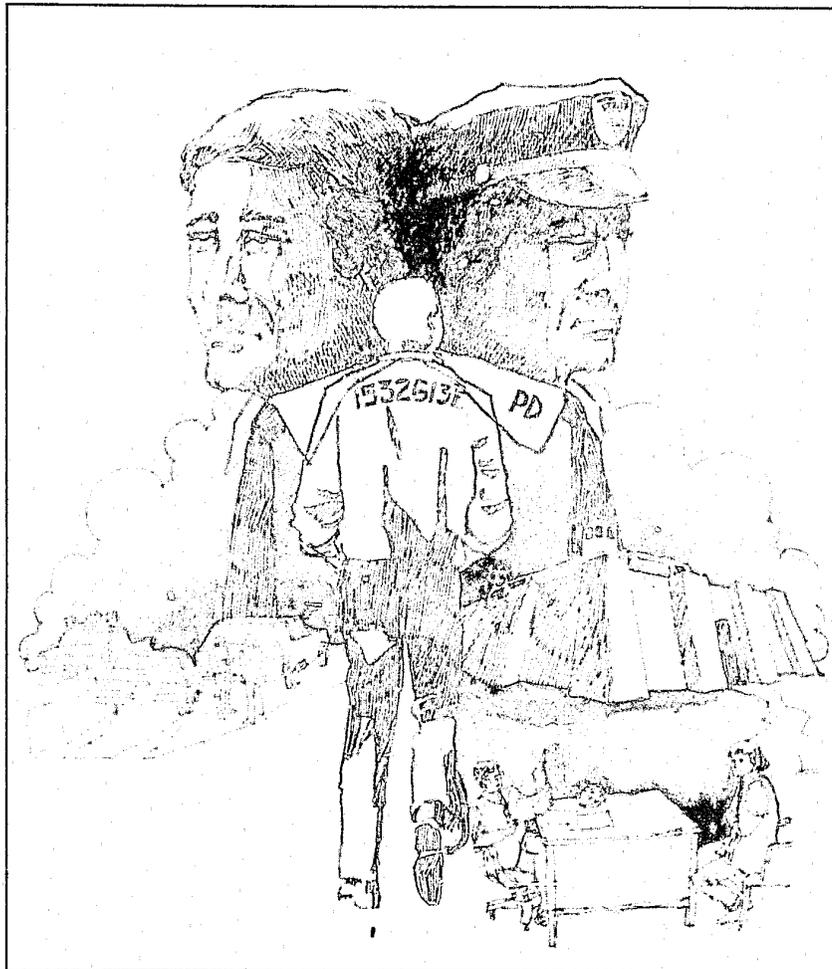


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Texas - Guide for
1976 Regional and Metropolitan
Criminal Justice Plans, 1976



Dolph Briscoe
Governor
State of Texas

Robert C. Flowers
Executive Director
Criminal Justice Division

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**Guide for
1976 Regional and Metropolitan
Criminal Justice Plans**

January 31, 1975

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
Box 1328
Austin, Texas 78767

Dolph Briscoe
Governor
State of Texas

Robert C. Flowers
Executive Director
Criminal Justice Division

Guide for 1976 Regional and Metropolitan Criminal Justice Plans

The regional or metropolitan criminal justice plan serves two basic purposes: (1) to benefit units of local government by providing effective planning to mobilize resources and advance citizen involvement and support and (2) to assist Texas Criminal Justice Division in development of a statewide criminal justice plan.

The documents are expected to identify local problems and needs, establish local goals, and plan a mechanism for goal achievement.

REQUIREMENT 1: The plan must consist of five major sections:

- I. **Crime and Delinquency Problems**—Delineating and analyzing local crime and delinquency problems.
- II. **Criminal Justice System Capabilities**—Describing and discussing existing resources for dealing with crime, including criminal justice system strengths and weaknesses.
- III. **Goals**—Setting forth and discussing goals, strategies, and objectives for reducing crime and delinquency.
- IV. **Evaluation**—Establishing a procedure for measuring the plan's overall effectiveness and evaluating success toward 1974 goals.
- V. **Action Program**—Describing and listing by priority projects directed at achieving goals and objectives shown in Section III.

These five sections provide a framework with which to develop the local plan. This *Guide* sets forth only minimum requirements. Each regional council and metropolitan planning unit is urged to include additional material relevant to its area.

DEADLINES

To allow CJD sufficient time to make maximum use of regional and metropolitan plans, it is necessary that the plans be submitted in sections on staggered dates.

REQUIREMENT 2: Each section must be received by CJD by the close of business on the date shown following:

Section	Date Due Metropolitan Planning Unit	Date Due Regional Council
I.	April 7	April 22
II.		
III.	May 19	June 2
IV.		
Formal Plan Submission (Including Part V)	June 30	July 15

NUMBER OF COPIES REQUIRED

REQUIREMENT 3: Each metropolitan planning unit shall submit two copies of each section of its plan to the appropriate regional council and 25 copies to CJD. Each regional council shall submit 25 copies of each section of its plan to CJD. The action program section is not to be submitted separately but rather as part of the complete plan. *Each page should be numbered.*

PLAN ADDENDUM FOR REGIONAL COUNCILS INCORPORATING METROPOLITAN PLANNING UNITS

REQUIREMENT 4: Each regional council must attach as an addendum to one copy of each submission of its plan the corresponding submission from the appropriate metropolitan planning unit(s).

The regional council may, in accordance with OMB Circular A-95, review and comment on the metropolitan plan.

Metropolitan plan components may fulfill the regional council's requirement for certain data and analysis. The regional council is not precluded from independent analysis of metropolitan problems and needs.

Both metropolitan units and regional councils must identify areas of multijurisdictional concern.

Coordination of regional and metropolitan planning efforts is directed in Requirement 15.

SECTION RECOMMENDATION AND PLAN ADOPTION BY LOCAL ADVISORY AND EXECUTIVE COMMITTEES

REQUIREMENT 5: Submission of each section must be accompanied by one copy of criminal justice advisory committee's resolution or minutes order.

Final submission (the complete plan) must be accompanied by one copy of a resolution or minutes order showing formal adoption by the regional council or metropolitan planning unit executive committee.

I. Crime and Delinquency Problems

A. Planning Area Characteristics

REQUIREMENT 6: Each plan shall include basic demographic data. The regional council shall include such data for the region, for each SMSA it contains, and for each central county(ies) and city(ies) in each SMSA. Regions with no SMSA shall include demographic data for the region and its largest county(ies) and city(ies). Metropolitan planning units shall include data for the county and for all those governments that significantly affect the criminal justice system in the county. Regional councils will be allowed to rely on statistical data provided by appropriate metropolitan planning units for areas covered by the units. (See "Plan Addendum," preceding.)

