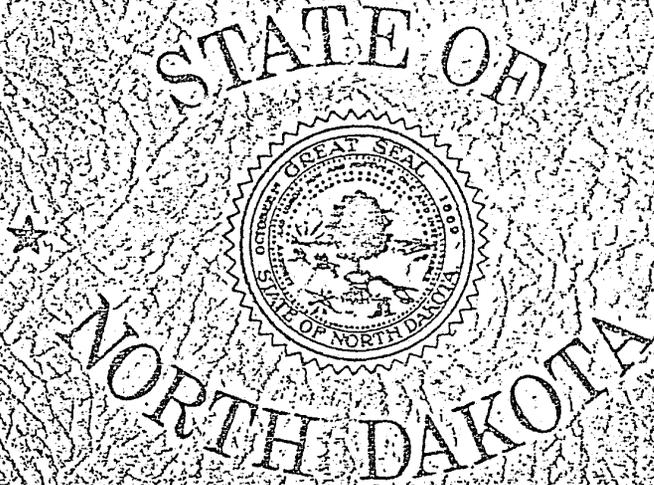


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COMPREHENSIVE CRIMINAL JUSTICE SYSTEM
STUDY AND COST ANALYSIS

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JUNE, 1973

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NORTH DAKOTA -
COMPREHENSIVE CRIMINAL JUSTICE SYSTEM.

STUDY AND COST ANALYSIS

DEPARTMENT OF ACCOUNTS AND PURCHASES
CENTRAL DATA PROCESSING DIVISION
HIGHWAY BUILDING
CAPITOL GROUNDS
BISMARCK, NORTH DAKOTA
JAMES A. HECK, DIRECTOR

JUNE, 1973

STATE OF NORTH DAKOTA

Department of Accounts and Purchases

CENTRAL DATA PROCESSING DIVISION

Highway Building

Bismarck, North Dakota 58501

Phone(701)224-3190

July 23, 1973

Mr. Richard Hilde, Superintendent
State Crime Bureau
North Dakota State Penitentiary
Bismarck, ND 58501

Dear Mr. Hilde:

Central Data Processing has completed the study as authorized under LEAA Grant No. A1-128 to the Crime Bureau. The original objectives have been modified due to the amount of time we had for the study.

I am confident that this report will provide the Crime Bureau with a basis for developing a comprehensive criminal justice system.

I want to thank the Crime Bureau staff and the local law enforcement officials for the fine cooperation we have received.

Sincerely,

Jim Heck
Jim Heck
Director

JH:ta

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OBJECTIVES AND SCOPE OF STUDY

In the spring of 1972 Central Data Processing was engaged by the North Dakota Crime Bureau, under the auspices of an LEAA grant, to participate in the design and development of a North Dakota criminal justice system. Initially the objectives were to 1) design and develop a standardized reporting form and 2) complete a preliminary design of a criminal justice system.

A committee comprised of representative law enforcement personnel from around the state, was formed to act as an advisory committee to the project. After two meetings, at which very little was resolved, the project became inactive for several months.

In March of 1973, at the request of Dick Hilde, Acting Director of the Crime Bureau, the study was resumed. By this time only four months remained before expiration of the LEAA grant. In order to provide some guidance for the committee in the time remaining a set of objectives was adopted. The revised objectives are:

1. Review and document the current record procedures of the Crime Bureau.
2. Interview a representative sampling of state law enforcement agencies to obtain some knowledge of individual department needs.
3. Conduct a state wide survey of all law enforcement agencies for the purpose of determining approximate number of arrests, offenses, stolen property, etc.

4. Review the Minnesota Crime Information System (MINCIS).
5. Visit the MINCIS site in St. Paul.
6. Determine the cost of joining the Minnesota Crime Information System.
7. Determine the cost of installing a computer system in North Dakota.
8. Report findings to the Law Enforcement Advisory Committee.

All of the revised project objectives were met and are described in detail in the following report.

CRIMINAL JUSTICE DEFINITION

The criminal justice community comprised of law enforcement, judicial and correctional agencies has long known that there is a definite need for accurate, up to date information to assist them in their day to day operations as well as future planning.

To accomplish the goal of crime reduction, much research and many studies have been made by cities, states and the federal government to try and determine what types of systems would best serve criminal justice needs.

The federal government has attempted through the Law Enforcement Assistance Administration to develop a model system that would satisfy the needs of the criminal justice community.

Several systems and projects are presently under development and in operation nationwide.

The elements determined beneficial to criminal justice and included in the model system are described briefly as follows:

The OFFENDER BASED TRANSACTION STATISTICAL system (OBTS) was developed to satisfy the statistical needs on the state as well as the national level.

COMPUTERIZED CRIMINAL HISTORIES (CCH) was implemented on the national level and will be interfaced to similar states criminal history files. These files will serve day to day operations in record checking.

UNIFORM CRIME REPORTING (UCR), in existence for some time, is the collection by the FBI of crime incidents known to have occurred.

In addition, a definite need exists for the ability of law enforcement to inquire about intrastate and interstate stolen vehicles, stolen license plates, stolen guns and stolen property. Each of the elements of a model system will be explained in more detail in the following sections.

OFFENDER BASED TRANSACTION STATISTICS (OBTS)

The need for this concept of statistics was discovered when a committee attempting to consolidate traditional statistics from law enforcement, judicial and correctional agencies could not satisfy the performance evaluation of criminal justice agencies.

OBTS differs from the traditional statistics concept in that the individual offender and his offense is tracked through the system until he exits. It will provide not a measure of criminal activity, but a measure of our criminal justice agencies and their response to and processing of the criminal offender.

The system is fed by law enforcement, judicial and correctional agencies and every action relative to the offender has to be reported.

The system is comprised of several segments:

- a. Police (ID and arrest data)
- b. Prosecutor
- c. Lower criminal court
- d. Felony trial court
- e. Corrections (non-institutional and institutional)

The OBTS system can provide:

1. An effective administrative information system concerned with the generation of statistical information relative to the operation of criminal justice during a given period of time.
2. Can identify problem areas and show the relationship of criminal justice agencies.

