

CRISS

COLUMBIA REGION INFORMATION SHARING SYSTEM

4747 EAST BURNSIDE PORTLAND, OREGON 97215

(503) 248-3749



WHAT IS
CRISS?

013624

LAW ENFORCEMENT · PROSECUTION
COURTS · CORRECTIONS



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A Regional Criminal Justice
Information System

LAW ENFORCEMENT

PROSECUTION

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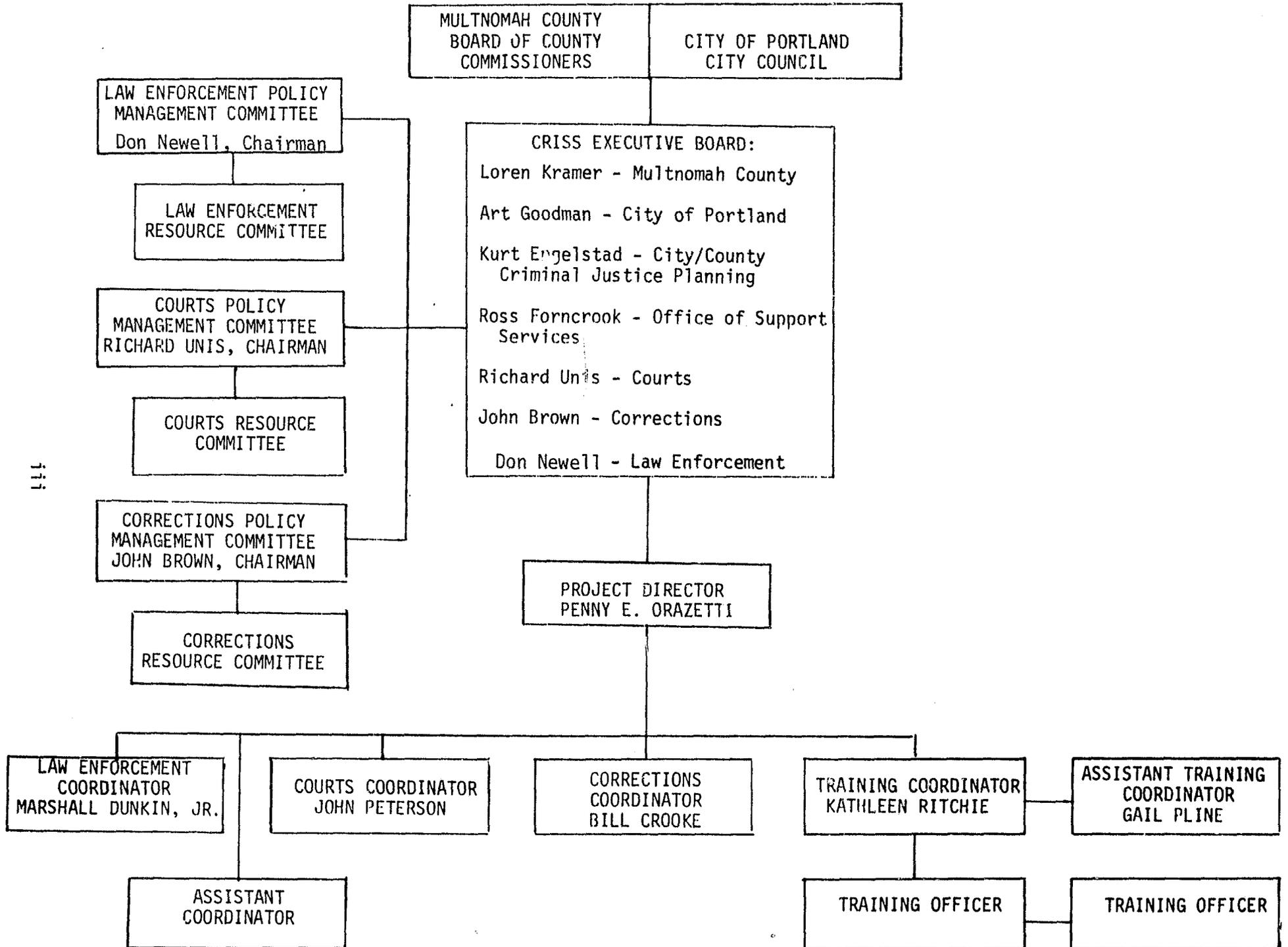
CORRECTIONS

The Columbia Region Information Sharing System (CRISS) is a criminal justice system serving the Oregon Counties of Columbia, Clackamas, Multnomah and Washington and Clark County, Washington.

CRISS serves 35 law enforcement agencies, 5 circuit courts, 5 district courts, 28 municipal courts and approximately 35 corrections agencies.

The following map depicts the current terminal configuration.

ORGANIZATION CHART
CRISS PROJECT MANAGEMENT



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PROJECT MANAGEMENT
(See Organization Chart)

A. Board of Multnomah County Commissioners/City of Portland City Council

The Columbia Region Association of Governments (CRAG), a regional planning agency, contracts with the City of Portland and Multnomah County for the performance of CRISS. This formal contract between the City/County and CRAG guarantees that certain activities will be performed by the City/County Data Processing Authority. The City and County have established the management structure depicted on the organization chart.

B. CRISS Executive Board

The Executive Board of CRISS is composed of the following representatives:

1. The Director of the City/County Data Processing Authority;
2. The Director of the Bureau of Management Services, City of Portland;
3. The Chief Assistant to the Board of County Commissioners of Multnomah County;
4. A representative from the City/County Criminal Justice Planning Agency;
5. The Chairman of the Law Enforcement Policy Committee;
6. The Chairman of the Courts Policy Committee;
7. The Chairman of the Corrections Policy Committee.

Each member on the Executive Board has an equal vote on all matters. Problems or conflicts arising between the users are resolved at the Executive Board level. Their decisions are final. The Executive Board is also responsible for the continuous review of the Project's performance to insure that it conforms to the City/County-CRAG contract, is within its budget and is on schedule.

C. Policy Committees

Each of the Policy committees, Law Enforcement, Courts and Corrections, is composed of elected representatives from the respective user groups.

The Law Enforcement, Corrections and Courts coordinators work closely with the policy committees and the DPA staff. The coordinators assist the DPA staff in the requirements definition and system design phases of each activity. They keep the policy committees informed of progress and problems, and also draw on the knowledge of the committees to design systems applicable to all CRISS users.

The Training Coordinator works closely with the other coordinators and the Project Director in order to develop comprehensive training programs to implement newly developed systems. This assures that all CRISS agencies receive the same level of training and that all users follow the standards established for the efficient and proper operation of the system.

