

**A COMPUTERIZED SUBJECT-IN-PROCESS SYSTEM:
DEVELOPMENT OF A REGIONAL PROTOTYPE FOR TEXAS**

**Prepared for the North Central Texas Council of Governments
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by the Law Enforcement Assistance Administration under the
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**Institute of Urban Studies
The University of Texas at Arlington**

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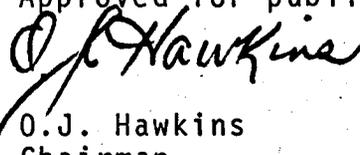
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PREFACE

This report is one of a series of publications designed to disseminate the results of the various special projects conducted in association with Project SEARCH. Most of these special projects were undertaken because there were potential technical or operational implications of significant interest to all participating states. However, the projects were conducted by individual states and primarily addressed intra-state problems.

In approving the publication of these special project reports, the SEARCH Project Group is attempting primarily to accomplish wide dissemination of all of the results coming from SEARCH-associated efforts. It should not be assumed, in these special project reports, that recommendations and conclusions presented by the authors are endorsed by either the SEARCH participants or by LEAA. Rather, the SEARCH Project Group believes that this report is of sufficient quality and comprehensiveness that it deserves consideration in any similar project.

Approved for publication



O.J. Hawkins
Chairman
SEARCH Project Group

F O R E W O R D

This report describes the design and implementation of a criminal justice subject-in-process system developed as a special project under Project SEARCH. The Texas Criminal Justice Council, the North Central Texas Council of Governments, the City of Fort Worth, and the Institute of Urban Studies cooperated in the project.

We would like to express special thanks to the many staff members from these organizations without whom the project would not have been possible. We would also like to express our appreciation to the personnel of the various criminal justice agencies involved in development of the system.

In May, 1971 the system contained approximately 3000 individual records, including parole and probation records which were converted from the files of county, state, and federal agencies. The system has been well received and is providing a needed service to the criminal justice community.

May, 1971

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I. INTRODUCTION

The relative autonomy of agencies involved in the criminal justice process and the fact that these agencies represent every level of government--city, county, state, federal--have resulted in a lack of coordination within the process and a scarcity of knowledge about the total criminal justice system. A criminal suspect may be arrested by city police, held in a county jail, tried in a state court, incarcerated in a state institution or supervised by a county probation officer. Consequently, the many separate agencies which deal with an individual subject may not have access to the same information about that subject and may not be able to determine his status in the process at any given time. Each agency thus tends to function as an independent unit, largely uninformed about the activities of the other agencies that comprise the criminal justice "process." Other problems which may arise because of this isolation are fragmentation of records, duplication of effort, poor interagency communications, and time lags or bottlenecks within the process.

It was with these and related problems in mind that the national Project SEARCH staff and the staff of the Texas Criminal Justice Council reached an agreement to develop a prototype subject-in-process tracking system in a single county in Texas as this state's special project under SEARCH.

The Subject-in-Process Concept

A subject-in-process system traces the movement of accused offenders through the criminal justice process from initial arrest to final release by recording and maintaining data relevant to the progress of subjects through the process. The steps in the process are arrest, arraignment, indictment, prosecution (including trial), and disposition (probation, incarceration, parole). Any one of these may provide the point of exit from the system for any given subject. A record containing arrest and identification data is created when an accused felon is arrested, and this record is then built and updated as the subject moves through the criminal justice system. When a subject exits from the system, his record may be forwarded to a designated central index for inclusion in a criminal history file. With the possible exception of some identifiers such as file or arrest numbers, only data with inter-agency or "process" relevance are recorded; items of solely intra-agency interest are usually not contributed to the record. Thus the emphasis of the subject-in-process concept is on "system"; the concept views the criminal justice process as a complex, interrelated whole in which the actions of each agency have meaning for other agencies within the system. The collection of data for the system and the use of the information derived from these data should reflect this emphasis.

Inherent in the concept is the assumption that the data base developed by recording the movement of accused offenders through the system will facilitate analysis and evaluation of the entire criminal justice system and of the functioning of each agency as it relates to the total system. It is assumed that the same data base will also provide various types of operational, management, research, and planning

data for use by individual criminal justice agencies. In addition, the current status of any subject in the process can be retrieved at any time, a capability which would end the uncommon yet embarrassing "loss" of subjects somewhere in the criminal justice system.

An alerting capability can notify an agency that a subject in its custody is already being processed or is under the supervision of another criminal justice agency. System users can also retrieve data for setting bail, presentence reports, or a variety of questions which arise among members of the criminal justice community. Also, depending on the desires of the user agencies and the extent of the data collected for the system, a wide variety of periodic reports can be produced from aggregate data.

The Texas Subject-in-Process System

The subject-in-process project plan submitted by the Texas Criminal Justice Council to national Project SEARCH delineated the following six broad project objectives:

1. Create a substantial data base of complete transaction-based offender records to provide a means of evaluating and measuring a criminal justice process.
2. Provide an available base of comprehensive information on crime and criminals for research, diagnostic, and management purposes.
3. Establish ongoing data requirements, collection, reduction, and dissemination procedures to gain experience for implementing a statewide criminal justice reporting system.
4. Provide a basis for utilizing operations research techniques, such as input/output simulation models as a means of testing new approaches or concepts of systems alternatives.
5. Prepare for the integration of this subsystem into the

state's Criminal Justice Information and Communications System.

6. Provide experience and documented methodology for establishing and maintaining a model system for other states or jurisdictions.

During the initial stages of the project, it became apparent to the North Central Texas Council of Governments (NCTCOG) and the project staff that two of these original objectives were beyond the scope of the subject-in-process project as designed for Tarrant County. The portion of Objective Number 3 which calls for establishment of data requirements and procedures for a statewide criminal justice reporting system has become the goal of a separate project currently being conducted in the state under the auspices of the Criminal Justice Council. Objective Number 5, dependent to a great extent on the completion of Objective Number 3, would be included as a project objective should a decision be made at some time in the future to broaden the geographic scope of the subject-in-process system to include an entire region in Texas. The prototype subject-in-process tracking system implemented in Tarrant County therefore was based primarily on four of the original six project objectives.

II. SYSTEM DESIGN

Development of the Master File

The master file for the subject-in-process tracking system is a product of both planned development and natural evolution. Each step in the process was discussed in detail with those officials who are familiar with the daily operations of the criminal justice system in Tarrant County. Thus, local practices were reflected in the design of the master file. For example, since few, if any, examining trials are held in Tarrant County, no fields were included in the master file for recording such data.

Identification of Data Elements

During the early stages of master file development, lists of proposed data elements were taken to participating agencies several times for review. The need for lengthy discussions and many modifications which were made in the system indicate the difficulty involved in designing a file record which can accurately reflect the nuances of the criminal justice process in a major metropolitan area.

Once the data elements were identified and approved for inclusion in the file, a process of determining entry formats was begun. The project staff wished to ensure that data entering the master file would be as complete and accurate as possible. This made necessary the design of specific-purpose transactions and the establishment of edit programs which would permit the entry of valid information and complete transactions only.

The data elements were grouped in chronological sequence as were the entry transactions. Those data elements reflecting events occurring in irregular sequence were designed to be entered through a variable data transaction not subject to the strict edit requirements imposed on the other transactions. Among the irregular data elements are criminal history information (available one to six weeks following the entry of arrest transactions), appeals information (not existent in every subject's case), certain personal identifiers not available for every subject, and diagnostic information provided on inmates by the Texas Department of Corrections. In addition, as the file was developed, certain data elements were placed in this variable transaction as a matter of convenience. This was done when the original transaction required the addition of more vital data elements, thus causing a shift of the less important elements from the structured transaction to this variable transaction.¹

Code Sources

The publication "Standardized Data Elements for Criminal History Files"² provided a coding structure which was derived in part from that developed by the National Crime Information Center. The Texas special project followed the guidelines established by this SEARCH report, not only by adopting all of the data elements prescribed in the report, but also by initially using the offense coding structure established therein. The terminology used in this somewhat abbreviated coding

¹See Transaction S1, Appendix A.

²Standardized Data Elements for Criminal History Files, Project SEARCH staff (Sacramento: California Crime Technological Research Foundation, 1970).

structure and in the NCIC structure to describe certain types of offenses was not consistently compatible with the legal terminology contained in the Texas Penal Code.

It was decided, therefore, that the standard coding for offenses would be drawn from the coding structure used by the Texas Department of Public Safety, which had earlier modified the NCIC structure to describe more closely the offenses as defined in the Texas Penal Code. Since the basic numeric structure of all three codes is the same, there is no real problem of transferability as a result of this decision. The coding structure described in the SEARCH report was found to be quite satisfactory, although some of the alternatives are not provided for in the Texas Penal Code.

A problem area within the coding structure prescribed by the SEARCH report was the requirement that project participants utilize the SEARCH-NCIC codes for fingerprint classification. Project planners discovered that the Tarrant County Sheriff's Department -- the agency from which the majority of such information for the project was received -- uses this code only when an inquiry must be made through the NCIC network. Otherwise, the traditional Henry method of fingerprint classification is used. Rap sheets and fingerprint cards kept on file by that Department normally do not carry both the NCIC coding and the traditional coding.

When a fingerprint description must be transmitted to NCIC by personnel of the Tarrant County Sheriff's office, a print specialist actually reclassifies the fingerprint in question to fit the NCIC format. Apparently there are no accurate means of translating the traditional classification directly into the NCIC code. Since there was no way to

fit the existing fingerprint classifications into the system's file format and since it was thought to be unreasonable to ask that the law enforcement agencies classify each set of fingerprints twice, the decision was made to leave the fingerprint classification section of the master file blank. Fingerprint classification is a problem which deserves further study by those concerned with continuing research into criminal justice and law enforcement information systems.

Appendix A contains a summary of the data elements in the master file. Locally developed codes are shown in Appendix B.

Data Collection and Forms Design

Below is a summary description of the data collection methods and source documents used in capturing information for input to the master file. Several of the documents were designed by the project staff to facilitate data collection. The term "turnaround" is used to describe forms sent by the project staff to participating agencies for the purpose of eliciting specific responses, which are returned on the same form. Thus, the forms were termed "turnarounds."

FORMS USED

DPS Fingerprint Card
 Arrest Report
 Offense Report
 Form DA 460

PROCEDURES: STATE AND LOCAL AGENCIES

Arrest

Arresting agencies have been asked to provide the Tarrant County Sheriff's Department with copies of these forms when charges are filed against a subject in the Justice of the Peace Court. The Sheriff's Department fingerprints subjects for cities in the county other than Arlington and Fort Worth and coordinates the

collection of arrest information before its transmittal to the Data Control Center.¹

Rap Sheet Turnaround
(Appendix C-3)

Date Transferred to
County Turnaround
(Appendix C-1)

Date Charges Filed
Turnaround
(Appendix C-1)

Charges Filed Slips
(Appendix C-2)

A part-time member of the Institute's project staff works in the Sheriff's office 20 hours per week to assist in data collection and to coordinate the flow of information through that office to the Data Control Center. Data are transmitted from the Sheriff's office to the Data Control Center by a Fort Worth Municipal Court employee who retrieves data packets once a day from the Sheriff's office and the Criminal District Clerk's office. The staff member in the Sheriff's office ensures that rap sheet information for each subject is transmitted to Control when it is received from the Texas Department of Public Safety and/or the Federal Bureau of Investigation, usually one to six weeks following the arrest and booking of a suspect. This delay does not affect the loading of arrest data into the master file because criminal history data are treated as supplemental information. In order to double check the information obtained regarding the filing of charges, a procedure was worked out with the two Justices of the Peace in Precinct 1. Their clerical personnel have been provided forms with which to transmit data at the time charges are filed. The forms are picked up daily by a project staff member. After charges are filed against a subject, the project receives no further information regarding his case until the indictment phase.