Demographic data should be correlated to existing crime problems. Geographic, population, and economic characteristics should be noted where appropriate. Statistics about juvenile as well as adult population should be included.

Any part of this section in the 1975 plan may be transposed *where applicable* to the 1976 plan. This allowance should not eliminate update of data in the 1975 plan nor preclude addition of new or more relevant information in the 1976 plan.

B. Crime and Delinquency Problem

REQUIREMENT 7: Each plan shall contain a statistical presentation of the planning area's crime problem, including each index, drug abuse, and critical Part II crime. The regional council shall provide statistical data for the region, for each SMSA it contains, and for the central county(ies) and city(ies) in each SMSA. If there is no SMSA in the region, a statistical presentation of the region and its largest county(ies) and city(ies) shall be required. The metropolitan planning unit shall provide statistical data for the county and for all those governments significantly affecting the criminal justice system in the county. Regional councils will be allowed to rely on statistical data provided by metropolitan planning units for areas covered by the units. (See "Plan Addendum," preceding.)

Sources of data must be identified.

Statistical data must be presented in the following format. The crimes used for examples are not meant to exclude others the planning unit may wish to include.

CRIME										
Index Crimes ¹							Other Crimes ²			
Murder No./Rate ³	Rape No./Rate	Robbery No./Rate	Aggravated Assault No./Rate	Burglary No./Rate	Index Theft No./Rate	Auto Theft No./Rate	Total Index Offenses No./Rate	Other Theft No./Rate	Felony Narcotics ⁴ No./Rate	Gambling ⁵ No./Rate
¹ Index crimes, as defined by and reported to the Federal Bureau of Investigation, <i>Uniform Crime Reports</i> . ² Other offenses of interest locally should be added to this chart. ³ Rate must be calculated in terms of offenses per 100,000 population. ⁴ Based on number of offenses known to police, not on arrests. ⁵ Total of all gambling cases known to police that could be referred to district or county courts.										

REQUIREMENT 8: Analysis of the crime data must follow. The analysis should provide explanations of each rate, factors that may qualify conclusions drawn from the data, and a preliminary identification of crime problems.

Analysis of each type of crime should include for the region and required subdivisions such factors as:

- Possible causes for incidence of the offense.
- Offense characteristics, such as usual time and place of occurrence, and relationship to other types of crime.
- Offender characteristics, such as average age, sex, ethnic background, and previous criminal record.
- Social and economic cost of the offense.
- Trends reflected in comparison with previous statistics and those of other jurisdictions.

REQUIREMENT 9: In addition to analyzing statistics involving the previously identified offenses, the plan must discuss for the region and required subdivisions:

- Organized crime.
- Drug abuse.
- White collar crime.
- Potential for civil disorder.
- Recidivism.
- Juvenile delinquency, including such factors as: (1) number of juveniles arrested, (2) breakdown of juvenile arrestees by offense, age, sex, and ethnic background, and (3) disposition of youths arrested.

REQUIREMENT 10: Section I must include a narrative discussion of the local crime problem in general, including explanation for apparent statistical increases or decreases in crime incidence. Trends should be discussed and supported by the best available data. Community opinion about crime should be discussed. Victimization studies by law enforcement or other agencies should be cited. The overall economic and social cost of crime should be addressed.

In addition to a profile of the region and required subdivisions, the plan may contain descriptions of special crime problems in the region's other jurisdictions. Use of graphs, charts, or other illustrations is encouraged.

REQUIREMENT 11: Each plan shall provide at the conclusion of Section I a specific listing and brief summary of all identified crime and delinquency problems.

II. Criminal Justice System Capabilities

This section should describe and analyze strengths, weaknesses, problems, and needs of the criminal justice system in combatting crime and delinquency problems identified in Section I. It should describe and analyze system resources and activity and should list, document, and discuss system problems and needs. (Needs do not have to be limited to those that can be fulfilled by CJD funding.)

REQUIREMENT 12: Each plan shall describe and discuss system resources, activity, problems, and needs in four subsections: (1) law enforcement, (2) courts, (3) corrections, and (4) coordinated effort of the three criminal justice components as a *system*. All discussions should be supported by the best available data. The use of graphs, charts, or other illustrations is encouraged. If required information is not available, that fact must be noted. At minimum, the following must be addressed, including narrative discussion of identified problems and needs:

Law Enforcement

A. Organization and Structure

1. Briefly address organization and structure of the law enforcement system in the region.
2. Give the number of law enforcement agencies in the region as follows:
 - a. Municipal police agencies.
 - b. Sheriffs' departments.
 - c. Constables' offices.

B. Manpower and Staffing. List and discuss the following information for each law enforcement agency:

1. Number of full-time sworn officers, authorized and actual.
2. Number of reserve or part-time officers, authorized and actual. Indicate type of services provided by reserve and part-time officers.
3. Number of nonsworn personnel, authorized and actual. Indicate type of service provided by nonsworn personnel.
4. Number of patrol or police vehicles authorized and actual.

C. Caseloads and Workloads.

1. Provide by agency the average number of cases, excluding backlog, assigned to a detective officer per month.
2. List by agency the types of responsibilities assigned to each category of personnel.

D. Salary Ranges

1. By city or county population bracket (less than 25,000; 25,000 to 50,000; 50,000 to 100,000; 100,000 to 250,000; and more than 250,000) indicate the *lowest* and *highest* salary paid for each of the following agency and personnel categories:
 - a. Municipal police agencies
 - (1) Patrolman.
 - (2) Sergeant.
 - (3) Lieutenant.
 - (4) Captain.
 - (5) Assistant chief.
 - (6) Chief.

- b. Sheriffs' offices
 - (1) Deputy.
 - (2) Sheriff.
 - c. Constables' offices
 - (1) Deputy.
 - (2) Constable.
- E. Training and Education. By agency:
1. Identify entrance and promotional requirements.
 2. Indicate the number of police officers with associate, baccalaureate, and masters' degrees. If such records are not kept, a statistically valid random sample should be undertaken and results identified.
 3. Indicate whether there is a:
 - a. College incentive pay program.
 - b. Police cadet program.
 - c. Internship program.
 - d. Other attempt to employ and retain persons pursuing or having completed college educations.
- F. Aides and Assistants. Describe by agency resources available, including legal advisors, pathologists, psychologists, consultants, and planners.
- G. Special Programs and Services. Describe by agency special units and programs operating, including helicopter patrols, tactical units, special weapons and tactics units (SWAT teams), crime prevention programs or units, community relations units, juvenile units, and other highly specialized programs.
- H. Communication and Information Systems. For each law enforcement agency indicate whether there is:
1. Landline terminal. If not, indicate arrangements to share terminals.
 2. New radio system implementation. If not, estimate percentage of completion.
 3. Local government computer available. If so, is it used by criminal justice agencies? Which ones?

