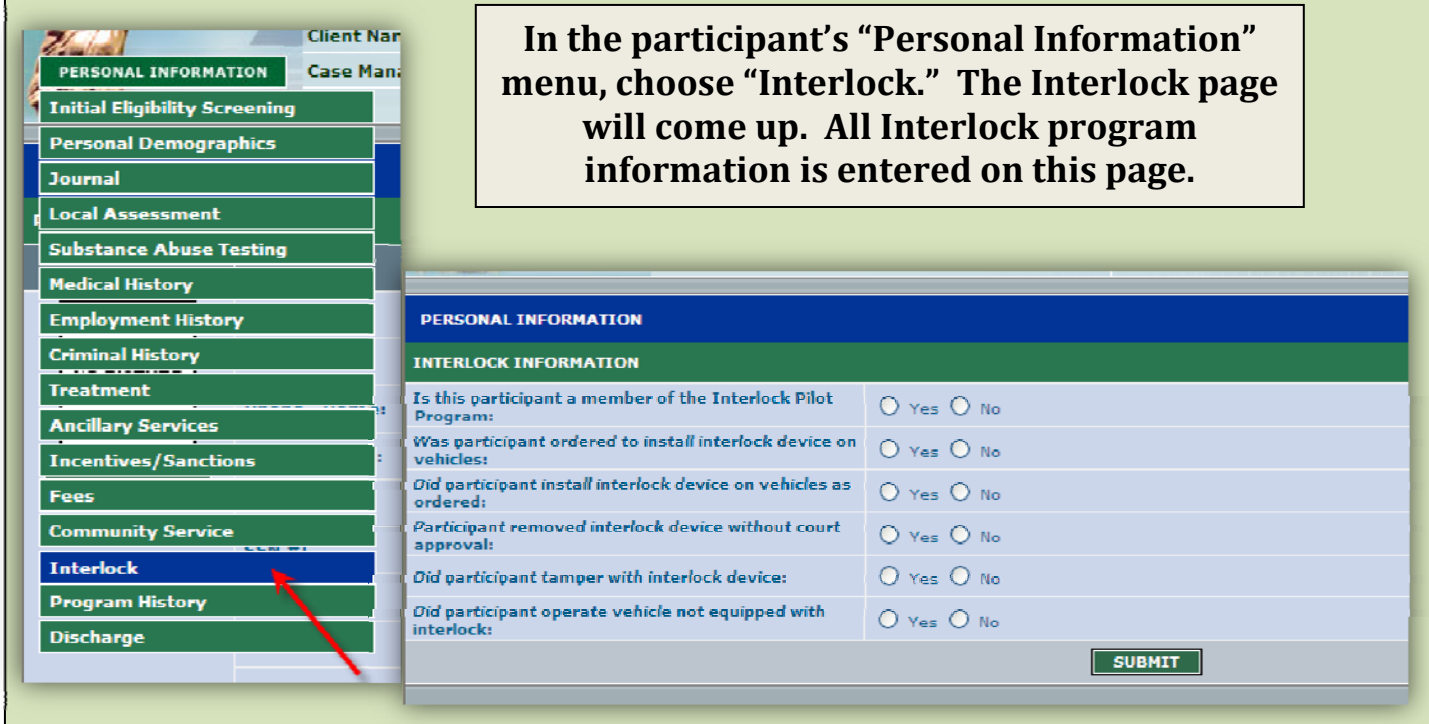
ENTERING INTERLOCK INFORMATION ON DCCMIS

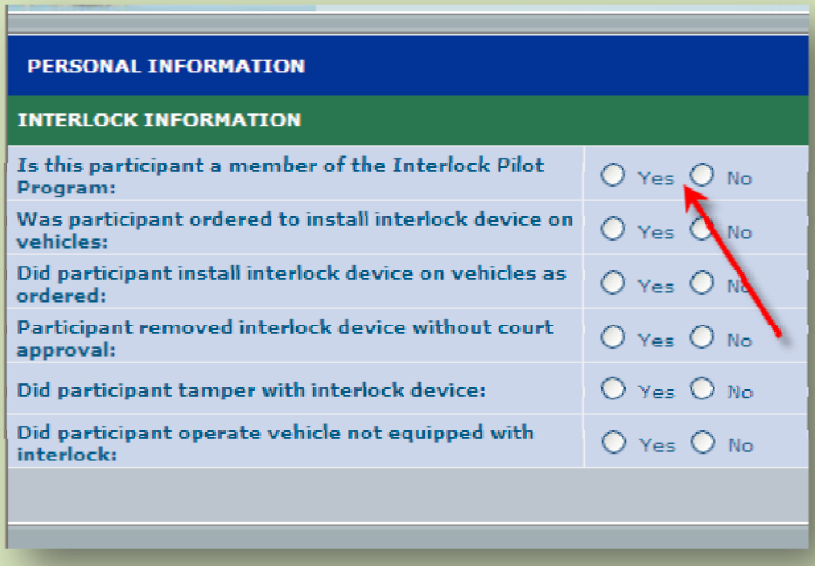
Step 1



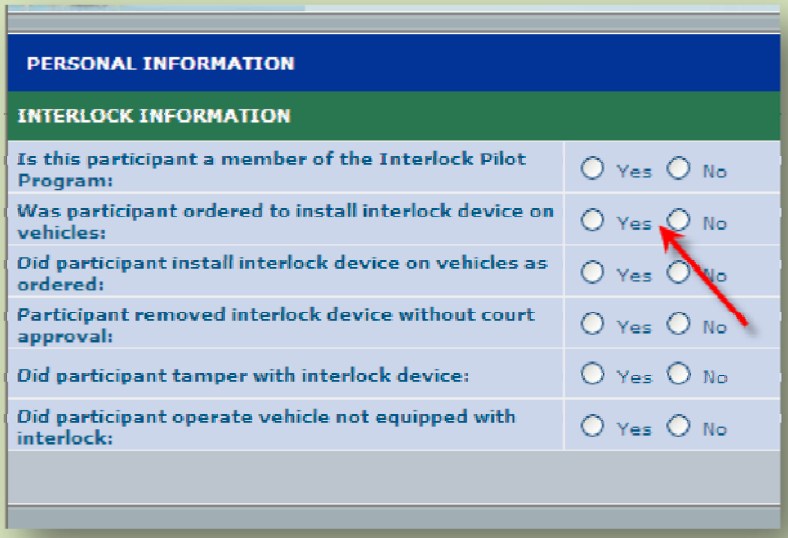
In the participant's "Personal Information" menu, choose "Interlock." The Interlock page will come up. All Interlock program information is entered on this page.

Step 2

Check the button for Yes when a participant starts the Interlock Pilot Program. Choosing Yes will alert SCAO that the participant is now in the Interlock Pilot Program. The No button is simply an option for courts that are not participating in the Interlock Pilot Program.