3. Will provide statistics on not only people but;
time it takes to process the offender,
time it takes from arrest to indictment,
time involved in appeal process,
time on probation.
4. Can provide legislative bodies with insight into the
process and provide guidance as to where the tax
dollar can best be utilized.
5. Will assist the governor, mayors and agency managers
in their planning responsibilities.
6. Will provide data on evaluating effects of a major
agency decision and its effect on subsequent agencies.

COMPUTERIZED CRIMINAL HISTORIES (CCH)

The ability to inquire about criminals and receive, on a fast retrieval basis, a history of an individual has been a goal of law enforcement.

This type of file has become the most complex to design primarily because of the need for security and privacy. Congress as well as the Justice Department has been concerned with security and as a result, laws have been passed and regulations established on how the files are to be handled.

A criminal history file properly designed and regulated can be a very useful tool for criminal justice agencies.

Such a system should include the following segments:

- a. Identification segment (name, physical description, numerical identifiers, fingerprint classifications, etc.)
- b. Arrest segment
- c. Judicial segment
- d. Judicial appeal segment
- e. Custody/Supervision segment

In addition to being used by law enforcement, the courts are making use of histories to assist them in sentencing and rehabilitation.

A criminal history file is an operational information system and will provide agencies with 24 hour inquiry capability.

UNIFORM CRIME REPORTING (UCR)

This element of a criminal justice system is a well known part of law enforcement responsibilities. Most agencies have for years furnished the FBI with monthly, quarterly and annual reports of crime activity within their jurisdiction.

UCR was designed to provide reliable data about crime known to the police. The crime data is used to complete the picture of crime on the national level. It is an accurate accounting of the quantity and types of crime known to have occurred.

A comprehensive criminal justice system should provide the FBI with monthly, quarterly and annual crime data. A set of meaningful reports should also be returned to the submitting agencies monthly to assist them in their planning responsibilities.

REVIEW OF NORTH DAKOTA CRIME BUREAU

The present Crime Bureau was created by the 1965 session of North Dakota legislature. The Bureau is under the control and responsibility of the Attorney General. The Bureau collects, files and preserves all records required by law in respect to identification of criminals and investigation of crimes. The Bureau also maintains identification and information concerning stolen, lost, found, pledged or pawned property.

The powers and duties of the Bureau are to:

1. Cooperate with and assist the Criminal Bureau in Washington, D.C. and similar bureaus in establishing and carrying on a complete system of criminal identification.
2. Cooperate with and assist all judges, states' attorneys, sheriffs, chiefs of police and all other law enforcement officers.
3. Classify and file fingerprint impressions on all persons convicted of felonies.
4. Assist sheriffs and other peace officers in establishing a system for the apprehension of criminals and detection of crimes.
5. Assist, aid, cooperate in the investigation, apprehension, arrest, detention and conviction of any person when requested by states' attorneys or any peace officer.
6. Perform additional duties in investigations, detections, apprehension, prosecution or suppression of crimes as may be assigned by the Attorney General.

7. Provide assistance in police schooling and training of police officers.
8. Accumulate and maintain a file for the identification of persons convicted of issuing fraudulent checks, no-account checks and nonsufficient fund checks.
9. Perform inspection and enforcement for the Attorney General licensing department.
10. Detect and apprehend persons illegally possessing or disposing of drugs.

At the present time the Crime Bureau is staffed with fourteen people:

- 1 Superintendent
- 1 Identification officer
- 2 Secretary-clerks
- 5 Special agents
- 4 Narcotic agents
- 1 Part-time chemist (attached to state laboratories)

The type of files created and maintained by the Crime Bureau are described as follows:

- A. CRIMINAL HISTORY FILES - 48,000 file folders contain histories of felony offenders. These folders can contain "rap" sheets, fingerprint card(s), photographs, judicial dispositions and any other material relative to the offender's criminal history. An average of 1,500 of these files are added annually. These files are used to furnish data to agencies requesting criminal histories on specified individuals.