G. Personnel

Two separate organizations, a CRISS Project staff and the Data Processing Authority are directly involved in the development and operational phases of the CRISS Project. The CRISS Project staff is composed of the Project Director, Law Enforcement Coordinator, Assistant Law Enforcement Coordinator, Training Coordinator, Assistant Training Coordinator, Courts Coordinator and Corrections Coordinator. The DPA provides systems and programming personnel for design and development and the staff necessary for the operation of the Telecommunications network.

H. Data Processing Authority

The Data Processing Authority functions as a service bureau to the CRISS Project. Activities which will be performed during the fiscal year are decided by the Policy Boards and submitted to the Data Processing Authority for estimates on time and dollar costs. These estimates then become a part of the LEAA Grant Application and the budget for the CRISS Project. The DPA and CRISS Project staff work in close cooperation to ensure coordinated development of all systems. The DPA has a staff of programmers and analysts assigned to developmental and maintenance activities on the CRISS system. The DPA produces all written documentation required by LEAA. The CRISS staff produces grant requests, budgets and other documents required by LEAA and the City/County.

I. Funding

The CRISS Project is currently funded by LEAA block grants and discretionary grants. The hard match requirement is contributed by the City and County. During the 1973-74 fiscal year a user assumption of costs formula was developed so that other users of the system will pay their fair share of the cost.

These committees elect a Chairman, who represents their group as a voting member of the CRISS Executive Board. The committees are responsible for the generation, review and approval of activities in their area of concern, and for the review and approval of activities generated by other committees that impact upon their area of interest. All suggested operating policies, requirements definitions, systems design, and output formats are presented to the Policy committees for their approval.

D. Resource Committees

At the direction of each Policy Board, a Resource Committee is formed of operational level personnel from the agencies involved. These committees meet one full day a week. They determine the preliminary systems design. The committees do such things as determine coding structures, draft and propose output formats, and develop standardized policies for all agencies. All recommendations of the Resource Committees are submitted to the Policy Boards for final approval.

E. Project Director

The Project Director reports to the CRISS Executive Board and acts under its authority.

The Project Director is responsible for the planned and coordinated development of the Project and controls and monitors the activities underway. She is responsible for the preparation and management of the fiscal budget and prepares and submits special and periodic reports as required.

The Project Director is responsible for the definition, establishment and management of the Project's objectives, as recommended by the user groups that are within budgetary limitations.

Fiscal management is maintained through the utilization of an in-house project management system developed during the fiscal year 1972-73. This provides close control over the entire Project budget as well as each activity underway.

The Project Director also supervises the activities of the Law Enforcement, Courts and Training coordinators to ensure the coordinated development of the Project and the avoidance of duplication.

F. Coordinators

The Law Enforcement, Courts, Corrections and Training coordinators are responsible to the Project Director.

The DPA contracts with CRISS for data processing services including systems, programming, software and hardware support. The hardware is based on an IBM 370 Model 155 (Figure 1) with one million characters of core storage, one billion characters of random access mass storage, six high speed tape drives, two high speed printers and a card reader/punch. DPA uses TCAM (Telecommunications Access Method) and DL/I (Data Language/One) as a teleprocessing handler and data base manager respectively. Through a communications controller, all terminals have access to the Criminal Justice data base stored on mass storage devices (IBM 3330's). The hardware system is supported by IBM's operating system (OS/MFT). All of the programs that support the user terminals are written in either Assembler language or CBOL (Common Business Oriented Language). The computer is tied via high speed lines to the Oregon Law Enforcement Data System (LEDS) and in turn to Oregon Department of Motor Vehicles, California DMV, Nevada DMV, Washington DMV and the National Crime Information Center (NCIC) in Washington, D.C.. The user also has access to the National Law Enforcement Teletype Systems (NLETS) as shown in Figure 2.

The CRISS system now has 50 terminals in the police and court agencies and will soon have 30 additional terminals in various agencies.

The DPA follows an integrated data base philosophy where each user has its own protected data, but no data is duplicated in storage. This also allows, when authorized by the owner, relatively easy correlations of data across application areas which is of significant value to local and regional governments (Figure 3).

