

## **ECRM > Division of Adult Institutions > Intake COMPAS > COMPAS Home > Searching for an Inmate**

### **Searching for an Inmate**

Users can search for an inmate in COMPAS by:

- Using the Quick Search feature in the upper right corner of the screen. Users are able to start typing the name of the inmate (no commas) or select a specific search criteria by clicking on the "All IDs" drop down to limit it a particular field. This option will bring up the first 25 offenders that may fit those criteria. Click on the hyperlinked State Identification Number (SID) to access the case.
- Using the "Search" tab allows users to search by name, SID number, FBI number, or DOC number to find an inmate. Select the "All Agencies" value in the agency field to search all possible entries within the DOC and counties. To narrow the search results, select specific agency and/or location. Click on the hyperlinked SID number to access the case.

If an inmate does not exist in COMPAS, locate the inmate in WICS and verify there is a SID number on the Inmate Synopsis screen or in the header clicking on the "Syn" radio button. If the SID number is listed, contact the institution records office to verify the accuracy of the number. If the SID number is not listed, the institution records office shall enter the SID number in WICS. This number will migrate into COMPAS.