Judicial Agencies

- A. Prosecution
1. Manpower and Staffing
 - a. By county indicate:
 - (1) Number and type of prosecutors.
 - (2) Number of assistant prosecutors serving each prosecutor's office.
 - (3) Number of investigators serving each prosecutor's office.
 - (4) Number of clerical and secretarial employees serving each prosecutor's office.
 - b. Assistant prosecutors.
 - c. Investigators.
 - d. Secretarial and clerical personnel.
 2. Salary Ranges. By county indicate annual salary or salary range for:
 - a. Each prosecutor, including any supplement.
 - b. Assistant prosecutors.
 - c. Investigators.
 - d. Secretarial and clerical personnel.
 3. Special Programs and Services. Indicate by county whether there are special programs in the prosecutors' offices, such as special crimes or organized-crime units.
 4. Jurisdiction. Indicate type of cases handled by each prosecutor (felony, misdemeanor, civil, juvenile, etc.).

5. Training and Education. Describe training and education opportunities available to prosecutors and their staffs, and indicate number who have participated in each type of training.
 6. Juvenile Justice System. By county indicate which prosecutor's office handles juvenile cases and describe procedures for dealing with cases involving juveniles.
 7. Describe any computerized system used by prosecution. (May be referenced here and described in System section.)
- B. Courts
1. Organization and Structure. Outline the judicial system serving the region, including number and types of courts and judges.
 2. Manpower and Staffing.
 - a. By county indicate the following:
 - (1) Number and type of judges.
 - (2) Number of court coordinators or administrators and identification of courts served by each.
 - (3) Number of clerks and deputy clerks handling criminal papers.
 - (4) Whether there is a pretrial release agency. If so, describe operation and indicate number of interviews.
 - (5) Number of court reporters serving each court.
 - (6) Whether presentence reports are available. If so, indicate who undertakes presentence investigation and describe that responsibility and any others assigned to the person performing such investigations.
 - b. By judge indicate the following:
 - (1) Name of county or counties served.
 - (2) Percentage of time served in each county. (This figure may be determined by statistically valid one-month sample.)
 3. Caseloads. Provide the number of:
 - a. Cases pending in district court on January 1, 1974.
 - b. Cases, including juvenile cases, filed in district court during 1974.
 - c. Dispositions during 1974.
 - d. Cases filed in county court during 1974.
 4. Workloads. By court indicate the number of weeks spent on:
 - a. Criminal docket.
 - b. Juvenile docket.
 - c. Civil docket.

(These figures may be determined by statistically valid sample using docket over a one-month period.)
 5. Salary ranges. By court indicate:
 - a. Salary of each judge.
 - b. Salary supplement of each judge.
 - c. Court coordinator or administrator salary or salary range.
 - d. Salary range for clerks handling criminal papers.
 - e. Salary range for court reporters.
 - f. Salary range for secretarial and clerical personnel.
 - g. Salary range for pretrial-release interviewers.
 6. Court Jurisdiction. Indicate the geographic and case jurisdiction of each court.
 7. Training and Education. Describe training and education opportunities available to judges and judicial employees, and indicate number who have participated in each type of training.

8. Juvenile Justice System. Indicate by county:
 - a. Number and designation of courts handling juvenile cases.
 - b. Number of juvenile cases brought to the court's attention.
 - c. Number of youths received at juvenile court intake.
 - d. Number of youths adjudicated delinquent.
 - e. Number of youths adjudicated in need of supervision.
 - f. Disposition of all court cases involving juveniles, including number of youths:
 - (1) Placed on formal probation.
 - (2) Placed on informal probation.
 - (3) Committed to public institutions.
 - (4) Committed to private institutions.
 - (5) Placed in community residential facilities or in foster homes.
 - g. All adjudicatory alternatives available to the juvenile court.
 9. Describe any computerized systems used by courts. (May be referenced here and described in the Systems section.)
- C. Defense. Indicate by county the following:
1. Description of provision for indigent defense. How are attorneys selected for indigent defense (e.g.: random, speciality, standard bar list, etc.)?
 2. Total funds expended for indigent defense during a one-year period. (Information available from county auditor.)
 3. Number of attorneys appointed for indigent defense during a one-year period.
 4. Average amount per case allowed to attorneys for indigent defense.

Corrections

- A. Community-Based Corrections.
1. Resources. By county indicate type of community resources available to convicted offenders.
 2. Manpower and Staffing. For each agency normally serving the criminal justice system (including adult and juvenile probation departments and youth service bureaus) provide the following information:
 - a. Indication of organizational structure.
 - b. Number and title of professional personnel. (For probation agencies give number of felony officers and misdemeanor officers.)
 - c. Number of secretarial and clerical employees.
 - d. General qualifications of professional personnel, including average experience and educational background.
 - e. Type of career incentives offered, if any.
 3. Caseloads. By agency indicate number of cases assigned to each professional employee (include for each adult and juvenile probation department the average caseload of each probation officer and if department is large also indicate smallest and largest caseload).
 4. Salary Ranges. By agency indicate salary ranges for each type of professional personnel and for clerical employees.
 5. Training and Education. By agency describe kind and amount of preservice, in-service, and specialized training available.
 6. Volunteer Programs. By county identify and discuss volunteer services available to correctional agencies and to adult and juvenile offenders.