Indictment

Indictment Listing

Indictments are usually returned by Tarrant County grand juries on Tuesdays and Thursdays of each week, with the total number of indictments averaging approximately 60 per week. Vital information regarding indictments is transmitted by

¹The Data Control Center, manned by a portion of Fort Worth's data processing staff, is the location at which all programming, data coordination, and input coding for the project occur.

telephone from the Sheriff's Department to the Institute's project secretary who transcribes the data on court turnarounds. These forms are then returned to the Criminal District Clerk's office on the same day for insertion into case files.

Pretrial and Trial

Court Turnaround (Appendix C-4)

Once delivered to the District Clerk's office, the court turnarounds become the instrument by which all pertinent pre-trial and trial information is transmitted to the Data Control Center. The forms contain five parts and are pressure-sensitive, i.e., they are carbonless. Each page is identical except for the color and was designed to transmit specific information. For example, the first copy (white) transmits data regarding arraignment and counsel. The second (yellow) page was designed to cover information regarding pretrial and trial activities while the third (pink) reflects the disposition of an appeal, if any, to the Texas Court of Criminal Appeals. The fourth page (green) provides for information regarding attempted revocation of a probated sentence, and the fifth copy (blue) remains in the case file maintained by the District Clerk. This gives that office a record of the complete array of information which has been forwarded to the Data Control Center.

Probation

Court Turnaround

Although the records of all persons on probation were converted from the files of the adult probation office, no procedures were established for the continuing collection of information from that office. Instead, it was determined that the court turnaround form would provide all the information necessary to monitor that particular phase of the criminal justice process. One portion of the turnaround indicates the levying of a probated sentence and at the same time shows the length of that sentence. Another portion serves to enter data into the master file when and if the probation is revoked. If no revocation notice is received by the

time the probated sentence is to have expired, the subject's expiration date is confirmed with the probation office and his record is exited from the system.

Corrections

When a subject has been sentenced by a court to serve a period of confinement and the Data Control Center receives notice from the Sheriff's Department that the subject has been released to the Texas Department of Corrections, a request is sent to the Institute for Contemporary Corrections at Huntsville where a staff member gathers the needed information from the computerized records of the Texas Department of Corrections. This information is then returned to the Data Control Center by mail.

Parole

Parole information is received from the personnel of the Fort Worth District Parole Office. When a subject is released to the supervision of one of the Fort Worth parole officers, the Data Control Center receives a copy of the Arrival Notice which is sent to the parole officer prior to the release of the subject. Subsequent data come in the form of monthly changes in status reports which include parole revocations.

Arrival Notice

Change in Status Report

FORMS USED

Usual Arrest Forms

PROCEDURES: FEDERAL AGENCIES

Arrest

The central arresting agency for federal law enforcement organizations in Tarrant County is the United States Marshal for the Northern District of Texas. Once a week a member of the project staff collects arrest data from the Marshal's office on those subjects who have been arrested by federal agencies during the preceding week. This information is then taken to the Data Control Center where it is coded for entry into the master file.

Indictment, Pretrial, and Trial**Court Turnarounds**

All information on the indictment of subjects by federal grand juries in Tarrant County and the subsequent prosecution of these subjects is obtained from the office of the United States Attorney for the Northern District of Texas. A member of the Attorney's staff, who has substantial responsibility for the processing of these cases, transcribes the needed data onto the court turnaround forms which are picked up once a week by the Data Control Center's coding clerk.

Probation and Parole

Since federal parolees are supervised by the United States Probation Office, the project staff was able to consolidate the required data collection for these two federal areas of the criminal justice system. Initially, active parole and probation records on file at the beginning of the project were converted by a part-time member of the Institute staff. Subsequent changes in the U. S. Probation Office files have been documented by that agency's clerical staff and transmitted to the Data Control Center weekly.

Corrections

No attempt was made to capture correctional data for subjects under the control of the United States Bureau of Prisons.

Technical ConsiderationsHardware

In the initial planning stages, the subject-in-process system was envisioned as an operation whereby both input and output would be batch processed at one time, and the output distributed to the using agencies on an overnight or periodic basis. Further investigation of agency needs, however, proved this approach impractical because of the anticipated delays in processing and disseminating the requested infor-

mation. In addition, as master files grew larger, more and more computer time would have been required to process output.

When instructions were received from the Project SEARCH and the Texas Criminal Justice Council staffs to develop an on-line teleprocessing network, programming was begun, and IBM 2740 terminals were selected as output devices. The decision was made that the master file would continue to be built and updated using keypunched cards on a batch basis, with data to be retrieved from the system through the terminals placed in selected agencies. The system was implemented on an IBM System 360-40 leased by the City of Fort Worth.

Software

The system utilized the IBM-supplied teleprocessing software package, "Filing and Source Data Entry Techniques for Easier Retrieval" (FASTER). FASTER, which operates under the Disk Operating System (DOS), is a macroprogramming language which enables a programmer to quickly design and implement teleprocessing applications. Because of the late start of the Texas project, FASTER was utilized exclusively.

FASTER has its limitations too, such as large core requirements (80,000 bytes in Fort Worth's system), inability to handle variable-length records, and somewhat restricted flexibility for source data entry. In addition, output messages must be queued in core rather than on disk, thereby making core utilization rather inefficient. Since master file creation and updating are done on a batch basis (to ensure control of the input data), the most serious limitation has been FASTER's inability to handle variable-length records. This has meant that the design of output reports was limited to showing only three previous

arrests and three previous trial results even though the subject's records may have shown more.

An additional limitation was the inability to inquire into the master file using only a subject's name. In order for name search to be effective, new techniques and additional core storage would be required. The obvious advantage to a search by name is that the user would not find it necessary to consult a cross-reference master list for social security number and arrest date in order to locate a subject within the system.

The subject's social security number and date of arrest are used for inquiry in the Texas system because of on-line file organization. Since there is a separate master record created for each arrest, some offenders have multiple records in the file. In order to retrieve information about a specific offense, both social security number and arrest date must be entered through the terminal. This procedure necessitates the use of cross-reference listing of the on-line file showing name, social security number, and arrest date. At the request of user agencies, an inquiry-response program was added to permit the recall of all arrest dates of a specific subject, using social security number as the only entry criterion. This procedure allows user agencies to retrieve information on subjects whose exact prior arrest dates are unknown.

File Creation and Maintenance

Creation of the master file and subsequent maintenance is accomplished by a series of transactions. The master file, which contains 1022 bytes of data, is built and updated by 31 different card

formats or transactions. Each transaction is edited and corrected, if necessary, before it enters the master record. Each master record is further expanded so that certain data elements (e.g., race, arresting agency, offense), which are originally entered as numeric codes, are expanded into English statements for terminal output. This brings the total length of each master record to over 1100 bytes. Because of the master record length, the records which are kept on-line for inquiry have been reduced to the minimum; only those data elements which appear as output on the 2740 terminals are included. These elements are shown below:

- . Social Security Number
- . Current Arrest Date
- . Name
- . Sex
- . Race
- . Date of Birth
- . Height
- . Previous Arrest Charge No. 1¹
- . Previous Arrest Charge No. 2
- . Previous Arrest Charge No. 3
- . Previous Arrest Date No. 1
- . Previous Arrest Date No. 2
- . Previous Arrest Date No. 3

¹Three most recent arrests in which no prosecution resulted.

- . Previous Offense Charge No. 1¹
- . Previous Offense Charge No. 2
- . Previous Offense Charge No. 3
- . Previous Offense Date No. 1
- . Previous Offense Date No. 2
- . Previous Offense Date No. 3
- . Offense No. 1 Conviction (Yes or No)
- . Offense No. 2 Conviction (Yes or No)
- . Offense No. 3 Conviction (Yes or No)
- . Arresting Agency
- . System Status (brief description as to where the subject is within the criminal justice system)

See Appendix A for a summary of the data elements contained in the master records and Appendix G for an example of output from the 2740 terminals. Below is a brief flow chart of the basic steps in the system.

¹Three most recent offenses in which court action resulted, with provision for entry of "yes" or "no" regarding conviction on each offense.