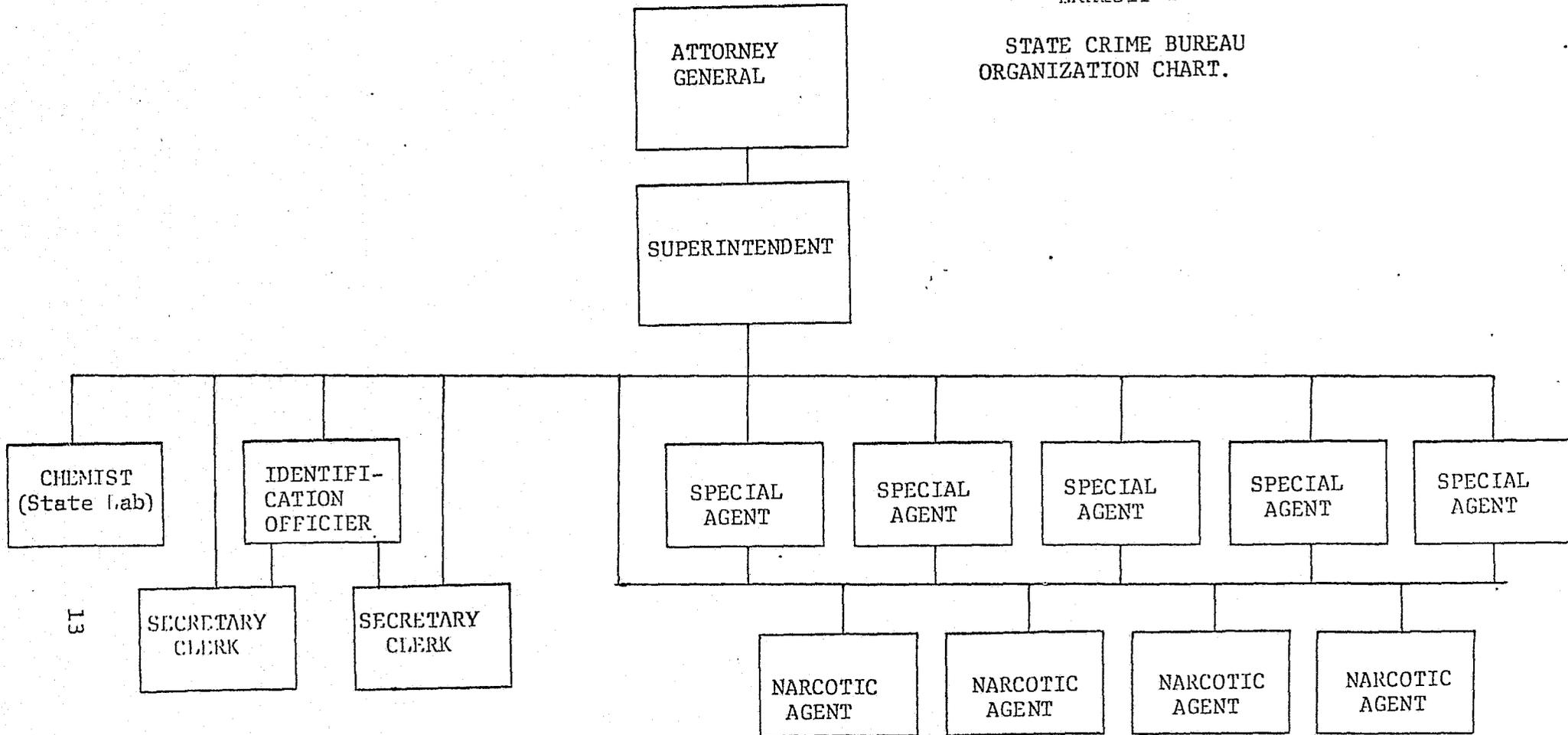
- B. INDEX CARD FILE - A card file in alphabetical sequence by surname. The card contains any physical descriptions, fingerprint classification codes and a record file number. This file is used as an index to the criminal history files.
- C. CLASSIFICATION CARD FILE - This file contains the fingerprint cards themselves in classification code sequence. Additional fingerprint cards may also be in other files in the Bureau. Newly classified fingerprint cards are checked against this file. If found, the new card is filed in a criminal history file. If not found, the new card is inserted into this file.
- D. PISTOL PERMIT FILE - A card file of pistol permit holders. An individual wanting to utilize his handgun for hunting, target practice, etc. must, by law, have a permit if the weapon is moved from his residence. These permits are obtained from the local sheriff's office. The sheriff mails a copy of the permit to the Crime Bureau. Pistol data is filed in surname sequence by year of permit. Records are purged after five to six years. Approximately 6-8,000 permits are received and filed annually.
- E. PISTOL SALES FILE - This is a file of pistol sales made in North Dakota. The law requires all pistol sales to be reported to the Crime Bureau. Since there is no uniform method of reporting sales, a variety of forms are received from the dealers. The forms are kept in sequence by county and agency or dealer. Gun sale records are filed by year. Approximately 1,200 pistol sales forms are received annually.

- F. PISTOL 'HIT' FILE - A card file containing descriptions of pistols that are considered stolen or missing as determined from NCIC.
- G. WARRANT FILE - A card file in name sequence by county of warrant. This file contains outstanding warrants that were issued by law enforcement agencies. The agency issuing the warrant has the responsibility of notifying the Crime Bureau when the warrant is to be cancelled.
- H. DISPOSITION FILE - The disposition file contains court dispositions of offenders who have no other record in the Crime Bureau.
- I. INVESTIGATION CASE FILES - A file of every case investigated by special and narcotic agents. These files documenting the complete investigation are frequently used in court cases. These files are kept indefinitely. Approximately 1,600 new files are added annually.

Additional Crime Bureau duties are:

- a. Criminal history checking when requested by law enforcement agencies.
- b. Send and receive teletype messages on the law enforcement teletype network.
- c. Classify all new fingerprint cards.
- d. Maintain statistical data on felony offenses and arrests--initiated on February 1, 1973.
- e. Prepare law enforcement bulletins.

EXHIBIT I
STATE CRIME BUREAU
ORGANIZATION CHART.



INTERVIEW OF LAW ENFORCEMENT AGENCIES

In order to determine a feeling among the law enforcement agencies and their reaction to a criminal justice system twelve agencies, both large and small, the Court Administrator of the Supreme Court and the Director of State Radio were interviewed.

The twelve agencies were comprised of the following:

Bismarck Police Department
Burleigh County Sheriff Department
Jamestown Police Department
Fargo Police Department
Cass County Sheriff Department
Grand Forks Police Department
McLean County Sheriff Department
Minot Police Department
Ward County Sheriff Department
Williston Police Department
McKenzie County Sheriff Department
Stark County Sheriff Department

The topics discussed in the interview were:

1. To determine a need and compliance to a criminal justice system.
2. Determine what needs at the local agency level would be beneficial from a new system.
3. If compliance to a new system's requirements would place a hardship and burden on the agency.

In addition to the topics discussed, a count of felony offenses and arrests and number of stolen vehicles, guns and property items was collected from each agency.

As a result of our interviews, the following determinations were made:

1. All agencies interviewed unanimously agreed that there was a definite need for centralized records and files for the state.
2. The primary need was determined to be at the local level. The ability to get record checks on criminal histories, warrants, stolen vehicles, guns, etc. This ability should be on a 24 hour basis.
3. The agencies secondary need was considered to be statistics. Although most agencies maintain their own statistics, additional information offered by a new system would compliment their present systems.
4. Views differed from agency to agency on the types of criminal justice systems that should be implemented. Several agencies felt that the State should develop its own system for the following reasons:
 - a. It could be designed from the beginning to serve North Dakota needs.
 - b. Our own system would be more flexible for future growth.
 - c. The State system would provide more flexibility for changes and new reports, programs, etc.