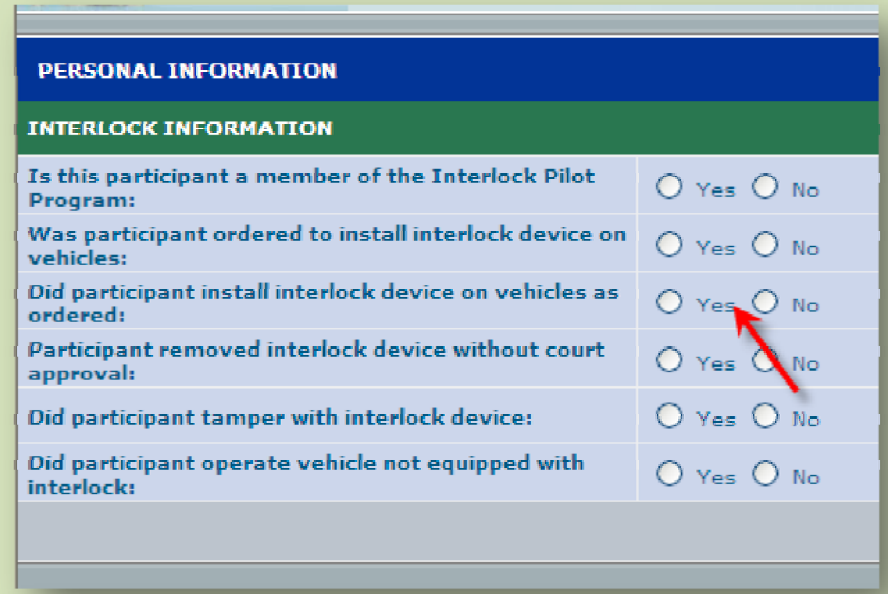
Step 3



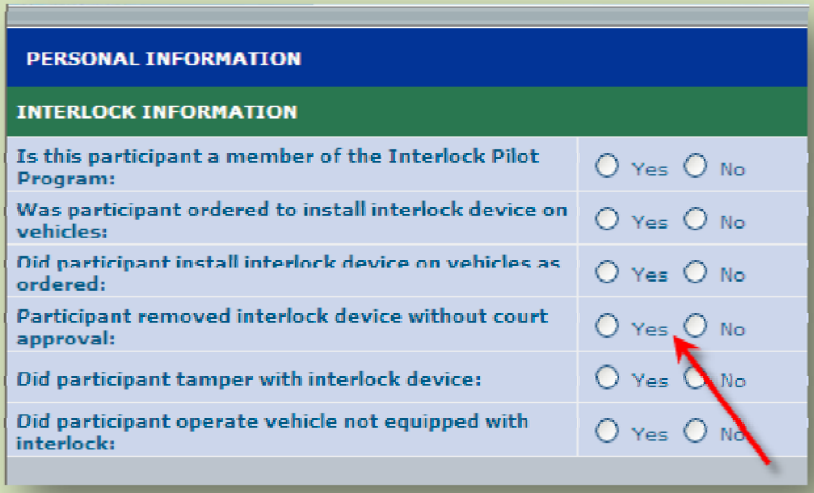
Answer the second question, "Was participant ordered to install interlock device on vehicles:" by selecting the Yes or No button.

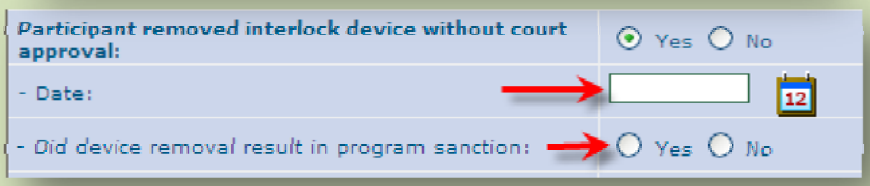
Step 4

Answer the third question, "Did participant install interlock device on vehicles as ordered:" by selecting the Yes or No button. Selecting "Yes" will bring up a text box immediately below the question. Enter the date on which the participant installed the interlock device on their vehicle(s).



Step 5

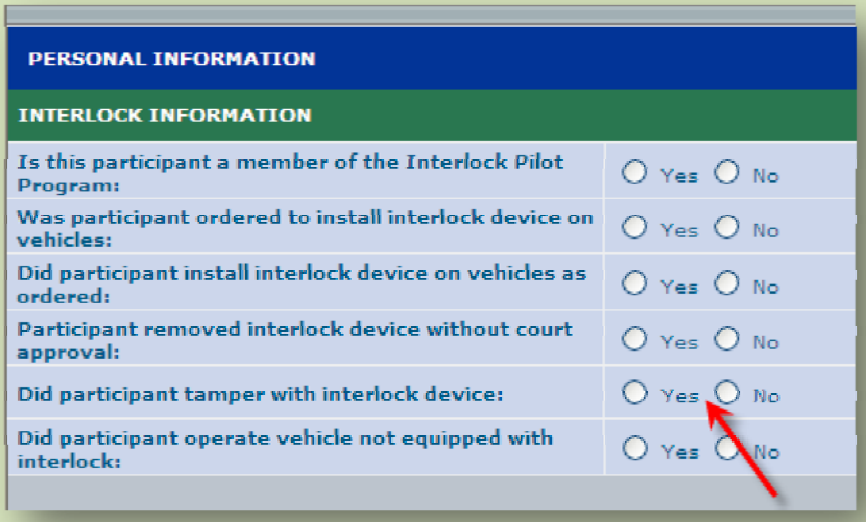


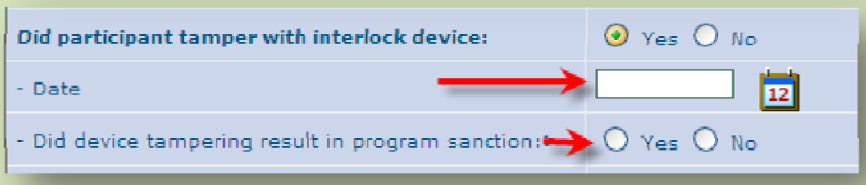


Choose Yes or No for the fourth item, "Participant removed interlock device without court approval:" Selecting "Yes" will bring up two boxes below. Enter the date on which the participant removed the interlock device on their vehicle(s). Then answer the question "Did device removal result in program sanction:" by choosing Yes or No.