7. Clientele. By agency identify type of clientele served, including such factors as average:
 - a. Type of offense committed.
 - b. Age.
 - c. Sex.
 - d. Ethnic background.
 - e. Previous criminal or delinquent background.
 - f. Length of sentence.
 8. Parole Services.
 - a. Describe adult and juvenile parole services available in the region.
 - b. Indicate by county the number of juveniles under formal parole or aftercare supervision during a one-year period.
 9. Recidivism Statistics. For each agency indicate average recidivism rate. Explain how figure was computed. A statistically valid sample of agency clientele may be used.
 10. Describe all computerized systems used by community correctional agencies. (May be referenced here and described in the Systems section.)
- B. Adult and Juvenile Facilities.
1. Organization and Structure. Indicate for each correctional facility, including county and city jails and juvenile detention facilities, the general administrative and staffing pattern. Show staffing pattern on a 24-hour basis. (How many employees on each shift?)
 2. Manpower and Staffing. For each correctional facility:
 - a. Indicate the number and type of employees.
 - b. Provide general personnel qualifications including experience and educational background.
 - c. Identify career incentives offered, if any.
 - d. Indicate average age, sex, and ethnic background of employees.
 - e. For each category of personnel, indicate general responsibilities including any noncorrectional functions performed and amount of time devoted to correctional responsibilities.
 3. Salary Ranges. By agency indicate the range (lowest and highest) of salaries paid to:
 - a. Administrative personnel.
 - b. Custodial personnel.
 - c. Other professional employees.
 - d. Secretarial and clerical employees.
 4. Training and Education. Indicate the amount and type of preservice and in-service training available to correctional personnel in the region.
 5. Volunteer programs. By county identify and discuss volunteer services available to persons detained in adult and juvenile facilities.
 6. Clientele. For each facility provide a profile of persons detained, including:
 - a. Type of offense committed or alleged.
 - b. Age. Adult facilities should indicate whether juveniles are detained there and, if so, how many are detained during a one-year period, and average length of stay for each juvenile detained.
 - c. Sex.
 - d. Ethnic background.
 - e. Previous criminal or delinquent background.
 - f. If convicted or adjudicated, average length of sentence.

- g. If awaiting trial or adjudication, average period of prejudicial detention.
- 7. Special Programs and Services. For each facility describe rehabilitative programs and services, if any, available to inmates, such as:
 - a. Alcoholic abuse programs.
 - b. Drug abuse programs.
 - c. Medical and dental services. (Indicate how provided, if available, and qualifications of those administering services. State whether provided on emergency basis, routine basis, etc.)
 - d. Vocational training.
 - e. Academic education.
 - f. Legal services.
 - g. Religious programs.
 - h. Library services.
 - i. Recreational programs.
 - j. Work or study release programs.
 - k. Counseling services. (Indicate frequency, nature, and type of counseling and whether available to all or selected inmates and whether provision is made for counseling families of inmates. Indicate how participants are selected.)
 - l. Job placement assistance.
- 8. Physical Description. For each facility indicate:
 - a. Date of construction.
 - b. Design capacity.
 - c. Average population. May be determined by a statistically valid sample.
 - d. Maximum population during the preceding year.
 - e. If maximum population exceeds design capacity, number of days during the year overpopulation occurred.
 - f. Facility location (center of city, suburban, rural).
 - g. Per capita cost of daily operation, including at least utilities, staff salaries, and other overhead as well as food and supply costs. Indicate exactly what factors are considered in deriving the daily per capita cost. A statistically valid sample may be used.
- 9. Legal Compliance. Indicate whether facility complies with:
 - a. Title 81, Article 5115, relating to jail standards.
 - b. Section 51.12, Title III, *Family Code*, relating to delinquent children and children in need of supervision.
- 10. Visitation and mail policy. Briefly describe for each facility.
- 11. Describe all computerized systems used by adult and juvenile correctional facilities. (May be referenced here and described in the Systems section.)
- C. Offender Manpower. For each county, identify what resources are available for improving and utilizing offender manpower. Identify each CETA (P.L. 93-203) "prime sponsor" and indicate whether its local plan includes provision for offenders. Describe offender manpower programs funded totally or in part by CETA funds.

System

- A. Describe the region's existing resources for dealing with the crime problem, including a brief overview of the criminal justice system and other community resources.

- B. Discuss the interrelationship of criminal justice system components in the region, citing examples of cooperation and lack of cooperation, if any. Identify areas where closer working relationships might be beneficial toward achievement of crime reduction goals.
- C. Discuss resource gaps, limitations, duplications, problems, and needs.
- D. By county identify and discuss:
 - 1. Criminal justice communication resources available.
 - 2. Criminal justice information services, including number of inquiries into the system, number of reports, number of records on file, and other statistical indicators of system use.
- E. Address resource services available outside the criminal justice system. This section should include discussion of individual citizen involvement as well as community-based involvement.

REQUIREMENT 13: Each planning area shall provide a chart depicting system activity to supplement the discussion in the "system" subsection. The regional council shall prepare a chart for the region as a whole, for each SMSA in the region, and for the central county(ies) and central city(ies) in each SMSA. If there is no SMSA in the region, the required chart will be prepared for the region as a whole and for the largest county(ies) and city(ies) in the region. Metropolitan planning units shall provide such a chart for the county and for all those governments that significantly affect the county's criminal justice system. Regional councils will be allowed to rely on chart data provided by metropolitan planning units for areas covered by the units. The following chart form shall be used for presenting the data.

It is recognized that exhaustive and accurate data are not available in all areas. Data gathered by statistically valid random samples may be used. (For definition of types of information required, see "Explanation of Terms," following the chart.)

CRIMINAL JUSTICE SYSTEM

Year	Index Crime ¹						Other Crimes ²			
	Murder	Rape	Robbery	Aggravated Assault	Burglary	Index Theft	Auto Theft	Total Index Offenses	Other Theft	Felony Narcotics Gambling ³
I. No. of offenses reported										
II. Offense cleared by arrest, no./rate										
III. No. of arrests										
IV. Cases referred to juvenile authorities										
V. Prosecutor acceptance, (offenses/persons) no./rate										
VI. Indictment										
VII. Dispositions total										
A. Guilty total, no./rate										
1. For offense charged										
a. Guilty plea (no./rate)										
b. Court or jury verdict (no./rate)										
2. For lesser offense										
a. Guilty plea (no./rate)										
b. Court or jury verdict (no./rate)										
B. Acquitted (no./rate)										
C. Dismissed (no./rate)										
D. Cases pending, Jan. 1										
E. Cases pending, Dec. 31										
VIII. Adult probation										
A. Granted, no./rate										
1. Previous probation										
2. No previous probation										
B. Revoked, no./rate										
1. Previous probation										
2. No previous probation										
IX. Juvenile probation										
A. Granted, no./rate										
1. Previous probation										
2. No previous probation										
B. Revoked, no./rate										
1. Previous probation										
2. No previous probation										
X. Committed to TDC										
A. Previous commitments as juveniles										
B. Previous commitments as adults										
C. No previous commitments										
XI. Committed to TYC										
A. Previous finding of delinquency										
B. Previous finding as in need of supervision										
C. No previous finding										
XII. Committed to local jail										
XIII. Pending appeal										
A. In jail										
B. On bond										

¹ Index crimes as defined by the Federal Bureau of Investigation, Uniform Crime Reports.

² Other offenses of interest locally should be added to this chart.

³ Include information on those gambling cases that could be referred to district or county courts.