5. Several agencies expressed a preference to joining a state which has an operational criminal justice system namely, Minnesota MINCIS system for the following reasons:
 - a. The ability to implement a complete working system would be much easier and faster.
 - b. A much more reasonable cost involved to obtain a comprehensive criminal justice system.
 - c. Agencies bordering Minnesota feel the ability to reference all of Minnesota files as well as their own would be a definite advantage.
6. All of the agencies interviewed felt that compliance to either system and its input requirements would not create a hardship or burden on their agency.
7. One agency felt that the law should be changed to require mandatory compliance to such a system rather than being voluntary. It was felt that voluntary compliance would result in incomplete and inaccurate statistics for the State of North Dakota.

STATE-WIDE SURVEY

A state-wide survey was conducted by mail to all law enforcement agencies excluding those agencies interviewed. The purpose of the survey was to gather volume data to determine file sizes that would be needed for a criminal justice system.

The types of file volumes needed were:

1. Number of felony offenses
2. Number of felony arrests on those offenses
3. Number of stolen vehicles
4. Stolen guns
5. Stolen property items

One hundred seventy nine (179) law enforcement agencies within the state were mailed the questionnaire. Of those, eighty seven (87) agencies returned the questionnaire. This constitutes an approximate 49% return. It was felt after analyzing the agencies that had not responded and their size that probably 95% of the necessary volumes had been reported. Agencies not responding were part time and one man police departments and few, if any, had volumes to report.

The volumes as a result of the survey and interviews, based on a given 12 month period are as follows:

- a. 5,980 annual felony offenses
- b. 2,617 annual arrests on those offenses
- c. 622 stolen vehicles annually
- d. 411 stolen guns annually
- e. 11,897 stolen property items

STATE OF NORTH DAKOTA

BUREAU OF CRIMINAL INVESTIGATION

DIVISION OF THE ATTORNEY GENERAL

ATTORNEY GENERAL
ALLEN I. OLSON

SUPERINTENDENT
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LOCK BOX 1054
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SPECIAL AGENTS
MILTON LENNICK
NOBERT SICKLER
LEO NOVACEK
MERLE HENKE
WILLIAM DOHERTY
IDENTIFICATION
PATRICIA HIGGINS

April 24, 1973

Gentlemen:

The Crime Bureau has been awarded a law enforcement grant to study the feasibility of implementing an automated Criminal Justice System for the State of North Dakota.

The grant provides that Central Data Processing will make this study and submit its findings. In order to determine file sizes it is necessary to know the number of offenses, arrests, stolen vehicles, guns and property in a given period. To obtain these volumes, it will be necessary for you to answer the following questions.

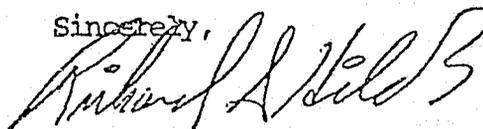
Please fill in the blanks to the questions regarding felonies only and return this letter by May 15, 1973.

1. The approximate number of felony offenses in the past 12 month period occurring in my jurisdiction were _____.
2. The approximate number of arrests made on those offenses were _____.
3. The approximate number of stolen vehicles in the past 12 month period _____.
4. The approximate number of stolen guns in the past 12 month period _____.
5. The approximate number of stolen items (excluding vehicles and guns) in the past 12 month period _____.

A self-addressed envelope is enclosed for your convenience.

Thank you for your cooperation.

Sincerely,



Richard S. Hilde,
Acting Superintendent

REVIEW AND VISIT OF THE MINNESOTA CRIMINAL JUSTICE SYSTEM

The Minnesota Criminal Information System, (MINCIS), was established as a service to all local and state criminal justice agencies. The system was developed as a users' system and all information contained in the system is their information. It is the users' responsibility to keep the files accurate and up-to-date. The system includes:

- A. STATEWIDE MESSAGE SWITCHING - provides the criminal justice agencies with the capability of sending administrative or information messages from point to point. The system also allows the broadcast of messages to groups of agencies or to all agencies for emergency traffic.

Inquiry into all subfiles, described later, can also be done through the message-switching. Since the system numbers all messages received and transmitted by a given terminal, the system allows a terminal, at any time, the ability to get any messages retransmitted to them by a range of message numbers or a range of time in a given day.

At the present time, approximately 24,000 message transactions are handled daily, with projected traffic by year's end at 30,000 messages per day.

- B. ACCESS TO MINNESOTA VEHICLE REGISTRATION AND DRIVERS LICENSE FILES - These two large files are maintained on the Minnesota Central Computers. To provide local criminal justice agencies access to these files, MINCIS maintains a high speed interface to these computers.

The vehicle registration file can be inquired into by either name and birthdate or license number of the vehicle. The driver's license file can be inquired into by name and birthdate or the operator's license number.

- C. NCIC SYSTEM INTERFACE - A high speed line is maintained to provide local agencies with access to computer files maintained by all 50 states at the National Crime Information Center, (NCIC). This also provides a backup set of files for all user agencies.
- D. MINCIS SUB-SYSTEM FILES - All sub-system files and records are established, maintained and controlled by the local user agencies. Users may access all records for inquiry purposes, but only the establishing agency may change or remove their own records.

The files currently on the system are:

- 1. VEHICLE FILES - Equipment which may be included in this file are those vehicles capable of carrying an operator and are motorized (cars, trucks, snowmobiles, motorcycles, etc.)
 - a. Stolen/missing vehicles
 - b. Stolen license plates
 - c. Recovered vehicles
 - d. Impounded vehicles
 - e. Feloniously used vehicles (used in a crime)

An agency may enter onto the file a stolen or missing vehicle, report a recovered vehicle, and modify, clear or cancel any of their own records on the file.

2. ARTICLE FILES - Any property which is identified by serial number (bicycles, cameras, office equip., musical instruments, radio, televisions, etc.)

- a. Stolen/missing property
- b. Recovered property

3. GUN FILES - All guns and munitions identifiable by serial number (rifles, pistols, machine guns, etc.)

- a. Stolen/missing guns
- b. Recovered guns
- c. Held guns (for evidence, inventory, etc.)

Any gun reported stolen or recovered when entered on this file automatically creates a record on the NCIC gun file at Washington.

