected police station. Note: If the list of arresting units is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Arrested by	Select the name of the police officer who executed the arrest from the drop-down list. Note: If the list of police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Arrested on	Insert the date when the arrest was executed. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar.
Signed Copy	Attach a **Signed Copy** of the arrest warrant. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

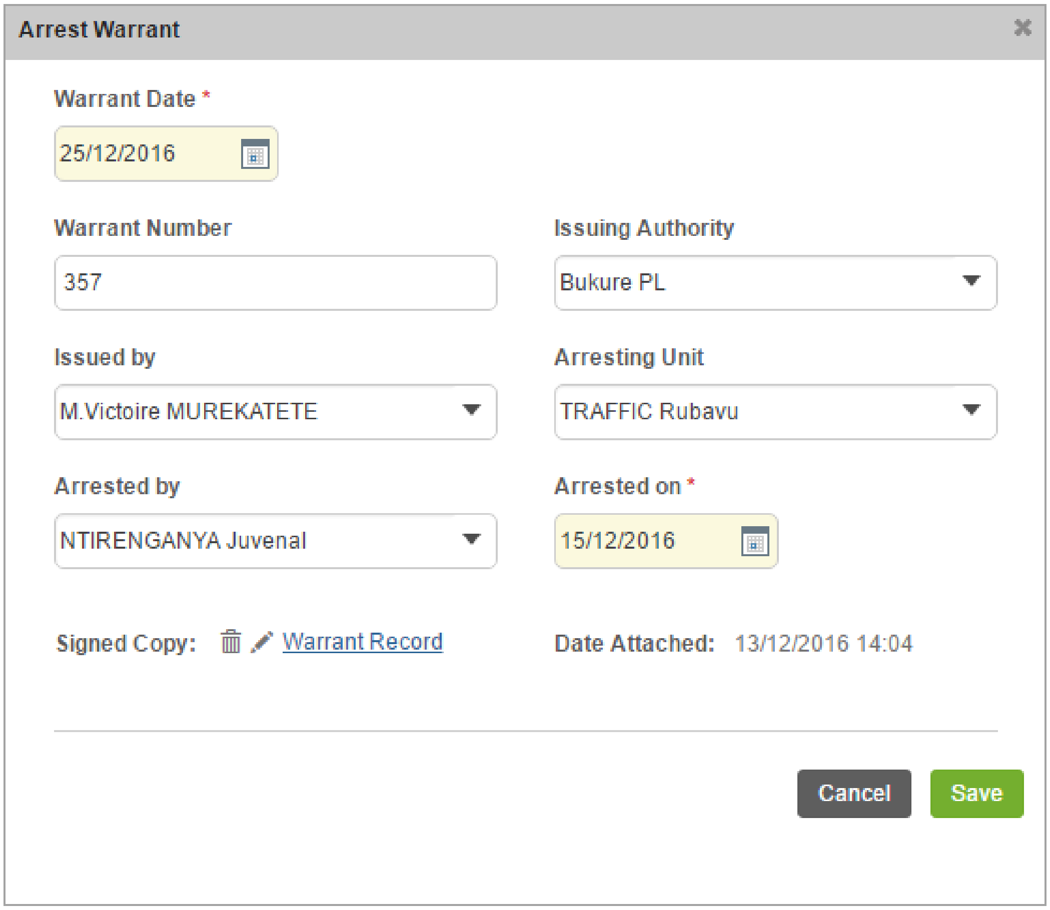


Figure 16: Adding an Arrest Warrant

Editing Arrest Warrant Records

In order to edit an arrest warrant record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Arrest Warrant* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Arrest Warrant Records

In order to remove an arrest warrant record, click the **(Remove)** button to the left of the record.

Managing Transfers

This chapter outlines how to add, edit, and remove transfer records.

Adding a Transfer Record

In order to add a transfer record, follow the steps below:

1. Click the **Add** button at the bottom of the *Transfers* field. A *Transfers* form will open (Figure 17).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date	Indicate the date when the transfer took place. *This field is mandatory*. A calendar popup is available for this field, see Figure 4: Calendar.
Category	Specify the crime **Category** the inmate was convicted for. The following options are available: • Common Crime • Genocide
Transfers from	Select the RCS establishment that the inmate was transferred from. *This field is mandatory*. **Note:** If the list of RCS establishments is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Transfer to	Indicate the destination RCS establishment the inmate was transferred to. *This field is mandatory*. **Note:** If the list of RCS establishments is long and hard to browse in, you can make use of the search option. To locate the instance that

	you are looking for, you should enter the keyword in the search box above the drop-down list.
Name of Escort	Specify the name of the escort in charge of the transfer.
Transport Means	Indicate all transportation means that were used during the transfer.
Notice of Transfer	Provide information on the **Notice of Transfer** applicable to the case.
Signed Copy	Attach a **Signed Copy** of the transfer notice. For more details, see Managing Attachments. **Note:** The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Transfer Records

In order to edit a transfer record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Transfers* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Transfer Records

In order to remove a transfer record, click the **(Remove)** button to the left of the record.

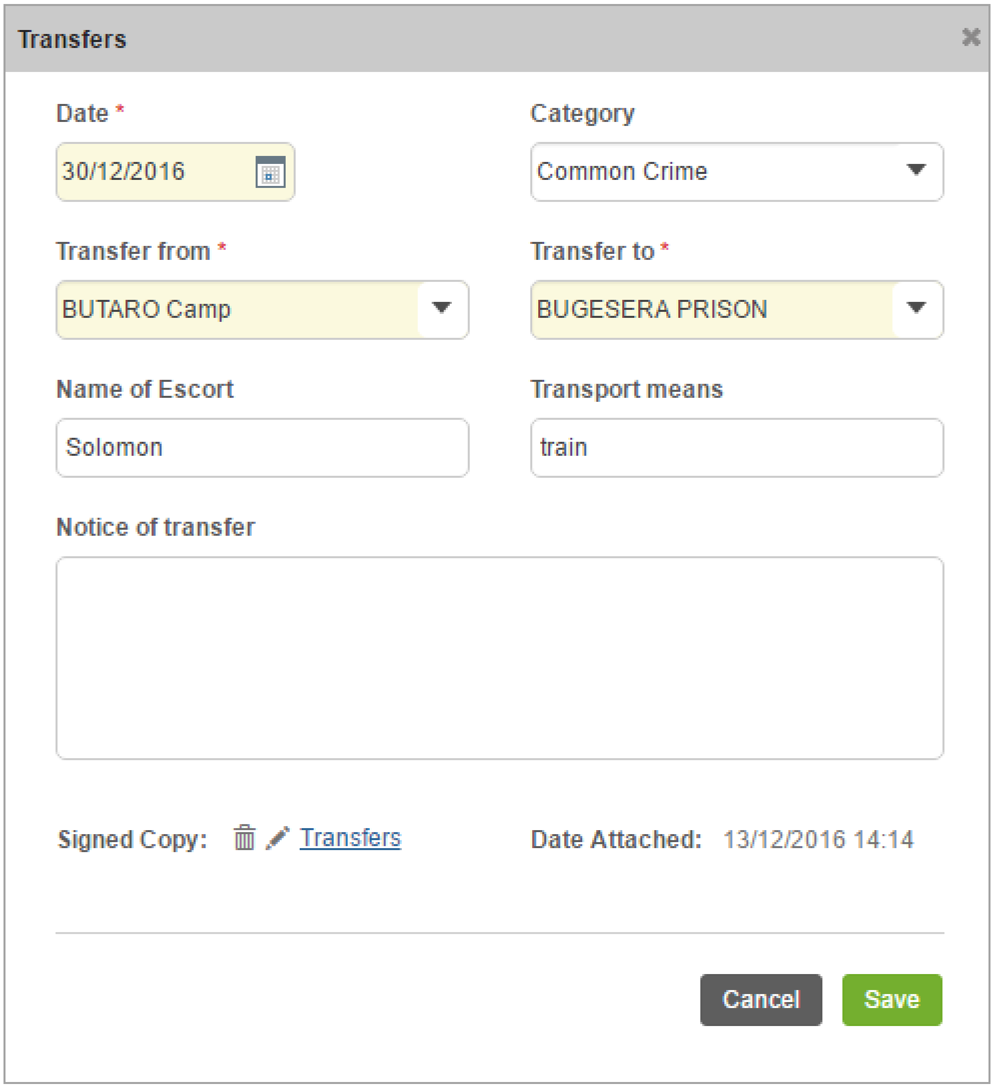


Figure 17: Adding a Transfer Record

EXHIBITS AND VISITS

The *Exhibits and Visits* section of the *Rwanda Correctional Service* form (Figure 18) is used to store and display information about the physical / documentary evidence collected during the case processing and details of visits paid to the prisoner. The information to be provided in this section includes information on the seized and returned items, money received / spent by the prisoner, as well as visits paid to the prisoner during conviction.

Note: The *Exhibits and Visits* section becomes available if the inmate was sentenced to serve a term in prison. It is displayed after recording the decision details in the GENERAL INFORMATION section.

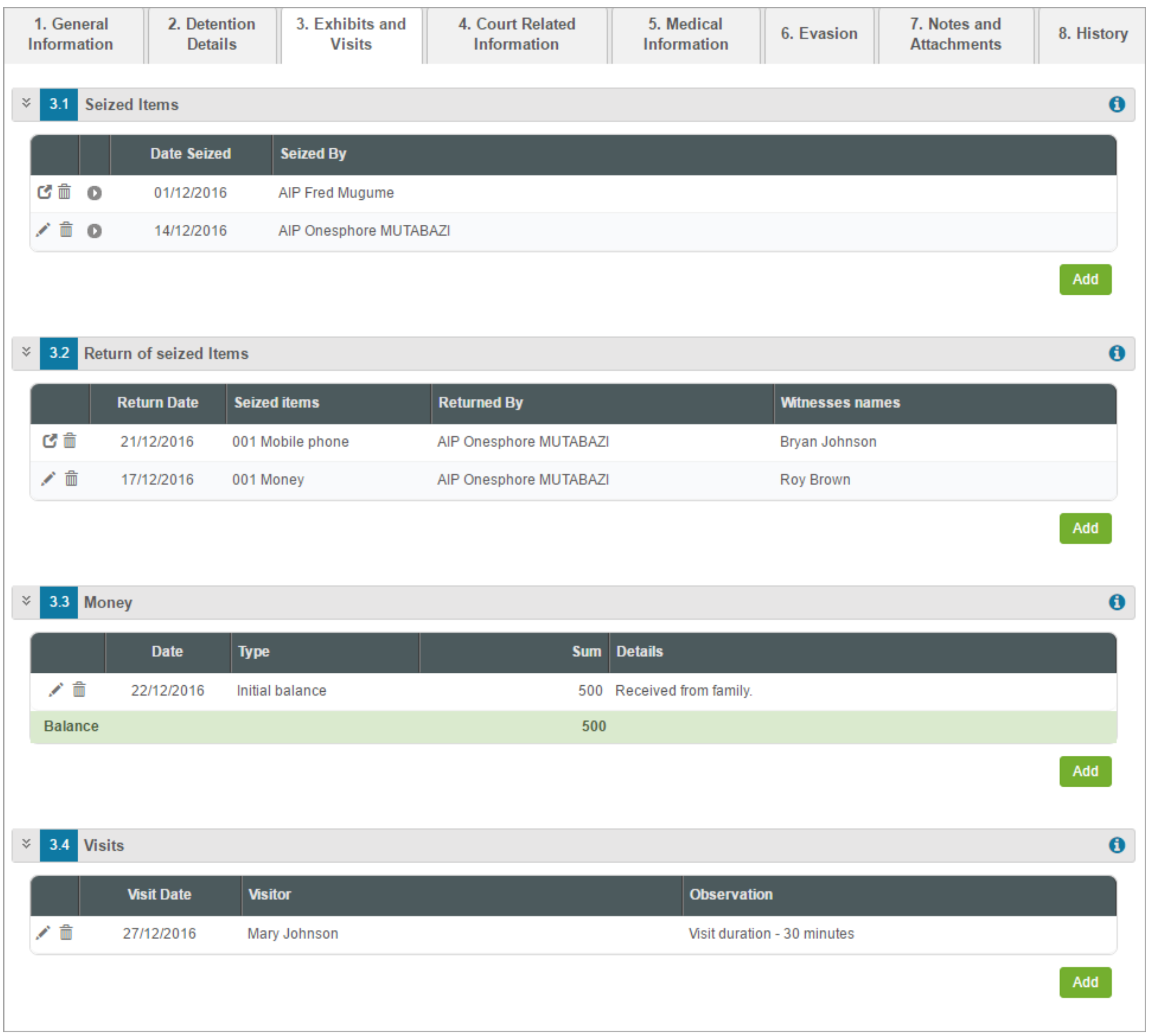


Figure 18: Exhibits and Visits Section

For more details on what information is requested in the *Exhibits and Visits* section, refer to the table below.

Field Name	Description
Seized Items	Provide information on the personal effects (i.e. personal belongings, such as items of clothing, jewelry, etc., normally worn or carried on a person) of the inmate and their possible seizure. For more details, see Managing Seized Items.
Return of Seized Items	Record information on return of seized items. For more details, see Managing Returned Items.
Money	Provide information about the money spent / received by the inmate. For more details, see Managing Money Records.
Visits	List the visits paid to the inmate. For more details, see Managing Visits.

Managing Seized Items

This chapter outlines how to add, edit, view, and remove seized item records. It also describes how you can expand a seized item record to view the item particulars.