Explanation of Terms Used in "Criminal Justice System" Chart

- I. No. of offenses reported—Total number of offenses reported for each crime.
- II. Offenses cleared by arrest.
 - Number—Total number of criminal offenses known to the police for which at least one arrest was made.
 - Rate—Percentage of criminal offenses known to the police which were considered cleared by an arrest. (For example, if during 1972, 25 murder offenses were reported and 20 were cleared by arrest, the clearance rate would be 80 percent.)
- III. No. of arrests—Number of persons arrested for each specific type of crime.
- IV. Cases referred to juvenile authorities—Number of cases referred to juvenile authorities after a complaint was accepted.
- V. Prosecutor acceptance
 - Number—Total number of complaints and persons presented to the prosecuting attorney for each specific crime.
 - Rate—Percentage of the total number of complaints and persons presented to the prosecutor which were accepted for prosecution.
- VI. Indictment
 - A. No. of complaints—Total number of criminal complaints presented to a grand jury for each specific crime.
 - B. No. of indictments—Total number of indictments for each specific crime.
 - C. Rate of indictments—Percentage of complaints presented to a grand jury which resulted in an indictment being returned.
- VII. Dispositions total—Total number of cases disposed of by all means.
 - A. Guilty total
 - Number—Number of cases disposed of by a guilty verdict.
 - Rate—Percentage of all cases disposed of which resulted in a guilty verdict.
 - 1. For offense charged
 - a. Guilty plea
 - Number—Number of cases disposed of by a plea of guilty to the offense charged.
 - Rate—Percentage of all cases disposed of which were disposed of by the entering of a plea of guilty to the offense charged.
 - b. Court or jury verdict
 - Number—Number of cases in which a guilty verdict was returned by a court or jury upon a plea of not guilty to the offense charged.
 - Rate—Percentage of cases disposed of by a guilty verdict which was rendered after a plea of not guilty to the offense charged was entered before a court or jury.
 - 2. For lesser offense
 - a. Guilty plea
 - Number—Total number of cases in which the court accepted a plea of guilty to a lesser offense.
 - Rate—Percentage of the total number of guilty dispositions arrived at by the acceptance of a plea of guilty to a lesser offense.
 - b. Court or jury verdict
 - Number—Total number of cases in which a court or jury returned a verdict of guilty to a lesser included offense after a plea of not guilty was entered.
 - Rate—Percentage of total number of guilty verdicts that was reached through a court or jury returning a verdict of guilty to a lesser offense after a plea of not guilty was entered.
 - B. Acquitted
 - Number—Total number of not guilty verdicts by court or jury.
 - Rate—Percentage of the total number of cases disposed of in which a not guilty verdict was returned by a court or jury.
 - C. Dismissed
 - Number—Total number of cases dismissed and reasons for dismissal of felonies.
 - Rate—Ratio of number of cases dismissed to total number of cases disposed of.
 - D. Cases pending Jan. 1—Total number of indictments pending as of January 1, 1972.

- E. Cases pending Dec. 31—Total number of indictments pending as of December 31, 1972.
- VIII. and IX. Adult Probation and Juvenile Probation
- A. Granted
 Number—Total number of cases in which probation was granted.
 Rate—Percentage of guilty verdict cases in which the defendant was placed on probation.
1. Previous Probation—Total number of cases in which the person placed on probation had received a probated sentence in a previous case.
 2. No previous probation—Total number of persons receiving probation who had not received a previous probation.
- B. Revoked
 Number—Total number of probations revoked in a one year period.
 Rate—Ratio of the number of probations revoked in one year to the number of probations granted in one year.
1. Previous probation—Total number of probations revoked during calendar year 1972 in cases where the probationer had received probation in previous case.
 2. No previous probation—Total number of probations revoked during calendar year 1972 in which the defendant had not received a previous probation.
- X. Committed to TDC—Total number of persons committed to Texas Department of Corrections.
- A. Previous commitments as juveniles—Number of persons committed to TDC who previously had been committed to Texas Youth Council.
 - B. Previous commitments as adults—Number of persons committed to TDC who had been committed to TDC for a previous offense.
 - C. No previous commitment—Number of persons committed to TDC who had not been committed previously to TDC or TYC.
- XI. Committed to TYC—Total number of juveniles committed to Texas Youth Council.
- A. Previous finding of delinquency—Number of persons committed to TYC custody who had been adjudicated delinquent in a previous case.
 - B. Previous finding as in need of supervision—Number of persons committed to TYC custody who had been found "in need of supervision" in a previous case.
 - C. No previous findings—Number of persons committed to TYC custody who had not been adjudicated delinquent or in need of supervision previously.
- XII. Committed to local jail—Total number of persons committed to local jails.
- XIII. Pending appeal
- A. In jail—Total number of persons who spent time in jail or prison during the pendency of an appeal of the Court of Criminal Appeals.
 - B. On bond—The total number of persons who spent time on bond during the pendency of an appeal to the Court of Criminal Appeals.

REQUIREMENT 14: Analysis of data included in the system chart must follow. This analysis is expected to provide explanations of unusual items, factors that qualify conclusions that might be drawn from the data, description of performance problems the data may indicate, and problems of interaction between system components that the data may indicate or imply.

REQUIREMENT 15: Each metropolitan planning unit and each regional council incorporating metropolitan planning unit(s) must describe how planning efforts are coordinated between the regional council and metropolitan planning unit(s).

REQUIREMENT 16: Each plan must provide at the conclusion of Section II a specific listing of identified system problems and needs.

III. Goals

REQUIREMENT 17: This section must outline multiyear crime-specific goals and annual crime-specific goals, strategies, and objectives for reducing crime in the planning area. The plan may state a number of goals, each of which must be crime-specific.

Definitions

Multiyear Crime-Specific Goal—A quantified achievement, measured as a reduction in the incidence or rate of a specific crime, to be attained within a three-year period.

Annual Crime-Specific Goal—A quantified achievement, measured as a reduction in the rate or incidence of a specific crime, to be attained within a one-year period.

Strategy—A plan designed to assist in achieving a crime-specific goal.

Objective—A quantified result to be achieved by implementing one or more strategies.

Examples of Goal Definitions

Multiyear Crime-Specific Goal—Reduce the incidence of burglary 20 percent by 1978.

Annual Crime-Specific Goal—Reduce the incidence of burglary five percent during 1976.

Strategy—Increase public awareness of the burglary problem and of what citizens can do to help prevent burglary.

Objective—(1) Develop public education units in the police agencies of Thomasville and Harrisburg. (2) Develop crime stop programs in Hither and Yon.