4. CRIMINAL JUSTICE REPORTING SYSTEM (OBTS) - This system was established to fulfill needs within the criminal justice system, for statistical and management information. This information is made available to aid local and state agencies for daily decision making routines to final long range policy decisions. Secondly, that of tracking offenders through the criminal justice system and providing the current status of each person within the system. This system has been designed in accordance with the guidelines offered by the National Statistical Steering Committee, and LEAA. The system capabilities are:

- a. Incident collection
- b. Uniform crime reporting.

- c. Offender tracking
- d. Statistical analysis
- e. Management information

Systems under development:

- A. PERSON FILES - These files are being established to help fill the need of the officer on the street for information on wanted persons and of those that may be a threat to the officer. The file will be on-line and should be operational by the summer of 1973.

The files will contain information on:

1. Felony warrants
 2. Misdemeanor warrants
 3. Missing persons and attempts to locate persons
 4. Juvenile runaways
 5. Held persons (jail bookings, prisoner inventories, etc.)
- B. COMPUTERIZED CRIMINAL HISTORIES - This system, since it is the most complex of all the systems, will be implemented in three phases and should be operational the first part of 1974.

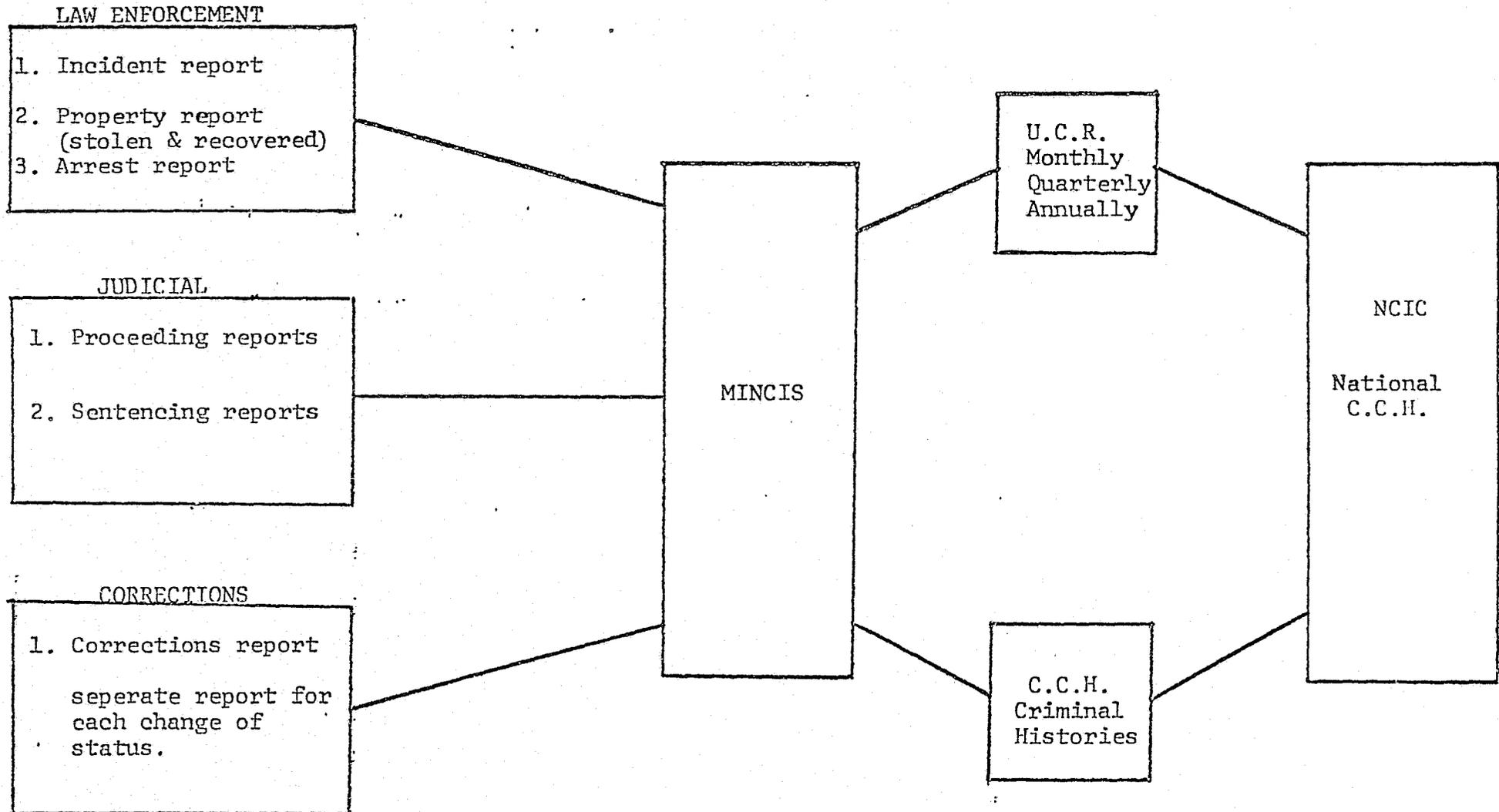
The first phase is that of completing the criminal history entry security system. This program will monitor and control all accesses to the criminal history files in accordance with NCIC concept and policy.

The second phase will be the ability of accessing the NCIC criminal history file for inquiry by all qualified criminal justice agencies.

The third phase will be that of establishing the MINCIS criminal history file and interfacing it with the NCIC file.

Future applications that are presently under development or in planning include:

1. Access to boat and snowmobile registration files
2. Create and maintain stolen/missing boat files
3. Automated Law Enforcement Communication System interface (ALECS) - This system will link eight state systems together for direct inquiry into vehicle registration and drivers license files plus provide the ability to communicate directly with other state law enforcement agencies.
4. Mobile terminal interfaces - small printers that can be installed in individual squad cars and receive transmissions direct from the computer.
5. Updating teletype terminal network - to expand from the present seven circuits to eleven by July 1973 and to nineteen by end of 1973.
6. Expanding output of the criminal justice reporting system (OBTS).