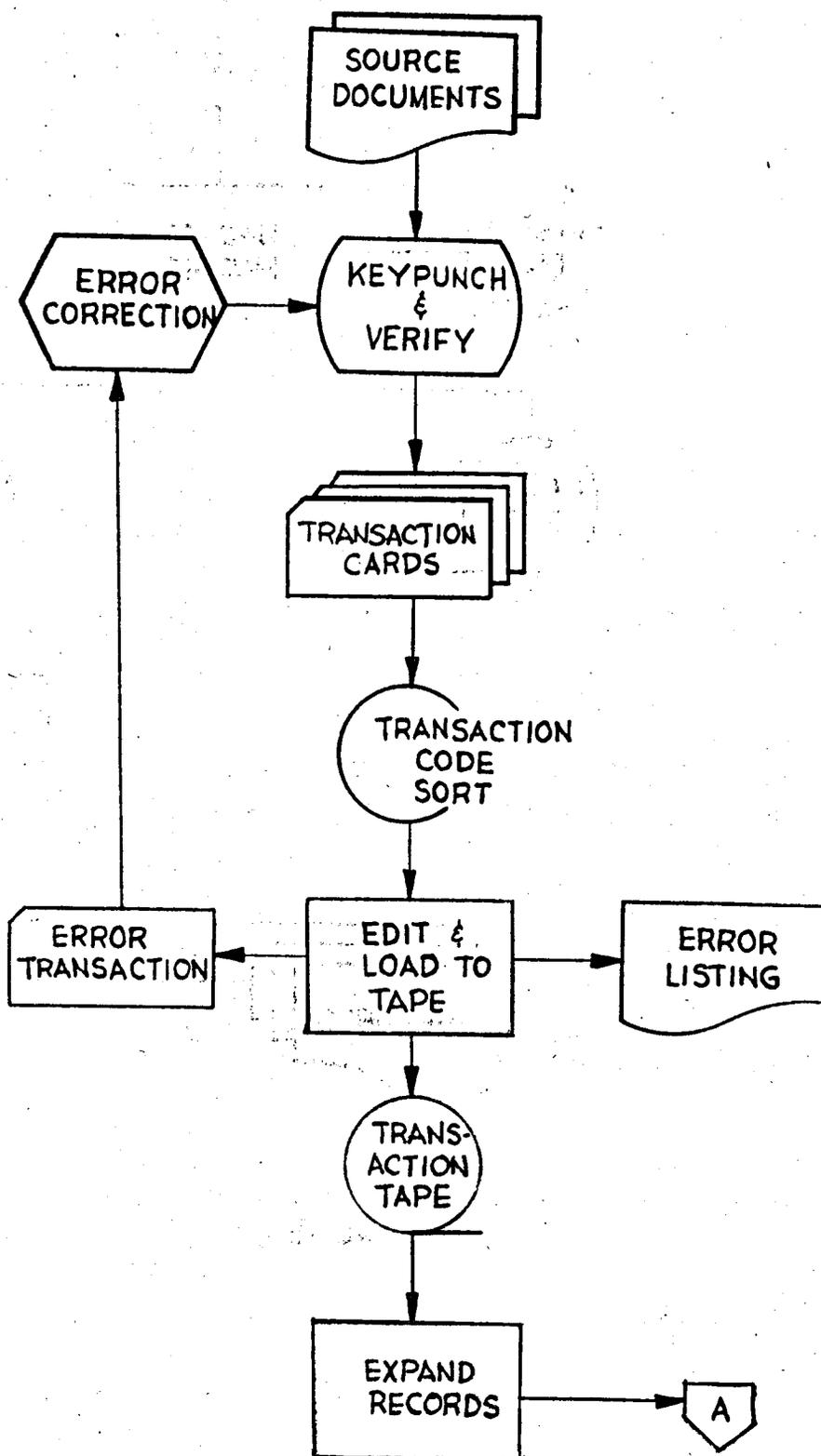


Chart 1 Subject-in-Process Data Flow: An Overview

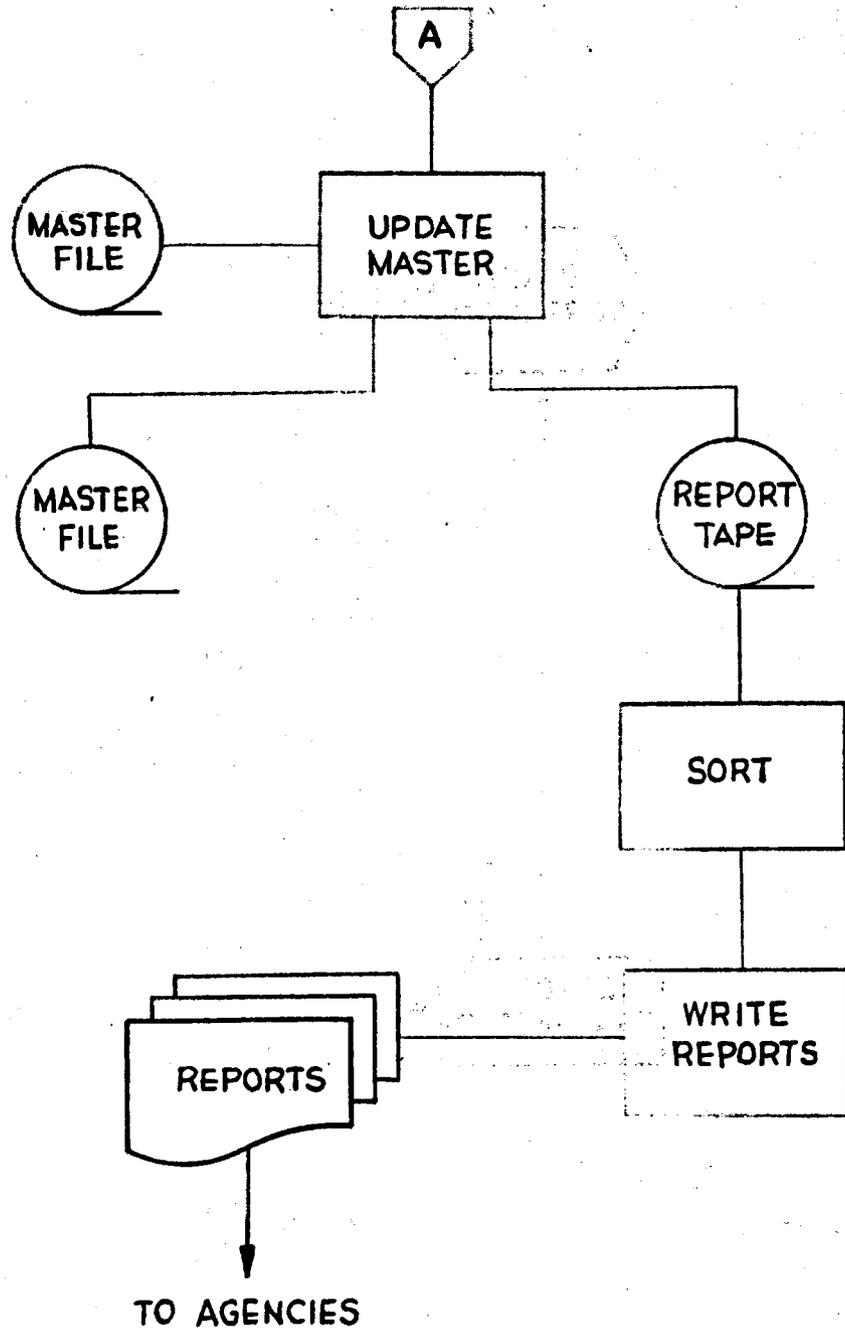


Chart 1 Continued

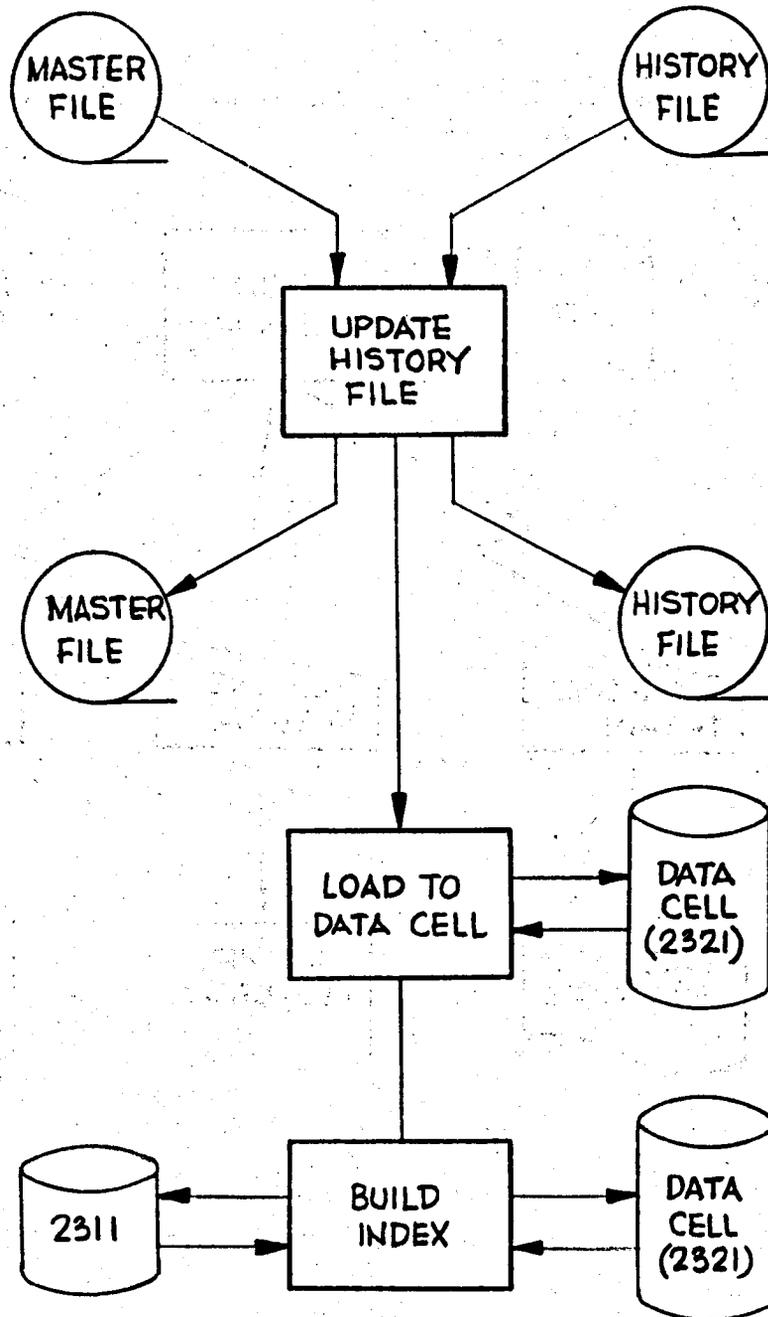


Chart 2 Teleprocessing File Update Flow

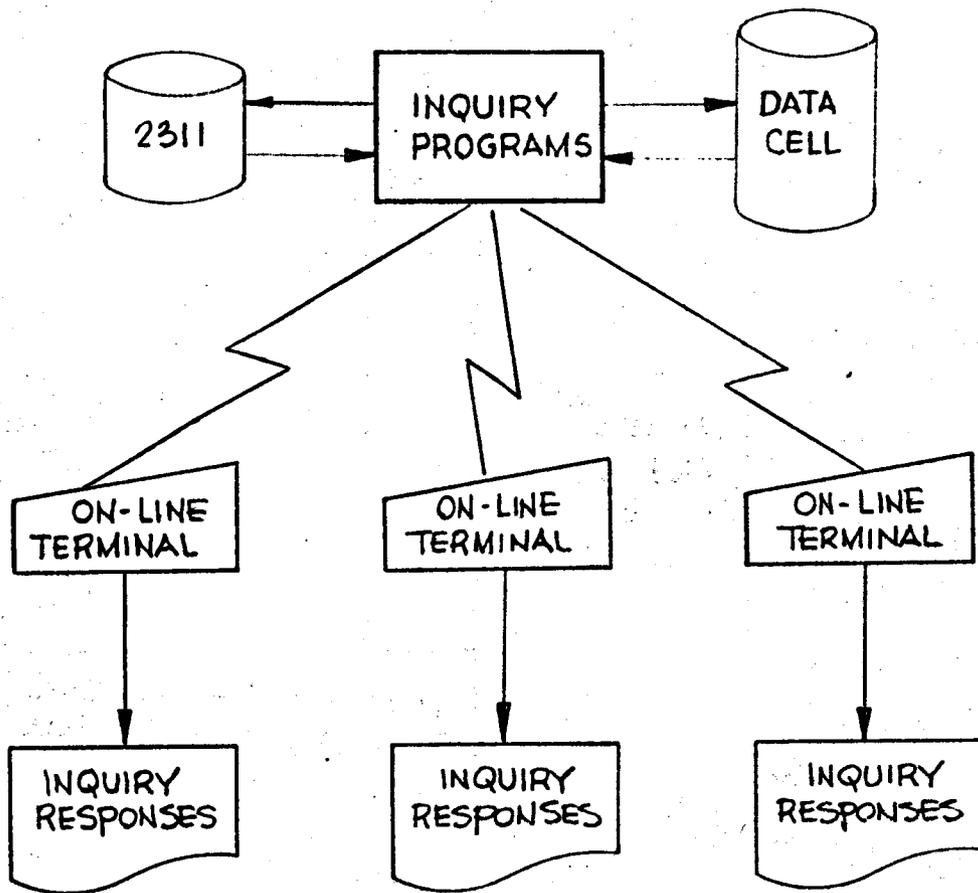


Chart 3 Teleprocessing Access

DATA GENERATION/COLLECTION SYSTEM

CRIMINAL JUSTICE PROCESS

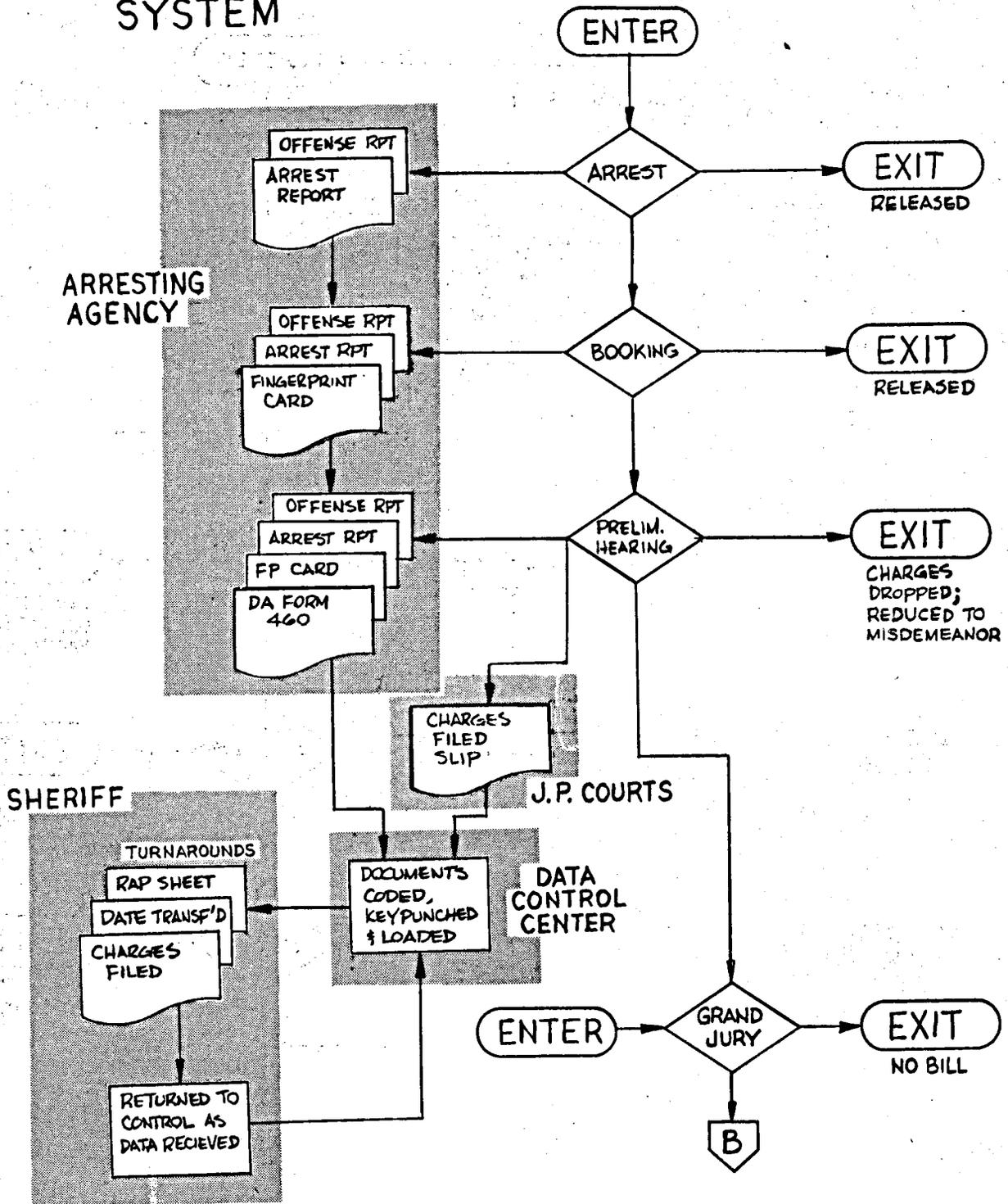


Chart 4 The Criminal Justice Process as Related to the Subject-in-Process Data Generating System

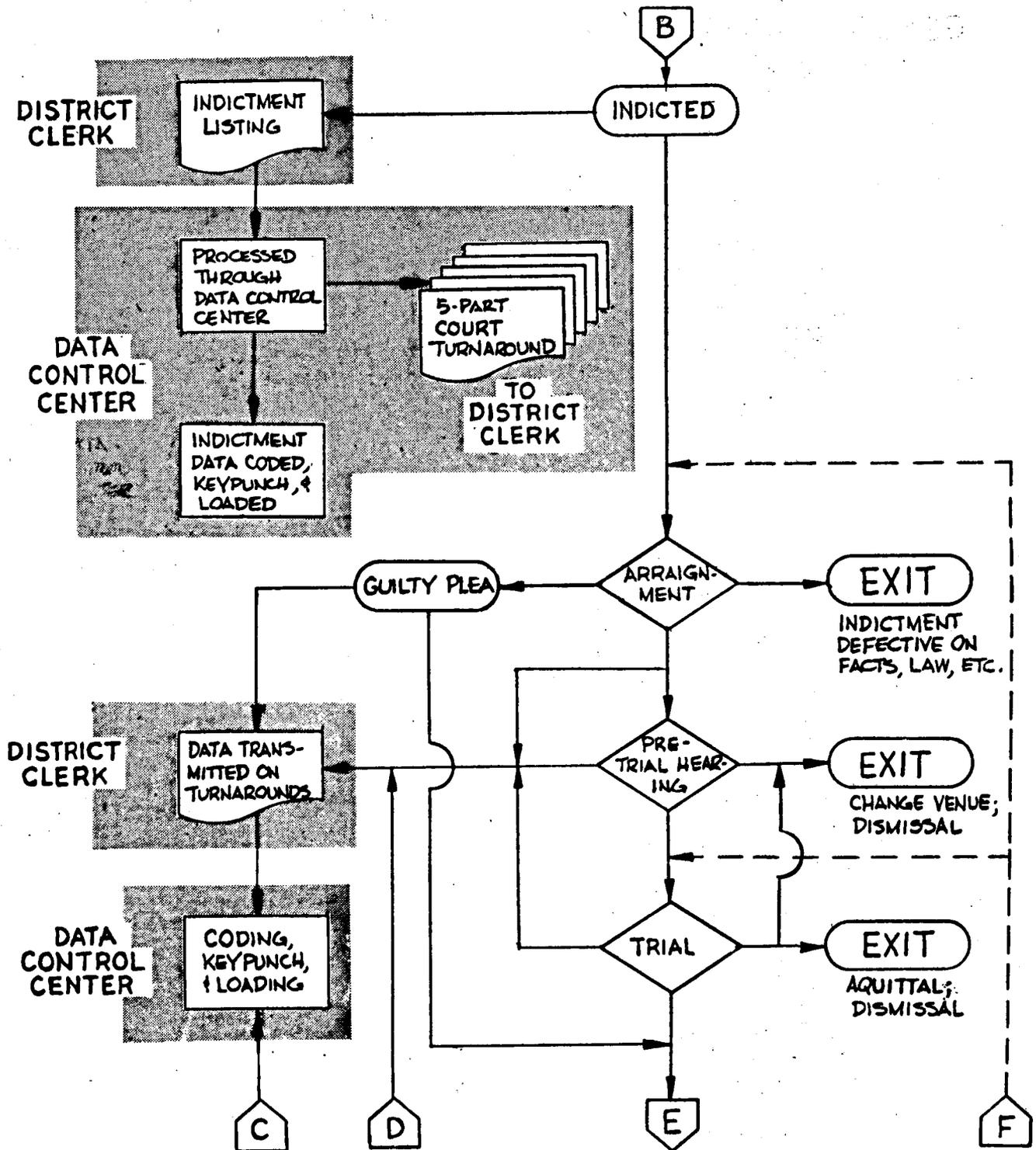


Chart 4 Continued

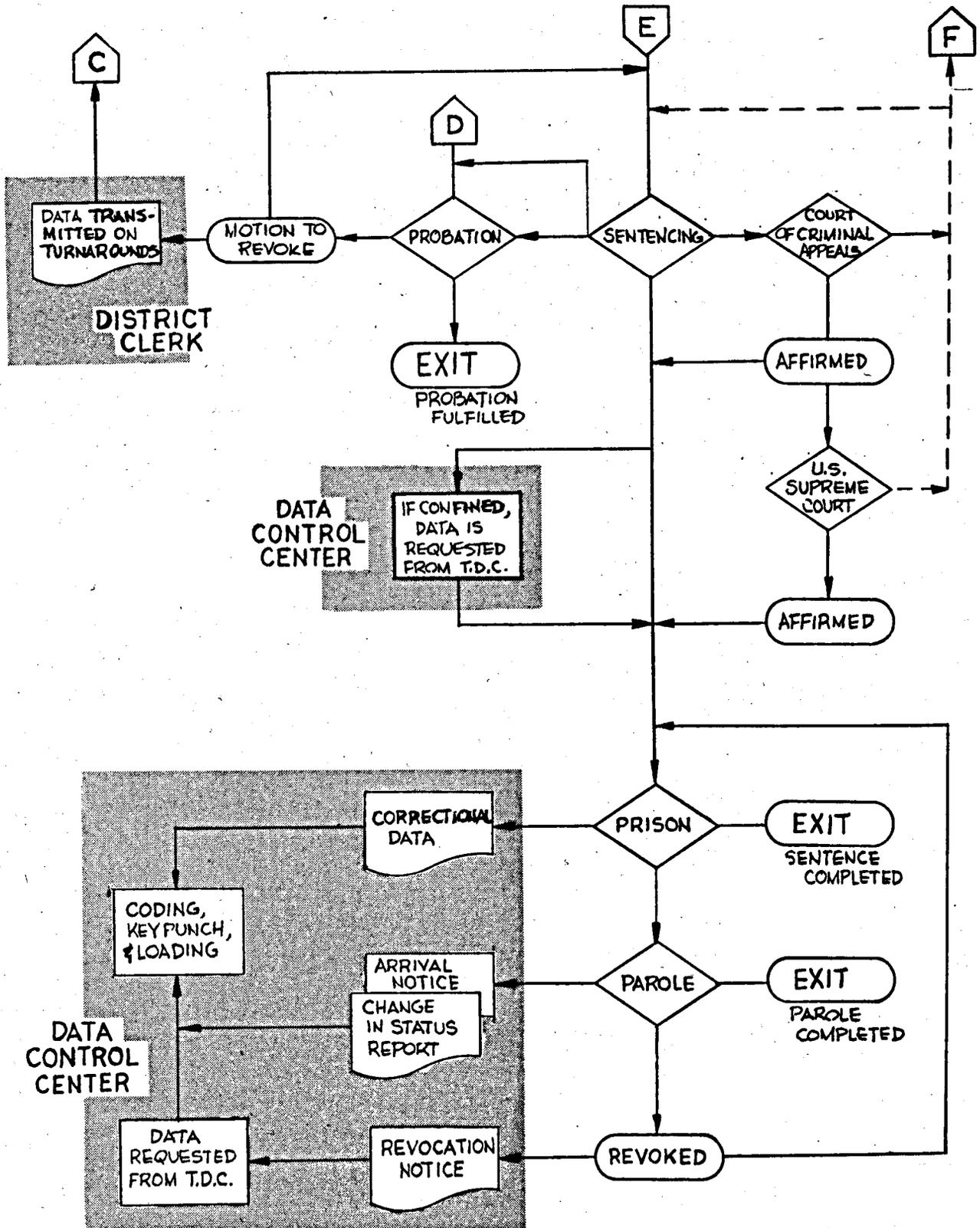


Chart 4 Continued

III. SYSTEM IMPLEMENTATION

The time-phasing which was originally prescribed for the project envisioned that system analysis and design would carry through October, with programming to be completed by the end of November. Testing was to have begun in October and actual use of the system by participating agencies was to have started in December. This schedule was advanced in September to provide for system implementation on October 1, 1970. Although this deadline was eventually moved to November 1, some decisions on system design, data collection and so forth had to be made on the basis of only preliminary research.

The decision to provide remote access to the master file through terminals caused some difficulty because of the time restraints imposed. The agreements for research and development did not initially require nor provide funding for implementation of a teleprocessing network.

The Institute of Urban Studies and the City of Fort Worth began discussing in September the various elements requiring consideration in the development of an on-line system: areas of the master file to be accessed, software and hardware requirements, and the number and types of terminals which would be needed.

The decision regarding placement of remote terminals was dictated by two basic desires: (1) to sample the reactions of a broad mix of user agencies and (2) to place the terminals at locations which would

take advantage of large volumes of inquiry traffic. A less important consideration was the perceived need to serve those users which might, in the future, have resources of their own to assist in the support of a permanent network, i.e., it was intended that their interest be stimulated and held.

Among those agencies which were considered but not ultimately chosen as terminal locations were the office of the United States Attorney for the Northern District of Texas, the Fort Worth District Parole Office, a police department in a northeastern Tarrant County city of moderate size (of which there are several), and the Regional Training Academy of the North Central Texas Council of Governments. The latter was considered because of its logical setting as a location at which actual training in the use of the terminals and demonstration of their capabilities could have taken place. Instead, it was decided that training could occur at the actual user locations and demonstrations could be held at the Data Control Center. The sites ultimately chosen were the following:

- Fort Worth Police Department
- Arlington Police Department
- Tarrant County Sheriff's Department
- United States Marshal's Office
- Criminal District Clerk's Office
- Precinct 1 Justice of the Peace Court
- Data Control Center

Although these locations did not provide wide geographic distribution of terminal facilities, those areas of the county having the greatest concentration of criminal justice agencies were well covered.