FIGURE I
DPA
HARDWARE CONFIGURATION
IBM 370/155

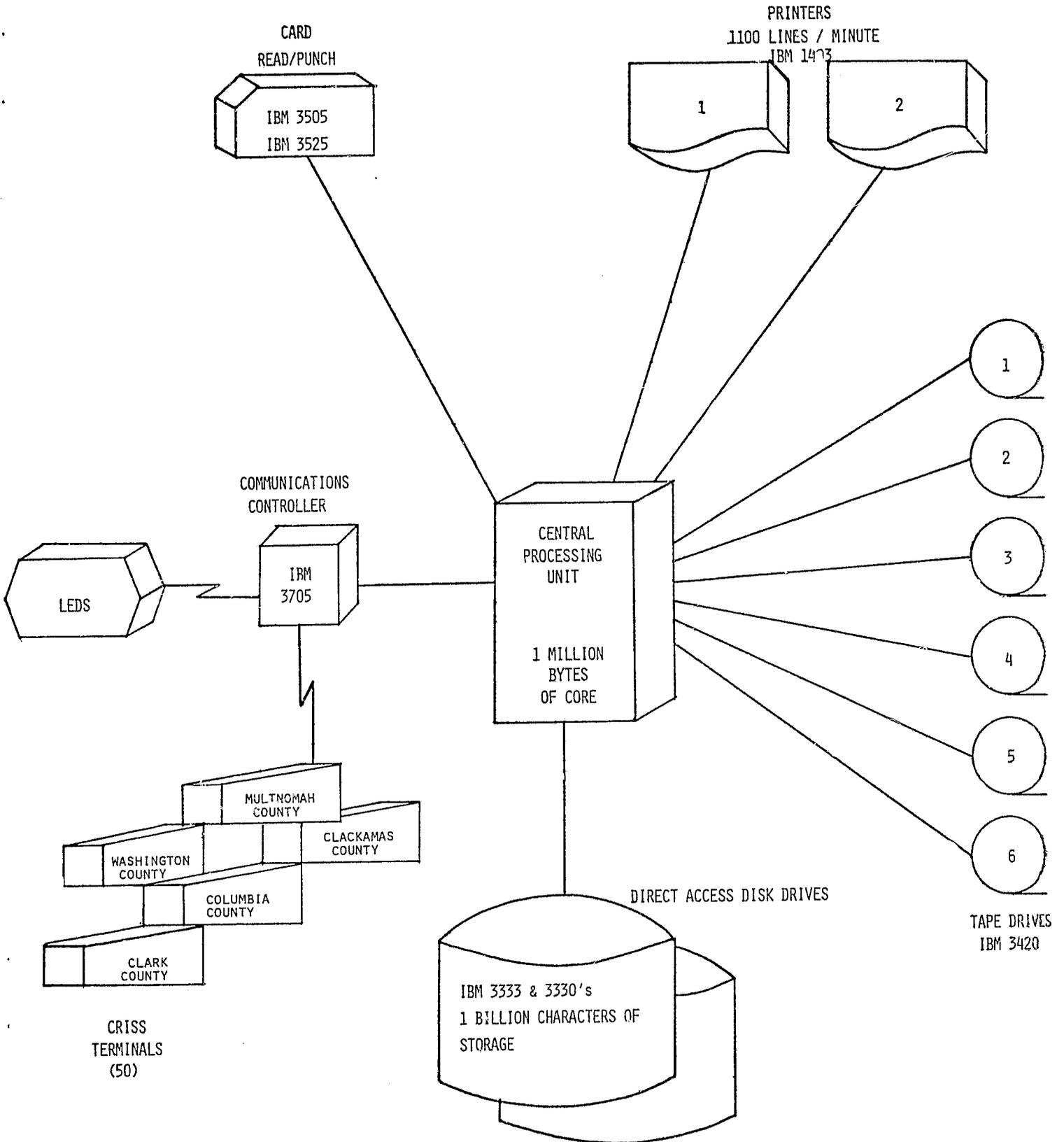
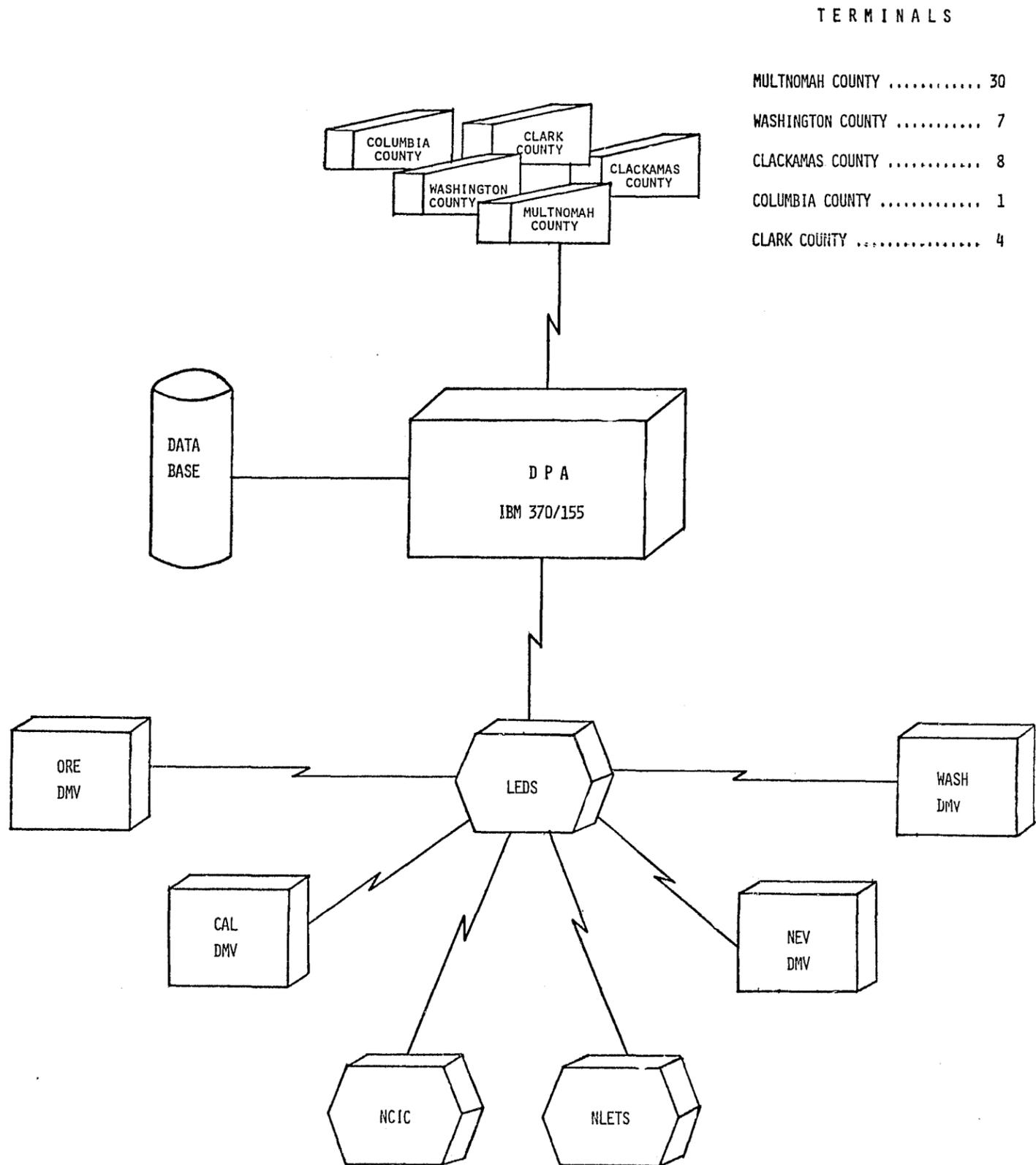