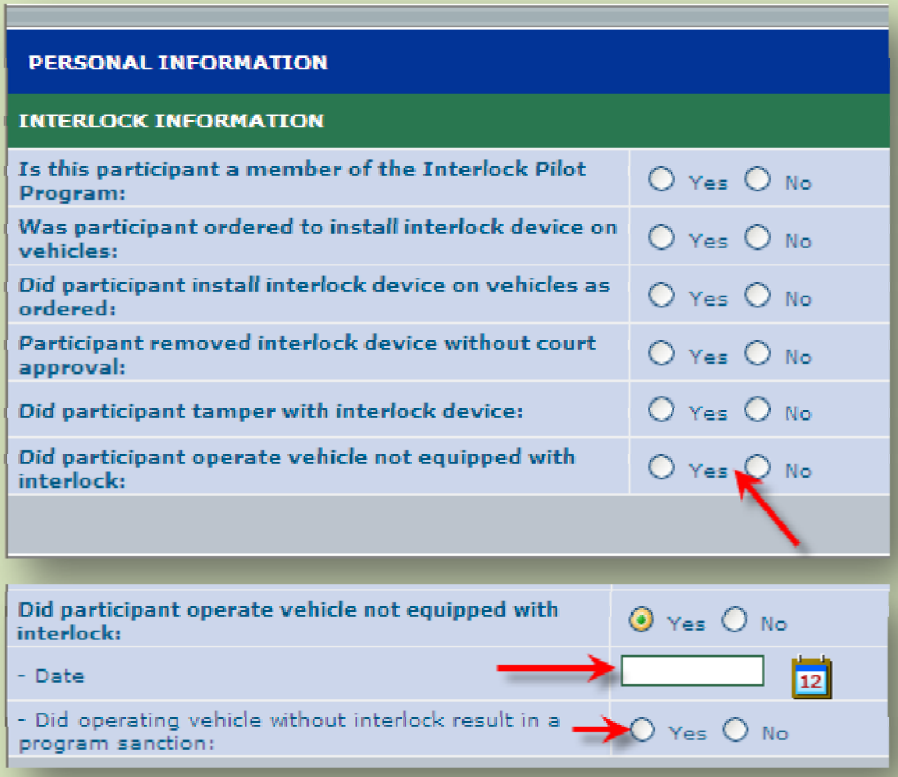
Step 6

Choose Yes or No for the fifth question, "Did participant tamper with interlock device:" Selecting "Yes" will bring up two boxes below. Enter the date on which the participant tampered with the interlock device on their vehicle(s). Then answer the question "Did device tampering result in program sanction:" by choosing Yes or No.

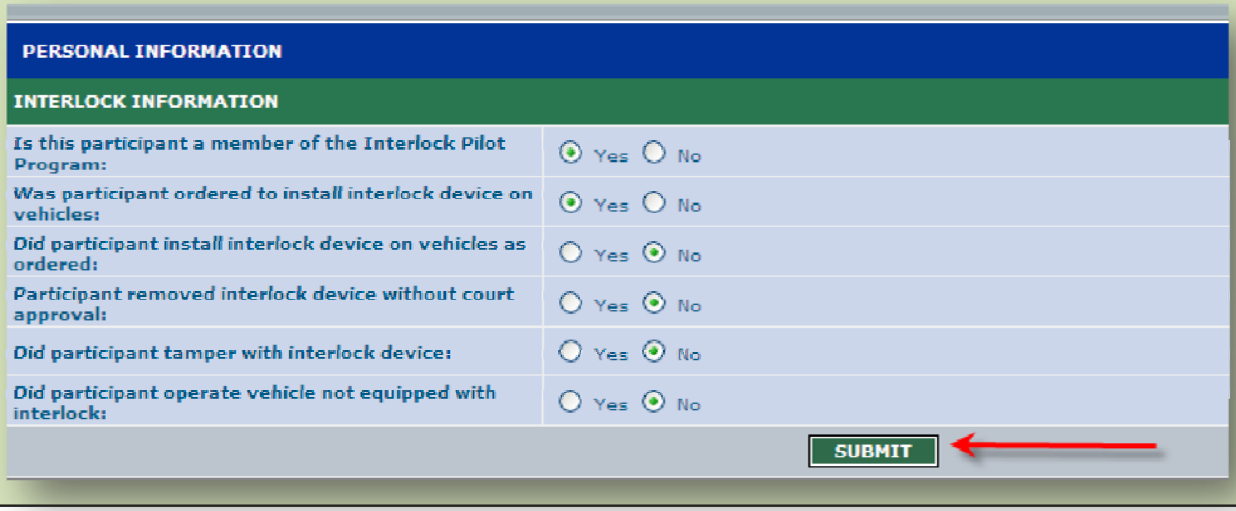




Step 7



Choose Yes or No for the sixth question, "Did participant operate vehicle not equipped with interlock device:" Selecting "Yes" will bring up two boxes below. Enter the date on which the participant operated a vehicle not equipped with an interlock device. Then answer the question "Did operating vehicle without interlock result in program sanction:" by choosing Yes or No.

Step 8

When all Interlock Pilot Program information has been entered, click the "Submit" button. *Please Note!* As information changes, return to the participant's interlock page and make updates. For example, if a participant starts the program successfully, but is caught tampering with the device three months later, be sure to go in and change the answer to the fifth question from "No" to "Yes."