Adding a Seized Item Record

In order to add a seized item record, follow the steps below:

1. Click the **Add** button at the bottom of the *Seized Items* field. A *Seized Items* form will open (Figure 19).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Date Seized	Indicate the date when the items were seized. *This field is mandatory*. A calendar popup is available for this field, see Figure 4: Calendar.
Seized By	Specify the name of the **Judicial Police Officer** who performed personal effect seizure. *This field is mandatory*. **Note:** If the list of police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Seized Items	List all items that were seized. For more details, see Managing Personal Effects.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

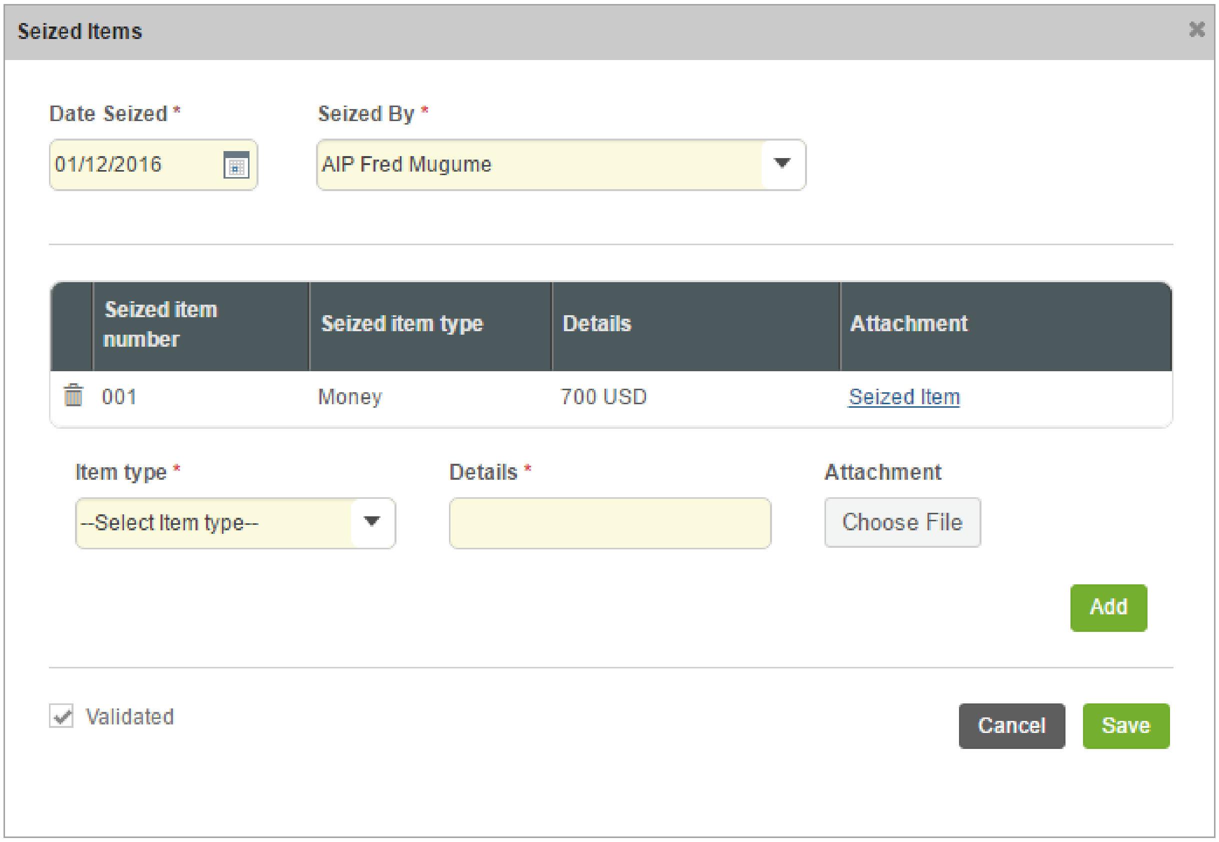


Figure 19: Adding a Seized Item Record

Editing Seized Item Records

In order to edit a seized item record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Seized Items* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Seized Item Records

In order to view the details of seized item records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Expanding Seized Item Records

You can expand a seized item record to view the list of personal effects that were seized. This way, when you select to view additional information on the seized personal effects, you can see the item ID, item type, and other particulars.

To expand a seized item record, click the icon to the left of the record. Clicking the icon will hide the personal effect related information.

Removing Seized Item Records

In order to remove a seized item record, click the **(Remove)** button to the left of the record.

Managing Personal Effects

This chapter outlines how to add and remove personal effect records.

Adding a Personal Effect Record

In order to add a personal effect record, follow the steps below:

1. Select the type of the personal effect that was seized from the drop-down list. *This field is mandatory.*
   Note: If the list of seized item types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Provide additional details on the seized item. *This field is mandatory.*
3. Attach documents and images that provide additional information about the seized item. For more details, see Managing Attachments.
4. Click the **Add** button. The new record will appear in the *Seized Items* table and will be assigned a sequential number (Figure 20).

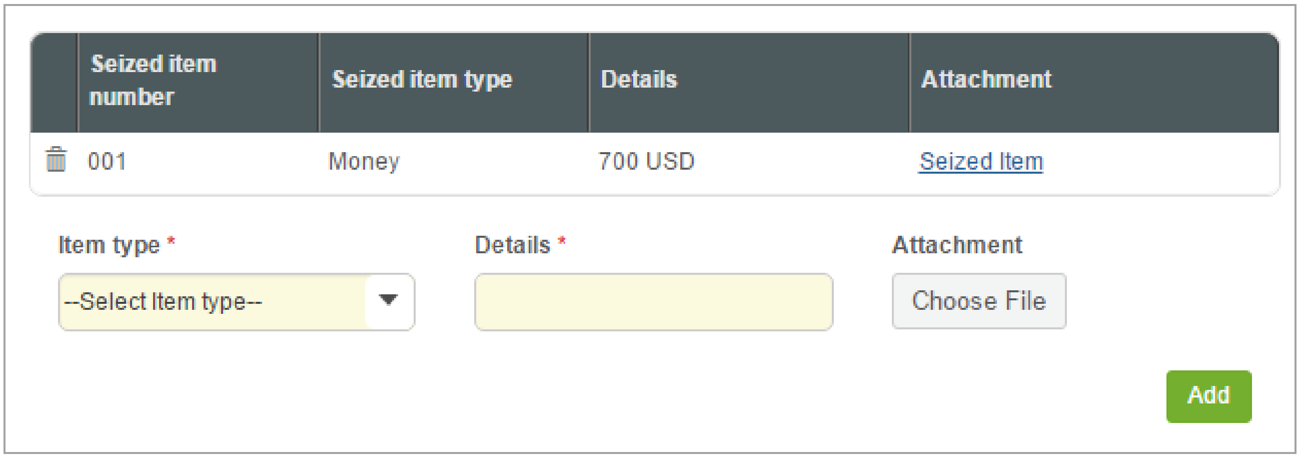


Figure 20: Adding a Seized Item Record

Removing Personal Effect Record

In order to remove a personal effect record, click the **(Remove)** button to the left of the record

Managing Returned Items

This chapter outlines how to add, edit, view, and remove returned item records.

Adding a Returned Item Record

In order to add a returned item record, follow the steps below:

1. Click the **Add** button at the bottom of the *Return of Seized Items* field. A *Return of Seized Items* form will open (Figure 21).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Return Date	Indicate the date when the item was returned. *This field is mandatory*. A calendar popup is available for this field, see Figure 4: Calendar.

Returned By	Specify the police officer who returned the seized item by selecting an instance from the drop-down list. *This field is mandatory*. Please, note that the list will contain the names of all police officers involved into item seizure. Note: If the list of police officers is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Returned To	Specify the name of the person that the seized item was returned to. *This field is mandatory*. Please, note that the list will contain the names of all case participants (inmate and their relatives) indicated in the GENERAL INFORMATION section. Note: If the list of case participants is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Seized Objects	Specify the seized objects that need to be returned to the case participant. This can be done by selecting the seized object in the *Available* list and clicking the **(Add)** button. The selected instance will appear in the *Selected* list. Clicking the **(Add All)** button will move all instances from the *Available* list to the *Selected* list. Note: The list of available objects will be comprised of the items that have been seized. For more details, see Managing Seized Items. In order to remove a selected object from the list, highlight it in the *Selected* list and click the **(Remove)** button. The selected instance will be removed from the *Selected* list. Clicking the **(Remove All)** button will move all the instances from the *Selected* list to the *Available* list.
Witnesses Names	Provide the name of the witnesses to the return of the seized item.

Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

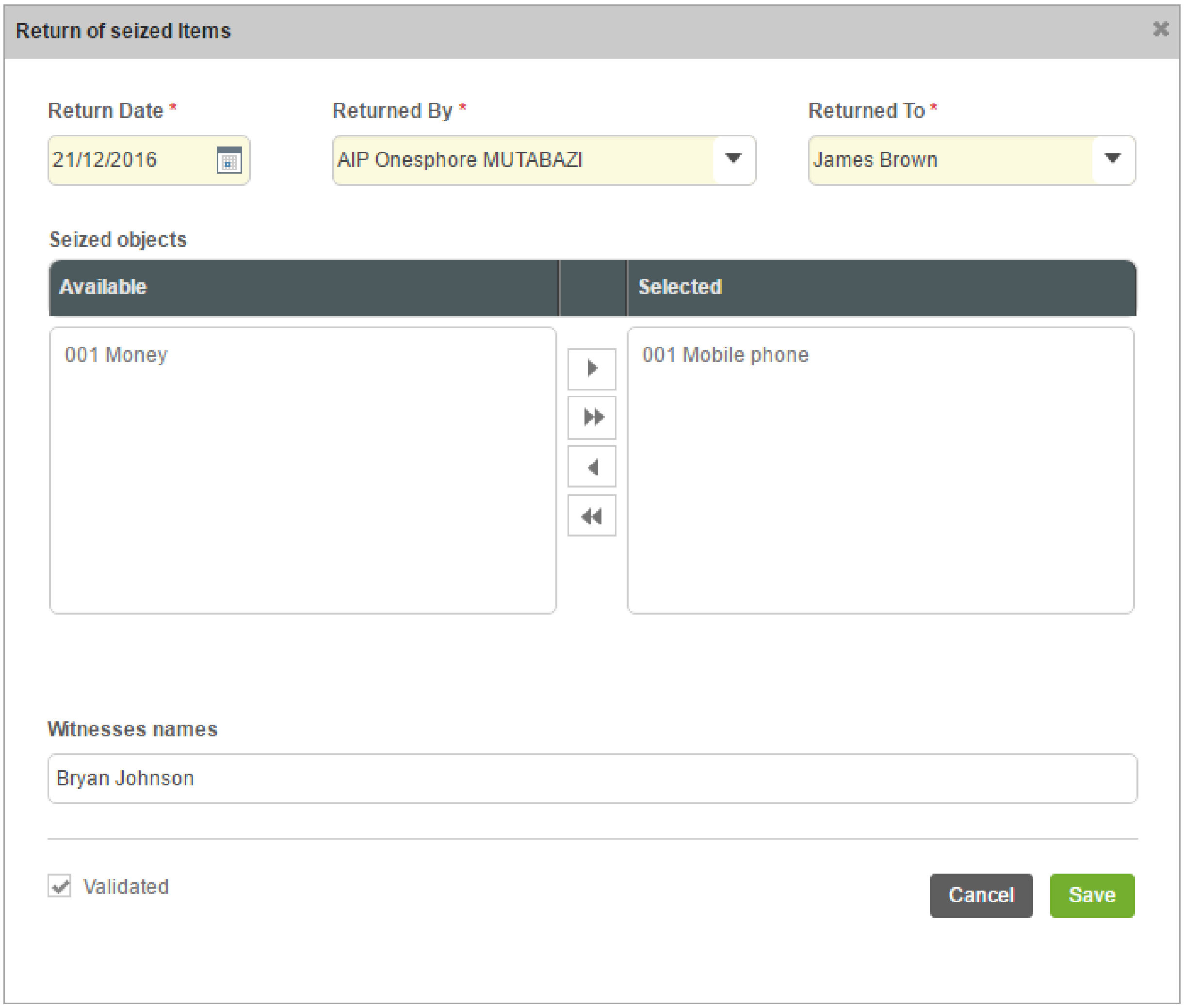


Figure 21: Adding a Returned Item Record

Editing Returned Item Records

In order to edit a returned item record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Return of Seized Items* form will appear.
2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Returned Item Records

In order to view the details of returned item records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Returned Item Records

In order to remove a returned item record, click the **(Remove)** button to the left of the record.

Managing Money Records

This chapter outlines how to add, edit, and remove money records.

Adding a Money Record

In order to add a money record, follow the steps below:

1. Click the **Add** button at the bottom of the *Money* field. A *Money* form will open (Figure 22).
2. Select the **Type** of the new record from the drop down list. *This field is mandatory*. The following options are available:
    - Initial balance
    - Received
    - Spent
3. Enter the **Sum** of money that the inmate initially had or received / spent. *This field is mandatory*.
4. Indicate the **Date** when the money was received or spent. A calendar popup is available for this field, see Figure 4: Calendar.
5. Provide additional **Details**, if necessary.