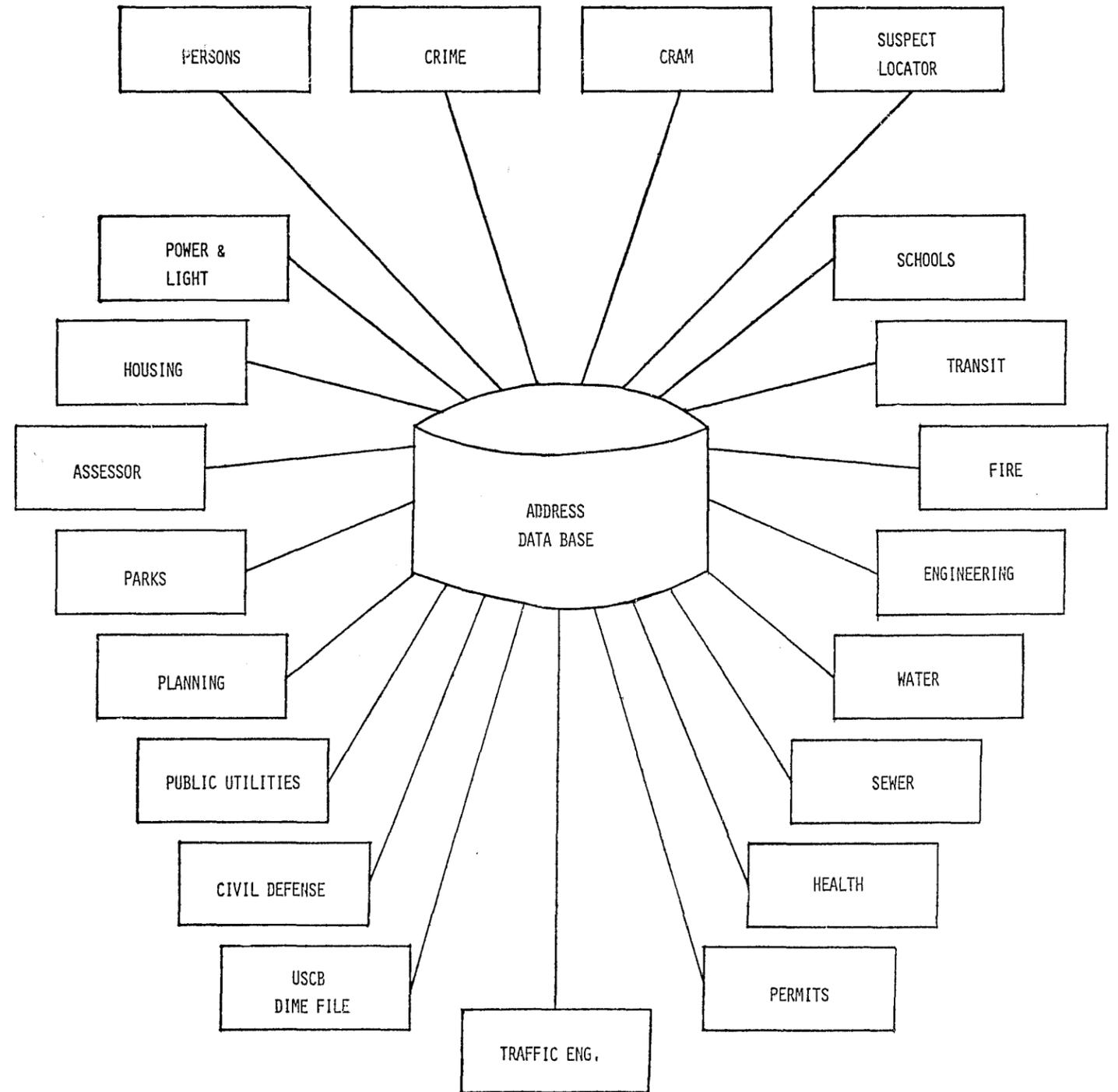
FIGURE 2
 TP
 NETWORK
 CONFIGURATION



TERMINALS

- MULTNOMAH COUNTY 30
- WASHINGTON COUNTY 7
- CLACKAMAS COUNTY 8
- COLUMBIA COUNTY 1
- CLARK COUNTY 4

FIGURE 3
 INTEGRATED ADDRESS DATA BASE
 LAW ENFORCEMENT



CURRENT SYSTEMS

1. Persons File

The Persons File is an alphabetical index to reports. All persons coming in contact with a law enforcement agency will be indexed in the file.

Each person is entered into the file one time and receives an identifying number (CRISS number). All incidents are then attached to the root record.

The file is searchable by name or CRISS number. The search is phonetic. An inquiry based on a last, first and middle name will return the three closest names in the file and a percentage probability of a match based on the information supplied.

An inquiry based on last, first, middle name, sex, race and date of birth will return an exact match or indicate that there is no record in the CRISS files.

An inquiry based on a partial name will return all similar names in the file.

There are different message keys that can be used to obtain certain types of data.

"QW" will return "wanted" information only.

"QN" will return a summary record.

"QE" will return all information in the file.

A description of the file and the types of information contained is in Figure 4.

The Investigate Record is used to record missing persons, runaway juveniles, escapees, attempts to locate for emergency messages, stolen identification and verified suspects.

The Variable Record is used to record complainants, victims, witnesses, accident victims, field contact reports and other miscellaneous information.

FIGURE 4
PERSON'S FILE

<p><u>NAME RECORD</u></p> <p>NAME - SEX - RACE - DATE OF BIRTH HEIGHT - WEIGHT - HAIR COLOR - EYE COLOR VISIBLE SCARS AND MARKS OPERATORS LICENSE # AND STATE SOCIAL SECURITY # - FBI # - STATE I.D.# LOCAL # - FINGERPRINT CLASS (NCIC) HENRY FINGERPRINT CLASS MISCELLANEOUS NUMBERS CRISS NUMBER</p>
<p><u>ALIAS RECORD</u></p> <p>ALL ALIASES AND NICKNAMES (PHONETICALLY SEARCHABLE)</p>
<p><u>SPECIAL NUMBER RECORD</u></p> <p>ALLOWS FOR MULTIPLES OF: DATE OF BIRTH - SOCIAL SECURITY # VISIBLE SCARS AND MARKS LOCAL NUMBERS - MISCELLANEOUS # OPERATORS LICENSE NUMBER</p>
<p><u>ADDRESS RECORD</u></p> <p>ALLOWS FOR 5 MOST RECENT ADDRESSES</p>
<p><u>ARREST RECORD</u></p> <p>DATE OF ARREST - CASE NUMBER AGENCY - ARREST CHARGE DISPOSITION</p>
<p><u>WARRANT RECORD</u></p> <p>DATE OF WARRANT - WARRANT NUMBER COURT - CHARGE - BAIL - SUNDAY SERVICE</p>
<p><u>INVESTIGATE RECORD</u></p> <p>DATE OF LOCATE - REASON WANTED - AGENCY CASE NUMBER - DETECTIVE</p>
<p><u>VARIABLE RECORD</u></p> <p>TYPE OF RECORD - AGENCY - CASE NUMBER DATE OF ENTRY - PURGE DATE - MISC. TEXT.</p>

2. Vehicle File

The Vehicle File may be used as a stand-alone vehicle record, searchable by license number or it may be associated to a person, searchable by name.

The stand-alone information would consist of suspect auto records and parking tag warrants.

A vehicle may be associated to a person through information on a field contact report or from a crime report.

An inquiry on a vehicle will return all parking tag warrants, suspect auto information and the name of all persons associated with that vehicle. If any person associated with the vehicle is wanted, that information will also be displayed.

An inquiry on a person will display all vehicles associated to that person and any information associated to the vehicle.