INQUIRING
AGENCY

BOAT AND
SNOWMOBILE
REGISTRATION

MINCIS CENTER

INTRASTATE
TELETYPE
COMMUNICATION

VEHICLE
REGISTRATION
AND
DRIVERS
LICENSE

FUTURE
APPLICATIONS

25

STOLEN,
MISSING,
REPOSSESSED,
IMPOUNDED
VEHICLES-
STOLEN
LICENSE
PLATES

STOLEN
ARTICLES

STOLEN
GUNS

WARRANT
FILE

STATISTIC
(OBT'S)
UCR

CRIMINAL
HISTORY
FILE

N.C.I.C.

N.L.E.T.S.

NATIONAL CRIME INFORMATION CENTER NATIONAL LAW ENFORCEMENT TELETYPE SYSTEM

INTERSTATE STOLEN ARTICLES,
STOLEN VEHICLES, STOLEN GUNS,
STOLEN LICENSE PLATES AND
STOLEN BOAT DATA.

INTERSTATE CRIMINAL
HISTORY INDEXES

RAPID INTERSTATE
TELETYPE
COMMUNICATIONS

FILE COMPARISON

A comparison of files that are maintained at the North Dakota Crime Bureau and those files that a new system could provide are described below.

A. Present files that must be retained

CRIMINAL HISTORY FILES - Federal law requires all criminal history files maintained on a computer must be backed up by a physical file.

INDEX CARD FILE - Needed to reference the criminal history files.

CLASSIFICATION CARD FILE - Needed as a cross reference to criminal history files.

INVESTIGATION CASE FILES - Must be retained for use in court, reference etc.

PISTOL PERMIT, PISTOL SALES AND PISTOL HIT FILES - These files must be retained as required by North Dakota law. Computerizing these files at the local level in the future is recommended.

B. Present files that could be eliminated

WARRANT FILE - This file would be replaced by the computerized warrant file.

DISPOSITION FILE - The OBTS segment of a new system could handle any actions that were not reported by an agency.

STATISTICAL FILE - The statistics from the OBTS and UCR segments would provide necessary statistics.

C. Additional files a new system could provide

COMPUTERIZED CRIMINAL HISTORIES

STOLEN VEHICLE

STOLEN LICENSE PLATES

STOLEN GUN

STOLEN PROPERTY

OUTSTANDING WARRANTS

MISSING PERSONS

HELD PERSONS (Jail counts, etc.)

Access to MOTOR VEHICLE REGISTRATION and DRIVERS LICENSE FILES.

DEVELOPMENT OF A NORTH DAKOTA CRIMINAL JUSTICE SYSTEM

The need for a more complete and comprehensive criminal justice system has been proven within recent years as a result of a rising crime rate. States are beginning to evaluate the performance of their agencies. The federal government implementing new computerized systems is requiring more data from the individual states.

As a result of federal requirements and providing the criminal justice agencies with a more responsive 'tool', many states are implementing comprehensive systems.

North Dakota should consider such a system. Many questions arise as to what type of a system should be considered, who will control it? What will it cost?

A system, in order to be effective, should be designed with the following considerations:

1. The system should meet the needs and requirements of our entire criminal justice community - law enforcement, courts and corrections.
 - a. It should provide management statistical reports for the state and local agencies.
 - b. A criminal history file should be maintained to provide record checking ability. It should be interfaced with the NCIC criminal history file.
 - c. The system should be designed to provide all federal data requirements, namely, Uniform Crime reporting.

- d. The ability to access the North Dakota vehicle registration and driver's license files should be included in the system.
 - e. Stolen/recovered files for vehicles, license plates, guns, property items should be created and maintained for inquiry purposes.
 - f. Files on warrants, missing persons, held persons, jail counts, and prisoner inventories should be maintained.
2. The system should be developed utilizing at least the minimum data elements as adopted by the National Statistical Steering Committee and LEAA.
 3. The system should be designed to allow for necessary future growth and flexibility.

COST ANALYSIS

A. JOINING MINNESOTA CRIMINAL JUSTICE SYSTEM

The MINCIS system, as described in a previous section of this report, is a complete system. It was designed to meet the needs of the State of Minnesota and consideration should be given as to whether their system would satisfy North Dakota needs.

Minnesota has indicated that they would "welcome" North Dakota's participation in the MINCIS system. The computer hardware would have sufficient capacity to handle North Dakota's volume. They feel that North Dakota could benefit by having a complete criminal justice system at a very reasonable cost.

The following points should be considered in addition to the monthly operational costs reflected in Exhibit VII.

1. Space requirements for necessary computer hardware
2. Environmental requirements of the equipment (air conditioning, security, etc.)
3. Staff requirements for office personnel to handle input, coding and processing.

Staff requirements for computer operations, possibly six operators to operate the system on a 24 hour basis.

Field staff requirements for training, (seminars, workshops, personal contacts), corrective analysis and technical assistance.

4. MINCIS personnel expressed they would be willing to train North Dakota personnel extensively. These people would in turn become instructors to North Dakota users.