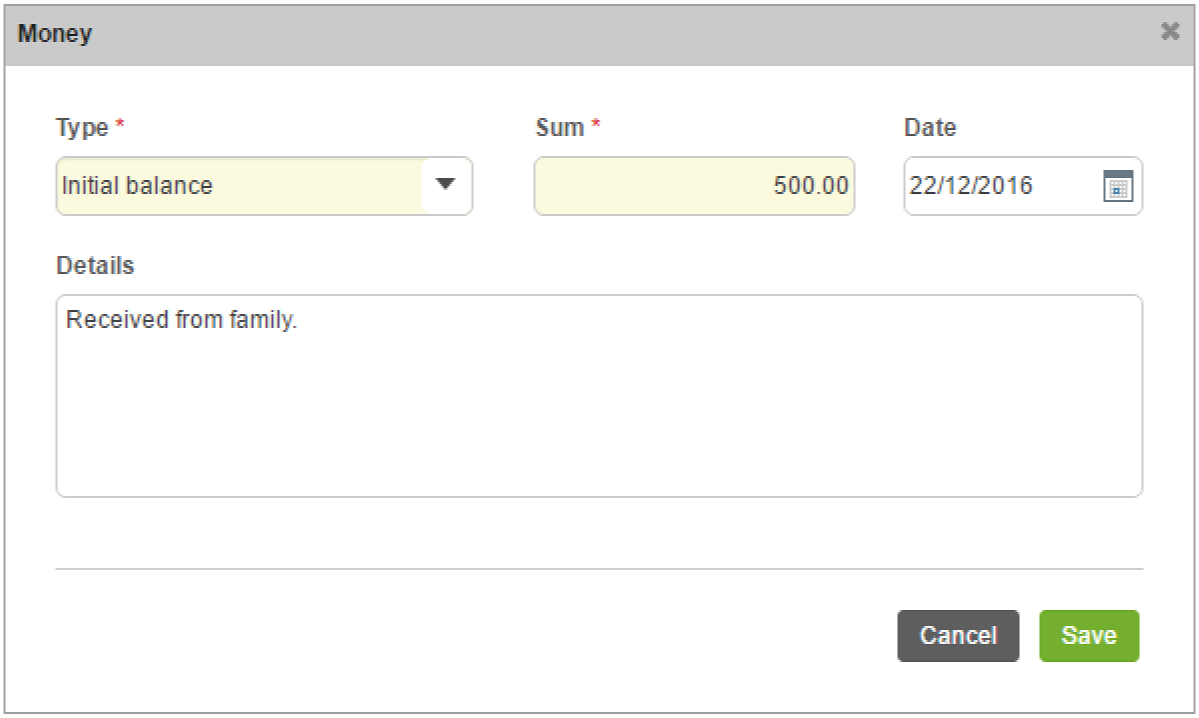


Figure 22: Adding a Money Record

6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Money Records

In order to edit a money record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Money* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Money Records

In order to remove a money record, click the **(Remove)** button to the left of the record.

Managing Visits

This chapter outlines how to add, edit, and remove visit records.

Adding a Visit Record

In order to add a visit record, follow the steps below:

1. Click the **Add** button at the bottom of the *Visits* field. A *Visits* form will open (Figure 23).
2. Specify the date when the visit was paid. *This field is mandatory*. A calendar popup is available for this field, see Figure 4: Calendar.
3. Enter the name of the **Visitor**.
4. Provide additional comments or observations on the visit. *This field is mandatory*.
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

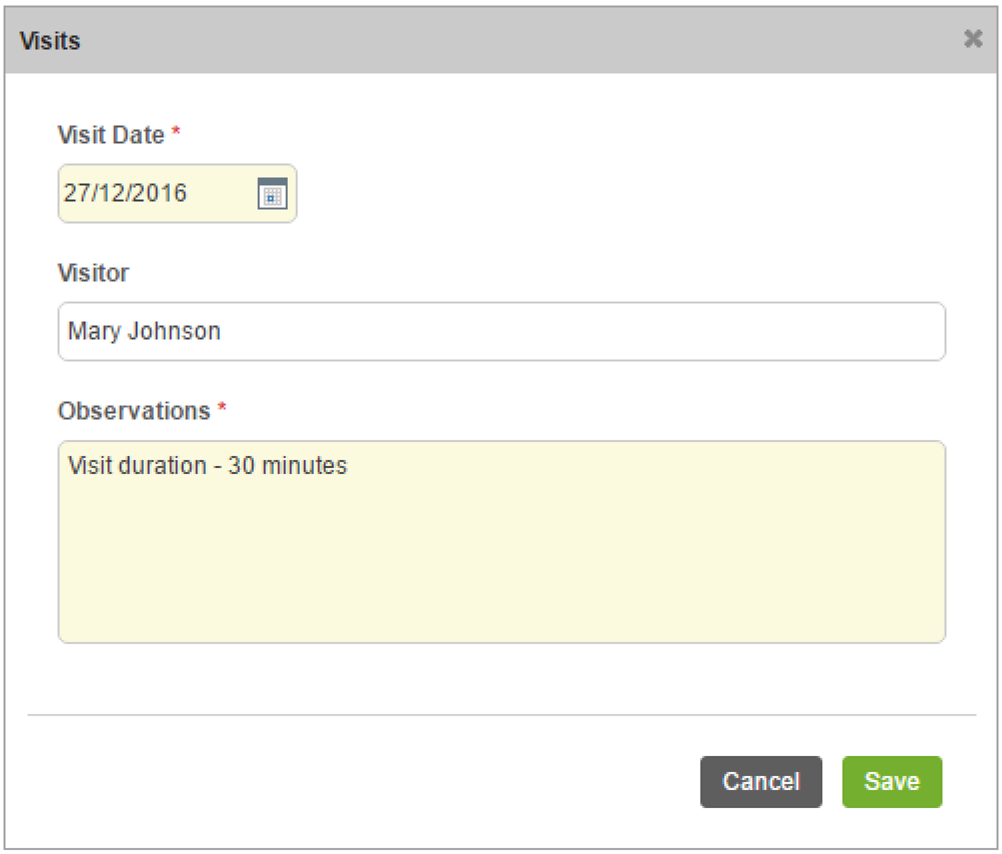


Figure 23: Adding a Visit Record

Editing Visit Records

In order to edit a visit record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Visits* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Visit Records

In order to remove a visit record, click the **(Remove)** button to the left of the record.

TIG DAILY ATTENDANCE

The *TIG Daily Attendance* section of the *Rwanda Correctional Service* form (Figure 24) is used to provide detailed information about the convict's daily attendance to the correctional camps and details of visits paid to the inmate. The information to be provided in this section includes the report on the inmate's attendance to the correctional camps, as well as visits paid to the inmate during their term.

Note: The *TIG Daily Attendance* section becomes available if the inmate was sentenced to serve a term in correctional camp. It is displayed after recording the decision details in the GENERAL INFORMATION section.

For more details on what information is requested in the *TIG Daily Attendance* section, refer to the table below.

Field Name	Description
Attendance Report	This is a read-only field that displays summary report on the convict's attendance to the correctional camp. The information in this field is derived from the data provided in the *Daily Attendance* field. It displays the year and month of attendance, days attended, days absent without any explanation, days absent with reason, as well as the number of bricks made during the attendance.
Daily Attendance	Provide information about the convict's **Daily Attendance** to the correctional camp. First, select the attendance **Year** and **Month** from the respective drop-down lists. Please, note that the list will contain all years and months that fall between the inmate's sentence start and release dates as indicated in the GENERAL INFORMATION section. Then, specify whether the convict attended the correctional camp on the daily basis by activating the respective radio button. The following options are available: • Present

	• Absence w/o explanation • Absence with reason Next, enter the amount of the **Bricks Made** on each day of the month when the convict was present at the correctional camp. Also, provide additional comments and observations, if necessary. Finally, click the **Calculate** button to generate a summary report of the convict's attendance to the correctional camp where they were sentenced to serve their term. Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the user who last modified the record. This information is displayed in the *Updated by* column of the *Daily Attendance* field.
Visitors	List all visitors who attended the convict in the correctional camp. For more details, see Managing Visits.

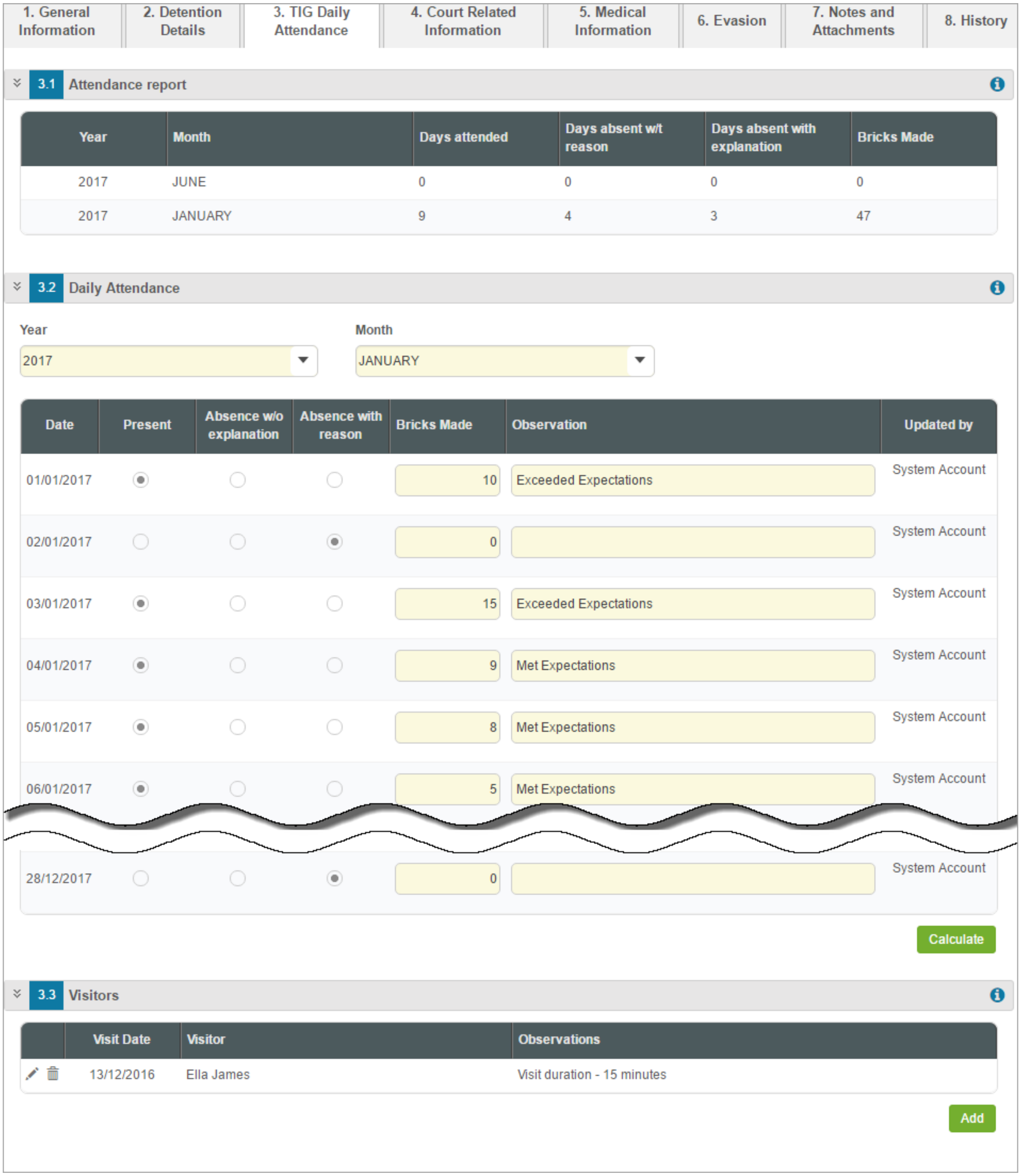


Figure 24: TIG Daily Attendance Section

COURT RELATED INFORMATION

The *Court Related Information* section of the *Rwanda Correctional Service* form (Figure 25) is used to provide detailed information on court decision made in relation to a particular case and the parties involved in it. The information to be provided in this section includes the description of the court decisions made during the case hearings, as well as the detainee's appointment to the court.

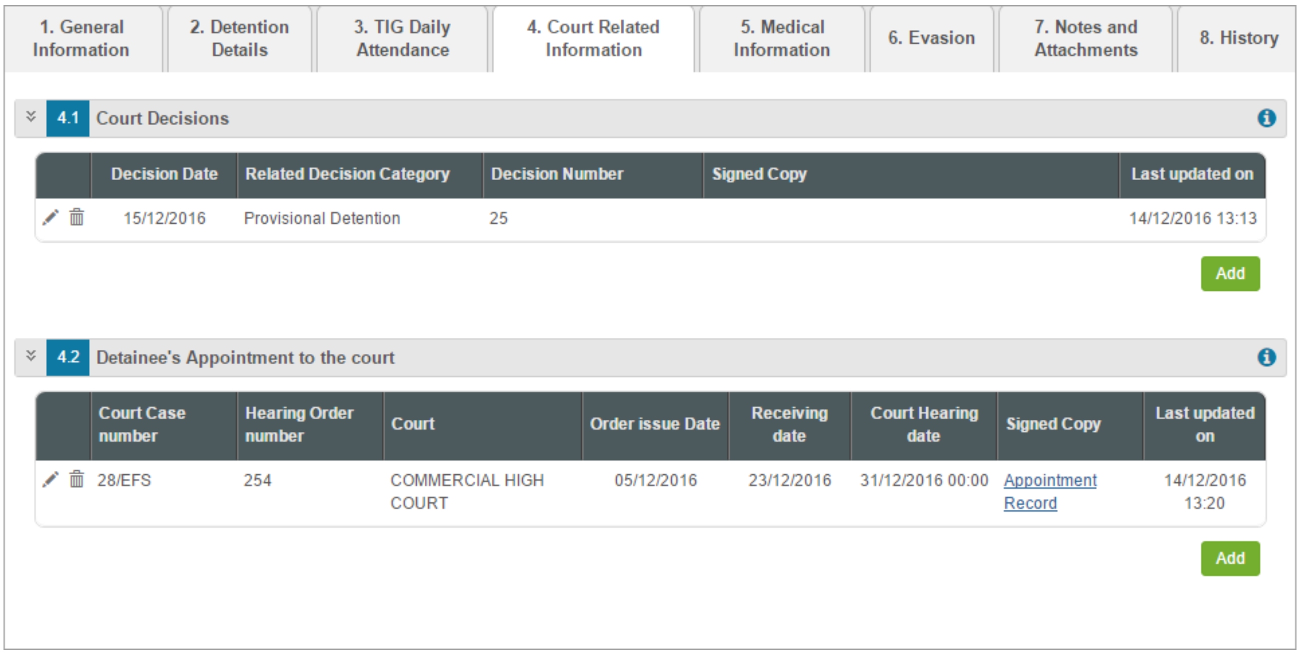


Figure 25: Court Related Information Section

For more details on what information is requested in the *Court Related Information* section, refer to the table below.