3. Crime File

All CRISS Law Enforcement agencies use a standardized field reporting system (See Appendix A). The flagged boxes on these reports indicate the fields that will be entered into the computer. Case numbers are computer generated. All data is entered on-line by the user agencies. We estimate that about 800 reports will be entered on a daily basis. The data captured from these reports will be the basis of many future systems. Data is basically collected in the following categories:

- A. Statistics - reports will be produced regarding crimes by hour, day, month, type, area, etc.
- B. Address - by utilizing the Census Bureau's Dime File, we are able to record crimes by exact street address, grid location, patrol district, and census tract. Some of this information is retrievable on-line and some through printed reports.
- C. Modus Operandi - by classifying the methods by which crimes are committed, investigators are able to query the file by M.O. and obtain the names of persons arrested, using that M.O. They are also able to correlate similar cases.
- D. Property - data will be gathered from crime and pawn shop reports and forwarded to the state property file. This property file was originally designed by CRISS and later modified for statewide use. It contains lost, found, stolen, pawned and recovered property, both serialized and non-serialized.
- E. Activity Reporting - since almost all activities performed by a Law Enforcement agency are recorded in the form of a report, accurate activity statistics can be gathered by officer, shift, district, division and precinct.
- F. Individual Case Reports - each case can be queried to obtain a summary of the status, activities and specific elements involved.

Printed reports will be produced periodically to eliminate the manual production of logs and statistics.

The Crime File has been designed to interface with computer aided dispatch centers.

4. Uniform Crime Reporting

Monthly and annual Uniform Crime Reports will be automatically produced from the statistics gathered in the Crime File. To-date UCR statistics will also be available on-line. Intricate edit routines have been built into the system to assure accurate reporting.

SCHEDULED SYSTEMS

1. Patrol Deployment (Available 7-1-74)

The CRISS Patrol Deployment System is probably the only one in the nation that is actually based on the mission of the patrol force.

Grid maps were designed for each Law Enforcement agency. Every street that could logically be used as a patrol district boundary was designated as a grid boundary. Factors such as high crime rate and density of population were used to further subdivide the grids. All street addresses were cross-indexed by grid, patrol district, and census tract. All data for patrol deployment is entered by exact street address and is tallied internally by grid.

The mission of the patrol force was defined as:

1. Prevention of crime and accidents.
2. Deterrence of criminals and traffic violators.
3. Apprehension of offenders.
4. Response to calls for service.

The activities performed to accomplish this mission were defined as:

1. Prevention - write security reports to notify persons that a hazard exists (See Appendix B).
2. Deterrence - arrest wanted persons, write field contact reports on suspicious persons and vehicles, and inspect hazardous places.
3. Apprehension - rapid response to crime-in-progress calls in order to apprehend the offender at the scene.
4. Response and Service - have patrol cars available to respond and within a reasonable distance from the location.

The need for each of these activities is determined by:

1. Prevention - the number of reported crimes amenable to prevention activities. (Burglary, auto theft, larceny from auto, larceny of bicycle, and larceny from yard.)
2. Deterrence - the number of reported crimes amenable to deterrent activities (crimes that occur in public places) and the number of arrests made.

3. Apprehension - the number of crime-in-progress calls.

4. Response and Service - the number of calls for service and the consumed time to service them.

After all of the above information is tallied, each administrator is allowed to place emphasis on the activities he wants his officers to perform. He may weigh the four factors, (prevention, deterrence, apprehension, and response) so that his total weighing factor equals 100.

The data for deployment is gathered from the crime file and from radio dispatch tickets.

In addition, each administrator supplies information on available resources such as number of officers and vehicles. Formulas have been developed to estimate the actual amount of time these resources are available. (For example, patrol officers are available for duty 63% of the time.)

After all of the data has been entered, the system recommends shift hours, days off, assignment of officers by precinct and district, assignment of vehicles and provides data for determining patrol district boundaries.

The formulas developed for patrol deployment have already been used in budgeting and proven to be effective.

2. Tactical Deployment (Available 4-1-74)

The patrol deployment system is designed for long range planning and should not be used more often than semi-annually.

Law enforcement agencies, however, need tactical deployment data on a daily basis in order to effectively combat particular crime problems.

CRISS will print out tactical deployment data every morning that will alert agencies to any increase in the "normal" crime occurrence rate.

Any group of grids that exceeds its two week average of reported crime by a certain factor will trigger a notification to the responsible agency. This report will list the grids involved, show the increase in reported crime by grid and show the deviation from the average crime rate. By inquiring on that particular grid, an agency will be able to determine the crimes that caused the grid to exceed its normal crime rate. By examining each crime, tactical plans can be developed to attempt to apprehend the offender.

3. Courts/Prosecution/Jails Component

A survey of the existing procedures in the processing of an offender and his case(s) through the courts disclosed a number of problems. Following the arrest of an offender, the jails, prosecutors and the courts share an equal interest in the status of the defendant and his case. An action by the court may affect, or require a subsequent action by the other two agencies. Conversely an arrested offender may be released by the jail by posting bail after booking. This information should be readily accessible to the courts and prosecutor. The following list of nine problem areas, generalize the existing situation.

1. Difficulty in physical access to records; records are not readily available to the courts themselves nor to other Criminal Justice agencies.
2. Delays in the update of records which may result in records that do not reflect the current status of a case or defendant.
3. Lack of uniformity.
4. Records that cannot be used to produce operational assistance for court management; i.e. court calendars, trial date notices, etc.
5. Incomplete centralized records.
6. Records, which by their construction are difficult to analyze for management information.
7. Inadequate indexes and lack of cross indexes.
8. Lack of defendant or case status data, without continual, manual, time consuming daily searches.
9. As a result of the foregoing problems, the courts themselves, as well as affiliated Criminal Justice agencies are forced to maintain partial and fragmented records which duplicate information that is in, or should be in, the official court records.

A further survey of remedial solutions to the problem areas, determined that they could be solved with a computerized offender/case tracking system, which would operate in an on-line environment.

The conceptual design of the Courts Component, therefore, anticipates a terminal created court record that would be accessible from other Criminal Justice agency terminals. Since this record could be updated as actions occur in a case, or shortly thereafter, the untoward delays in transmitting papers for notification, and innumerable telephone inquiries could be eliminated.

A large percentage of criminal cases originate with the arrest of an alleged offender. For this reason, the conceptual design includes an on-line booking subsystem.