For example, there were two terminals in the County Criminal Courts Building, which houses the criminal district courts, county criminal courts, the County Sheriff, the District Attorney, and the Criminal District Clerk.

Three terminals were grouped within a four-block area containing the largest police department in the county, the United States Marshal, and the United States Attorney, the Federal Bureau of Identification and other federal law enforcement agencies, and the federal courts, as well as those officials responsible for supervision of federal parolees and probationers. Virtually all of the Tarrant County criminal justice activities occur near the locations of these terminals. The sixth terminal was at the Arlington Police Department, the second largest such department in the county. The last terminal, at the Data Control Center, is used for testing and demonstration purposes.

Inquiry-Response Formats

One of the more critical problems encountered in developing the project's teleprocessing capability was the limited amount of available core storage which ultimately caused a reduction in the number of inquiry-response formats used in the system. Although original thoughts had leaned toward the concept of providing different types of formats for each type of function represented by terminal-using agencies, the idea was discarded when it became apparent that the number of formats would have to be limited to approximately three.

Once the number of formats had been established, participating agencies were contacted regarding their needs in terms of terminal-accessible data. For reasons explained earlier in the section on soft-

ware development, all inquiries required the input of a subject's social security number and a valid arrest date. These could be obtained either from the inquiring agency's records or from master lists which were distributed to the terminal users. One master list was an alphabetical listing of all subjects by name while the second listed the subjects numerically by social security number.¹

By consulting these lists, the user would be able to obtain a valid social security number and an arrest date, thus enabling the entry of an answerable inquiry regarding other data available on a subject. The problem, then, was to obtain a consensus among six users regarding the types of information which should be displayed. It was finally decided that two basic formats would be developed: (1) sr01, which would display the status of the subject in the criminal justice system and (2) sr02, which would give an abbreviated criminal history on the individual.

After the terminals had been in use for a short period, participating agencies requested a means of scanning the file, using only the social security number, in order to obtain a summary of the records present on a subject. Thus, sr03 was developed, allowing users to enter only a social security number and receive, in return, a list of the subject's current offenses and the arrest date for each. By using sr01 and/or sr02, the agencies could then elicit further data on the subject.² This permitted bypassing the cross-referenced master lists in many cases

¹See Appendix D.

²The formats of inquiry-responses may be found in Appendix G.

and seemed to answer the frequent complaints by users regarding the entry of valid arrest dates as a requirement for accessing records.

Report Generation

With 141 data elements potentially available for each record contained in the master file, the subject-in-process tracking system has the capability of producing a wide variety of reports and studies. Generally speaking, these can be grouped into three categories:

1. Reports produced by remote terminal inquiry. This refers to the on-line portion of the project, as discussed above.
2. Reports produced on a regular basis as a means of advising participating agencies of transactions which have occurred during a given period.¹ One example is a report, distributed monthly to police agencies, which provides a brief status summary on each subject arrested and entered into the tracking system by that agency. For instance, it shows "John Jones" as having been indicted on a certain date, "Jim Johnson" as having pleaded guilty as charged and sentenced on another date, and so on. This allows police agencies to follow up on their arrests in a manner which would, without the presence of the tracking system, be difficult.

Also grouped in this category of reports are the cross-reference master lists mentioned above which show all subjects in the file (a) alphabetically by name and (b) sequentially by social security number. Both lists provide arrest dates for all subjects, thus facilitating inquiries by terminal users.

3. Reports which provide aggregate data resulting from agency activities. Law enforcement agencies, for example, are given reports in the form of contingency tables relating types of crimes to a variety of variables, such as day of week of offense, time of day, census tract in which the offense occurred, and so on. Since the project includes data on only those felony arrests which result in charges being

¹Examples of these periodic reports may be found in Appendix E.

filed, the data are grossly incomplete as a measure of the incidence of crime or even of felony arrests. These reports, however, serve to illustrate the types of information which can be produced from the subject-in-process system.¹

A report which was greeted with enthusiasm is one which displays on a monthly basis the number of subjects indicted or no-billed and those indictments still pending at the end of the month. Also well-received were reports which show the amounts of bond set by type of crime and one dealing with trial dispositions, such as the number of subjects found guilty and not guilty on the original arrest charge, those found guilty and not guilty on a charge other than the original arrest charge, and the number probated and confined. Reports such as these fill a very real need, especially among those agencies which lack the means of communication to otherwise gain information regarding the disposition of subjects they have handled at some point in the process.

¹Examples of these and other statistical reports may be found in Appendix F.

IV. PROBLEMS AND SOLUTIONS

All projects which attempt coordination of informational activities among a large number of public agencies can, as a matter of course, expect to encounter certain problems. Several of the problems encountered are discussed below.

The Master File

In order to achieve maximum compatibility with other projects and systems, all of the personal identifier data elements used by Project SEARCH, the National Crime Information Center, and the Texas Department of Public Safety were incorporated into the master file of the Tarrant County project. This, and the reliance of the project on these other programs and agencies for the bulk of the coding structure used, resulted in numerous problems, some of which have been briefly noted in earlier sections of this report.

Another difficulty arose from the sheer volume of personal identifiers used by Project SEARCH. Since the national project focused on criminal histories, a list of as many as eighteen identification data elements was used. Locating or identifying an unknown person, however, is not a primary goal of the subject-in-process system. For the vast majority of occasions when the subject-in-process files are queried, the subject has already been identified and is, or was at one time, in custody. Maintaining a record which includes visible marks and scars, skin tone, fingerprint classification, and a long list of other personal

identifiers is therefore of marginal value to the basic system concept. Inclusion of such a large number of items required the collection of additional input documents, caused a more critical coding problem, and, in general, resulted in a heavier work load than can be justified when only the in-process phase of the criminal justice system is considered.

Actual operation of the system has revealed that some of the data items originally included are difficult to capture, and others do not have the utility originally thought. An example of this lack of utility is the inclusion of the census tract and block of the offense as a part of the file. These and several other items were included in order to give the system the capacity to generate a wide variety of reports and studies for the use of law enforcement agencies in administrative and operational decision making.

The reduction of the scope of the project to encompass only those arrests which resulted in felony charges being filed rendered these reports so incomplete that they were beneficial only as examples of what would be possible were complete data available. In addition, identifying census tracts and blocks proved to be both difficult and time consuming in many instances. If an address could be located in the Address Coding Guide (ACG), an alphabetical list of the county's streets, the coding normally required slightly less than a minute. If the address could not be found in the ACG, the coder had to try to locate it on a county map. This often took a considerable amount of time -- sometimes as much as thirty minutes or more. Since the utility of the data element was not great enough to warrant such an expenditure of time, the coders were instructed to abandon any search for the address if it could not be obtained from the ACG or from two or three minutes at the map.

Difficulties with other data elements, such as occupational coding, were similar to the census tract problem. At the outset of the project it was decided to use the U. S. Department of Labor's Dictionary of Occupational Titles¹, which identifies and classifies a long list of occupations according to level of skill. Occupation was included in the master file because it is used by Project SEARCH as a personal identifier and because it was thought to be a potentially useful variable for later research. Unfortunately, use of this source of occupational codes proved to be unsatisfactory for several reasons.

First, the identification documents used by the criminal justice agencies, such as the DPS fingerprint card, rarely require more than a very superficial description of a subject's occupation. Vague terms such as "laborer" are often recorded as a subject's occupation. General terms which show no measure of skill attainment make it impossible to fully utilize the Dictionary's discrete coding structure. Another disappointment with regard to occupation as a data element was that the information, sketchy as it was, was available on less than half of the subjects in the system.

Difficulties of a similar nature were encountered in the use of the offense codes. As pointed out earlier, the project used the offense codes developed by the Texas Department of Public Safety (DPS) which are patterned after the NCIC codes and which, therefore, are very similar to the SEARCH offense codes. Even though the DPS codes were developed to fit the Texas Penal Code, some ambiguous problems did arise.

¹U. S. Department of Labor, Dictionary of Occupational Titles, Vol. II (Washington: U. S. Government Printing Office, 1965).

Frequently, the initial input document, often an offense report or arrest report, did not specifically identify the offense involved. For example, it was not uncommon to have an offense identified only as "possession of dangerous drugs." The DPS code manual, however, has individual codes for possession of different dangerous drugs--i.e., hallucinogen possession, 3504; opium possession, 3522; cocaine possession, 3532; marijuana possession, 3562, and so on. The code manual has a general classification, "possession of dangerous drugs, 3590," which had to be used frequently because of the lack of precise information on the actual offense.

Master File Access

Use of the subject's social security number as the only index to the master file has both advantages and disadvantages. From the programmer's standpoint it has great merit. For one thing it is a unique identifier--no two persons have the same number. For another, the social security number is probably the most ubiquitous of any single identifier. From a substantive standpoint, however, use of the number had several drawbacks. First among these was that, although most people have such numbers, about 25 percent of the subjects in the files either did not have a social security number or the arresting agency failed to report it. This required that the staff assign these subjects ad hoc numbers beginning with 000 00 0001. In the early weeks of the project a high percentage of subjects had to be assigned numbers, but as the need for this information became more widely known, the arresting agencies were able to supply the number on an increasingly large percentage of the subjects.

Another limitation presented by the use of the social security number is the possibility of one person's having more than one such number or giving a false number to the arresting agency. There were subjects in the files who had two different records with two different social security numbers. In one such instance the subject was listed once by an ad hoc number assigned by the project staff because the arrest report and other documents failed to include a social security number. This same individual, however, had a second record in the file which was indexed by what appeared to be a legitimate social security number.

For an ongoing operational system, it would seem necessary to have other indexes, such as FBI or driver's license numbers, used in conjunction with any primary index using social security numbers. This would also answer the request, especially of law enforcement agencies, to have other means by which the master file might be accessed. Even though it is accepted that a subject-in-process file is not primarily designed to provide "hits" on wanted persons, the system does have such a capability, in a limited manner, and this dimension should be developed to obtain maximum utilization and benefits from the files. If, for example, some modus operandi information were included, this could serve as a basis for a search of the active files and provide the basis for such indexing of the subsequent criminal history files.

Data Input

On November 1, 1970 the prototype system began to receive data from the county's law enforcement agencies. The collection of information from the criminal district courts was delayed until December 1, 1970. This was to allow sufficient time to avoid having indictment and trial

information on subjects for whom there was no arrest information. It originally had been planned to attempt to include all subjects whose cases were pending as of November 1, but this proved impossible as it would have necessitated going back through the court records of all of these subjects in order to build the record up to its current status.

A constant problem with the data collection was the multitude of different forms used to record essentially the same information. Some arresting agencies gather particular items of information while others do not. Even within a single agency there often are differences in the records because officers are either unable or unwilling to complete all parts of the various forms.

Along similar lines, delays in obtaining current rap sheet data made the system vulnerable to criticism. One of the uses seen for the system in general and by the courts in particular was the ability to obtain current criminal history information. Although the fingerprint cards are sent to the Department of Public Safety and the FBI promptly to obtain this information, it is normally two weeks or more before the rap sheets are returned. These then have to be coded, key-punched, and loaded in the files, which means additional delay. If a subject pleads guilty it is possible that the court proceedings will be at the sentencing stage before the system has his current criminal history information loaded in the file and ready for inquiry.

Although the project had expected to follow all subjects through the entire criminal justice system to the point of exit, it was decided that no effort would be made to follow federal prisoners once they entered the supervision of the U. S. Bureau of Prisons. This was necessary because of the many possible federal prisons, scattered over

most of the nation, in which a Tarrant County subject might be incarcerated. In addition, it is common for federal prisoners to be transferred fairly frequently and machinery to track these transfers would be difficult to organize within the time limits of the project.