Field Name	Description
Court Decisions	List all the **Court Decisions** that were made in relation to the given RCS case. For more details, see Managing Court Decisions.
Detainee's Appointment to the Court	Provide information about the **Detainee's Appointment to the Court**. For more details, see Managing Appointments.

Managing Court Decisions

This chapter outlines how to add, edit, and remove court decision records.

Adding a Court Decision Record

In order to add a court decision record, follow the steps below:

1. Click the **Add** button at the bottom of the *Court Decision* field. A *Court Decision* form will open (Figure 26).

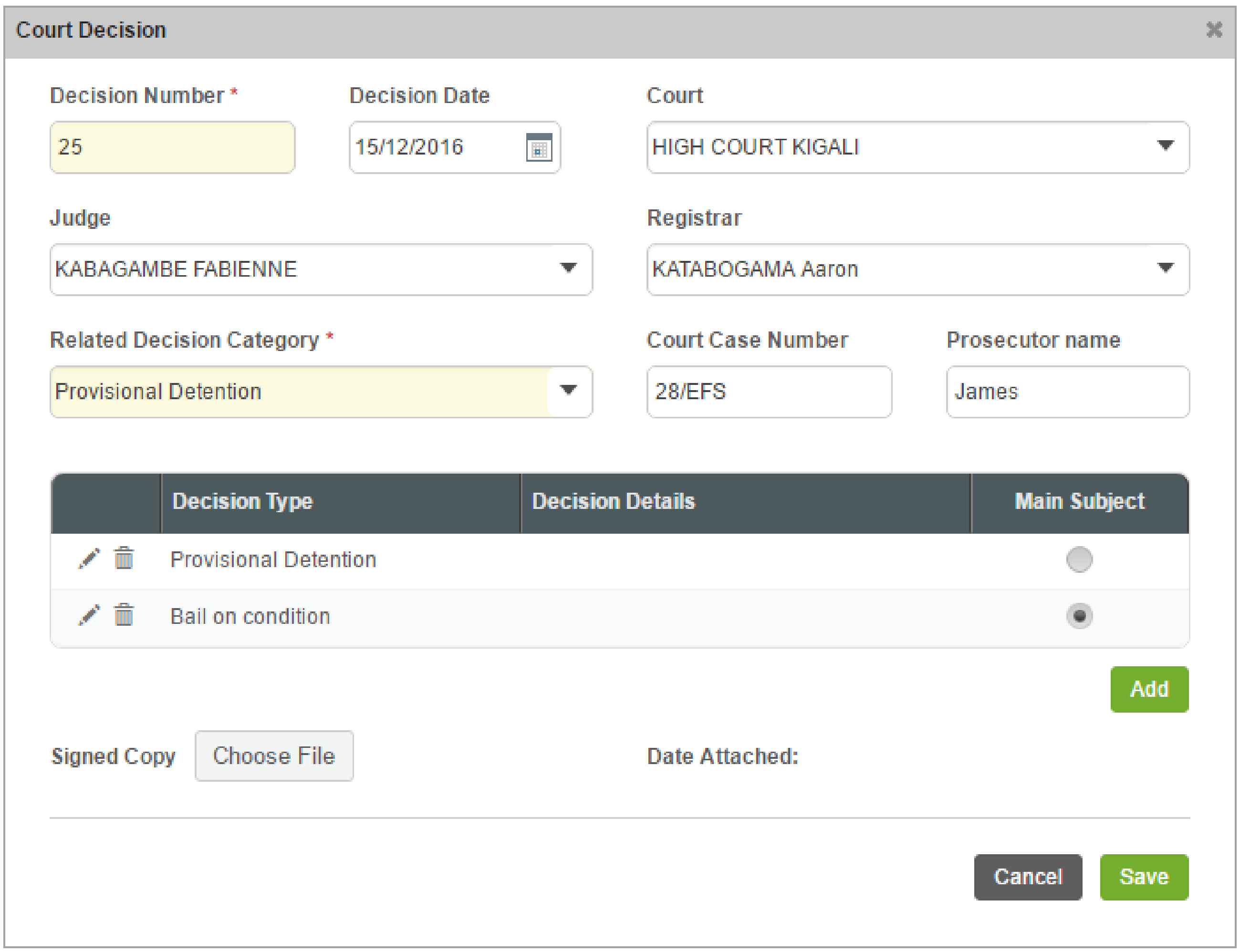


Figure 26: Adding a Court Decision Record

2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Decision Number	Specify the unique identification number assigned to the court decision. *This field is mandatory*.
Decision Date	Indicate the date when the detention decision was made. A calendar popup is available for this field, see Figure 4: Calendar.
Court	Specify the **Court** the detention decision was made by. Please, note that selection of a court will filter the list in the *Judge* and *Registrar* fields and display only those instances that are related to the selected court. Note: If the list of courts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Judge	Specify the name of the **Judge** who made the detention decision for the court case. Note: If the list of judges is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Registrar	Select a court **Registrar** from the drop-down list. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Related Decision Category	Specify the court decision related category. Note: If the list of decision types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Court Case Number	Indicate the number of the court case the detainee was involved in. *This field is mandatory*.
Prosecutor Name	Enter the name of the prosecutor who has instituted legal proceedings against the detainee.
Decision Details	Record the court decision details. For more details, see Managing Court Decision Subjects.
Signed Copy	Attach a **Signed Copy** of the court decision. For more details, see Managing Attachments. **Note:** The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.

3. Click the **Save** button to save the information input. Or, click the **Cancel** button to terminate the operation.

Editing Court Decision Records

In order to edit a court decision record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Court Decision* form will appear.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Court Decision Records

In order to remove a court decision record, click the **(Remove)** button to the left of the record.

Managing Court Decision Subjects

This chapter outlines how to add, edit, and remove court decision subject records.

Adding a Decision Subject Record

In order to add a court decision subject record, follow the steps below:

1. Click the **Add** button at the bottom of the *Related Decision Category* field. A *Decision Subject* form will appear (Figure 27).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Won / Lost	This field becomes available for criminal decision types only and is used to indicate whether the case was won or lost.
Decision Type	Specify the type of the decision made by the court. *This field is mandatory*. Note: If the list of decision types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Start Date	This field becomes available for decision types of provisional detention or extension of provisional detention and is used to indicate the date when the court decision enters into force. *This field is mandatory*. A calendar popup is available for this field, see Figure 4: Calendar.
Day	This field becomes available for decision types of provisional detention or extension of provisional detention and is used to enter the exact number of days that the inmate will be detained according to the court decision.
End Date	For decision types of provisional detention or extension of provisional detention, this field is used to show the date when the inmate's detention will be over. It is automatically calculated by the system based on the sentence start date and its duration.

	For a decision type of provisional release, this field is used to indicate the date when the inmate will be released. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar.
RCS Establishment	This field becomes available for decision types of provisional detention or extension of provisional detention and is used to select the **RCS Establishment** where the inmate will serve their term. *This field is mandatory*. **Note:** If the list of RCS establishments is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Bail Amount	This field becomes available for a decision type of bail on condition and is used to indicate the amount pledged by the suspect to the court. *This field is mandatory*.
Should be Released	This field becomes available for a decision type of bail on condition and is used to indicate whether the suspect should be released on bail.
Bail Conditions	This field becomes available for a decision type of bail on condition and is used to specify all special conditions that are imposed on the bail. *This field is mandatory.*
Details	This field is available for all decision types and is used to record additional observations, if any.

3. Click the **Save** button to save the information input. The new record will be listed in the *Decision Details* field.
4. In the *Decision Details* field, indicate which one is the main subject for the court decision by activating the respective radio button.

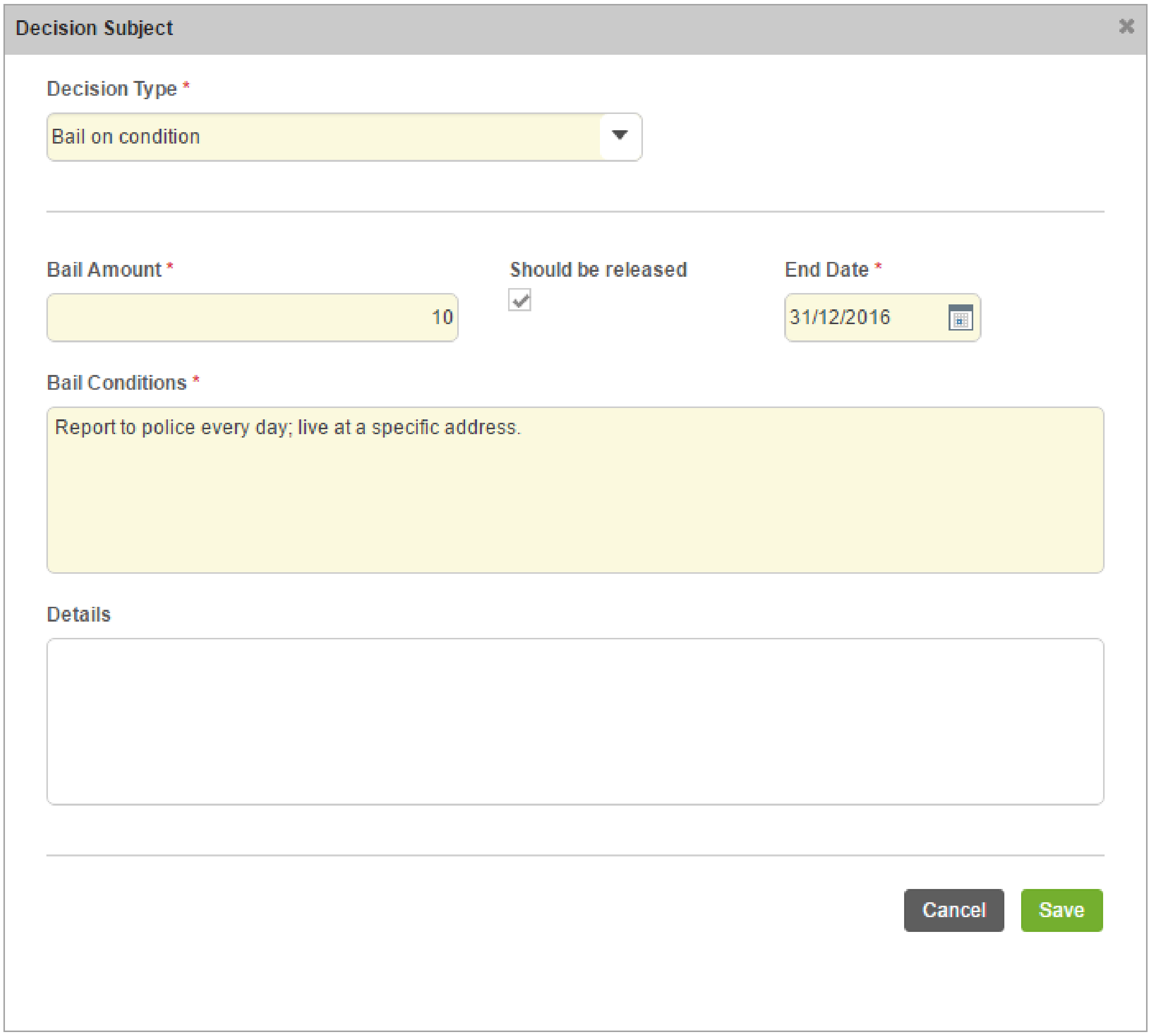


Figure 27: Adding a Decision Subject Record

Editing Decision Subject Records

In order to edit a decision subject record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Decision Subject* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Decision Subject Records

In order to remove a decision subject record, click the **(Remove)** button to the left of the record.

Managing Appointments

This chapter outlines how to add, edit, and remove appointment records.

Adding an Appointment Record

In order to add an appointment record, follow the steps below:

1. Click the **Add** button at the bottom of the *Detainee's Appointment to the Court* field. A *Detainee's Appointment to the Court* form will open (Figure 28).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Court Case Number	Indicate the number of the court case the detainee was involved in. *This field is mandatory*.
Hearing Order Number	Specify the unique identification number assigned to the hearing order for the detention case. *This field is mandatory*.
Court	Specify the **Court** where the case hearing was held. *This field is mandatory*. Note: If the list of courts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Order Issue Date	Indicate the date when the court order was issued. A calendar popup is available for this field, see Figure 4: Calendar.
Receiving Date	Indicate the date when the court order was received. A calendar popup is available for this field, see Figure 4: Calendar.
Hearing Date and Time	Indicate the date when the case hearing was held. A calendar popup is available for this field, see Figure 4: Calendar.

	Apart from indicating the date, the calendar also allows specifying the time when the hearing was scheduled. Use the **Hour** and **Minute** sliders to set the exact time.
Hearing Realized	Indicate whether the hearing took place by activating the respective radio button.
Signed Copy	Attach a **Signed Copy** of the court decision made during the appointment. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.
Comment	Provide additional comments, if necessary.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Appointment Records

In order to edit an appointment record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Detainee's Appointment to the Court* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Appointment Records

In order to remove an appointment record, click the **(Remove)** button to the left of the record.

