

IPPM-BREEZE dBase: Keeping Track of Inmate Data & Correspondence

In Perfect Peace Ministries (IPPM) Mentor Resource

Breeze Church Management System (Breeze CHMS) is a very popular database used by churches. It's easy to get comfortable with it quickly. *Breeze is a powerful tool for tracking correspondence with your inmate, along with inmate address, release date, and other valuable information.* On first contact, when your inmate returns their completed PRISONER QUESTIONNAIRE, that information gets entered into Breeze.



WHOSE INFORMATION IS STORED? Like any organization, for communication, IPPM must keep contact information for ALL its partners, in addition to the inmates. Breeze stores contact information for IPPM pen pal mentors, IPPM donors, and inmates. Each personal profile is tagged as such - pen pal, donor, inmate.

ACCESS: The Breeze database is **NOT accessible to inmates**. Only IPPM staff and mentors can access Breeze. These are the volunteers serving Jesus Christ and the inmates He loves.

VALUABLE TOOL! BREEZE FACILITATES ORGANIZATION - and thereby saves time. *Disorganization comes naturally – Breeze brings order.* Using Breeze, the IPPM pen pal mentor stays organized and IPPM can ensure that each inmate is receiving the attention they deserve. It's a stewardship thing – as Christ's ambassadors (2 Corinthians 5:20) we are to monitor and deliver a quality, timely response to each inmate letter.

OH NO! ANOTHER APP TO LEARN! Apprehensive? That's understandable – but you will be surprised at **how quick and easy Breeze is to learn and use!** To that end, *we have created a [video](#) to help you get "acquainted" with Breeze.* You will see Breeze's simplicity and value. *Breeze facilitates ORGANIZATION.* No more paper, no more forgetting, and you can see and maintain the FULL HISTORY OF CORRESPONDENCE with your inmate.

BREEZE ACCOUNT SETUP: With your commitment to mentor an inmate, IPPM will set you up with your own Breeze account by which you will be able to access the database. With that, IPPM will support you as you get started. Do realize – as an IPPM mentor, *IPPM is asking you to stay connected by entering notes in your inmate's Breeze profile tracking correspondence* (at a bare minimum, dates received and sent.)

PRIMARY/SECONDARY INFORMATION: *The primary source for the latest inmate information is the incarcerating authority* - typically the state or federal corrections departments - and is posted on their inmate locator websites. Ideally, Breeze database is a mirror image of that information, but be aware - **Breeze is secondary information** - entered by hand from the inmate locator and prisoner questionnaire data. If you ever discover a change in your inmate's address (or release date) - please update that inmate's BREEZE record.

ONLINE INMATE LOCATOR: So how do we obtain the latest inmate address and release date? **Do a Google search** to find that state's **INMATE LOCATOR** using **XXDOC** (where XX is the state postal code) (DOC is Department of Corrections). So, for Arizona, type "**AZDOC**" for your Google search. Then double click the Arizona Department of Corrections website, then click on **Inmate DataSearch**, then enter your inmate's name and/or ADC inmate number. (In lieu of "AZDOC", you could also type "Arizona Department of Corrections Inmate Locator.") This **XXDOC** shortcut works for most, but not all states. For California, it's **CDCR DOC**. For more information, please refer to "**Returned Mail / Locating Inmates**" found on the IPPM website: <https://www.goippm.org/mentor-support-library>

SUMMARY: **Breeze facilitates organization and saves time.** Your inmate's information is centralized, and quickly accessed and maintained. Here, you can **track correspondence** – along with the latest changes in inmate address and release date.