REQUIREMENT 18: Multiyear crime-specific goals must be stated and discussed. The discussion must include reasons for selecting each multiyear crime-specific goal and identify broad alternative strategies for achieving it. The discussion also must show the relationship of each multiyear goal to crime problems discussed in Section I. Each multiyear crime-specific goal should be identified by roman numeral (Multiyear Crime-Specific Goal I, Multiyear Crime-Specific Goal II, etc.).

REQUIREMENT 19: A chart relating annual crime-specific goals, strategies, and objectives must be inserted following the multiyear part of this section. Annual crime-specific goals must, of course, relate to a multiyear goal. They also should be designated by roman numeral (Annual Crime-Specific Goal I, Annual Crime-Specific Goal II, etc.) and must be arranged according to relative importance as established by the advisory and executive committees of the regional council or metropolitan planning unit. Alternative strategies should contribute to reaching the crime-specific goal. They should be identified by capital letters (Strategy A, Strategy B, etc.). Each strategy will have corresponding objectives that should be quantified. Objectives for each strategy are to be designated by arabic numerals (Objective 1, Objective 2, etc.).

In establishing and prioritizing regional or metropolitan goals, consideration of goals in the 1975 Criminal Justice Plan for Texas is encouraged. An example of the required chart follows.

EXAMPLE

Annual Crime-specific Goal by Priority	Strategies	Objectives
I. Reduce the incidence of burglary in the region by 10 percent in one year.	A. Increase police capability to prevent burglary.	<ol style="list-style-type: none"> 1. Develop crime prevention units in the police agency of Ruralsville, Suburbia, and Metropolis. 2. Develop public education units in the law enforcement agencies of This City and That County.
	B. Increase the risk of detection and apprehension of burglary offenders by improving the education and training level of all police officers.	<ol style="list-style-type: none"> 1. Encourage the offering of 240 classroom hours of instruction for each person employed as a police officer in the region during 1976.
II. Reduce the incidence of robbery in the region by 10 percent in one year.	A. Decrease arrest to trial time by improving organization and management of prosecutors' offices in the 876th and 982nd judicial districts.	<ol style="list-style-type: none"> 1. Provide an assistant prosecutor in the 876th judicial district. 2. Provide an investigator for the prosecutor in the 982nd judicial district.
	B. Reduce recidivism by improving correctional services to convicted offenders and adjudicated delinquents.	<ol style="list-style-type: none"> 1. Provide a program offering academic and vocational education in the Kalamazoo County Jail. 2. Provide a volunteer program for assisting juveniles on probation.

REQUIREMENT 20: Each multiyear and annual crime-specific goal must be based on problems identified and documented in Section I. (Reference must be made to page number(s) identifying relevant crime problem.)

REQUIREMENT 21: Each strategy must be based on system problems and needs identified in Section II. Strategies should be selected on the basis of their feasibility, potential cost, and likelihood for contributing to goal achievement. (Reference must be made to page number(s) identifying relevant crime problem.)

REQUIREMENT 22: Each objective must be based on system problems and needs identified in Section II. (Reference must be made to page number(s) identifying relevant crime problem.)

The applicable regional plan may include crime-specific goals, strategies, and objectives contained in a metropolitan plan. The regional council, however, is not

required to include each metropolitan crime-specific goal, strategy, and objective as was required in the *Guide for 1974 Regional and Metropolitan Criminal Justice Plans*. (However, see section "Plan Addendum" in introduction and see Requirement 15.)

REQUIREMENT 23: If the planning unit wishes CJD consideration of any program not included in the *1975 Criminal Justice Plan for Texas*, it must include in this section a complete proposed program description patterned after those of Part V, *1975 Criminal Justice Plan for Texas*.

IV. Evaluation

A. Evaluation of Planning Unit's 1974 Criminal Justice Activities

REQUIREMENT 24: Each regional council and metropolitan planning unit shall evaluate its 1974 criminal justice activities.

Documentation and analysis of regional or metropolitan unit's activities should include the following:

- Extent to which goals identified in the 1974 plan were achieved.
- Assessment of effectiveness of strategies as planning tools.
- Extent to which objectives identified in the 1974 plan were accomplished.
- Analysis of internal or external factors affecting success or failure of regional or metropolitan planning unit to achieve goals and objectives. Discussion of action taken or anticipated to deal with influencing factors.
- Discussion of results achieved but not included as goals or objectives in planning unit's 1974 plan.
- List of projects submitted with planning unit's 1974 plan, identifying those that:

(1) Were funded and amount funded.

(2) Were submitted with plan but did not apply for or receive funds.

Explain.

-Identification of projects submitted to CJD during the year that were not included with plan. Explain why not included in plan. Identify procedures for presenting nonbudgeted projects to local review board. Indicate which were funded.

-List of projects funded by CJD in the region or metropolitan area that have been continued locally. Specify whether funding is at same, increased, or decreased level and explain.

-Extent to which needs identified in Section II were met.

-Explanation of how evaluation results will be used to improve operation of regional or metropolitan planning unit.

B. Method for Evaluating Planning Unit's 1976 Criminal Justice Activities.

To conduct an evaluation that will serve a more concrete and useful purpose, a method must be established. This section should describe the planning area's method for evaluating its activities including the *overall* achievement of goals and objectives contained in the 1976 plan.

REQUIREMENT 25: Each regional or metropolitan planning unit must discuss the steps to be taken and methods to be used in evaluating the units' success or failure. Discussion should include the following:

-Name, position, and qualifications of person(s) responsible for performing evaluation.

-Regional or metropolitan planning units' goals and objectives. This includes but is not restricted to regional or metropolitan crime-specific goals, (e.g., decrease burglary rate, assist local agencies improve their planning processes, increase interagency cooperation).

- Explanation of goal setting process.
- Rationale for goals and objectives not previously discussed in Section III.
- Identification of factors that may affect ability to achieve goals. (This includes socioeconomic characteristics of the population, law revision, economic conditions, etc.).
- Criteria by which success or failure of regional or metropolitan criminal justice program will be measured (e.g., extent of crime reduction, extent of technical assistance provided local agencies and units of local government).
- Description of evaluation methods employed in determining success or failure of the criminal justice program (e.g., comparison of crime statistics, documentation of degree to which problems identified in Section I and II were solved and needs delineated in Section II were met, etc.).

V. Action Program

The action program plan should present projects designed to achieve the planning area's goals for calendar 1976. This element is critical, since the budget for the *1976 Criminal Justice Plan for Texas* will be based to the extent of fund availability on information contained in this section.

This section will be composed of project notification sheets based on programs in the *1975 Criminal Justice Plan for Texas*. Project notification sheets may be prepared for projects not covered by a program description in the *1975 Criminal Justice Plan for Texas* only if a complete proposed program description has been submitted to CJD in accordance with Requirement 23.