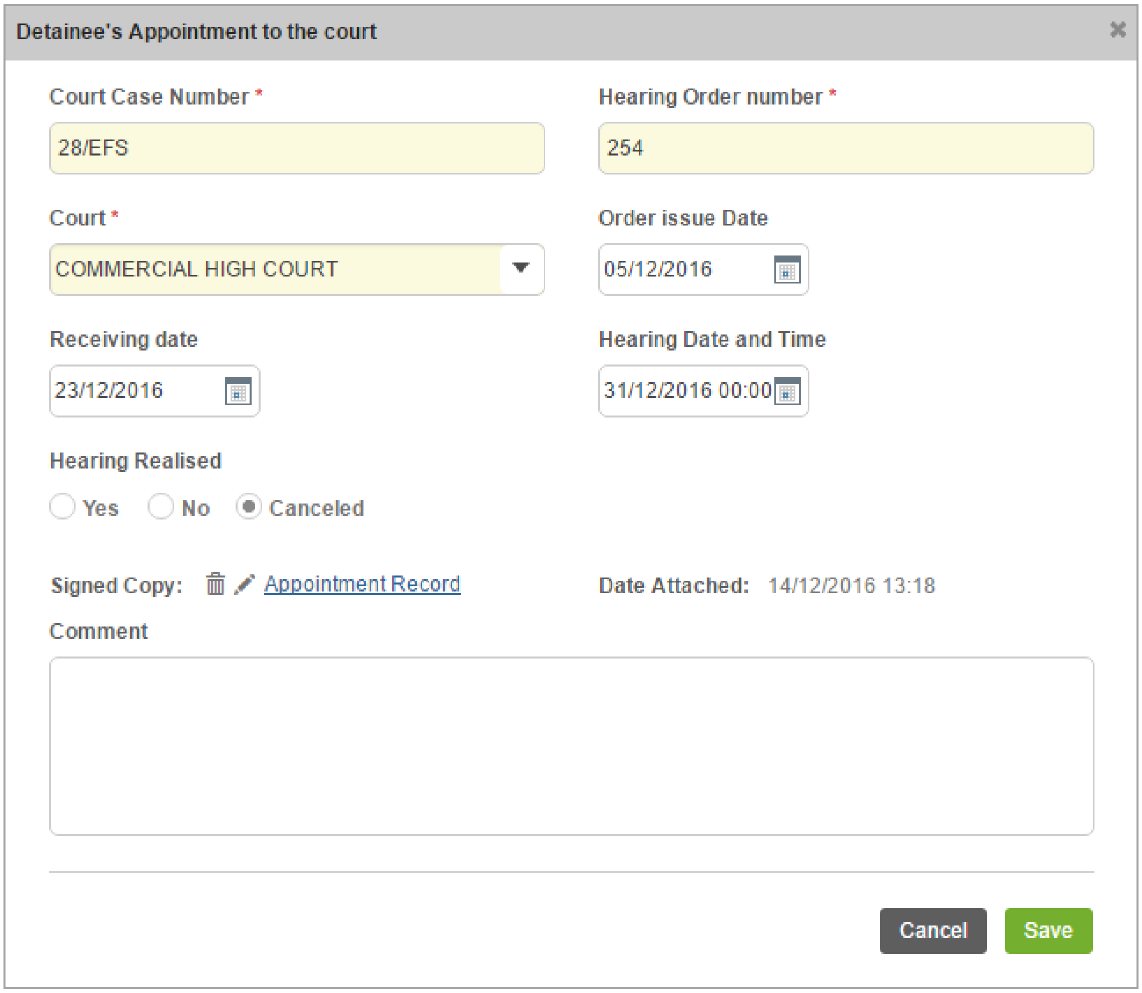


Figure 28: Adding an Appointment Record

MEDICAL INFORMATION SECTION

The *Medical Information* section of the *Rwanda Correctional Service* form (Figure 29) is used to provide detailed information about the medical check-ups that the inmate should undergo, as well as the details on check-up centers and medical posts where they should be examined. The information to be provided in this section includes the list of medical check-up centers and their addresses, listing of the insurance companies responsible for the inmate's medical examination, etc.

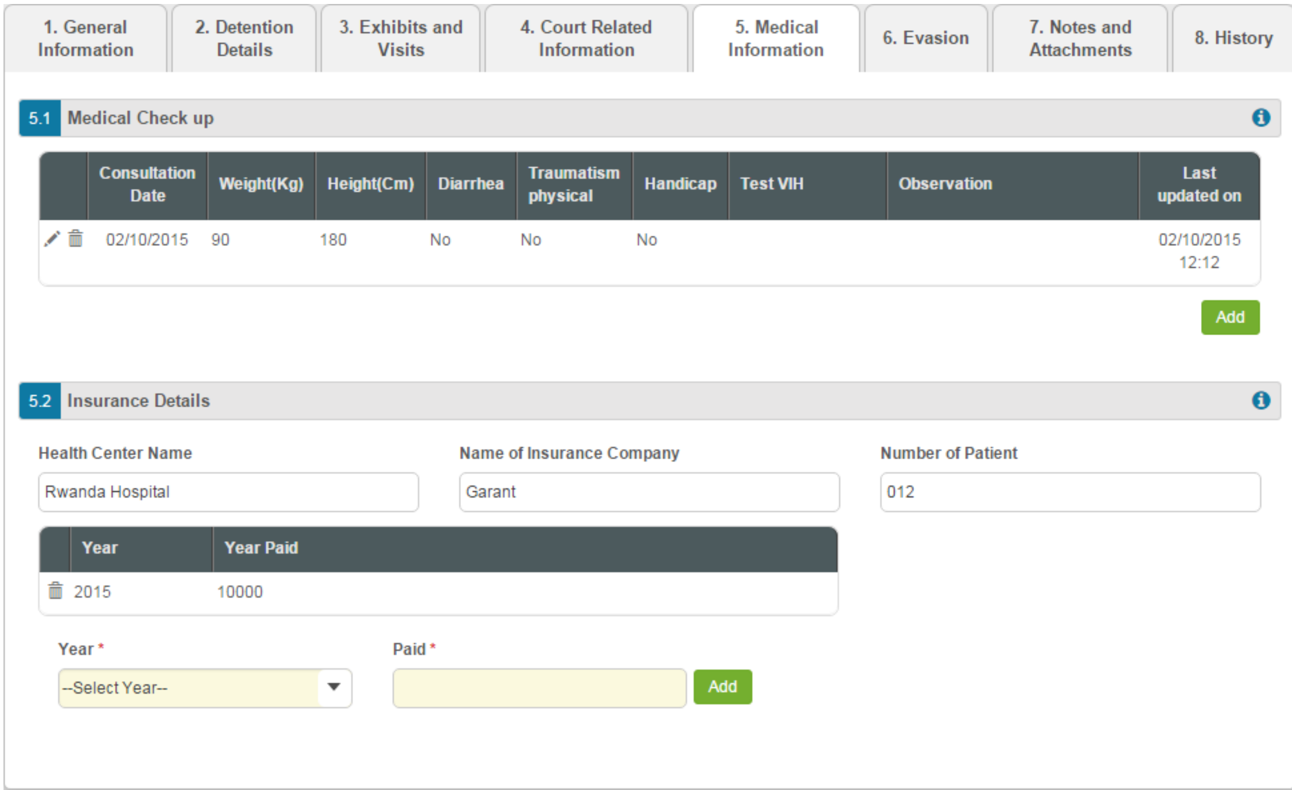


Figure 29: Medical Information Section

For more details on what information is requested in the *Medical Information* section, refer to the table below.

Field Name	Description
Medical Check up	Provide information about all medical checkups that the inmate had while serving a term in the penitentiary institution. For more details, see Managing Medical Checkups.

	Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when a medical check-up record is last modified. This information is displayed in the *Last Updated on* column of the *Medical Check-up* table.
Insurance Details	Provide information about the insurance coverage of the inmates' medical checkups. For this, first, indicate name of the health center where the inmates were examined. Next, indicate the name of the insurance company that covered the medical checkup related expenses. Then, enter the number of the inmate's insurance policy. Finally, indicate the amount that the insurance company was charged towards covering the medical examination expenses. For more details, see Managing Insurance Amounts.

Managing Medical Checkups

This chapter outlines how to add, edit, and remove medical checkup records.

Adding a Medical Checkup Record

In order to add a medical checkup record, follow the steps below:

1. Click the **Add** button at the bottom of the *Medical Checkup* field. A *Medical Check up* form will open (Figure 30).
2. Select the date when the doctor consultation was held. *This field is mandatory.* A calendar popup is available for this field, see Figure 4: Calendar.
3. Provide the medical checkup details requested in the form.
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

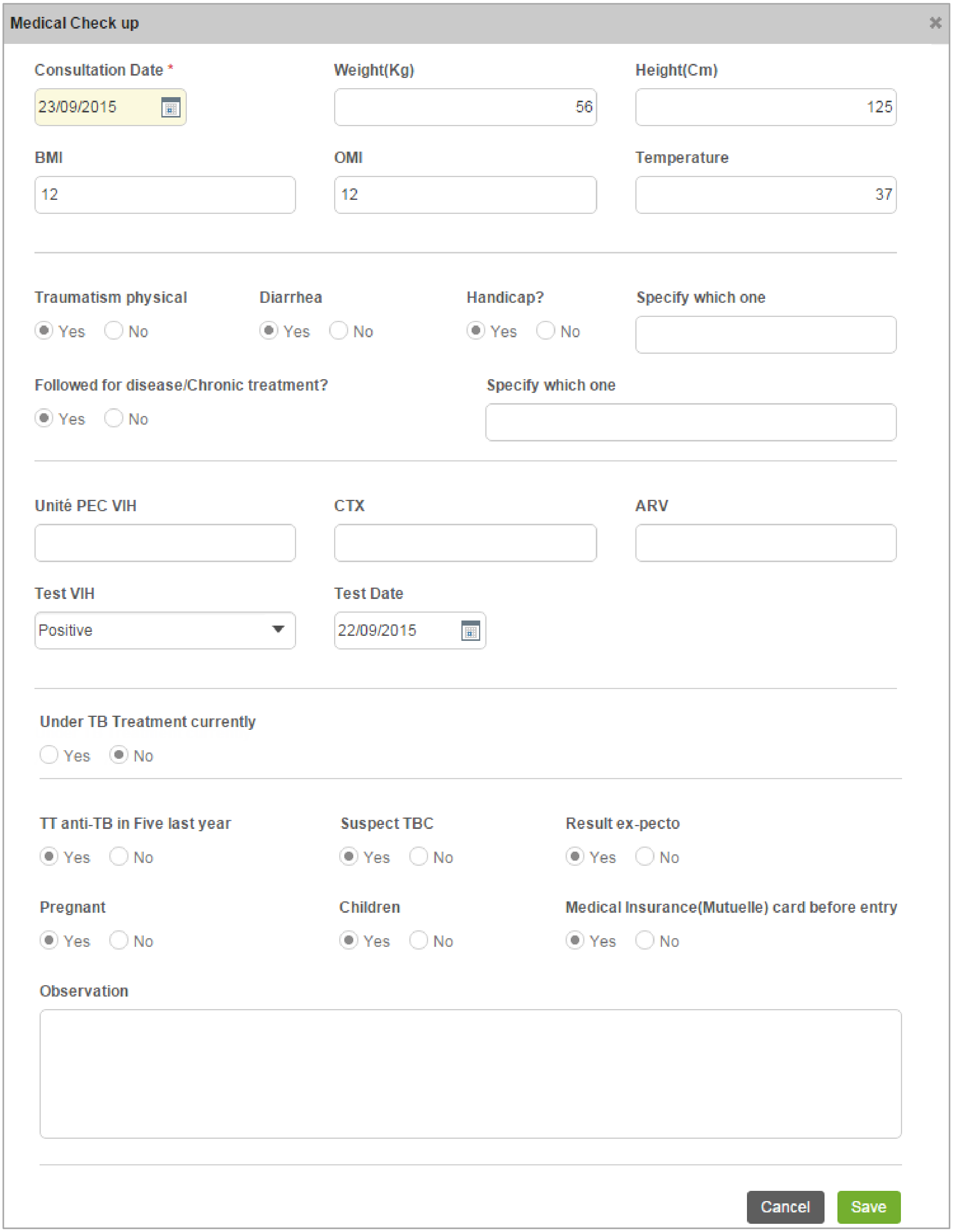


Figure 30: Adding a Medical Checkup Record

Editing Medical Checkup Records

In order to edit a medical checkup record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Medical Check up* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Medical Checkup Records

In order to remove a medical checkup record, click the **(Remove)** button to the left of the record.

Managing Insurance Amounts

This chapter outlines how to add and remove insurance amount records.

Adding an Insurance Amount Record

In order to add an insurance amount record, follow the steps below:

1. Select the **Year** in which the insurance company was charged an amount towards covering the medical examination expenses. *This field is mandatory.*

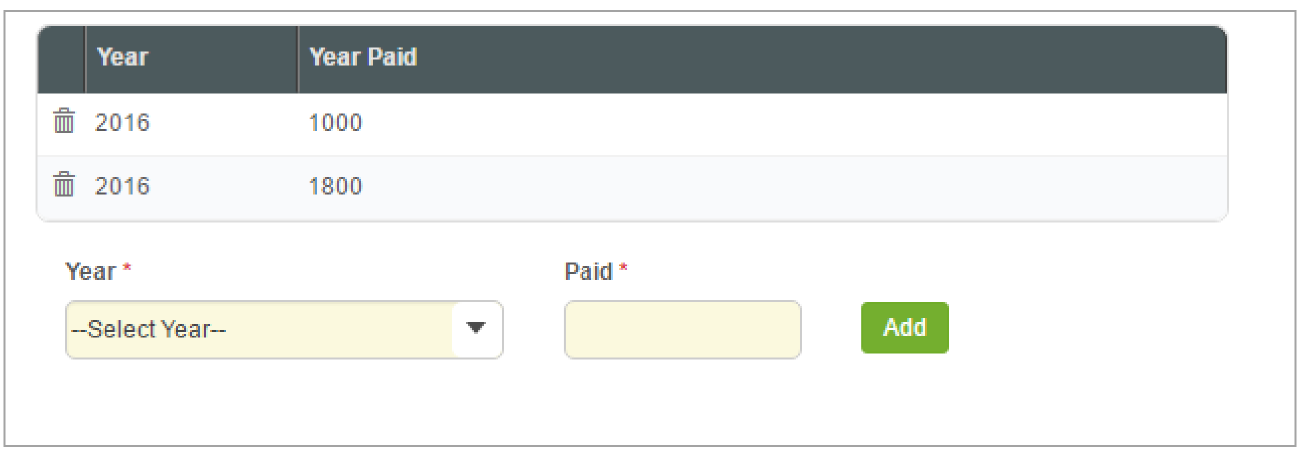


Figure 31: Providing an Insurance Amount Record

2. Insert the total insurance amount paid in the corresponding year. *This field is mandatory.*

3. Click the **Add** button at the bottom of the *Insurance Details* field. The new record will appear in the respective table (Figure 31).