A. ON-LINE BOOKING: (Available August 1, 1974)

This proposed capability will begin the computer stored record on the subject and case when he is first taken into custody. From terminal entered data, the system will produce the booking reports for the jails. Simultaneously with the production of the booking report at the jail, a message switching capability will produce the booking report on terminal printers at the identification section and the detective divisions of the arresting agency. As the identity of the subject is being verified, an internal program will search the LEDS and NCIC files for outstanding warrants on the identified subject. If warrants are found, this information will be automatically returned to the jail terminal on the verified booking report. From data entered to the computer record at the time of booking, the schedules or calendars of the subjects first appearance before the court will be prepared.

B. FIRST APPEARANCE CALENDARS: (Available October 1, 1974)

From stored data, both input at time of booking, and pre-set tables of times and courts of first appearance, the system will produce court calendars. These calendars will be produced for the jails who must transport defendants to court, the District Attorney's office, who must prepare the first pleadings and appear as prosecutors, the courts themselves who call the cases from presently manually prepared calendars, and for public posting for the benefit of the many people daily who have an interest in a case and make numerous inquiries of courthouse employees. From originally stored data, the system will also produce the "Register" of each case.

C. COURT REGISTER: (Available October 1, 1974)

The court register, more commonly known as the court docket, is a statutory requirement for the courts to maintain certain data on each individual case, listing all actions, orders, pleadings, and judgments in each case in chronological sequence from inception to termination. It is anticipated that the register will be a terminal display, and available for inquiry by all criminal justice agencies. If a police agency, or prosecutor, or jailer, wishes to know the status of a case, the on-line availability of a display of the register will eliminate the necessity of calling the file clerk, or going to the file room to look up the information. Access to the register by terminal will be by court case number, but if the inquirer does not know the court case number, this information is available to him by means of the system's alphabetical index to court files.

D. ALPHABETICAL INDEX TO ALL COURT CASES:
(Available October 1, 1974)

This capability of the proposed system also operates in an on-line environment. Inquiry is by defendant name. An inquiring terminal entering the name of the defendant would have displayed on its terminal the defendant's name, certain identifiers, and a listing of all cases in chronological sequence by case number, in which the subject was defendant. The alphabetical index will also display a summary of the disposition of the case.

E. MANAGEMENT RECORDS - STATISTICAL INFORMATION:
(Available January 1, 1975)

Again utilizing the computer's speed in the search of stored data, management reports and statistical data can be retrieved and printed periodically as the courts and other criminal justice agencies require. Monthly reports of filed, pending and terminated case reports will be produced. An analysis of dispositions report will note the number of cases exiting the system at particular points in the court process. Offender based transactional statistics will be produced on repeat offenders, and on the status of a defendant's case as it progresses through the courts. Aging case reports will be produced to alert court management of cases, which by their chronological sequence should be at issue and are not.

SUMMARY:

In summary, the Courts/Prosecution/Jails component of CRISS will provide the courts and the associated criminal justice agencies with a fast communications capability, readily available official information, and a reliable analysis of their operations.

4. CITATIONS SYSTEM: (Available 7-1-74)

The citations system will be used by law enforcement agencies and courts.

Law Enforcement Uses

- A. Statistical reports will be produced by type of violation, location, hour, day, month, and arresting officer. These will be used to evaluate selective enforcement programs and officer activity.

B. Traffic Enforcement Index

The formula for the Traffic Enforcement Index will be built into the system, allowing administrators to ascertain at any time if their traffic enforcement program is functioning as desired.

Court Uses

A. Case Scheduling

Internal tables will match fines paid against outstanding citations to produce court appearance calendars.

B. Court Revenue

Since 70% of the District Court cases are traffic related, the Citations System will provide fiscal information to the Court Revenue System to account for fines and fees.

C. Statistics

Citations will be tallied by issuing agency, day and month of appearance and disposition to provide management information to the courts.

D. Notices and Warrants

Failure to appear notices and bench warrants will be produced by computer.

E. Department of Motor Vehicles Notification

DMV will be sent information on disposed citations and revoked licenses in order for them to update their driver's record file.

5. SUSPECT-LOCATOR SYSTEM (Available 7-1-74)

The Suspect-Locator System will gather data from the Persons File, Vehicle File, Crime File and Field Contact Reports. This data may be searched by:

- A. Physical Description
- B. Vehicle Description
- C. Partial License Plate
- D. Occupation
- E. Clothing Description
- F. Location

Investigators will be able to inquire on any of these fields and obtain possible suspects, possible suspect autos, persons known to have been at a certain location at a certain time, associates of a suspect, and vehicles associated to persons.

6. COURT REVENUE

This system will account for all money and securities received by the court from fines, bail, fees, etc. It will also prepare required fiscal reports to local units of government and the state.

PLANNED FOR FUTURE IMPLEMENTATION

The following systems are in the planning stages. Definite implementation dates cannot be established at this time due to the uncertainty of how the system will be funded in the future.

1. CORRECTIONS COMPONENT

A Corrections Coordinator is working full-time to identify the information needs of the 38 Corrections agencies in the CRISS area. These agencies are grouped by the following categories:

- A. Adult Detention
- B. Adult Probation and Parole
- C. Juvenile Detention
- D. Juvenile Court
- E. Juvenile Diversion
- F. Planners and Administrators

By June 1, 1974, these agencies will have identified their needs, prioritized developmental activities, and begun the detailed design of the various correction applications. Some of the systems that have been identified so far are:

- A. Corrections Client File - a case history of contacts with Corrections agencies, services provided and response to the service.
- B. Classification System - a method to classify clients and provide rehabilitation services based on that classification.
- C. Management Information - statistical data regarding case loads, resources available, recidivism rates, etc.

2. RESOURCE ALLOCATION - LAW ENFORCEMENT (Available 7-1-75)

This system will be based on the same philosophy as Patrol Deployment. It will identify the mission of the agency, determine which activities accomplish that mission, measure the needs for the activities and allocate resources according to need. Ideally it will determine the ratio of sworn to civilian personnel, patrol to investigative personnel, and the allocation of resources to all line and staff units.

In conjunction with resource allocation, a planning and simulation model will be implemented to allow administrators to "experiment" with various options.

3. ACTIVITY REPORTING

Even though a great deal of data will already be provided in the way of officer activity reports, a more comprehensive activity reporting system is needed to measure all officer activity, whether during the normal tour of duty or on an overtime assignment.

This system will also provide the basis for an officer evaluation system.

4. INDEX TO ORDERS AND MANUALS

Officers frequently need to assess department orders to determine the proper procedure for handling a particular incident.

Manuals are usually outdated or superseded by other orders. This index will provide a summary of orders, manuals, training bulletins, and emergency procedures on-line to all law enforcement agencies. It may also be used as a reference in writing new orders or procedures.