REQUIREMENT 26: Taken as a whole, proposed projects that fall within the RBE (see discussion following) shall represent a balance among components of the criminal justice system (police, courts, and corrections) or an explanation for lack of such balance must be included.

The project notification sheet for each anticipated application, including those for continued funding, will tie together the local and state planning and budgeting processes.

The project notification sheet to be used is included on the next page.

REQUIREMENT 27: A separate project notification sheet is to be prepared for each anticipated application. Regional councils may incorporate project notification sheets included in metropolitan plans.

Directions for the Project Notification Sheet

The project notification sheet must be completed in full including the applicable region's number in the top left corner of the sheet (please refer to Appendix for proper four-digit representation.), and

- 1) Identifying with three digits (001, 002, etc.) priority the appropriate regional or metropolitan body has assigned to the project.
- 2) Identifying the crime-specific goal, strategy(ies) and objective(s) to which the project relates.
- 3) Identifying with one letter and two digits (A01, B05, etc.) the program number in the 1975 Criminal Justice Plan for Texas to which the project relates.
- 4) Identifying the proposed applicant—identification must be limited to 15 spaces. Please refer to standard abbreviations in Appendix.
- 5) Identifying the project title—identification must be limited to 15 spaces. Please refer to standard abbreviations in Appendix.
- 6) Identifying numerically (01/01/76, 12/25/76, etc.) the date on which the project would start.
- 7) Identifying numerically the date on which the application is expected to be submitted.
- 8) Identifying anticipated funding.
- 9) Identifying the project as new or continuing. If a continuing project, indicate source of previous funding, grant title, and (if previously funded by CJD) most recent CJD grant number and number of months project has been funded to date of signature.
- 10) Identifying the anticipated number of additional years the project might require CJD funding (excluding calendar year 1976).
- 11) Providing a description of the project and anticipated project accomplishments according to form provided on back of project notification sheet. *CJD will not consider project notification sheets that do not include adequate summaries.*
- 12) Stating whether Subpart E of EEO requirements apply to the agency and, if so, whether the agency has complied with them.
- 13) Verifying that the proposed project fully conforms with the program description shown in Number 3 as to eligibility and fully conforms with existing CJD and LEAA guidelines as to years of funding, minimum grant size, etc., and identifying the date and showing the signature, name, title, and address of the authorized official of proposed applicant and proposed project director. Fixing of a signature means there is intent to make application. *CJD will not consider unsigned project notification sheets.*

FOR AGENCY USE ONLY

Prog. Seq. No. _____

REGION NUMBER: _____

PROJECT NOTIFICATION SHEET

1. Priority _____
2. a) Crime-specific goal _____
b) Strategy _____
c) Objective _____
3. Program Number 75- _____
4. Proposed applicant _____
5. Project title _____
6. Date project to start ____/____/____
7. Date application to be submitted ____/____/____
8. Anticipated funding:
 - a. Criminal Justice Division (Federal & State) \$ _____, _____, _____
 - b. Local Contribution \$ _____, _____, _____
 - c. Total \$ _____, _____, _____
9. This project (DOES/DOES NOT) continue as an existing project. If it does, identify by:
 - a. Funding source: _____
 - b. Grant title: _____
 - c. All CJD grant numbers, if previously funded by CJD: _____
 - d. Number of months project has been funded by CJD: _____
10. Anticipate number of additional years CJD funding will be needed (do not count calendar 1975): _____
11. Project summary and anticipated project accomplishments (to include specific factors as indicated on reverse of this sheet).
12. Subpart E of the EEO requirements (IS/IS NOT) applicable to the agency. If it is, state whether the agency (HAS/HAS NOT) complied with Subpart E of the EEO requirements.
13. We affirm that this proposed project fully conforms with the program description shown in Number 3 above as to eligibility and fully conforms with existing CJD and LEAA guidelines as to years of funding, minimum grant size, etc.

Signature of Proposed Project Director

Signature of Authorized Official

(please print or type) Name

(please print or type) Name

Title

Title

Address

Address

Telephone

Telephone

Date

Date

11. Project summary and anticipated project accomplishments:

A. Goals

B. Methods Envisioned

C. Resources Available and Needed

D. Anticipated Results

E. Provisions for Evaluation

Reasonable Budget Expectation (RBE)

Each planning area shall be given a figure representing its reasonable budget expectation. The RBE is a dollar figure derived by averaging a planning area's percent of state population and percent of reported index crime. This percentage is applied to anticipated LEAA funds available for local projects. The RBE will be given to each planning area as the amount of funds it might *optimally* expect to receive.

For example:

1. Region 2500 has 3.0% of state population
and +2.0% of state crime
 $2 \div 5.0\% = 2.5\%$ average (percentage of total funds a
planning area might expect to receive)
2. If LEAA funds available to units of local government
last year totaled \$20,000,000, then:
 2.5% of \$20,000,000 = \$500,000 (dollar figure)
RBE = \$500,000

REQUIREMENT 28: Each planning area must set priorities for each proposed project within the RBE. Each area may submit project notification sheets on other projects for which it wishes to apply. However, the regional council or metropolitan planning unit should not expect funding for any project that falls outside the scope of the RBE.

The RBE is the *reasonable* budget expectation. The final budget for each planning area *may fall below* the RBE because of (1) an expected decrease in LEAA appropriations and allocations and (2) the requirement that the state develop a comprehensive plan.

Regional—Metro Project Overlap and Multifunded Regional Projects

Some projects in metropolitan areas may have regional implications, and funding on a regional basis will be desirable. CJD guidelines and program descriptions generally will indicate when a regional council will be the preferred applicant.

REQUIREMENT 29: When a project is proposed for regional implementation in regions with metropolitan planning units, an appropriate proration of total project costs to the RBE of each must be made. The regional council must indicate the total project cost on the project notification sheet with a notation of the amount to be allocated to the regional council's RBE. The metropolitan planning unit must include a project notification sheet for the regional project that indicates the share of project cost to be allocated to the metropolitan planning unit's RBE. A notation should be made indicating the project is included in the regional plan.

REQUIREMENT 30: Proposed projects that would serve governments in more than one region must be included in the plan of each participating region. The

applicant region should indicate total project cost and its share. Each participating region should include a notification sheet identifying applicable project cost, and clearly indicating that the project is multiregional and identifying other participating regions.

Continuation Funding

REQUIREMENT 31: All projects for which planning areas seek continued funding and *expect* to be funded must include in the scope of the RBE. Continuation projects will not be funded automatically in the budget process.