Removing Insurance Amount Records

In order to remove an insurance amount record, click the **(Remove)** button to the left of the record.

EVASION

The *Evasion* section of the *Rwanda Correctional Service* form (Figure 32) is used to provide detailed information about the prisoner's evasions, if any. The information to be provided in this section includes the date when the evasion took place, evasion category, etc.

Figure 32: Evasion Section

For more details on what information is requested in the *Evasion* section, refer to the table below.

Field Name	Description
Details	Provide a detailed account of all occurrences of the inmate's escape from the RCS establishment where are sentenced to serve a term. For more details, see Managing Evasions.

Managing Evasions

This chapter outlines how to add, edit, and remove evasion records.

Adding an Evasion Record

In order to add an evasion record, follow the steps below:

1. Click the **Add** button at the bottom of the *Details* field. A *Details* form will open (Figure 33).
2. Specify the date when the inmate escaped from the RCS establishment. A calendar popup is available for this field, see Figure 4: Calendar.

3. Indicate the exact place the prisoner escaped from.
4. Specify the crime **Category** the inmate was convicted for. *This field is mandatory.* The following options are available:
    - Common Crime
    - Genocide
5. Indicate how many long the evasion lasted.
6. Indicate whether the inmate was detained by ticking the respective checkbox.
7. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

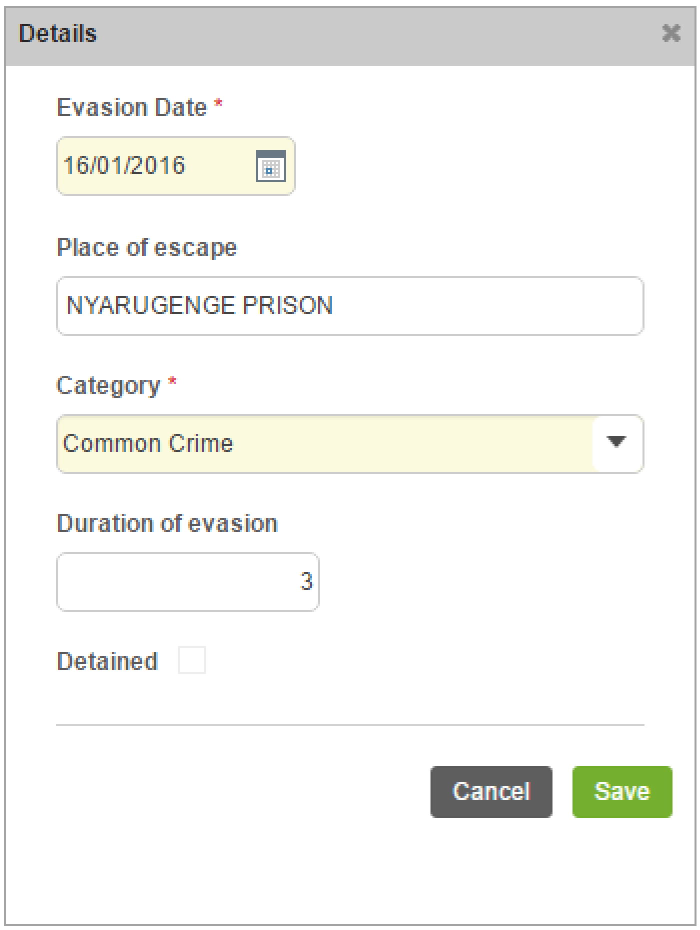


Figure 33: Adding an Evasion Record

Editing Evasion Records

In order to edit an evasion record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Details* form will open.
2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Evasion Records

In order to remove an evasion record, click the **(Remove)** button to the left of the record.

NOTES AND ATTACHMENTS

The *Notes and Attachments* section of the *Rwanda Correctional Service* form (Figure 34) is used to record additional comments and issues related to the given correctional case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.

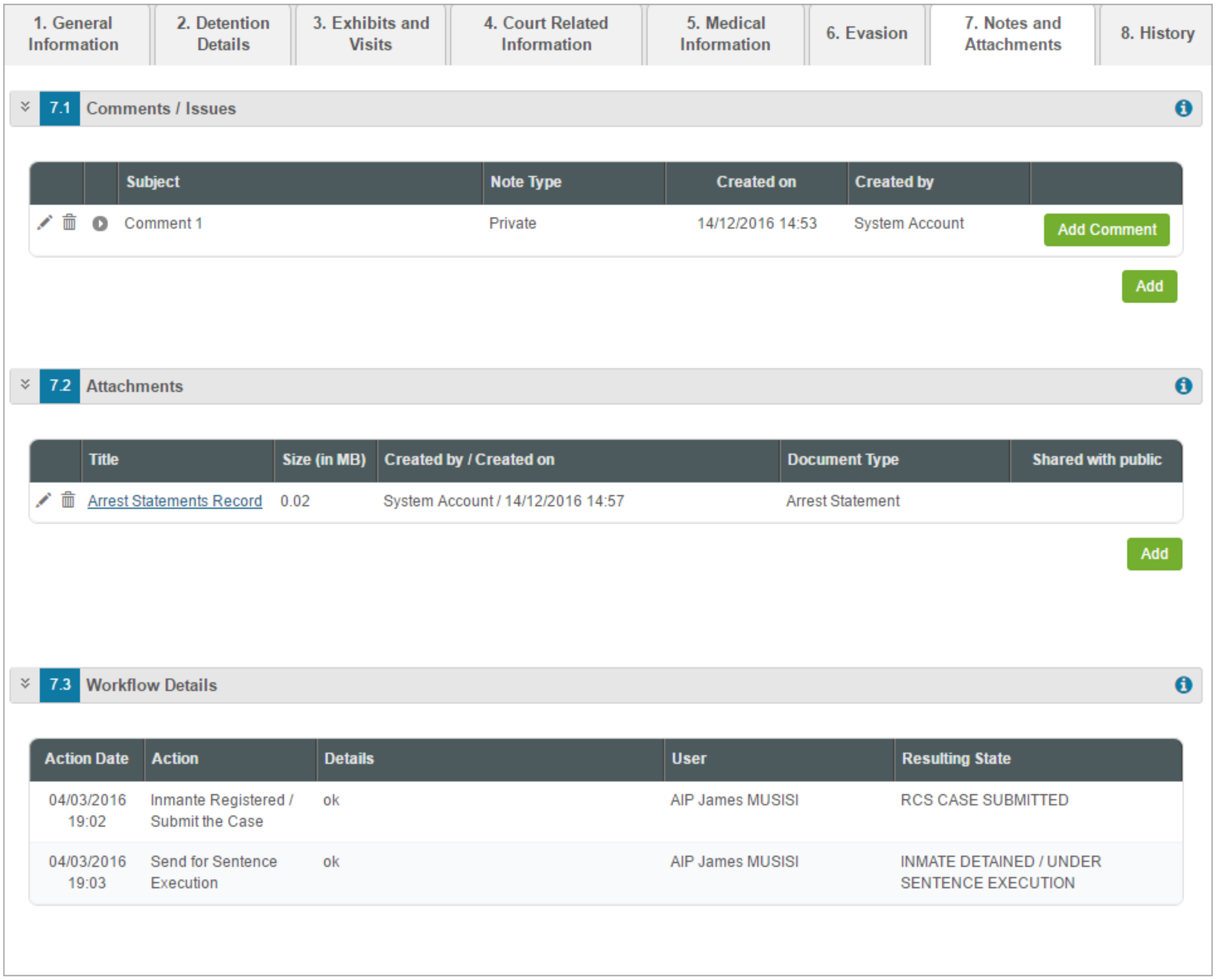


Figure 34: Notes / Attachments Section

For more details on what information is requested in the *Notes and Attachments* section, refer to the table below.

Field Name	Description
Comments / Issues	Provide any correctional case related comments and issues. For more details, see Managing Comments / Issues. Then, provide additional particulars on the comments and issues recorded. For more details, see Managing Comment Details.
Attachments	Attach any related documents or images. For more details, see Managing Attachments.
Workflow Details	This field becomes available after saving the *Rwanda National Police* form and provides information about the actions made to the corresponding form. The information displayed in this table includes the following: • **Action Date** – date when the action was taken; • **Action** – name of the action taken; • **Details** – details of the action taken; • **User** – name of the user who performed the action; • **Resulting Status** – workflow status of the form, resulting from the action taken.

Managing Comments / Issues

This chapter outlines how to add, edit, and remove comment and issue records. It also describes how you can expand a comment / issue record to view its particulars.

Adding a Comment / Issue Record

In order to add a comment / issue record, follow the steps below:

1. Click the **Add** button at the bottom of the *Comments / Issues* field. A *Comments / Issues* form will open (Figure 35).
2. Provide the information requested in the form as described in the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Note Type	Specify whether the comment is public or private by activating the respective radio-button. *This field is mandatory.*
Subject	Enter the note subject. *This field is mandatory.*
Related Users	This field becomes available if the note type is set to *Private* and is used to select the users the note that will be shared with. For more details, see the Managing Related Users.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

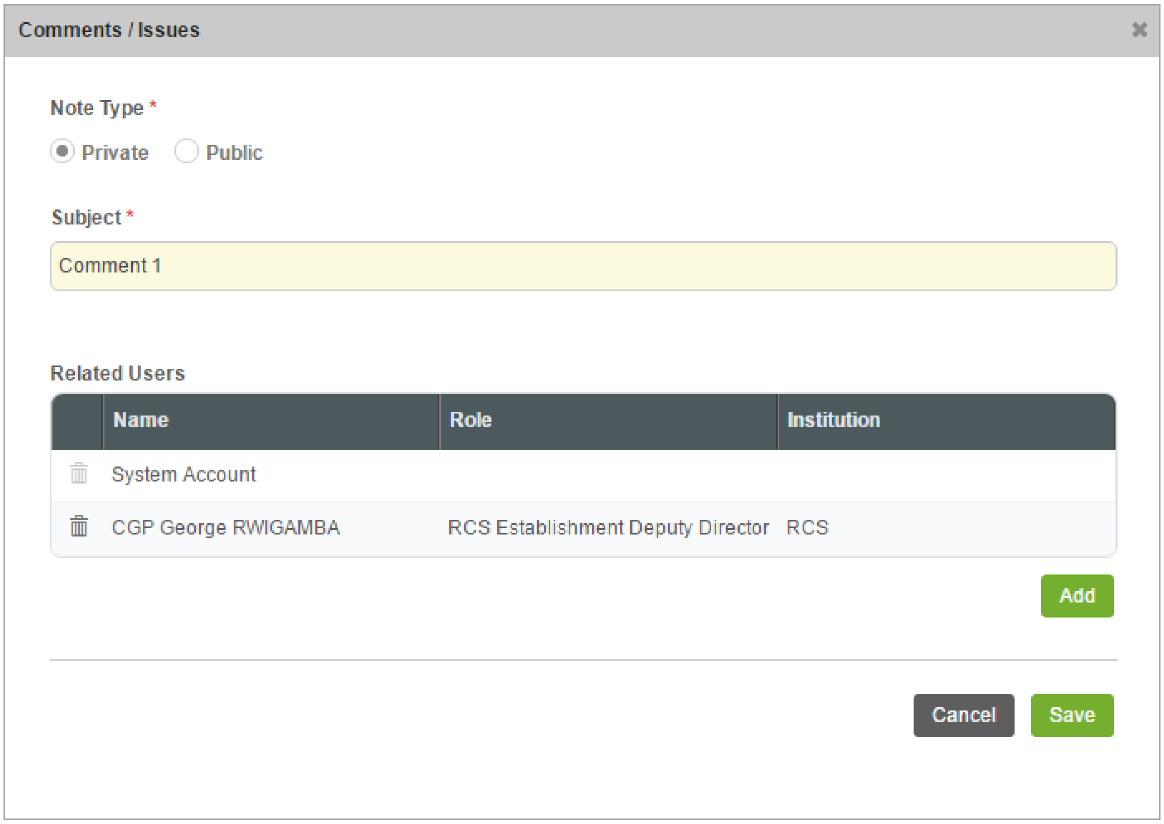


Figure 35: Adding a Comment / Issue Record

Editing Comment / Issue Records

In order to edit a comment / issue record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Comments / Issues* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Expanding Comment / Issue Records

You can expand a comment / issue record to view the issue particulars added for it (see Managing Comment Details). This way, when you select to view additional information on the comment / issue, you can see the name of the user who recorded the comment particulars, the date when the information was recorded in the system, and other details.

To expand a comment / issue record, click the icon to the left of the record. Clicking the icon will hide the comment / issue related information.

Removing Comment / Issue Records

In order to remove a comment / issue record, click the **(Remove)** button to the left of the record.

Managing Related Users

This chapter outlines how to add and remove related user records. It also describes how you can browse among the related user records to find the one that you are looking for.

Adding a Related User Record

In order to add a related user, follow the steps below:

1. Click the **Add** button in the *Comments / Issues* form. A *Comments / Issues Details Users* form will open (Figure 36).
2. Locate the user or users the comment with be shared with. This can be done by using the search mechanism the *Comments / Issues Details Users* form is equipped with. To find a user, create filtering criteria that will be used to find and display all users that match the selection. The following criteria are available:

- Level
- Institution Office
- Responsible Role

Note: Selection of an instance from one drop-down will filter the list in the next field and display only those instances that are related to the selection. Also, note that if the lists in the drop-down fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Alternatively, you may enter the user's name or any part of it in the search box.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all users matching the criteria will be displayed in the table below.
5. Select the user that you want to share the comment with by ticking the checkbox to the left of the user name.
6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Browsing among Related User Records

In order to ensure fast page loading, the *Related Users* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Related Users* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Removing Related User Records

In order to remove a related user record, click the **(Remove)** button to the left of the record.