Relations with the Agencies

The subject-in-process concept required that the project cross many traditional lines of authority and responsibility, both functional and jurisdictional. This consideration dictated the choice of a neutral research agency such as the Institute of Urban Studies to coordinate the project. As would be true with any agency managing such a project, the Institute was limited insofar as it was not able to require the participation or cooperation of the operating agencies.

Some difficulties were encountered by the project staff because of a lack of enthusiasm or even interest on the part of some of the criminal justice agencies. While it would be of little value to try to ascribe specific reasons for particular agencies' taking this view, some general comments are in order:

1. The project required some changes in office routines and was seen by some as an example of things to come. Changes in established operational patterns of any organization may be resisted because a change in the status quo is viewed as a threat.
2. Getting accurate, current information to the proper individuals and agencies when it is needed, and in the form it is needed, is the goal of the subject-in-process system. Experience has indicated, however, that some of the agencies have little real need for information beyond that to which they already have access. While some agencies have a vital need for information which can be obtained only from a second agency, others are more self-contained and therefore have little need for information based on activities beyond their own responsibilities. Some officials, therefore, did not see meaningful benefits accruing to them from the system. Enthusiastic cooperation

and participation by such agencies was made even more difficult to obtain in those situations where participation significantly increased the work loads of the personnel of those offices.

3. The political nature of the agencies in the criminal justice system and the political character of the agencies' personnel was a matter of significance throughout the entire project. The criminal justice process is as much a political operation as is the political party system. Although this is a factor that is not often verbalized, it is nevertheless a fundamental feature of the system. The decision makers in the criminal justice system are political actors. At every step of the criminal justice system--the discretion of the policeman to arrest, the decision of the prosecuting attorney to file charges (or what charges to file), the decision to incarcerate or probate, and so on--political decisions are made by political actors. The types of decisions to be made by these actors, however, often turn on factors and considerations that do not lend themselves to public dissemination and discussion. This means that a considerable portion of the information gathered by the project was of an extremely sensitive nature and, therefore, some agencies were reluctant to input data which could then be examined by other agencies and individuals beyond their control. It was necessary in several instances for the project staff to promise a participating agency a veto over access to the data and approval of any reports to be generated from the aggregate data.
4. Many of the people in the agencies associated with the Texas special project had had little experience with sophisticated data processing methods or concepts. A common characteristic among such individuals is to expect more from the system than is possible or to fail to recognize the limited scope of the immediate project. Some of the individuals associated with the planning and operations of the project continued to think in terms of a wants and warrants system, even in the latter stages of the project. One particular official insisted during the entire project that the system was merely duplicating something the "FBI already had running." Apparently, he was referring to the National Crime Information Center, and it is more than possible that he went through the entire project without understanding the completely different nature of the local system.

V. EVALUATIONS AND CONCLUSIONS

Benefits accruing to the criminal justice community from the Tarrant County subject-in-process system were not expected to be so immediate or so visible as would be the case in a wants and warrants or motor vehicle information system. The subject-in-process concept was visualized as resulting in long-term gains of an incremental nature. The project demonstrated its ability to get valuable information across organizational lines to criminal justice agencies when needed and in the form needed. In addition to this test of the basic premise, the system has resulted in a variety of benefits for the participating agencies:

1. The project has had the effect of improving liaison among the various criminal justice agencies. All of the agencies in general, and the law enforcement departments in particular, have worked closely on this project over a sustained period of time in a common effort. This relationship has resulted in tangible benefits. The Tarrant County Sheriff's Department, for example, reports that it now receives more and better information about crimes occurring in the county and about the activities of the various police departments within the county. Other police agencies have reported similar experiences of increased cooperation and interaction.
2. The project has focused attention on the records and record keeping systems of the various criminal justice agencies. Prior to the project, for example, fingerprint cards were sent to the Department of Public Safety or the Federal Bureau of Investigation only when the subject had no criminal record on file or when a major crime was involved or when it had been four or five years since the criminal history had been updated. This meant that the criminal histories contained in some of the files were incomplete and out of date. Since the system required a copy of the fingerprint card, many agencies have

started sending the fingerprint cards to DPS and FBI each time a subject is arrested, thereby ensuring receipt of the most current criminal history information for their files. Also, the system's requirements have focused agency attention on the need to complete carefully all forms and have directed attention to the gathering of additional data items which have proven to be of value. An example of this is the social security number. Several law enforcement agencies were not consistently gathering this item prior to their participation in the project. Because the number is of crucial importance to the system, these agencies have become particularly alert to this data item and have recognized its utility beyond the present project.

3. Very few personnel in Tarrant County criminal justice agencies had had any experience with advanced data processing techniques. For many, the project provided an introduction into the requirements, limitations, and possible benefits associated with sophisticated data processing systems.
4. The system has resulted in attention being given to the work loads of various sections of the different criminal justice agencies. Data have been generated that will be of value to the agencies in efforts to document the need for additional personnel, space, and equipment.
5. The most important and far-reaching benefit to the agencies and the criminal justice community as a whole was that the project demonstrated an ability to elicit support from a wide variety of agencies across both functional and jurisdictional lines. With very few exceptions, even those individuals who voiced skepticism at the outset made an effort to assist the project to determine as objectively as possible the merit of the concept. This evidence of cooperation is of importance since similar efforts will be of vital concern in developing other systems such as the Texas Crime Information Center.

Operation of the subject-in-process system in Tarrant County has demonstrated that the concept is valid and that such a system is vitally needed by the criminal justice community. Based on the experiences gained during the project, the system should become an integral part of a larger, comprehensive criminal justice information system

rather than as a stand-alone system. The larger system, regardless of the size of its geographic base, should probably include--in addition to a subject-in-process subsystem--wants and warrants files, criminal histories, motor vehicle registrations, and other types of information as further research might indicate.

The findings of the Tarrant County study justify an expansion of the subject-in-process system to encompass a larger jurisdiction and to incorporate major misdemeanor offenses. Although difficulties of varying intensity were experienced in the development and implementation of this prototype system, it is anticipated that the knowledge gained over the past several months will allow researchers to overcome those impediments which might be encountered in expansion and refinement of the system.

APPENDIX A

**SUMMARY OF MASTER FILE
CONTENT**

APPENDIX A SUMMARY OF MASTER FILE CONTENT

DATA ELEMENT	TRANSACTION	LENGTH	CODE SOURCE	SOURCE AGENCY	SOURCE DOCUMENT
Name	A1	30		Arresting Agency	<u>1/</u>
Social Security Number	A1	9		Arresting Agency	<u>1/</u> Arrest Report (Arr. Rpt.)
Arrest Date <u>2/</u>	A1	5	Julian Calendar	Arresting Agency	Arr. Rpt.
Sex	A1	1	SEARCH	Arresting Agency	Arr. Rpt. or Fingerprint Card (FPC)
Race	A1	1	SEARCH	Arresting Agency	Arr. Rpt., FPC
Date of Birth	A1	6		Arresting Agency	Arr. Rpt., FPC
Place of Birth	A1	2	SEARCH	Arresting Agency	Arr. Rpt., FPC
Height	A1	3	SEARCH	Arresting Agency	Arr. Rpt., FPC
Weight	A1	3	SEARCH	Arresting Agency	Arr. Rpt., FPC
Color of Eyes	A1	1	NCIC	Arresting Agency	Arr. Rpt., FPC
Color of Hair	A1	2	SEARCH	Arresting Agency	Arr. Rpt., FPC
Occupation	A1	9	Dictionary of Occupational Titles <u>3/</u>	Arresting Agency	Arr. Rpt., FPC
Address, Residence	A2	30		Arresting Agency	Arr. Rpt., FPC
Census Tr/Blk, Residence	A2	9	Address Coding Guide (ACG) or map	Arresting Agency	Arr. Rpt., FPC
Driver's License State/Number	A2	23		Arresting Agency	Arr. Rpt., FPC

DATA ELEMENT	TRANSACTION	LENGTH	CODE SOURCE	SOURCE AGENCY	SOURCE DOCUMENT
Offense #1	A3	4	Texas Dept. of Public Safety (DPS)	Arresting Agency	Arr. Rpt., FPC
Offense Location Address	A3	30		Arresting Agency	Arr. Rpt., FPC
Offense Location Cen. Tr/Blk	A3	9	ACG	Arresting Agency	Arr. Rpt., FPC
Offense Date	A3	5	Julian Calendar	Arresting Agency	Arr. Rpt., FPC
Offense Time	A3	4	24 hour clock	Arresting Agency	Arr. Rpt., FPC
Offense Day of Week	A3	1	Local	Arresting Agency	Arr. Rpt., FPC
Type of Place of Offense	A3	2	Local	Arresting Agency	Arr. Rpt., FPC
Offense #2	A3	4	DPS	Arresting Agency	Arr. Rpt., FPC
Offense #3	A3	4	DPS	Arresting Agency	Arr. Rpt., FPC
Miscellaneous Numbers	A4	15		Arresting Agency	Arr. Rpt., FPC
Arresting Agency ID Number	A4	7	NCIC	Arresting Agency	Arr. Rpt., FPC
Arrest Number	A4	6	Local	Arresting Agency	Arr. Rpt., FPC
Arr. Agy. Mug File Number	A4	8	Local	Arresting Agency	Arr. Rpt., FPC
Offense Number	A4	7	Local	Arresting Agency	Arr. Rpt., FPC
Visible Marks	A5	50	SEARCH	Arresting Agency	Arr. Rpt., FPC

DATA ELEMENT	TRANSACTION	LENGTH	CODE SOURCE	SOURCE AGENCY	SOURCE DOCUMENT
Date, Preliminary Hearing	B1	5	Julian Calendar	Arr. Agy., US Atty	DA 460, other
Name of Magistrate	B1	30		Arr. Agy., US Atty	DA 460, other
Amount of Bond	B2	4	in 00's	Arr. Agy., US Atty	DA 460, other
Date Bond Posted	B2	5	Julian Calendar	Arr. Agy., US Atty	DA 460, other
Place Held	B2	7	NCIC	Arr. Agy., US Atty	DA 460, other
Name of Bondsman	B2	30		Arr. Agy., US Atty	DA 460, other
Date Charges Filed	B3	5	Julian Calendar	JP Court, US Atty	turnaround form
Indictment Date	C1	5	Julian Calendar	Dist. Clk., US Atty	Indictment lists
Indictment No.	C1	10		Dist. Clk., US Atty	Indictment lists
Indictment Charges	C1	4(x3)	DPS	Dist. Clk., US Atty	Indictment lists
Arraignment Date	D1	5	Julian Calendar	Dist. Clk., US Atty	turnaround forms <u>4/</u>
Court of Arraignment.	D1	30		Dist. Clk., US Atty	turnaround
Plea Entered <u>5/</u>	D1	1(x3)	Local	Dist. Clk., US Atty	turnaround
Plea of Guilty to lesser charges	D1	4(x3)	DPS	Dist. Clk., US Atty	turnaround
Bond Set at Arrign.	D2	4	in 00's	Dist. Clk., US Atty	turnaround
Date Bond Posted	D2	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Type of Bond	D2	1	Local	Dist. Clk., US Atty	turnaround
Place Held	D2	7	NCIC	Dist. Clk., US Atty	turnaround