COVER SHEETS

Subsection V-A: shall contain project notification sheets, arranged and numbered consecutively by priority, for projects (new and continuation) that fit in the confines of the planning area's RBE. A cover sheet is required listing priority, goal, new or continuation, program number, project title, and requested amount all project notification sheets contained within. (See example of Cover Sheet V-A.)

To be funded, a continuation project must be included in this group.

REQUIREMENT 32: In addition to project notification sheets, the planning unit must include in Subsection V-A a list of any potential continuation projects that meet CJD continuation requirements but are not prioritized in Subsection V-A. Detailed explanation must be given for exclusion of any such project from Subsection V-A.

Subsection V-B: shall contain sheets, arranged and numbered consecutively, for projects that contribute to the planning area's goals and objectives but could not be included because of RBE fund limitations. Projects contained in this subsection will be used primarily as sources of information and may be referred to for funding in 1977, but will *not* be seriously considered for funding in 1976, unless projects in RBE are ineligible, or not submitted, or if it is necessary to produce a comprehensive state plan. Continuation projects *will not* be given special or preferential treatment if included in this subsection. A cover sheet is required listing by goal, new or continuation, program number, project title, and requested amount all project notification sheets contained within. (See example of Cover Sheet V-B.) These projects should be prioritized and numbered, beginning with the next consecutive number of the last project contained in Subsection V-A.

COVER SHEET

V-A

PROJECTS REQUESTED WITHIN THE FUND LIMITATIONS OF THE RBE

Priority No.	Annual Crime-specific Goal No.	New or Cont.	Program No.	Project Title	Requested Amount
1					
2					
3					
4					
5					
etc.					

Include in this subsection a project notification sheet for each requested project falling in the fund limitations of the RBE. List of this cover sheet each project notification sheet contained in this subsection by priority, goal, type of project (new or continuation), CJD program number, project title, and requested amount.

For a continuation project to be funded, it must be included in this group.

In addition to project notification sheets, the planning unit must include in Subsection V-A one or more sheets listing any potential continuation projects that meet CJD continuation requirements but are not prioritized in Subsection V-A. Detailed explanation must be given for exclusion of any such project from Subsection V-A. These projects should be listed on cover sheet V-A and explanations attached following project notification sheets.

COVER SHEET

V-B

PROJECTS THAT FALL OUTSIDE THE FUND
LIMITATIONS OF THE RBE

Priority No.	Goal No.	New or Cont.	Program No.	Project Title	Requested Amount
1					
2					
3					
4					
5					
etc.					

Include in this subsection a project notification sheet for each requested project that *does not* fall in the fund limitations of the RBE. List on this cover sheet each project notification sheet contained in this subsection by priority, goal, type of project, (new or continuation), program number, project title, and requested amount. These projects should be prioritized and numbered, beginning with the next consecutive number of the last project contained in Subsection V-A.

Continuation projects *will not* be given special or preferential treatment if included in this subsection.

Appendix

General Abbreviations

Academy	ACAD	Facility	FAC
Administration	ADM	Group	GRP
Adult	AD	Home	HM
Agency	AG	Identification	ID
Assistant	ASST	Improvement	IMPRV
Association	ASSN	Incentive	INCV
Auto Theft	AUTO TH	Information	INF
		Inservice	INSRV
Burglary	BURG	Interagency	INTAG
		Internship	INTRN
Center	CNTR	Investigator	INV
Citizen Awareness	CIT AW		
City	CY	Judicial	JUD
Civil Disorder	CIV DIS	Justice of the Peace	JP
Closed Circuit TV	CCTV	Juvenile	JUV
Communication	COM	Juvenile Delinquency	JD
Community	COMM		
Community-based	CB	Landline	LNDLN
Comprehensive		Law Enforcement	LE
Offender Man-	COMP	Legal Advisor	LEG ADV
power Program	CONF	Local	LOC
Conference	CONSLD	Management	MGT
Consolidation	CNTRL	Microfilm	MIC
Control	COUNSL		
Counselling	CO	Network	NTWK
County	CRS		
Course	CT	Office	OFF
Court	CR PREV	Officer	OFR
Crime Prevention	CR SCN	Operations	OP
Crime Scene	CR	Organized	ORG
Criminal			
Criminal Justice	CJIS	Parole	PARL
Information System		Personnel	PRSNL
		Planning	PLAN
Defense	DEF	Police	P
Detention	DET	Police-Community	
Disposal (bomb)	DISP	Relations	PCR
District	DIST	Police Department	PD
District Attorney	DA	Prevention	PREV
Delinquent,		Probation	PROB
Delinquency	DEL	Program	PRG
Education	ED		
Employee	EMPL		
Equipment	EQ		

Project	PRJ	Study	SDY
Prosecutor	PROS	Surveillance	SVLC
		Survey	SURV
Radio	RAD	System	SYS
Rape Crisis Center	RAPE CEN		
Records, Recording	REC	Technical, Technology	TECH
Regional	REG	Teletype	TTY
Rehabilitation	REHAB	Training	TRNG
Research	RSRCH		
Retrieval	RETR	Unit	U
		Upgrade	UPGRD
Service	SERV		
Sheriff's Office	SO	Visual Aids	VIS AID
Spanish	SPAN	Volunteer	VOL
Special	SPEC		
Squad	SQD	Youth	YTH

Abbreviations for Regions & Metropolitan Areas

Panhandle RPC	PRPC	0100
South Plains AG	SPAG	0200
Nortec RPC	NRPC	0300
North Central Texas COG	NCTCOG	0400
Dallas Area CJC	DACJC	0411
Tarrant County Metro	TARRANT MET	0416
Ark-Tex COG	ATCOG	0500
East Texas COG	ETCOG	0600
West Central Tex COG	WCTCOG	0700
West Texas COG	WTCOG	0800
Permian Basin RPC	PBRPC	0900
Concho Valley COG	CVCOG	1000
Heart of Texas COG	HOTCOG	1100
Capital Area CO	CAPCO	1200
Austin Metro CJC	AMCJC	1201
Brazos Valley DC	BVDC	1300
Deep East Texas COG	DETCOG	1400
South East Tex RPC	SETRPC	1500
Houston-Galveston AC	HGAC	1600
Golden Crescent COG	GCCOG	1700
Alamo Area COG	AACOG	1800
Bexar Metro CJC	BMCJC	1811
South Texas DC	STDC	1900
Coastal Bend COG	CBCOG	2000
Lower Rio Grande Valley DC	LRGVDC	2100
Texoma RPC	TRPC	2200
Central Texas COG	CTCOG	2300
Middle Rio Grande DC	MRGDC	2400

END