5. PERSONNEL

All CRISS users should have access to an automated personnel file with the following types of data:

- a. Personal history
- b. Educational achievements
- c. Training completed
- d. Special skills
- e. Work history
- f. Current assignment
- g. Evaluation

These files will be confidential in nature and dissemination of information will be strictly controlled.

6. PROPERTY CONTROL

All CRISS users need an inventory control system for supplies, equipment, and other property. In addition, evidence control and prisoner property systems are required for law enforcement, courts, and corrections agencies.

RELATED ISSUES

The CRISS system has been faced with many related problems that required immediate solutions if the system was to succeed.

1. SECURITY AND PRIVACY

The thought of huge data banks carefully compiling data on all persons is an alarming community concern.

CRISS users realized that this problem must be resolved or the system would encounter legal and financial problems.

The law enforcement users formed a committee to write a security and privacy policy. All existing policies and laws were carefully examined. After a rough draft was compiled, several community groups were contacted and asked to review the policy. These groups included courts (juvenile and adult), corrections agencies, civil liberty organizations, church groups, youth organizations, and private businesses.

The response from these groups was so overwhelmingly in favor of developing a fair and workable policy, that the committee was enlarged to incorporate any person who wished to participate. In addition, a committee was established by the City of Portland and Multnomah County to recommend policy for CRISS.

After the policy is formally approved by the CRISS Policy Boards and Executive Board, it will be implemented in the CRISS region. (About April 1, 1974)

Other criminal justice information systems in the state will be urged to adopt the policy. It will also be introduced as a proposed bill in the next session of the Oregon legislature. A copy of the draft is available on request.

2. USER ASSUMPTION OF COST FORMULA

CRISS has been funded by LEAA since its inception. We are all aware that federal funding will be discontinued in the near future. We have developed a user assumption of cost formula that is fair to all users. The completed plan is available on request.

3. STANDARDIZATION

In order for over one hundred agencies to utilize a shared data base, procedures, forms, and terminology must be standardized. CRISS has developed the following standards:

A. Field Reporting System (See Appendix A)

This system consists of a reporting notebook (loose-leaf.... 8½ x 11) that patrol officers carry in the field. Each notebook contains:

1. Report writing policy and procedures.
2. Tab dividers for each report which explain box by box what data is to be entered on the report.
3. Eight forms for field reporting:
 - a. Crime Report
 - b. Vehicle Report
 - c. Custody Report
 - d. Special Report
 - e. Person Report
 - f. Property Report
 - g. Worthless Document Report
 - h. Continuation Report

This system is in use in all thirty five CRISS law enforcement agencies and in about 70% of the state. It will probably be in use statewide by the first part of 1974. A set of sample forms and instructions is available on request.

B. Radio Call Codes

A totally new approach to radio call codes has been developed and is being implemented in the CRISS agencies. The APCO 10 and 12 codes were abandoned for several reasons:

- a. Too easily confused with time of day.
- b. Too easily confused with patrol district number.
- c. Varied from agency to agency.
- d. Did not lend themselves to categorization for purposes of statistical comparison.

The new CRISS call codes include:

- a. A color code to indicate priority.
- b. A two-digit numeric code to indicate the major category.
- c. A one digit alpha code to indicate the specific sub-category.

In addition, a two-digit coded disposition was designed. A copy of these codes is available on request.

C. Standard Dispatch Ticket

Each CRISS agency used a different type of dispatch ticket. In order to facilitate keypunch entry, a standard format was developed. This format is designed to work in conjunction with the crime file and patrol deployment systems. A copy is available on request.

D. Grid maps and Grid Numbering System

A written description of the method to grid and number a map is available on request. All CRISS agencies use this system.

E. UCR Arrest and Offense Codes

The standard UCR coding system was enlarged to accommodate statistical breakdowns needed by administrators and planners. All CRISS coding systems use the philosophy of major groups which are subdivided into minor categories. UCR arrest codes are related to Oregon offenses.

A copy of all CRISS codes is available on request. These include:

1. Offense codes
2. Arrest codes
3. Type of evidence
4. Worthless document codes
5. Type premise
6. Method and point of entry
7. Instrument and force used
8. Location of victim
9. Victim's activity
10. Location of property
11. Unusual actions of offender
12. Disposition of adults and juveniles
13. Cause of accident
14. Type of property
15. Personal oddities
16. Vehicle oddities
17. Occupation
18. Clothing descriptions
19. Traffic violation charges

F. Field Contact Report

A new field contact report (3" x 5") was designed to obtain the data needed for the Suspect-Locator System. This card has been field tested by several agencies. Copies are available on request.

G. Case Control Numbering System

A method of assigning a number at the beginning of a court case that can be used to track the offender through the entire Criminal Justice System has been developed and approved for use. This number will be used by the jails, courts, district attorneys, public defenders and corrections agencies. A description of the numbering system is available on request.

4. CRISS AND THE CRIMINAL JUSTICE COMMUNITY

The CRISS and DPA staffs are working to develop a computerized information system that is totally responsive to user needs.

All CRISS meetings are open to any interested person. Meeting schedules may be obtained by contacting the CRISS office.

CRISS personnel are available to give presentations to interested groups as time permits. Arrangements may be made by contacting the CRISS Project Director.

Use of the CRISS System is not restricted to agencies in the five county area. Any Criminal Justice agency may apply for a terminal. Inquiries should be directed to the CRISS Project Director.

APPENDIX A

CRIME REPORT AND DIVIDER PAGE

CRIME REPORT

The "*Crime Report*" form will be used to record the information on any complaint or investigation which involves the commission of a crime. The exceptions are,

1. On-sight arrests for offenses which do not involve a crime against persons or property.
Examples: carrying concealed weapons, possession of narcotics, prostitution, etc. Use "*Custody Report*" form.
2. Theft of motor vehicles from streets, parking lots, public garages, etc. Use "*Vehicle Report*" form. However, if the vehicle is stolen during the commission of another crime (robbery, burglary, etc.) use the "*Crime Report*" form to report the crime and submit the "*Vehicle Report*" form as an accompanying report.
3. Crimes which involve the use of a worthless document as the instrument used to commit the crime will be reported on the "*Worthless Document Report*" form.

In the appropriate instances, "*Vehicle*", "*Custody*", and "*Special*" reports will be submitted as accompanying reports.