DATA ELEMENT TRANSACTION LENGTH CODE SOURCE SOURCE AGENCY SOURCE DOCUMENT

Name of Bondsman	D2	30		Dist. Clk., US Atty	turnaround
Date Applied for Counsel	E1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Date Counsel Assigned	E1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Name of Defense Counsel	E1	30		Dist. Clk., US Atty	turnaround
Pretrial Motions	F1-F8	2(x8)	Local	Dist. Clk., US Atty	turnaround
Dates of Motions	F1-F8	5(x8)	Julian Calendar	Dist. Clk., US Atty	turnaround
Trial Judge	G1	10		Dist. Clk., US Atty	turnaround
Date Trial Called	G1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Verdict Date	G1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Verdicts <u>7/</u>	G1	4(x3)	SEARCH	Dist. Clk., US Atty	turnaround
Type of Sentence	G1	4(x3)	SEARCH	Dist. Clk., US Atty	turnaround
Duration of Sentence	G1	4(x3)	in months	Dist. Clk., US Atty	turnaround
Total Sentence	G1	5	in months	Dist. Clk., US Atty	turnaround
Out on Appeal Bond?	G1	1	Yes-No	Dist. Clk., US Atty	turnaround
Sentenced by (court or jury)	G1	1	C or J	Dist. Clk., US Atty	turnaround
Date of Motion, Probation Revoc.	H1	5	Julian Calendar	Dist. Clk., US Atty	turnaround

DATA ELEMENT	TRANSACTION	LENGTH	CODE SOURCE	SOURCE AGENCY	SOURCE DOCUMENT
Reason Probation Revoked	H1	4	SEARCH	Dist. Clk., US Atty	turnaround
Date Probation Revoked	H1	4	Julian Calendar	Dist. Clk., US Atty	turnaround
Disposition from Revocation or attempt to Revoke	H1	4	SEARCH	Dist. Clk., US Atty	Special forms
Date Entered Corrections	J1	5	Julian Calendar	TDC 8/	Special forms
TDC Number	J1	6		TDC	Special forms
Correction Unit Entered	J1	2	Local	TDC	Special forms
Date Parole Granted	J1	5	Julian Calendar	TDC/DPO; US Prob. 9/	Special forms
Parole Officer Assigned	J1	3	Local	TDC/DPO; US Prob.	Special forms
Previous Offenses	N1	4(x3)	DPS	TC Sheriff, US Atty	turnaround
Dates of Offenses	N1	5(x3)	Julian Calendar	TC Sheriff, US Atty	turnaround
Convictions resulting from offenses	N1	1(x3)	Yes-No	TC Sheriff, US Atty	turnaround
Fingerprint Class	P1	20	NCIC	TC Sheriff, US Atty	turnaround
FBI Number	P1	8		TC Sheriff, US Atty	turnaround
DPS Number	P1	10		TC Sheriff, US Atty	turnaround

DATA ELEMENT	TRANSACTION	LENGTH	CODE SOURCE	SOURCE AGENCY	SOURCE DOCUMENT
Driver's License, yr. of Expiratn.	S1	2		TC Sheriff, US Atty	turnaround
Alias	S1	30		TC Sheriff, US Atty	turnaround
Skin Tone	S1	1	SEARCH	TC Sheriff, US Atty	turnaround
Trademark <u>10/</u>	S1	30		TC Sheriff, US Atty	turnaround
Date Transferred to County Jail <u>11/</u>	S1	5	Julian Calendar	TC Sheriff	turnaround
Date of Pretrial Conference	S1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Name of Prosecu- ting Attorney	S1	30		Dist. Clk., US Atty	turnaround
Date, Appeal to Tex. Ct. of Criminal Appls.	S1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Disposition	S1	1	Local	Dist. Clk., US Atty	turnaround
Date, Appeal to US Ct. of Appls.	S1	5	Julian Calendar	Dist. Clk., US Atty	turnaround
Disposition	S1	1	Local	Dist. Clk., US Atty	turnaround
Date, Appeal to US Supreme Ct.	S1	5	Julian Calendar	Dist. Clk., US Atty	Special forms
Disposition	S1	1	Local	Dist. Clk., US Atty	Special forms
Date Case Set for Trial	S1	5	Julian Calendar	Dist. Clk., US Atty	turnaround

DATA ELEMENT	TRANSACTION	LENGTH	CODE	SOURCE	SOURCE AGENCY	SOURCE DOCUMENT
Date Re-entered Corrections	S1	5	Julian Calendar	TDC	turnaround	
Corr. Unit Re-entered	S1	2	Local	TDC	turnaround	
Reason Parole Revoked	S1	4	SEARCH	TDC/DPO	turnaround	
Educational Equivalent	S1	3	in years	TDC	turnaround	
IQ	S1	3		TDC	turnaround	
Narcotics Use?	S1	1	Yes-No	TDC	turnaround	
Previous Arrests, Dates <u>12/</u>	S1	5(x3)	Julian Calendar	TC Sheriff, US Atty	turnaround	
Previous Arrests, Charges	S1	4(x3)	DPS	TC Sheriff, US Atty	turnaround	
Date of Exit from System	R1	5	Julian Calendar	all sources	all sources	
Reason for Exit	R1	4	SEARCH	all sources	all sources	
Charge reduced to misdemeanor	R1	4	DPS	Dist. Clk., US Atty	turnaround	
Extradicted to (name of state)	R1	2	SEARCH	all sources	all sources	

Footnotes for Appendix A

1. Could come from many sources, but primarily from arrest reports.
2. Used as part of the indexing field in teleprocessing, along with social security number.
3. United States Department of Labor, Volume II (U.S. Government Printing Office, 1965).
4. Specially-designed, five-part, pressure-sensitive (carbonless) forms, designed locally for use by the personnel of the Criminal District Clerk's Office and the United States Attorney.
5. Refers to charges specified on indictment. There are fields for pleas on as many as three charges on each indictment.
6. Only those motions are entered which are granted by the presiding judge and which substantially delay the proceedings.
7. Three fields are provided in order to accommodate the possibility of as many as three charges on each indictment.
8. Data from the Texas Department of Corrections are gathered by personnel of the Institute of Contemporary Corrections at Sam Houston State University, Huntsville, Texas.
9. The District Parole Office in Fort Worth will use a copy of their "Arrival Notice" to provide this data to the Data Control Center. The U.S. Probation Officer, who supervises federal parolees, will use a form designed by the project staff to transmit data.
10. Modus operandi, requested for inclusion by a particular police agency, has proven particularly difficult to obtain and is of little value in the current format.
11. All prisoners, both those of local agencies and of federal law enforcement agencies, are detained--when necessary--at the Tarrant County Jail.
12. Reference is made to those arrests which did not result in prosecution.

APPENDIX B

**TABLES OF INPUT CODES
DEvised LOCALLY**

TYPE OF PLACE OF OFFENSE

RESIDENTIAL (00)

- 01 Single-family dwelling
- 02 Multi-family dwelling, including apartments
- 03 Mobile homes
- 04 Other residential

RETAIL/COMMERCIAL (10)

- 11 Drive-in grocery
- 12 Service Station
- 13 Department Store
- 14 Miscellaneous small offices
- 15 Liquor store
- 16 Bar or tavern
- 17 Restaurant (including drive-ins)
- 18 Warehouse
- 19 Other

PLACES OF MANUFACTURE (20)

- 20 General category for this class

PUBLIC FACILITIES (STREETS, ALLEYS, SIDEWALKS, ETC.) (30)

- 31 Major thoroughfare street
- 32 Residential Street
- 33 Alley
- 34 Sidewalk

OTHER PUBLIC FACILITIES (40)

- 41 Public Park
- 42 Cemetery
- 43 Public building (including office buildings)
- 44 Parking lot
- 45 Other public or semi-public facilities

CORRECTIONAL INSTITUTIONS

Texas

01	Huntsville
02	Central
03	Goree (women)
04	Jester
05	Ramsey
06	Wynne
07	Clemens
08	Darrington
09	Eastham
10	Ferguson
11	Retrieve
12	Ellis
13	Coffield

All Federal Units (20)

APPENDIX C

SOURCE DOCUMENTS DESIGNED
BY PROJECT STAFF

Turnaround form, generated by the computer upon entry of a subject's arrest transaction. This form is filled out by personnel in the Tarrant County Sheriff's Department and returned to the Data Control Center for coding and entry.

NAME
 SOCIAL SECURITY NUMBER
 ARREST DATE

TRANSACTION

B3

S1(06)

ELEMENT

DATE CHARGES FILED
 (JP COURT) _____

DATE TRANSFERRED TO
 COUNTY JAIL _____
 (Includes Federal
 detention area, Tarrant
 County Sheriff's Department)

DATE CHARGES FILED SLIP

Used by Justices of the Peace in Precinct One, Tarrant County, to record information pertaining to felony charges filed against subjects.

**PROJECT SEARCH
Tarrant County Subject-in-Process System**

NAME _____

CHARGE _____

DATE FILED _____

BOND SET _____

Turnaround form, generated by the computer upon entry of a subject's arrest transaction. This form is filled out by personnel in the Tarrant County Sheriff's Department and returned to the Data Control Center for coding and entry.

NAME
 SOCIAL SECURITY NUMBER
 ARREST DATE

TRANSACTION	ELEMENT	
N1	PREVIOUS OFFENSE 1	_____
N1	DATE	-----
N1	CONVICTION?	YES NO
N1	PREVIOUS OFFENSE 2	_____
N1	DATE	-----
N1	CONVICTION?	YES NO
N1	PREVIOUS OFFENSE 3	_____
N1	DATE	-----
N1	CONVICTION?	YES NO
P1	FINGERPRINT CLASS	_____
P1	FBI NUMBER	_____
P1	DPS NUMBER	_____
P1	MUG FILE NUMBER	_____
S1(25)	DATE, PREVIOUS ARREST	-----
S1(26)	CHARGE	_____
S1(27)	DATE, PREVIOUS ARREST	-----

TRANSACTION	ELEMENT	
S1(28)	CHARGE	<hr/>
S1(29)	DATE, PREVIOUS ARREST	<hr style="border-top: 1px dashed black;"/>
S1(30)	CHARGE	<hr/>
S1(02)	ALIAS	<hr/>
S1(01)	DRIVER'S LIC., YEAR OF EXPIRATION	<hr/>

NOTE: Press down HARD when writing on form. Each section below should be as complete as possible before submitted to SEARCH Control Center.

Name _____		Off # 1 _____					
Indictment No. _____		Off # 2 _____					
SSN _____		Off # 3 _____					
F	T	DATA ELEMENT	RESPONSE	F	T	DATA ELEMENT	RESPONSE

I. ARRAIGNMENT

70	E1	DATE APPLIED FOR ATTORNEY		72	E1	NAME DEFENSE ATTY.	
71	E1	DATE ATTORNEY ASSIGNED		73	S1 / 08	NAME PROSEC. ATTY.	
73	S1 / 16	DATE CASE SET FOR TRIAL		62	D1	ARRAIGNED ? DATE	YES NO
63	D1	COURT OF ARRAIGNMENT	1 2 3 4	130	R1	CASE DISMISSED, REASON	INSUF. EVID. (CIRCLE) OTHER: _____
64	D1	PLEAS TO OFFENSES ALLEGED (G, N, W)	1 _____ 2 _____ 3 _____	64	D1	GUILTY PLEA TO ANOTHER CHARGE	CHARGE: _____
65	D2	BOND SET	\$ _____	ON GUILTY PLEA, INDICATE SENTENCING AND APPEAL DATA IN NEXT SECTION			
67	D2	TYPE BOND MADE		66	D2	DATE BOND POSTED	
69	D2	BONDSMAN (-MEN)		69	D2	BONDSMAN (-MEN)	

II. PRETRIAL AND TRIAL

74	S1 / 07	DATE OF PRETRIAL CONFERENCE		99	G1	TRIAL COURT	1 2 3 4
				100	G1	DATE TRIAL HELD	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MOTIONS PROLONGING TRIAL TYPE	DATE PROCEEDINGS TO RESUME	-	G1	TYPE OF TRIAL:	JURY COURT
75	F1	D		64	D1	PLEAS TO OFFENSES ALLEGED (G, N, W)	1 _____ 2 _____ 3 _____
76		P		101	G1	DATE OF VERDICT	
78	F2	D		102	G1	VERDICT ON EACH CHARGE (G, N)	1 _____ 2 _____ 3 _____
79		P		131	R1	OFFENSE REDUCED (INDICATE CHARGE)	
81	F3	D		103	G1	TYPE SENTENCE	CONFINE PROB.
82		P		-	-	SENTENCED BY	COURT JURY
84	F4	D		105	G1	DURATION OF SENT. (ON EACH CHG.) IN YRS.	1 _____ 2 _____ 3 _____
85		P		105	G1	TOTAL DURATION OF ALL SENTENCES	_____ YEARS
87	F5	D				NOTICE OF APPEAL	YES NO
88		P		130	R1	NEW TRIAL GRANTED	YES NO
90	F6	D				DATE GRANTED	
91		P					
93	F7	D					
94		P					
96	F8	D					
97		P					
130	R1	NEW TRIAL GRANTED	YES NO				
130	R1	DATE GRANTED					

