
SGS Web

- **JNET hosted application**

- ❑ The Justice Network is a state agency located in Harrisburg
- ❑ The PA Commission on Sentencing is a state agency located at Penn State University Park
- ❑ JNET hosts SGS Web on a server to provide a high level of security

SGS Web

■ Overview

- ❑ Launched January 2002
- ❑ Agency hosted application
- ❑ Calculate/Enter and submit all information required on the guideline sentence form
- ❑ Allows for multiple authorized users to work on the same case
- ❑ Provides county access to sentencing info

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■ Reporting Requirements

- All 5th & 6th Edition Guidelines are required to be prepared and submitted on SGS Web
- Any paper form will be sent back for county entry

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■ Required Fields

- ❑ Offender Name
- ❑ Race
- ❑ Sex
- ❑ Birthdate
- ❑ Prior Record Information
- ❑ Offense Date
- ❑ OTN
- ❑ Drug Type & Amount
- ❑ Sentencing Date
- ❑ Sexually Violent Predator
- ❑ PSI Completed
- ❑ Incarceration Minimum and Maximum
- ❑ Reasons for Departure

- **Create Cases Based on a Judicial Proceeding**
 - Definition – a proceeding in which all offenses for which an offender has been convicted are pending before the court for sentencing at the same time. It may include multiple docket numbers and OTN's.

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- **2 Ways to Create a Judicial Proceeding**
 - 1) Search by OTN (**preferred method*)
 - Pulls in Offender and Offense Data from AOPC's MDJ System to create a new judicial proceeding (*not available in Philadelphia*)
 - Plans are underway to pull data from the CPCMS system into SGS Web
 - 2) Search by Offender
 - If Offender information exists in SGS Web the user may copy the information and add it to the new judicial proceeding

■ **Prior Record Worksheets**

- ❑ SGS Web will automatically provide a list of existing Prior Record Worksheets if a match is found on the SSN
- ❑ Ability to copy the previous Prior Record Worksheet into the new Judicial Proceeding
- ❑ Ability to create a 5th and/or a 6th Edition Prior Record Worksheet in the same Judicial Proceeding

■ Submitting Judicial Proceedings

□ Users must have

- 1) the SGS Web role of “*County Administrator*”
or
- 2) the County Administrator has given them “*submit privileges*” for the judge or judges within the county

- **Submitting Judicial Proceedings**
 - To submit a Judicial Proceeding these 3 modules must be completed;
 - 1) PRS 2) Offense 3) Sentencing
 - **Important** - users **must click** on the **Submit button** to send the case to the Sentencing Commission. Completion of the Sentencing Module alone does not send the case

■ Submitting Judicial Proceedings

- ❑ Users have 30 days after pressing the submit button to change/update the case
- ❑ Changes after 30 days - contact the Commission and the status can be changed
- ❑ Users may print a completed guideline sentence form for their files
- ❑ Users are always able to access/view any judicial proceeding regardless of the timeframe

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■ Contact Information

- ❑ SGS Web Help Desk
 - Questions/problems within the SGS Web application
- ❑ JNET Help Desk
 - Difficulty gaining access to the JNET system
 - Digital certificate or JNET logon concerns
- ❑ JNET Home Page Help Desk Link
 - Application Availability page
 - ❑ The OTN Advanced Search is not responding
 - ❑ SGS Web does not open

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- **Contact Information**

- County JNET Registrar

- Register new users to access SGS Web

- County IT person

- Local printing or computer hardware problems

SGS Web Questions

- **SGS Web Help Desk**

- Linda Bell
- LMB13@psu.edu
- (814) 867-1243

- **JNET Help Desk**

- (877) 327-2465 (Monday – Friday 6:00 AM to 6:00 PM)
- ra-jnethelpdesk@state.pa.us