- 1-2. Date and time the crime was reported.
- 3-4. Exact weekday, date and time crime occurred. If unknown, estimate as accurately as possible. Use a range: Wed. 2-18-70 8PM — Thu. 2-19-70 10AM.
5. The exact street address where the crime occurred. If in front of or adjacent to an exact address, so indicate. If it is necessary to use a street location only, list which side and the nearest cross street. Example: W side SE 52 at Powell.
6. Leave blank.
7. Enter the name of the person attacked or the owner or person suffering the loss. If reported by an employee, store detective, parent or guardian, enter this information in #20. Enter additional victims in the details section as V-2, V-3, etc.
8. The permanent residence mailing address of the victim. List any temporary city visiting address in the details section.
9. The victim's residence telephone number.
- 10-12. Victim's personal identifiers. Estimate age if date of birth is unobtainable.
13. Victim's normal occupation, whether employed or not.
14. The victim's actual hours of work. Do not use shift designations, such as "Days", "Nights", etc.
15. Victim's business address or where they may be contacted during working hours.
16. Phone number at victim's place of employment. Include extension number if applicable.
17. Complete this section only when a firm is involved or suffers a loss.
18. Street address of the firm involved.
19. Phone number of the firm involved.
20. Name of the person reporting the crime. Enter the name of the relative, neighbor, employee, store detective, parent, guardian, etc., if other than the victim or complainant suffering the loss. Do not enter the names of persons who are witnesses only.
21. Residence address of the person reporting the crime.
22. Residence phone number of the person reporting the crime.
23. Business phone of the person reporting the crime. Include extension number, if applicable.
24. The names of persons who witnessed related events preceding, during or after the commission of the crime, who may assist in the detection, arrest and prosecution of the offender, or the recovery of stolen property. Enter additional witnesses in the details section as W-3, W-4, etc.
25. Residence address of the witness.
26. Residence phone number of the witness.
27. Business phone number of the witness. Include the extension number, if applicable.
28. The type of premises where the crime was committed: street, supermarket, doctor's office, single family residence, multiple dwelling, apartment house, service station, parking lot, garage, etc.
29. If premises were entered to commit the crime, list both (A) the method of entry, and (B) the point of entry.
30. Describe the actual (A) instrument, tool or weapon, and (B) the force or duress used to commit the crime.
31. The victim's location during the commission of the crime. If present, be specific: backyard, in office, at office counter, in bedroom, etc. If absent from the scene, so indicate.
32. Victim's activity immediately prior to the commission of the crime. If absent from the scene, state why: shopping, vacationing, doctor's appointment, etc.
33. Enter the exact location from which the property was stolen: cash register in apparel section, from vehicle's trunk, SE corner bedroom, attached garage, etc.
34. List the unusual characteristics of the suspect during the commission of the crime. Be specific as to the actions, method, and speech.
35. Enter the complete description of each item reported, including serial number if known. Include the actual or estimated value.
36. Enter all available information on bonafide suspects only. Do not list those persons named by the victim or witnesses, unless supported by competent evidence in the details section of the report. Do not list the names of suspects based solely upon the similarity of the MO, description, etc. Include in the details section supportive information to justify the listing of any suspects. If a suspect is arrested, enter the complete description. Enter additional suspects immediately below box #36 in the details section as S-4, S-5, etc.
37. Include all or any portion of the suspect auto license number obtained. Indicate unknown characters by question marks.
38. Enter the state issuing the license plate. If unknown, list the colors of the numbers and background.
39. Enter the year of manufacture of the suspect auto. If unknown, estimate a range.
40. Enter the make of the suspect auto. Use standard abbreviations only.
41. Enter the model of the suspect auto: Corvair, Pinto, Galaxie, Skylark, etc.
42. Enter the body style of the suspect auto. Use standard abbreviations only.
43. Enter the color(s) of the suspect auto. If two-tone, list the top color first.

CRME

A. Case Number _____

B. Classification _____

C. Type Offense _____

D. Accompanying Reports
 SPECIAL CUSTODY
 VEHICLE PROP/REC.

E. Evidence _____ F. Type Cir. _____

CRIME REPORT

COMPUTER ENTRY

- PERSONS
- VEHICLE
- CRIME
- PROPERTY
- BOOKING

Date _____ Opr _____

1. Reported Date 2. Time 3. Occurred Date 4. Time 5. Location of Occurrence 6. Computer Entry

7. Last Name First Middle 8. Res. Address 9. Res. Phone

10. Sex 11. Race 12. D.O.B. 13. Occupation 14. Work Hours 15. Business Address 16. Bus. Phone

17. Firm Name (If Involved) 18. Address 19. Phone

20. Reported By 21. Res. Address 22. Res. Phone 23. Bus. Phone

24. Last Name First Middle 25. Res. Address 26. Res. Phone 27. Bus. Phone

28. Type Premises Where Crime Committed 29. Method & Point of Entry 30. Instrument & Force Used

31. Location of Victim at Time of Crime 32. Victim's Activity at Time of Crime 33. Location of Property When Stolen

34. Unusual Actions, Methods, Speech of Suspect:

35. Detailed Description of Property

Quantity	Item	Brand	Model/Style	Serial #	Predom. Color	Engraving/Inscription	Size	Peculiarities	Value
(A)									
(B)									
(C)									
(D)									
(E)									
(F)									

Reporting Officer(s) Off. I.D. Number Prec/Div Relief/Shift Assn/Dist

Radio Call Times: Approved By

REC: ARR: CLR:

-26-

APPENDIX B

SECURITY REPORT

SECURITY REPORT



LOCATION _____

DATE INSPECTED _____ TIME _____

PREMISE

- Door Unlocked (Frt.-Rear-Side-Bsmt.-Gar.)
- Defective Lock (Frt.-Rear-Side-Bsmt.-Gar.)
- Window Open/Unlocked (Frt.-Rear-Side-Bsmt.-Gar.)
- Transom-Skylight Open
- Torn Screen
- (inside/Outside) Light Out/Inadequate
- Poor Visibility (Shrubs/Fence)
- Secure When Checked
- Other _____

VEHICLE

- Unlocked
- Needs Chain/Lock
- Window Open
- Keys In Ignition
- Ignition Operable
- Valuables Visible
- Insecure Location
- Secure When Checked

VEHICLE

License # _____ License State _____ Vehicle Year _____

Make _____ Model _____

* * * * *

CRIME SCENE

Case # _____ Complainant _____

1. Property Marked YES NO

2. Symbol Used Driver's License Social Security Name
 Serial Number (permanent) Other

3. Type Instrument used to mark _____

4. If engraver, where obtained _____

5. Property list available YES NO Burglar Alarm YES NO

6. Warning stickers displayed YES NO

7. If yes, number _____ Front Door Back Door Windows

8. Neighbors asked to watch property. YES NO

Officer _____ Officer I.D. _____

Prec./Div. _____ Relief/Shift _____ Assn./Dist. _____

END