STATE RADIO

CRIME BUREAU

32

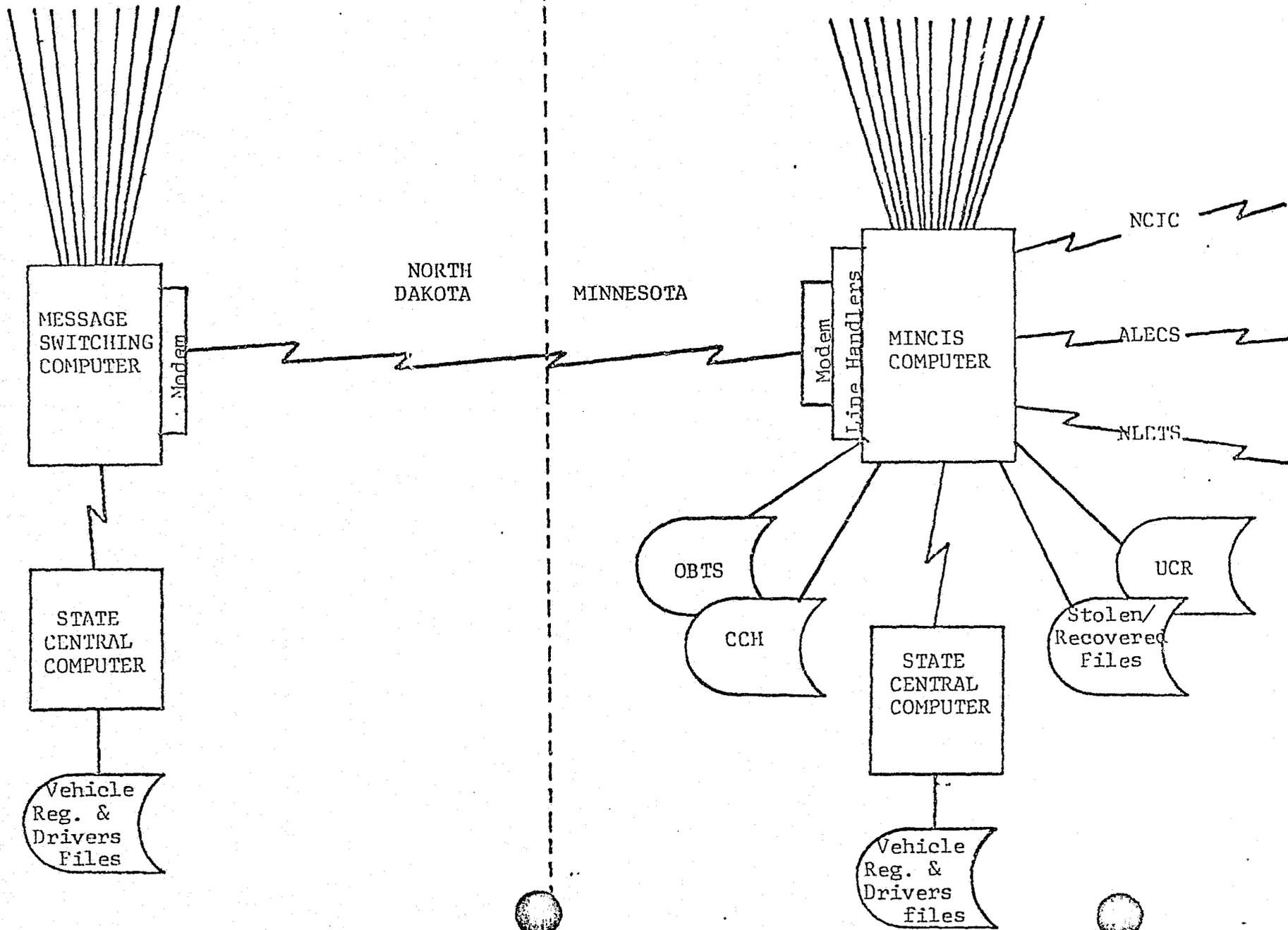


EXHIBIT VI

COST ANALYSIS OF JOINING THE MINNESOTA CRIMINAL JUSTICE SYSTEM

| REQUIREMENTS | MONTHLY COSTS |
|---|----------------------------|
| Space requirements for North Dakota files to be stored on the MINCIS computer (150 million positions) | \$1,500.00 |
| Communication line controller (St. Paul) | 131.00 |
| Modem (St. Paul) | 57.00 |
| Circuit costs (high speed 4800 baud) Deco-telpak circuit | 200.00 |
| or regular exchange circuit | 691.00 |
| Modem (Bismarck) | 57.00 |
| Message-switching computer Central Processing Unit (32K) Disk (5 million positions) Console printer (operational use only) Communication line handler/modem | <u>\$2,500.00-3,000.00</u> |
| ESTIMATED HARDWARE COSTS | \$4,500.00-6,000.00 |
| Operational costs (flat usage fee) Plus 4.5¢ per inquiry into Minnesota vehicle registration and drivers license files | <u>500.00</u> |
| ESTIMATED HARDWARE AND OPERATIONAL COSTS | \$5,000.00-6,500.00 |

B. DEVELOPING A NORTH DAKOTA CRIMINAL JUSTICE SYSTEM

The cost of developing a new system is reflected in two ways. First, the cost of designing the system and second, the monthly operational costs.

The cost of designing a new system and all of the required programs is based on the assumption that the number of programs needed would be similar to the Minnesota system. Also that programs are not available from a computer vendor or from another state and would have to be designed and programmed locally.

The monthly operational costs is based on a configuration of equipment that it is felt would be needed for a minimum of five years.

In addition to design and monthly operational costs, several points should be considered.

1. Staff requirements - A computer operations manager and possibly eight computer operators would be needed to operate on a 24 hour basis, 7 days a week. An increase in office staff would be needed to process, code, and verify the data. A field staff of possibly two people would be needed for training, teaching seminars, workshops, providing correctional analysis and providing technical assistance.
2. Space requirements for the computer equipment.
3. Environmental requirements (air conditioning, security, etc.)
4. Training expenses for office staff, field staff and associated travel expenses.

5. Forms design and cost of printing
- 6.. Preparing the necessary manuals
 - a. Coding, processing manuals
 - b. Training manuals for users
 - c. Manuals for instructors
 - d. Output report manuals
7. Develop procedures for data collection, audit procedures, etc.