III. APPEAL DISPOSITION

108	S1 / 10	DISPOSITION OF APPEAL TO TEX CT	<input type="checkbox"/> UPHeld <input type="checkbox"/> REVERSED	130	R1	NEW TRIAL GRANTED? DATE GRANTED:	YES NO
-----	---------	---------------------------------	----------------------------------------------------------------------	-----	----	----------------------------------	--------

IV. PROBATION REVOCATION

115	H1	DATE OF MOTION FOR PROB. REVOCATION		116	H1	REASON PROBATION REVOKED	<input type="checkbox"/> NEW CONVICTION <input type="checkbox"/> TECH. VIOLATION
118	H1	DISPOSITION FROM REVOCATION OR ATTEMPT TO REVOKE: (CHECK)	<input type="checkbox"/> REV. DENIED TO PRISON <input type="checkbox"/> NEW CONDITIONS <input type="checkbox"/> EXTENDED	117	H1	DATE PROBATION REVOKED	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					OTHER DISPOSITION:	

APPENDIX D

MASTER FILE LISTINGS

APPENDIX D
 Master File Listings
 (Alphabetically by Name)

Date 71081

NAME	SOCIAL SECURITY NUMBER	ARREST DATE
Armstrong, xxxxxxxx	000000000	71011
Arster, xxxxxxxx	000000000	70245
Baker, xxxxxxxx	000000000	71001
Bankster, xxxxxxxx	000000000	70348
Barterson, xxxxxxxx	000000000	71013
Carey, xxxxxxxx	000000000	71037
Crappers, xxxxxxxx	000000000	71002
Dominick, xxxxxxxx	000000000	70341

(Numeric by SSN)

SOCIAL SECURITY NUMBER	NAME	ARREST DATE
000000001	Smithwick, xxxxxx	70138
000000011	Anderson, xxxxxxx	71001
000000111	Quero, xxxxxxxx	70351
000001111	Delles, xxxxxxxx	71014
000011111	Biddleston, xxxxx	70364
000111111	Praeger, xxxxxxx	71006
001111111	Bjornson, xxxxxx	70333
011111111	Lipschitz, xxxxxxx	71020
111111111	Maxwell, xxxxxxx	70348

APPENDIX E

**EXAMPLES OF SUBJECT STATUS
REPORTS**

Individuals on Probation
 Tarrant County
 March 1971

Name	Address	Sex	Race	Date of Birth	Indict- ment Charge	Probating Court	Total Sentence	Date Entered Probation	Date Sentence Expires

Distribution: All Law Enforcement Agencies
 District Attorney
 Courts
 Probation

Exception Report

Delays in Trial Proceedings

Date of report: _____ Court: _____

Indictment Number	Indictment Date	Name	Social Security Number	Charges	Last Action	Date	Time Elapse

Persons Released from Texas Department of Corrections

January 1970

Name	Address	Social Security Number	Height	Weight	Date of Birth	Charge	Time Served

Distribution: Police Departments
 Sheriff
 Probation
 Parole
 District Attorney

(CRIMINAL JUSTICE SYSTEM STATUS REPORT)

FORT WORTH POLICE DEPARTMENT

April 1, 1971

SOCIAL SECURITY NUMBER	ARREST DATE	NAME	SEX	RACE	OFFENSE	STATUS
ARRESTED/CHARGES FILED						
000000001	71011	ADKINS, XXXXXX	M	WHITE	THEFT-OVER \$50	ARRESTED 71011
000000002	71037	CLAYTON, XXXXX	F	NEGRO	SHOPLIFTING	ARRESTED 71031
000000003	70356	FENNELL, XXXXX	M	WHITE	MARIJUANA-POSS	ARRESTED 70356
INDICTED						
000000007	71022	ANDERSON, XXXX	M	WHITE	BURGLARY-RES	INDICTED 71037
000000019	70337	ROLLAND, XXXXX	F	WHITE	FORGERY-PASSING	INDICTED 71038
ARRAIGNED						
000000005	71013	AWALT, XXXXXXX	M	WHITE	BREAK/ENT MVHL	ARRESTED 71015 BOND \$500
000000013	70364	CLEMONS, XXXXX	M	NEGRO	DANG DRUGS-POSS	ARRESTED 71013 BOND \$1000
TRIAL DISPOSITION						
001300000	71040	MAGNESSY, XXXX	M	WHITE	BURGLARY	TRIAL 71063 PROBATED 24 MO
001300111	70364	SIMPSON, XXXXX	F	NEGRO	POSS NARC	TRIAL 71081 PROBATED 12 MO
101300111	71023	WRIGHT, XXXXX	F	WHITE	CHECK LAW VIO	TRIAL 71048 CONFINED 12 MO

APPENDIX F

EXAMPLES OF STATISTICAL
REPORTS

STATISTICAL
REPORTS

ARLINGTON POLICE DEPARTMENT
 NUMBER OF FELONY CHARGES FILED BY
 CENSUS TRACT AND TYPE OF OFFENSE, DECEMBER 1970

Census Tract	Offenses										
	Homicide	Rape	Robbery Armed	Robbery Non-armed	Burglary Residence	Burglary Non-Res.	Theft over \$50	Auto Theft	Narcotics Violation	Other	Totals
000000											
000600											
002900											
003500											
004700											
006700											
Totals											

ARLINGTON POLICE DEPARTMENT
 NUMBER OF FELONY CHARGES FILED BY
 DAY OF WEEK AND TYPE OF OFFENSE, DECEMBER 1970

Day of Week	Offenses										
	Homicide	Rape	Robbery Armed	Robbery Non-armed	Burglary Residence	Burglary Non-Res.	Theft over \$50	Auto Theft	Narcotics Violation	Over	Totals
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Unknown											
Totals											

ARLINGTON POLICE DEPARTMENT
 NUMBER OF FELONY CHARGES FILED BY
 TIME OF DAY AND TYPE OF OFFENSE, DECEMBER 1970

Time of Day	Offenses										
	Homicide	Rape	Robbery Armed	Robbery Non-armed	Burglary Residence	Burglary Non-res.	Theft over \$50	Auto Theft	Narcotics Violation	Other	Totals
0000-0400											
0400-0800											
0800-1200											
1200-1600											
1600-2000											
2000-2400											
Unknown											

Totals

ARLINGTON POLICE DEPARTMENT
 NUMBER OF FELONY CHARGES FILED BY
 PLACE AND TYPE OF OFFENSE, DECEMBER 1970

Type of Place	Offenses										Totals	
	Homicide	Rape	Robbery Armed	Robbery Non-armed	Burglary Residence	Burglary Non-res.	Theft over \$50	Auto Theft	Narcotics Violation	Other		
Private Residence												
Business House												
Public Street												
Recreation Area												
Public Building												
Tavern												
Other												
Totals												

BONDS SET BY TYPE OF CRIME
JANUARY 1971

Type of Crime	Personal	Under \$1,000	1,001-2,500	2,501-5,000	5,001-10,000	10,001-25,000	25,001-50,000	Over 50,000	Refused
Homicide									
Rape									
Robbery (Armed)									
Robbery (Non-armed)									
Aggravated Assault									
Burglary (Residence)									
Burglary (Non-residence)									
Theft over \$50									
Auto theft									
Narcotics violation									
Other									
Total									

Distribution: Justices of the Peace District Attorney
 Police Departments District Clerk
 Sheriff Judges

FORT WORTH POLICE DEPARTMENT
 COURT TRIALS AND DISPOSITIONS
 NOVEMBER 1970 THROUGH JANUARY 1971

Type of Crime	Cases Filed	Indictments	No Billed	Charge Dismissed	Plea of Guilty Orig. Charge	Other	Contested Cases Guilty	Acquitted	Conviction Disp. Confined	Probated
Homicide										
Rape										
Robbery armed										
Robbery non-armed										
Burglary res.										
Burglary non-res.										
Auto theft										
Narcotics Violation										
Other										
Totals										

FORT WORTH POLICE DEPARTMENT
 INDICTMENTS RESULTING FROM CHARGES FILED
 NOVEMBER 1970 THROUGH JANUARY 1971

Type of Crime	Charges Filed		Indictment			Total Pending	
	Current Mo.	Total	Original Charge Current Mo.	Other Charge Current Mo.	No Billed Current Mo.	Total Current Mo.	Total
Homicide							
Rape							
Robbery--armed							
Robbery--non-armed							
Burglary--residence							
Burglary--non-res.							
Theft over \$50							
Auto theft							
Narcotics violation							
Other							
Totals							

FORWARDED TO THE ATTORNEY GENERAL
 BY THE FORT WORTH POLICE DEPARTMENT
 JANUARY 1971

TIME ELAPSE IN TARRANT COUNTY CRIMINAL JUSTICE SYSTEM
 TYPE OF CRIME
 MARCH 1971

Length of Duration (in days)	Arrest to Indictment	Indictment to Arraignment	Arraignment to Trial	Trial to Disposition	Arrest to Disposition
1-3					
4-7					
8-14					
15-30					
31-45					
46-60					
60 plus					
Mean					
Median					
Mode					

Distribution: All Law Enforcement Agencies
 District Attorney
 Courts
 Probation

APPENDIX G

ON-LINE INQUIRY-RESPONSE FORMATS

APPENDIX G

On-Line Inquiry-Response
Formats

sr01-- Inquiry for subject's current status

INQUIRY CODE: sr01/social security number/arrest date

RESPONSE:

*****SEARCH MASTER FILE CURRENT STATUS*****
 DATE 031871 TIME 110741

NAME=WHITE, JAMES
 SSN=000000000
 SEX=MALE
 RACE=WHITE
 DOB=05-17-53
 HT=504
 CHG=SEXUAL ASSAULT-W/I TO RAPE
 STATUS=TRIAL 71047 CONFINED 60 MOS
 ARAGNCY=FORT WORTH P D

sr02-- Inquiry for subject's criminal history

INQUIRY CODE: sr02/social number/arrest date

RESPONSE:

*****SEARCH MASTER FILE HISTORY*****
 DATE 031871 TIME 110926

NAME=JONES, JOHN C
 SSN=000000000
 SEX=M
 RACE=NEGRO
 DOB=10-20-44
 HT=600
 CHG=ATTEMPT TO FORGE OR PASS
 PREV ARR-1=WEAPON, CARRYING PROHIBITED
 PREV ARR-2=BURGLARY
 PREV ARR-3=
 PREV OFF-1=FORGERY AND PASSING
 PREV OFF-2=BURGLARY
 PREV OFF-3=ROBBERY

DATE=67314
 DATE=67324
 DATE=
 DATE=64073 CONVICTION=Y
 DATE=68078 CONVICTION=Y
 DATE=64356 CONVICTION=Y

sr03--Inquiry for subject's current file summary

INQUIRY CODE: sr03/social security number

RESPONSE:

***** SEARCH MASTER FILE SUMMARY *****

NAME=JOHNSON, JIM J

SSN=000000000

CHG=THEFT OVER \$50

ARR-DATE=70308

CHG=THEFT OVER \$50

ARR-DATE=70336

CHG=ARMED ROBBERY

ARR-DATE=70349