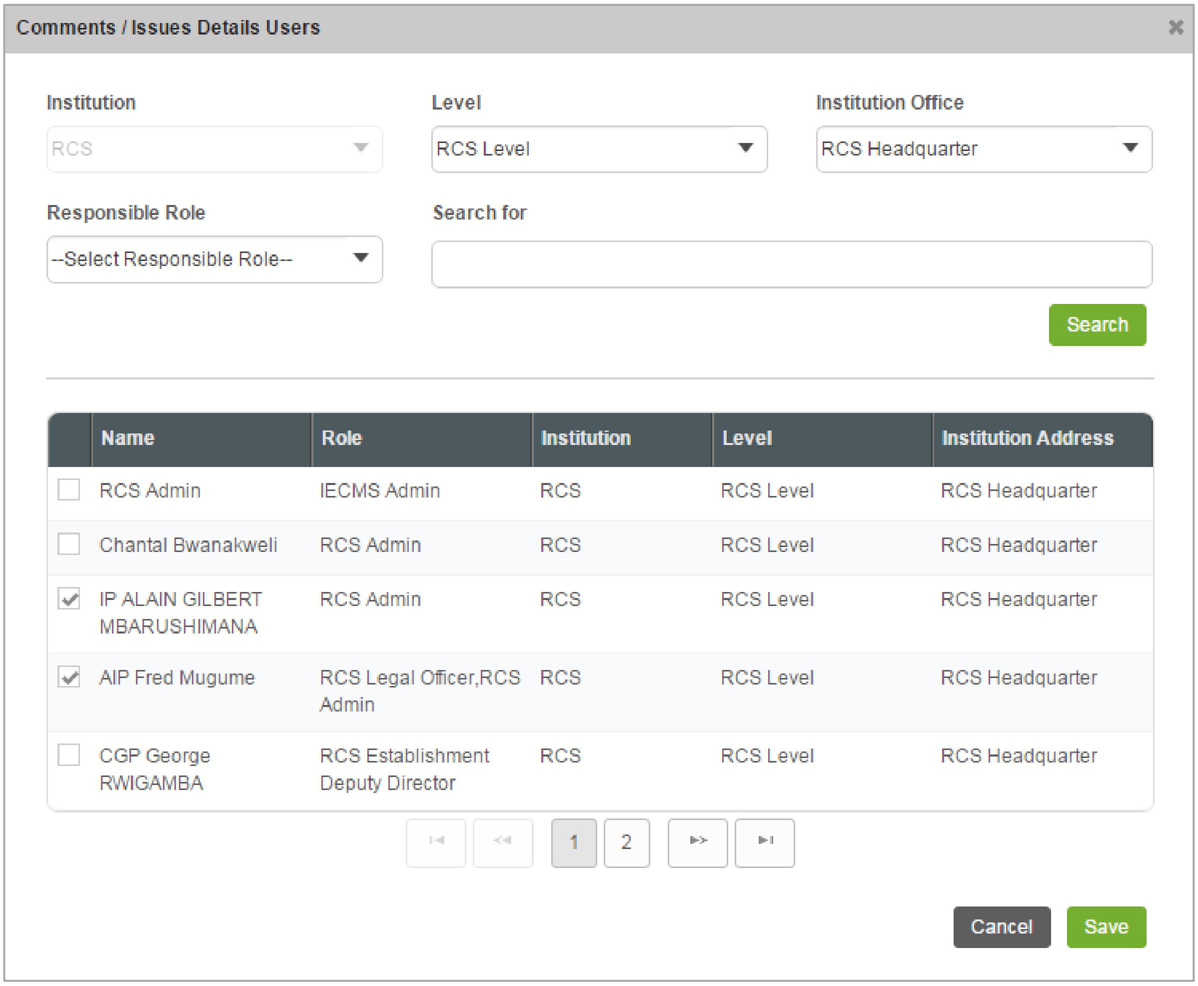


Figure 36: Adding a Related User Record

Managing Comment Details

This chapter outlines how to add and remove comment details records.

Adding a Comment Details Record

In order to add a comment details record, follow the steps below:

1. Click the **Add Comment** button to the right of the comment / issue record you want to provide additional information for. A *Comments / Issues Details* form will open (Figure 37).
2. Provide the comment details in the respective field. *This field is mandatory.*
3. Attach comment details related documents and images. For more details, see Managing Attachments.

4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

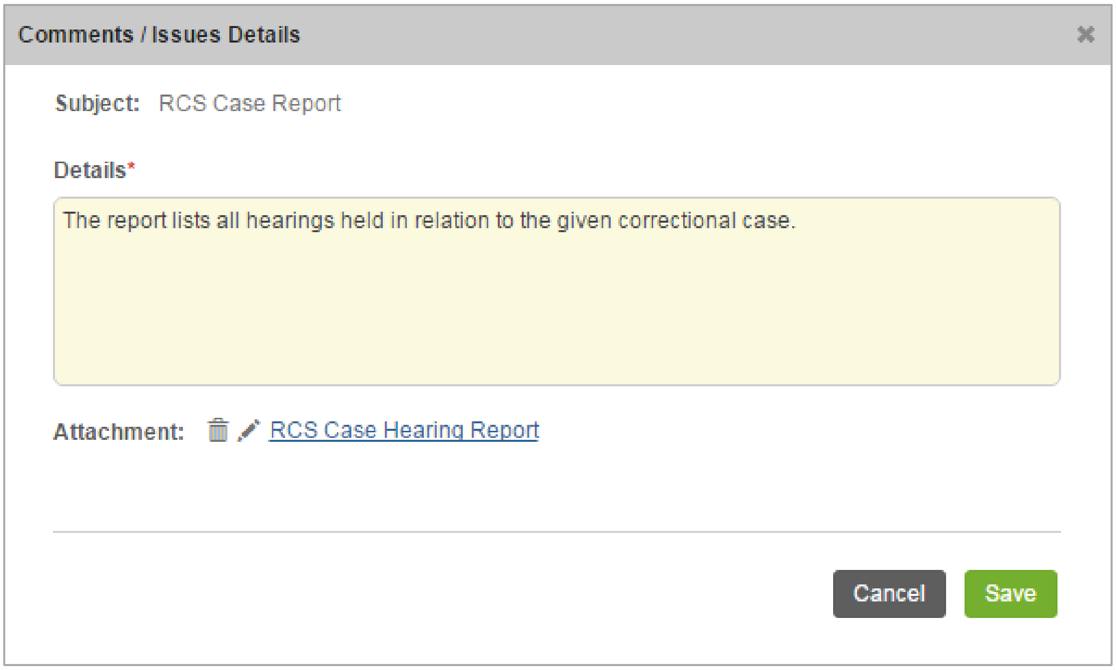


Figure 37: Adding a Comment Details Record

Editing Comment Details Records

In order to edit a comment details record, follow the steps below:

1. Expand the comment / issue record the comment details are provided for.
2. Click the **(Edit)** button to the left of the record that you want to modify. The *Comments / Issues Details* form will open.
3. Make the required changes in the data displayed.
4. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Comment Details Records

In order to edit a comment details record, follow the steps below:

1. Expand the comment / issue record the comment details are provided for.
2. Click the **(Remove)** button to the left of the record.

Managing Attachments

This chapter outlines how to attach documents and images, edit and remove them.

Adding an Attachment

In order to attach a document or image, follow the steps below:

1. Click the **Add** button at the bottom of the *Attachments* field. An *Upload File* form will appear (Figure 38).
2. Select the attachment **Type** from the drop-down list. *This field is mandatory.*
   Note: If the list of attachment types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Enter the attachment **Title**. *This field is mandatory.*
4. Provide a brief description of the attachment content in the **Details** field.
5. List all **Keywords** to be used for locating the file attached.
   Note: Please, note that the keywords should be separated with a semicolon symbol (;).
6. Click the **Choose File** button and select a file to upload.
7. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

Note: If you want the attachment to be available to the parties involved into the correctional case, you may select the **Share with Public** checkbox at the bottom of the *Attachments* form.

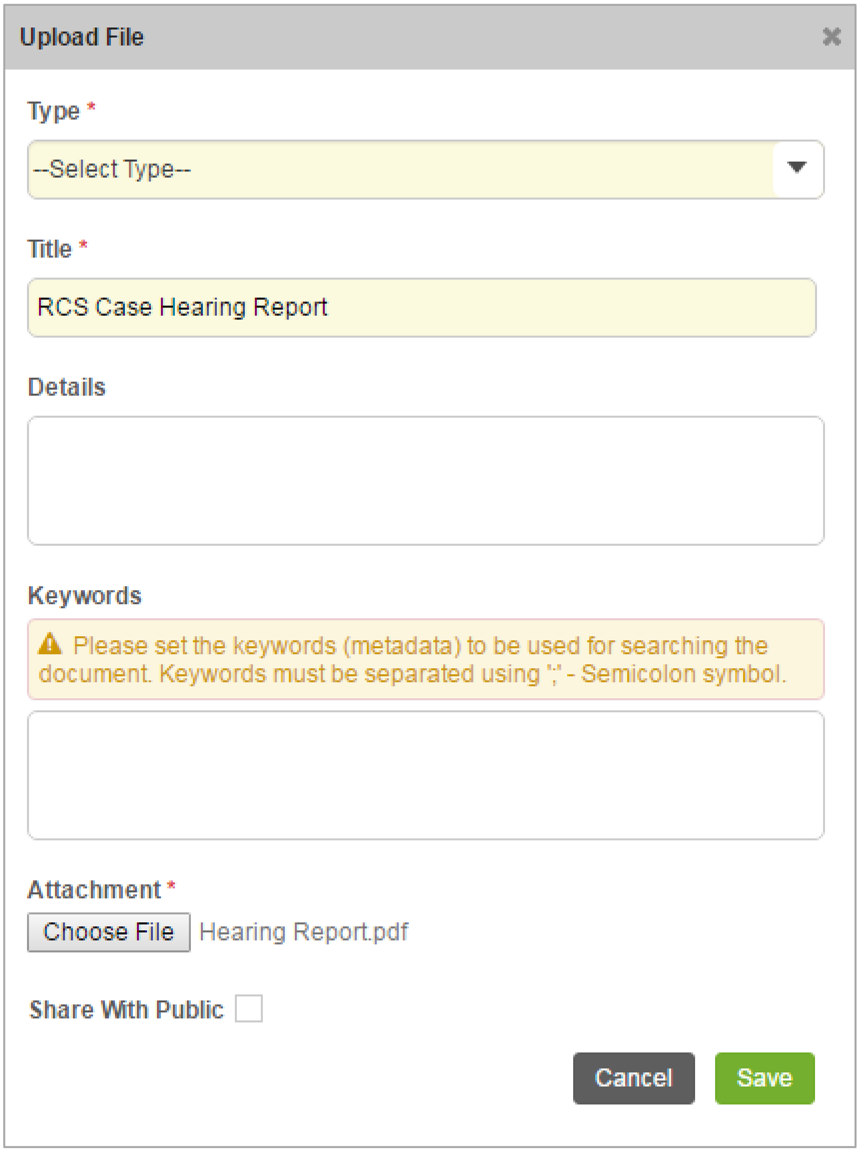


Figure 38: Uploading a File

Viewing Attachments

Click the title of the corresponding attachment you want to view. The attached file will be displayed in your browser or you may download it to your local PC.

Editing Attachments

In order to edit an existing attachment, follow the steps below:

1. Click the **(Edit)** button. The *Attachments* form will open.

2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Attachments

In order to remove an attachment, click the **(Remove)** button to the left of the attachment title.

Note: Attachments can be removed only from the section they have been added from.

HISTORY

The *History* section of the *Rwanda Correctional Service* form (Figure 39) stores historical data about changes made to the *Rwanda Correctional Service* form and is intended for keeping track of the modifications introduced to the record. Each saved version of the form provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to the form, the modifier details, etc.

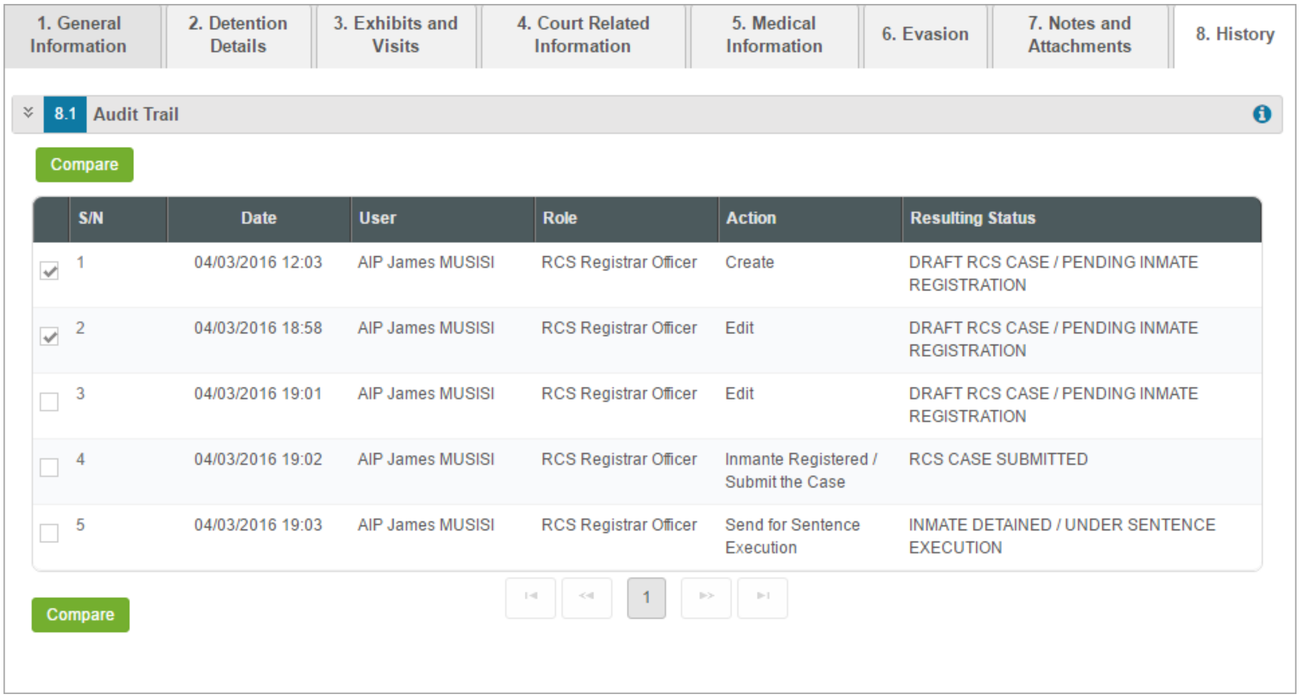


Figure 39: History Section

For more details on what information is stored and can be viewed in the *History* section, refer to the table below.