NORTH DAKOTA LAW
ENFORCEMENT CIRCUM
CRIME BUREAU

STATE RADIO

EXHIBIT VII
NORTH DAKOTA
CONFIGURATION

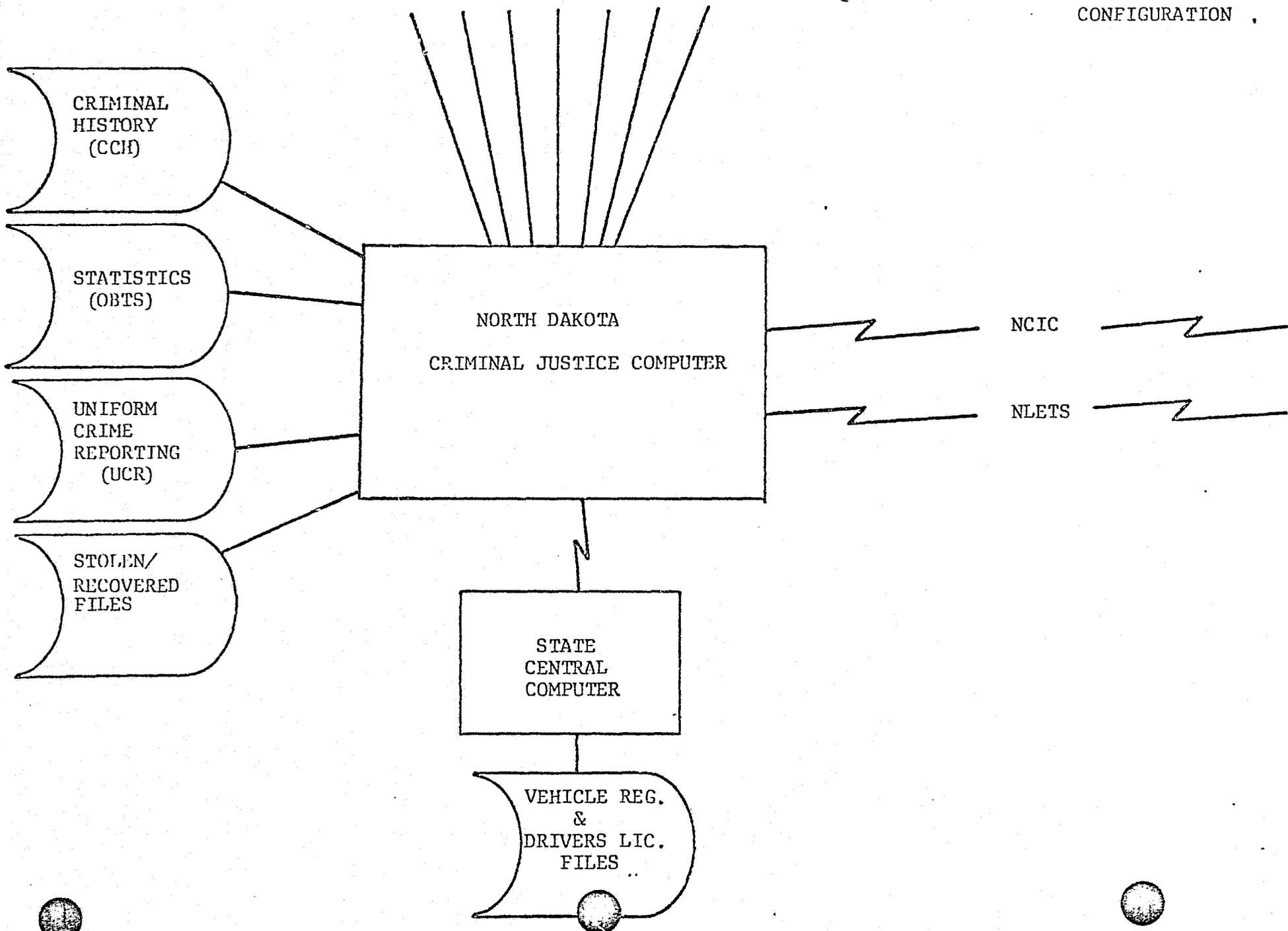


EXHIBIT VIII

COST ANALYSIS OF DEVELOPING A
NORTH DAKOTA CRIMINAL JUSTICE SYSTEM

A. SYSTEM COSTS

The one time, initial cost of designing, programming, testing, and documenting a system is estimated at \$175,000.00.

B. OPERATIONAL COSTS - reflect needed equipment based on discussions with a computer vendor and Northwestern Bell Telephone personnel.

REQUIREMENTS

Computer

Central processing unit (131K)

Disk (210 million storage positions)

3 line controllers

1-National Crime Information Center
line (NCIC)

1-National Law Enforcement Teletype
line (NLETS)

1-State Central Data computer line

Communication adapter

Printer (600 LPM)

Card Reader (800 CPM)

Software packages

Line management control
Data base management

ESTIMATED MONTHLY RENTAL \$12,000.00-14,000.00

Maintenance to system (program changes,
periodic new programs, etc.) 500.00

ESTIMATED MONTHLY OPERATING EXPENSES \$12,500.00-14,500.00

SUMMARY

In our research on criminal justice systems and their related complexities, many questions came up in addition to the basic system and equipment needed to operate it. Questions such as; How will it be financed?, Who is going to control it?, Who will assure complete compliance to it?, etc.

To answer some of these questions, we recommend that the following points be given serious consideration.

1. Have a permanent Criminal Justice Advisory Committee appointed by the governor. This Committee should include representation from law enforcement, judicial, and correctional agencies, both large and small.

The Committee should be in a position to formulate policy. They should also be able to commit their respective agencies and become a communication medium between agencies.

2. Develop a state plan for criminal justice to obtain federal funding.

Two types of federal funds may be available for funding:

- a. Discretionary funding - This is 100% federal funding and requires an approved plan before funding.
- b. Block grants - This is match type funding, and would be available if included in the annual plan to LEAA from the Law Enforcement Council.

An effort should be made to try to obtain funding for increased staffing, implementing a system and even to purchase equipment.

3. Hire a qualified person to coordinate the entire project. The implementation of a comprehensive criminal justice system will require considerable effort.
4. Update teletype network - The existing teletype network which consists of 82 terminals on two (2) nonpolling contention circuits could not handle the increased traffic such a system would impose upon it.
5. Begin to enforce compliance of submitting data from agencies to the Crime Bureau. Compliance by all agencies to new system requirements would be mandatory to assure that it becomes a working, effective system. Compliance to the system would assure accurate up to date information.
6. Training - The training effort by the office staff and the field staff should be considered as an annual budget item to be carried over the life of the system. Training sessions should be held seperately for various types of user groups allowing more time to concentrate on particular segments of the system.

END

7/2/55/1100