Component Name	Description
Audit Trail	This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following: • **S/N** – serial number assigned to the modification; • **Date** – date when the modification was made;

	• **User** – name of the user who performed the action; • **Role** – capacity of the user who performed the action; • **Action** – description of the action performed; • **Resulting Status** – workflow status of the form, resulting from the action taken. **Note:** The system stores all the previous modified versions of the task record and makes them available for comparison. For more details, see Comparing RSC Case Versions.

Comparing RSC Case Versions

The *History* section is integrated with an easy-to-use tool for comparing different versions of the records stored in the system with the aim of detecting and tracking the modifications and updates made to the recent data. It also provides detailed information about each saved version, including the creation and management history, modifications date and time, etc.

In order to compare two versions of a case form, follow the steps below:

1. Select the two versions that you want to compare by ticking the checkboxes to the left of the records.
2. Click the **Compare** button to start auditing the selected versions. A new window will appear displaying the selected versions of the case form (Figure 40).
3. Expand the fields by clicking the sign next to the name of the field to see how the fields differ in the selected versions. Please, note that the ≠ sign displayed to the left of the field, as well as different background and font colors denote the fields that have been modified or updated.

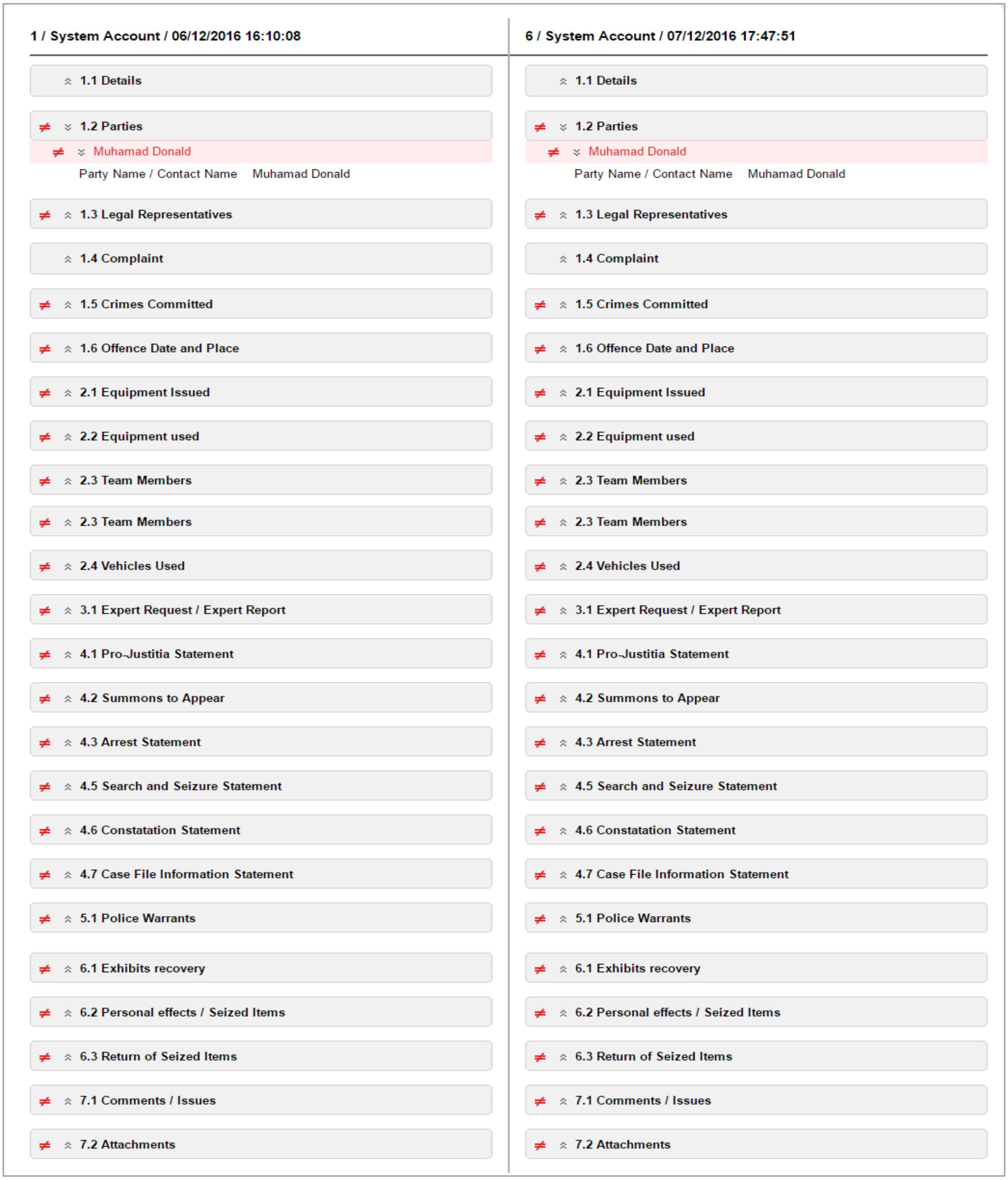
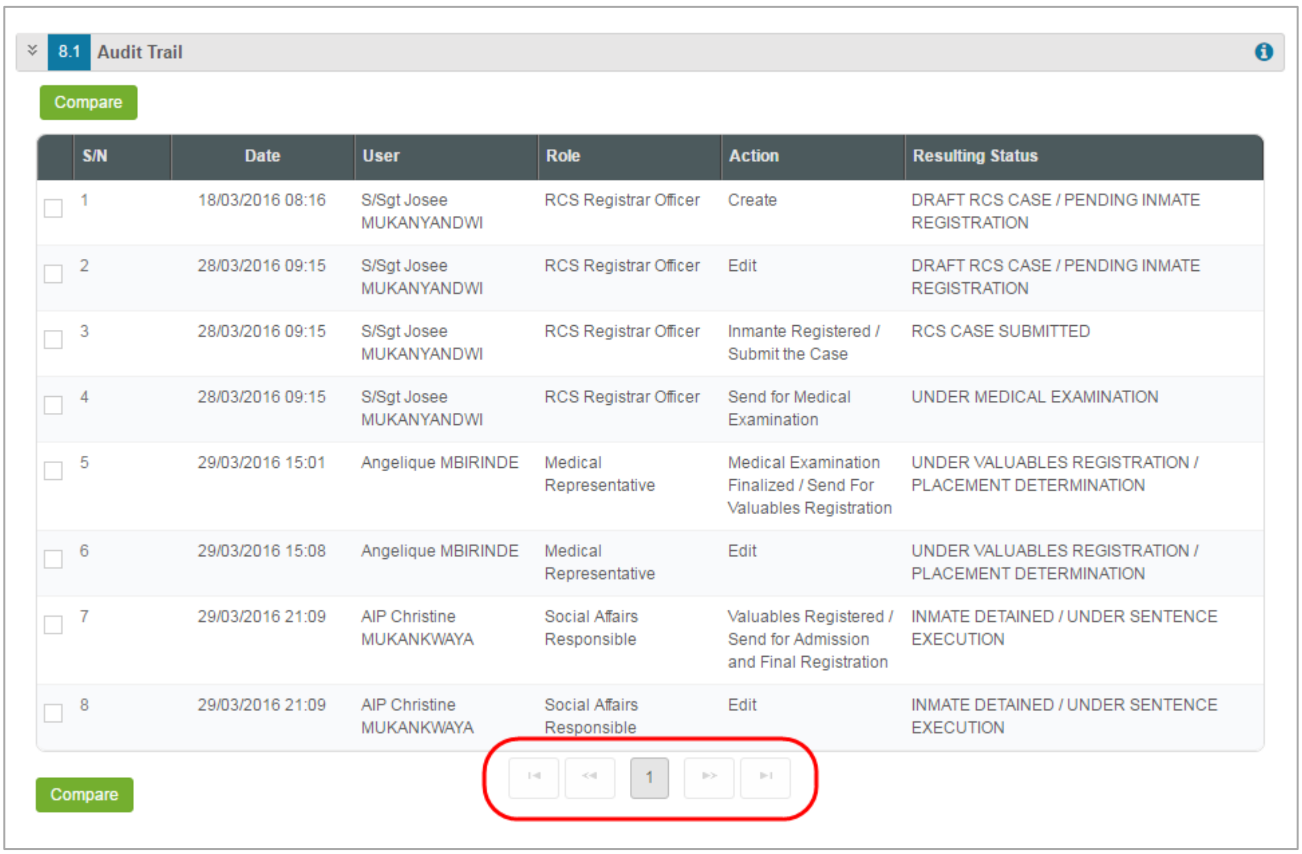


Figure 40: Comparing Rwanda Correctional Service Case Versions

Browsing among History Records

The *History* section of the *Rwanda Correctional Service* form has been enhanced with the pagination option. This means that it is enabled with the possibility of splitting the list of records in the field into pages for paged navigation.

To navigate through the pages, you can use the page numbers at the bottom of the field, as well as the **(First)**, **(Previous)**, **(Next)**, and **(Last)** arrow buttons.



	S/N	Date	User	Role	Action	Resulting Status
	1	18/03/2016 08:16	S/Sgt Josee MUKANYANDWI	RCS Registrar Officer	Create	DRAFT RCS CASE / PENDING INMATE REGISTRATION
	2	28/03/2016 09:15	S/Sgt Josee MUKANYANDWI	RCS Registrar Officer	Edit	DRAFT RCS CASE / PENDING INMATE REGISTRATION
	3	28/03/2016 09:15	S/Sgt Josee MUKANYANDWI	RCS Registrar Officer	Inmante Registered / Submit the Case	RCS CASE SUBMITTED
	4	28/03/2016 09:15	S/Sgt Josee MUKANYANDWI	RCS Registrar Officer	Send for Medical Examination	UNDER MEDICAL EXAMINATION
	5	29/03/2016 15:01	Angelique MBIRINDE	Medical Representative	Medical Examination Finalized / Send For Valuables Registration	UNDER VALUABLES REGISTRATION / PLACEMENT DETERMINATION
	6	29/03/2016 15:08	Angelique MBIRINDE	Medical Representative	Edit	UNDER VALUABLES REGISTRATION / PLACEMENT DETERMINATION
	7	29/03/2016 21:09	AIP Christine MUKANKWAYA	Social Affairs Responsible	Valuables Registered / Send for Admission and Final Registration	INMATE DETAINED / UNDER SENTENCE EXECUTION
	8	29/03/2016 21:09	AIP Christine MUKANKWAYA	Social Affairs Responsible	Edit	INMATE DETAINED / UNDER SENTENCE EXECUTION

Figure 41: Browsing among History Records

EXPORTING FILES

The system allows exporting the details of records provided in the appropriate fields of the *Rwanda Correctional Service* form.

In order to export the corresponding field details, follow the steps below:

1. Click the **(Export Details)** button in the furthermost right column of the respective field. The *Export Details* popup will appear (Figure 42).

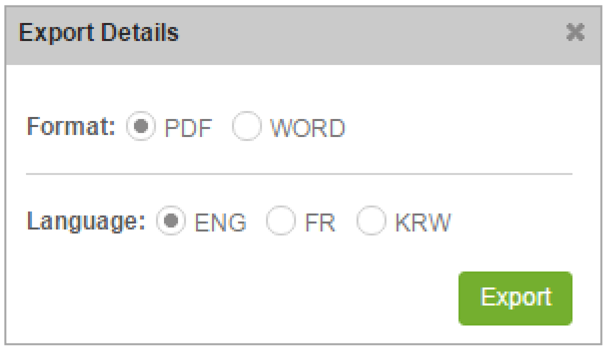


Figure 42: Specifying File Export Details

2. Choose the **Format** you want the file to be downloaded in by selecting the respective **PDF** or **WORD** radio button.
3. Select the **Language** you want the file to be downloaded in by selecting the respective **ENG**, **FR**, or **KRW** radio button.
4. Click the **Export** button to proceed. The exported file will be downloaded to your local PC in accordance with the selected settings - format and language.

SAVING DATA

When you are finished with the data input or modification, you should save your changes before you leave the page. Click the **Save** button to save the data entered and to remain in the opened page. Or, click the **Save & Close** button to save the changes made and navigate away from the *Data Entry* screen. Clicking the **Cancel** button will discard any changes made and close the data entry window.

REFERENCES

Please, refer to the following Rwanda IECMS related documents to obtain more information about the system and how it functions:

- Rwanda IECMS Analytical Interface User Manual
- Rwanda IECMS Portfolio User Manual
- Rwanda IECMS Dashboard User Manual
- Rwanda IECMS Rwanda National Public Prosecution Authority Application User Manual
- Rwanda IECMS Rwanda Judiciary Application User Manual
- Rwanda IECMS Rwanda National Police Application User Manual
- Rwanda IECMS Civil Litigation Service Application User Manual
- Rwanda IECMS Task Form User Manual
- Rwanda IECMS Individual Form User Manual
- Rwanda IECMS Legal Entity Form User Manual
- Rwanda IECMS Case Processing Workflow User Manual
- Rwanda IECMS Settings Administrator's Guide
- Rwanda IECMS User Management Administrator's Guide
- Rwanda IECMS Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide