If you have issues viewing or accessing this file contact us at NCJRS.gov.

INDIVIDUAL TECHNICAL ASSISTANCE REPORT

In Response to a Request for Technical Assistance by the

Governor's Council on Criminal Justice Planning
State of New Mexico

November 28, 1972

Prepared by:

Public Administration Service
1313 East 60th Street
Chicago, Illinois 60637

(Per Contract J-LEAA-015-72)

34177

DEPARTMENT OF JUSTICE

T

INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
			NCJRS : ACQUISITION
			LIBRARY
			(OLD) POLICE T.A. REPORTS
			SUBJECT : ASSIST IN DESIGN AND/OR
			PLAN FOR STATE COMPREHENSIVE
			DATA SYSTEM.

- ☐ RECOMMENDATION/COMMENT
- ☐ SEE REMARKS ON REVERSE
- ☐ MAKE COPIES (NO.)
- ☐ RETURN(BY)
- ☐ LOG
- ☐ FILE
- ☐ SEE ME
- ☐ CALL ME
- ☐ NECESSARY ACTION
- ☐ COORDINATE
- ☐ PER INQUIRY
- ☐ INFORMATION

FROM	BLDG.	ROOM
BO Weck		1109
	PHONE 63730	DATE 4.16.76

DOJ

FORM DOJ-359
8-1-74

I. PRELIMINARY INFORMATION

A. Consultant Assigned:

Dr. Charles Friel
Director of Research
Institute of Contemporary Corrections and the Behavioral Sciences
Sam Houston State University
Huntsville, Texas

B. Date Assignment Received:

July 27, 1972

C. Date of Contact with LEAA Regional Coordinator:

July 28, 1972

D. Dates of On-Site Consultation:

October 19, 20, 1972

E. Individuals Interviewed:

(Not reported.)

II. STATEMENT OF THE PROBLEM

A. Problem as per Request for Technical Assistance:

Assistance to the Governor's Council on Criminal Justice Planning in preparing a grant application to establish a Comprehensive Data System.

B. Problem Actually Observed:

(Same as above.)

III. FACTS BEARING ON THE PROBLEM

(Not available.)

IV. POSSIBLE COURSES OF ACTION

(Not available.)

V. RECOMMENDED COURSES OF ACTION

(See attached draft of application.)

STATE OF NEW MEXICO

GOVERNOR'S COUNCIL

ON CRIMINAL JUSTICE PLANNING

STATEMENT OF INTENT TO ESTABLISH A NEW MEXICO CRIMINAL JUSTICE COMPREHENSIVE DATA SYSTEM

Norman E. Mugleston
Director
Governor's Council on
Criminal Justice Planning
Santa Fe, New Mexico

COVER LETTER

Insert the coverletter after the title page. This letter should be addressed to Mr. Jerris Leonard, Administrator of the LEAA, and signed by the Governor. The letter should express the interest of the State of New Mexico in the CDS program and its willingness to implement such a system within the guidelines specified by LEAA and Project SEARCH.

I Introduction to the New Mexico Comprehensive Data System

The State of New Mexico is most anxious to participate in the Comprehensive Data System Program (CDS) of LEAA. The Governor's Council on Criminal Justice Planning is most appreciative of the need for timely and reliable statistical information pursuant to meaningful criminal justice planning and program evaluation. Although the rudiments of a criminal justice information and statistical system exist within the state's justice system, the various systems are not sufficiently integrated to provide the comprehensive level of information associated with the CDS concept.

It is the considered opinion of the Governor's Council on Criminal Justice Planning that the State of New Mexico is uniquely capable to implement the CDS program. This judgment is predicated on several factors including:

- The significant interest and enthusiasm about the program manifested by the New Mexico Judiciary.
- The comparable level of commitment evidenced by the New Mexico State Police.
- The fact that the total number of arrests made in the state per year is not so large as to complicate the initial development of either the CCH or the OBTS system.
- The fact that many criminal justice agencies, frequently administered by local units of government in other states, are administered at the state level in New Mexico (e.g. the courts, adult probation and parole, and juvenile parole).
- The fact that current UCR reporting covers better than half of all law enforcement agencies and over 90% of the population in the state.

- The relative volume of criminal justice activity in New Mexico is not so large as to require massive investment in computer resources initially, allowing for the development of a less expensive and less complicated manual system.

Under the CDS program, New Mexico envisions a State Data Center which will provide the leadership for the four statistical components of the program and will be responsible for interpretation of CDS data, providing statistical support for all criminal justice agencies in the state, the Legislature, and researchers in other public and private agencies. Because of the vital role of the Data Center in the overall development and maintenance of the CDS program, the state is dedicated to the recruitment of highly qualified individuals for the Center. In compliance with LEAA guidelines, applications for the directorship of the Center will be submitted to LEAA for their consideration and counsel. In addition, all employees of the Center will be employed under the state's civil service structure so as to assure the integrity and administrative stability of the Center.

The remainder of this Letter of Intent is organized into three sections including:

- Status of Information and Statistical Systems: A brief description of existing criminal justice information and statistical systems in New Mexico.
- Organizational Objectives of the New Mexico Comprehensive Data System: A detailed discussion of the organizational structure of the New Mexico CDS program, identifying the agencies responsible for the development and maintenance of the various portions of the programs, levels of responsibility and type of interagency interface.
- Implementation Schedule for the New Mexico Comprehensive Data System: A presentation of a detailed task analysis for each component of the CDS program, implementation schedules for each component and projected costs.

II Status of Information and Statistical Systems

Introduction

The purpose of this section is to briefly describe the current status of criminal justice information and statistical systems in New Mexico and to identify those agencies who will be contributors to the CDS program. The section is divided into seven parts, including:

- Law Enforcement Systems
- Prosecutor Systems
- Court Systems
- Local Corrections Systems
- State Corrections Systems
- Probation Systems
- Parole Systems

Law Enforcement Systems

New Mexico law enforcement agencies consist of the New Mexico State Police, 32 sherriffs' departments and 68 municipal police departments. These agencies would be the principal participants in the CDS program. In addition, there are four other state agencies with limited law enforcement authority which are considered only incidental contributors to the CDS program. These agencies include the Departments of Alcoholic Beverage Control and Motor Vehicles, the National Guard, and the State Racing Commission. Approximately 50% of New Mexico's law enforcement agencies contribute to the FBI Uniform Crime Reporting program (UCR). Although this is a small percentage of agencies, the reporting agencies cover most of the population of the state and the majority of reported crimes and arrests.

UCR reporting to the New Mexico State Police is voluntary and is less complete than reporting to the FBI.

New Mexico has a mandatory finger print law, requiring submission of prints to the State Police. Although prints are not received on all arrests, cooperating local agencies cover the majority of arrests in the state. Currently, the State Police receive an average of 50 finger prints a day.

Information systems providing information on individual offenders (RAP Sheets) are currently agency oriented and thus, the completeness and efficiency of each system varies widely. Systems vary from sophisticated microfilm retrieval systems, computerized retrieval systems, and manually posted systems to no systems at all. Today, no comprehensive system exists for efficient transmittal of criminal histories under a uniform format. However, three information exchange networks designed for police utilization are operant and could be used as a basis for a comprehensive criminal history exchange system.

The Law Enforcement Teletype System (LETS) has 23 terminals throughout the state. The city of Albuquerque has a Computerized Information Oriented Network (ACTION) with four online terminals which is essentially a "wanted" system similar to the NCIC. The State Police are developing a Centralized Law Enforcement Automated Network (CLEAN) with the assistance of LEAA.

The FBI NCIC system is heavily utilized by all levels of law enforcement in the state both in terms of entries into the system as well as querries of the system. Presently terminals exist in the State Police Headquarters, the Albuquerque Police Department and the FBI's Albuquerque office.

Prosecutor Systems

The state's system of prosecution consists of the Attorney General office and eleven District Attorney offices corresponding to the eleven judicial districts in the state. The Attorney General is responsible for the prosecution or defense of all cases in the Supreme Court in which the state is a party or has an interest, and is required to prosecute or defend all actions brought by or against any state official or employee acting in an official capacity. Similarly, the Attorney General has jurisdiction in all criminal appeals cases which arise from the District Courts.

The District Attorney's responsibilities include prosecution or defense in all courts of record in his district, in criminal and civil matters, in which the state or any county in his district is involved. With the exception of the District Attorney in the Second Judicial District, (Bernalillo County at Albuquerque) all District Attorneys serve part-time and are allowed to practice law while in office.

Virtually no uniform statistical information is available on the prosecutory activity of the State's Criminal Justice System. Although annual statistical information is provided by some prosecutors, it is not sufficiently complete or uniform so as to be integrated into state-wide tabulations. The OBTS-CCH system will greatly enhance information on the state's prosecutory function.

Court Systems

The state's judicial system is composed of the Supreme Court, Court of Appeals, 24 District Judges organized into eleven judicial districts, fifteen judges of which serve as juvenile judges, and 67 Magistrate Courts. In addition, the 1968 session of the New

Mexico Legislature created the Administrative Office of the Courts to assist in the budgeting of all courts in the state. A similar body was created by the Legislature in 1969, the New Mexico Judicial Council, whose role is to gather statistical information on all aspects of court administration and make appropriate recommendations based upon these studies.

Currently, the judiciary has a rather substantive statistical reporting program providing annual workload summaries on the Magistrate Courts, District Courts, Courts of Appeals and the Supreme Court. Based upon the level of cooperation in the existing statistical program coupled with the judiciary's recognition of the need for a more extensive reporting program, no significant difficulty is anticipated in acquiring the court disposition reporting required in the proposed OBTS-CCH program.

Local Corrections System

According to the National Jail Census - 1970 there are 44 city and county jails which hold inmates over 48 hours. A more in-depth analysis of 54 city and county jails was conducted in 1972 by the Governor's Council on Criminal Justice Planning. Currently no uniform statistical information is gathered on a statewide basis describing either the flow of inmates through the state's jails or the physical and administrative aspects of these facilities. The state's jails vary markedly in internal record keeping procedures such that existing procedures could not support the OBTS-CCH program.

State Corrections Systems

The Penitentiary of New Mexico is one of five functional

divisions of the State Department of Corrections and currently has custody of approximately 750 inmates. The Penitentiary receives committed felons from the District Courts as well as some misdemeanants who are kept at the Penitentiary because of the lack of adequate jail facilities in the associate county of conviction.

Rather comprehensive annual statistics are provided by the Penitentiary describing the flow of inmates through the system and no appreciable difficulties are anticipated in the submission of data to support the OBTS-CCH system.

Probation Systems

Adult probation services are provided under the Adult Probation-Parole Division of the Department of Corrections. The state is divided into five Probation-Parole Districts and case loads are composed of both probationers and parolees. Probation services are directly related to the 24 District Courts, there being virtually no formalized procedures for misdemeanant probation.

Current adult probation statistical reporting is provided by the District Courts as well as by the Adult Probation-Parole Division of the Department of Corrections. Although statistical reporting is less than adequate in terms of comprehensiveness, no substantive problems are anticipated in acquiring the necessary information to support the OBTS-CCH program.

Parole System

As mentioned above, parole services are provided by the Adult Probation-Parole Division of the Department of Corrections. Currently, parole statistics are provided by the Adult Probation-

Parole Division as to reciepts, terminations and average case loads, as well as by the Penitentiary statistics indicating the numbers of inmates released on parole and received as parole violators.

As in the case of adult probation, no significant problems are anticipated in the acquisition of data to support the OBTS-CCH program.

Summary

Pursuant to the information and statistical objectives of the CDS program, the State of New Mexico has certain assets and deficiencies. The level of UCR reporting is good considering the percentage of the population covered by agency contributors. While the Courts, the Penitentiary and Adult Probation-Parole Division have fairly substantive statistical reporting programs, the reporting of jail statistics and prosecution statistics is negligible.

III Organizational Objectives of the New Mexico Comprehensive Data System

Pursuant to the Comprehensive Data Systems Guidelines set forth by LEAA, the State of New Mexico envisions seven organizational objectives which are prerequisite to the implementation of a meaningful and responsive criminal justice information and statistical system. These include:

(1) Identification and functional location of a State Criminal Justice Data Center.

(2) Establishment of an Advisory Group composed of representatives of all criminal justice agencies in the State in addition to citizen representatives and experts from the academic community.

(3) Enactment of a mandatory reporting law which pinpoints the responsibility for the collection, analysis, and dissemination of criminal justice statistical information, including proper statutory provisions both to assure contributor submission of required data and security safeguards to protect the integrity of the system and the privacy rights of individuals involved in the system.

(4) Implementation of a State-wide Uniform Crime Reporting System (UCR), consistent with FBI guidelines, capable of monitoring the incidence of reported crime and arrests in New Mexico in a reliable and valid manner.

(5) Development of an offender teaching system (OBTS) which will describe the flow of offenders through the State's Criminal Justice System, which can simultaneously function to provide criminal history information (CCH) both for in-state agencies and users of the NCIC-CCH system.

(6) Development of an on-going system for the acquisition, analysis, and dissemination of criminal justice management and administrative statistics to serve the needs of the State's Legislative, Executive, and Judicial branches of government.

(7) Establish a consortium of individuals with expertise in a variety of technical areas including statistics, research methodology, operations research, program evaluation, systems engineering, and electronic data processing to support the development and maintenance of subsystems within the Comprehensive Data Systems Program as well as to assist local and state agencies in the planning and development of ancillary informational and statistical systems.

1. New Mexico Criminal Justice Data Center

The first organizational objective of the New Mexico Comprehensive Data System will be to identify and functionally locate the Criminal Justice Data Center. Based upon administrative and political considerations characteristic of the State, the most practical and efficient location for the Data Center would be as an adjunct to the Governor's Council on Criminal Justice Planning, the State's SPA. In this position the Data Center would have a good deal of objectivity with respect to the analysis of criminal justice information and statistics since it would not be in an operational agency. In addition, the Data Center would be in close administrative and functional communication with the State's Criminal Justice Planning Agency which has a vital need for such data for planning and evaluative purposes.

As presently envisioned, the Data Center would have the following responsibilities:

- Work in consort with and provide assistance to the New Mexico State Police in the development and implementation of a State-wide UCR system and an OBTS/CCH system.
- Provide the administrative communications link between the State Advisory Group and contributors to and recipients of the Comprehensive Data System.
- Provide the necessary linkage between the State's Comprehensive Data System and LEAA, both in terms of planning and development of guidelines, as well as submission of data to the national level.
- Work in consort with the State Advisory Group and associated criminal justice agencies to assure the reliability of

data submitted to the system, the system's integrity and the privacy rights of individuals in the system.

- Develop a long range plan for the analysis and dissemination of UCR and OBTS/CCH information which will satisfy the planning needs of local and state criminal justice agencies, the legislature and the various planning divisions of the Governor's Office.

- Develop an on-going statistical system which periodically publishes information on the status of manpower, physical resources, expenditures and administrative aspects of the New Mexico Criminal Justice System.

- Develop the technical capability to support and maintain the New Mexico Comprehensive Data System and assist local and state agencies in the planning, development and evaluation of ancillary informational and statistical systems.

A detailed description of the functional implementation of the objectives of the Data Center is given in the next section.

2. State Advisory Group

A State Advisory Group is considered prerequisite to the successful implementation of the New Mexico Comprehensive Data System. As planned, the Advisory Group will be composed of the following individuals:

- Chief Justice of the Supreme Court
- Representative Criminal District Judge
- Attorney General
- Director of the New Mexico State Police
- Representative Sheriff
- Representative Chief of Police
- Director of the Governor's Council on Criminal Justice Planning
- Representative District Court Clerk
- Representative District Attorney
- Representative of the Legislative Budget Board
- Representative of the State's Data Processing Center
- Citizen Representative
- Director of the New Mexico Department of Corrections
- Representative of the State's Probation System
- Representative of the State's Parole System
- Representative of New Mexico's academic community

The responsibilities of the State Advisory Group will be as follows:

- Review plans developed by the Data Center and State Police pursuant to the development of a UCR system and an OBTS/CCH system and procedures for the acquisition

of criminal justice management and administrative statistics.

- Actively assist in gaining the cooperation of local criminal justice agencies to support the Comprehensive Data System.
- Assist in the development and passage of a mandatory reporting law.
- Advise in the development of and endorse statistical reports of the Data Center.
- Identify and translate to the Data Center the informational and statistical needs of the State's criminal justice agencies.

The implementation schedule for the establishment of the State Advisory Group is provided in the next section.

3. Mandatory Reporting Legislation

During the past legislative session, the Governor's Office introduced legislation that would require regular mandatory reporting of criminal justice information. Although this legislation has not been enacted as yet, it is strongly anticipated that such a statute will be enacted by the next Legislature which will convene in January of 1973. The statute being proposed identifies agencies responsible for the collection of criminal justice information, provides sanctions for delinquent contributors, and allows for adequate administrative procedures to assure meaningful security and privacy policies. Essentially the proposed legislation is based upon the Uniform Statistical Act with modifications necessitated by existing State law and by provisions specified in LEAA's Comprehensive Data Systems Program.

Further detail of the implementation of a mandatory reporting law is provided in the next section.

4. State-Wide Uniform Crime Reporting System

One of the first components of the Comprehensive Data System planned

for implementation will be a State-wide UCR reporting system. The rationale for assigning temporal priority to UCR implementation is as follows:

- UCR is a much less complex system to implement than OBTS/CCH.
- A number of New Mexico law enforcement agencies already participate in the FBI's UCR program.
- Statistics reflecting the incidence of crime are extremely vital in evaluating the efficacy of local, state, and federal crime preventative programs in New Mexico.
- The UCR system can be implemented much more rapidly than the OBTS/CCH system and the generation of crime statistics early in the development of the Comprehensive Data System will lend credibility to subsequent and more complex statistical programs.

The primary responsibility for the development, implementation, and maintenance of the UCR system will be with the New Mexico State Police. However, in the development and operation of the system, the State Police will be working in consort with the following groups:

- FBI: For assistance in initial development of the system.
- UCR Advisory Group: Composed of representative chiefs of police and sheriffs in New Mexico to assist in planning and development of UCR program. Members of this group will be nominated by the New Mexico Chiefs of Police and Sheriffs Association.
- Data Center: State Police will submit UCR data to the Data Center for further analysis and interpretation for planning purposes.
- State Advisory Group: For assistance in gaining contributor cooperation and identification of user needs for UCR information.

The next section presents a detailed description of the implementation schedule for the UCR system.

5. OBTS/CCH System

Probably the most complex portion of the Comprehensive Data System program is the implementation of the OBTS/CCH system. Essentially the New Mexico approach to this system is to define the OBTS/CCH as a single data base from which can be derived either criminal histories or offender tracking statistics. Initially, the approach will involve the manual submission of a common data set (OBTS/CCH) to the New Mexico State Police from the various contributing criminal justice agencies in the State. The data will be edited and stored in a machine readable format.

That portion of the data base pertinent to the NCIC/CCH system will be forwarded to the FBI via the New Mexico NCIC switching capability and updated accordingly. The State Police will not maintain an online computerized in-state CCH inquiry system since this can be handled by the FBI through NCIC/CCH. However they will maintain the manual CCH record.

The OBTS portion of the data base will be stored in machine readable format and will be updated as the offender moves through the system. Software routines will be developed to accomodate the updating requirements and to allow statistical manipulation of the data to satisfy LEAA Statistical Division requirements as well as the data needs of the Data Center. It is anticipated that once the OBTS system contains sufficient actuarial data for analysis purposes, the Data Center will initiate quarterly reports describing the flow of offenders through the system.

Although the State Police have the primary responsibility for the design, implementation, and maintenance of the OBTS/CCH system, multiple levels of interface are required with other groups and agencies, including:

- State Advisory Group: Providing assistance in identification of user needs and the necessary political assistance to assure

contributor participation.

- FBI: Assistance in developing the communications link for CCH transmittal, queries, updating, modifications and system security and audit.

- Data Center: While the State Police will be responsible for the development and maintenance of the OBTS system, the Data Center will be primarily responsible for the detailed analysis of the data for planning and interpretive purposes. It is anticipated that once developed, there will be a great deal of data and communication interchange between the State Police and the Data Center.

- LEAA: The State Police will submit to LEAA on a periodic basis individual OBTS records for use in the national statistical system.

A detailed description of the implementation schedule for the OBTS/CCH system is presented in the next section.

6. Management and Administrative Statistics

The New Mexico plan is appreciative of the fact that adequate statistics on criminal justice manpower, administration, financing and physical resources are prerequisite for efficient planning and evaluation. The Data Center will have primary responsibility for the design, implementation and maintenance of this statistical system. It is the State's intention under this plan to gather management and administrative statistics consistent with LEAA guidelines so as to be able to contribute to the national reporting system as well as be able to conduct comparitive studies with states of comparable geopolitical composition. In implementing this statistical system the Data Center will interface with the following groups and agencies:

- State Advisory Group: For identification of user needs and for assistance in contributor cooperation.

- LEAA: For data guidelines and procedures for data submission to the national level.

- Governor's Council on Criminal Justice Planning: Identification of management and administrative data needs for planning purposes.

A detailed implementation schedule for the management and administrative statistics portion of the program is given in the next section.

7. Technical Assistance Program

The final portion of the New Mexico Comprehensive Data System will be the development of a consortium of experts under the direction of the Data Center capable of providing technical assistance to criminal justice agencies. The types of capabilities envisioned under this program include, but are not necessarily limited to:

- Statistics
- Research Methods
- Operations Research
- Program Evaluation
- Systems Engineering
- Data Processing
- Management Sciences

The primary emphasis of the program will be to provide the necessary expertise to maintain the Comprehensive Data System. Essentially this will involve assisting local and state level criminal justice agencies which are either contributors or recipients of the UCR, OBTS/CCH and Management-Administrative statistical programs.

The secondary goal of the Technical Assistance Program will be to assist agencies involved in criminal justice programs outside the immediate purview of the Comprehensive Data System Program. This would include such activities as assisting agencies in the design of procedures for program evaluation, devising more efficient record keeping procedures, assistance in the design of new management techniques, advising in the procurement of computer hardware, etc. Under this portion of the program the staff of the Data Center would not actually perform the evaluation or research, rather, they would work with the agency in an advise and consent capacity.

A detailed implementation schedule for the Technical Assistance Program is provided in the next section.

Summary

The figure on the next page depicts the organizational structure of the New Mexico Comprehensive Data System indicating the agencies responsible for the implementation of the various programs within the system and the associated levels of communication.

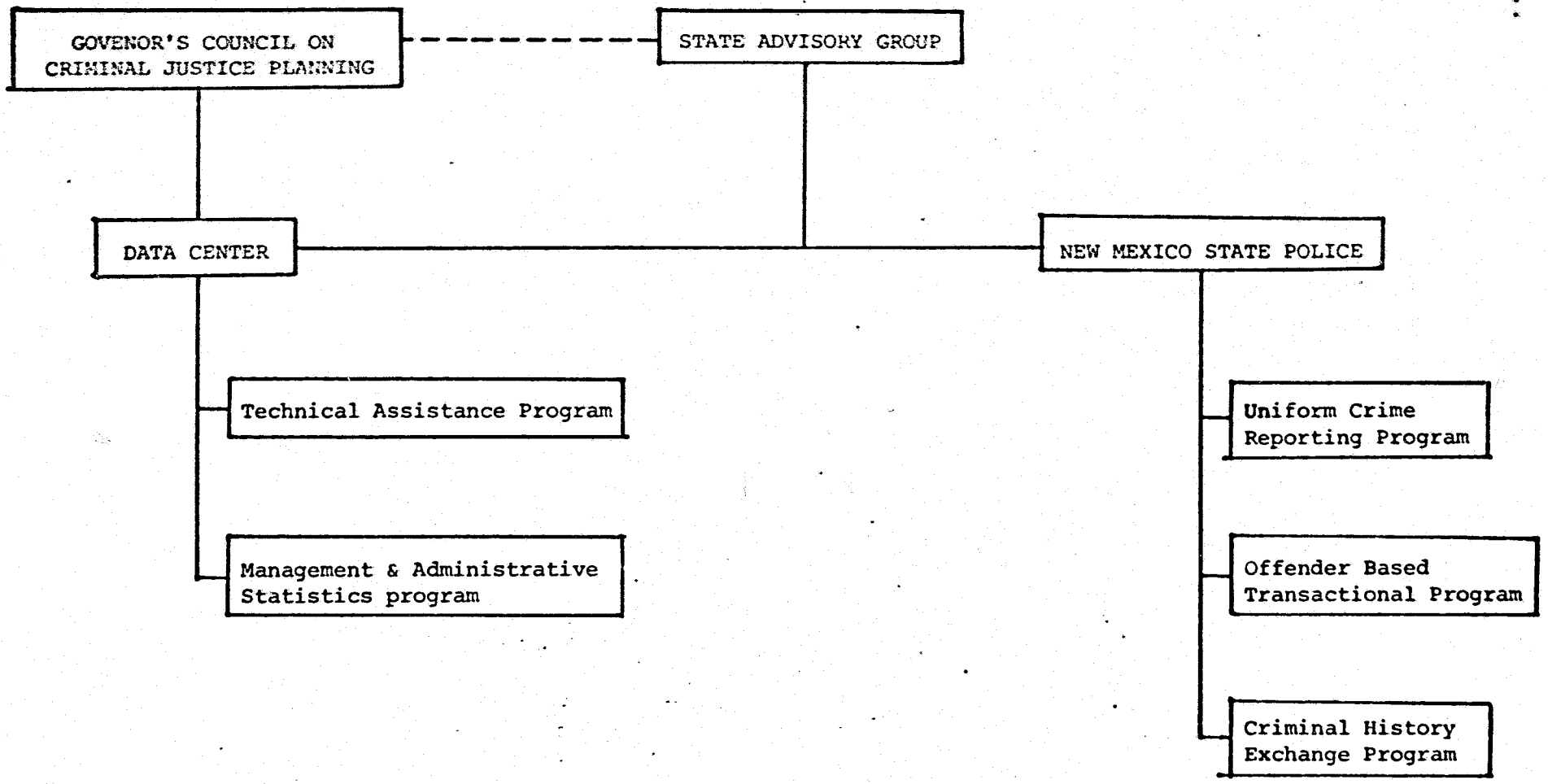


Figure 1. Organizational Structure of the New Mexico Comprehensive Data System.

IV Implementation Schedule for the New Mexico Comprehensive Data System

There are seven functional objectives in the New Mexico Comprehensive Data System Program, including:

- Establish New Mexico Data Center
- Establish State Advisory Group
- Establish a mandatory reporting law
- Establish a State-wide UCR Program
- Establish a OBTS/CCH Program
- Establish a Management-Administration Statistical Program
- Establish a Technical Assistance Program

The purpose of this section is to provide a detailed milestone schedule and estimated cost for each of these objectives. Each objective is defined in terms of a description of the associated tasks, approximate number of months required for achievement, and projected personnel requirements. Finally, a summary is presented which shows the integration of all seven objectives and the chronology of their implementation.

Establish New Mexico Data Center

Project Period: 12 Months
Projected Cost: $50,000

The first objective of the New Mexico Comprehensive Data System will be to establish the Data Center as an adjunct to the Governor's Council on Criminal Justice Planning. Initial staffing will require a Director, with administrative experience and statistical expertise, one technical assistant and one secretary. The staff of the Data

Center will be hired by the Governor's Council on Criminal Justice Planning, with the position of the Director subject to the approval of LEAA.

The initial tasks of the Data Center will be as follows:

(1) Hire staff

(2) Establish communications with the New Mexico State Police pursuant to the development of a mandatory reporting law, UCR, OBTS/CCH program and establishment of the State Advisory Group

(3) Identification of members and functional responsibilities of State Advisory Group

(4) Convene initial meeting with the State Advisory Group

(5) In consort with State Advisory Group draft legislation for mandatory reporting law

(6) Introduce and seek passage of mandatory reporting law

As indicated in the Figure on the next page these six tasks are scheduled for completion within the first ten months after the Data Center is established.

Establish State Advisory Group

Project Period: 24 Months
Projected Cost: Cost considered in budget of Data Center

The State Advisory Group will be selected by the Governor's Council on Criminal Justice Planning, its membership to be approved by the Governor. It is anticipated that they will meet on a monthly basis during the first year after the establishment of the Data Center and their primary tasks during this period will be:

(1) Draft mandatory reporting legislation

(2) Develop and distribute educational materials explaining the purpose and utility of the proposed legislation

(3) Introduction of proposed legislation to the Legislature

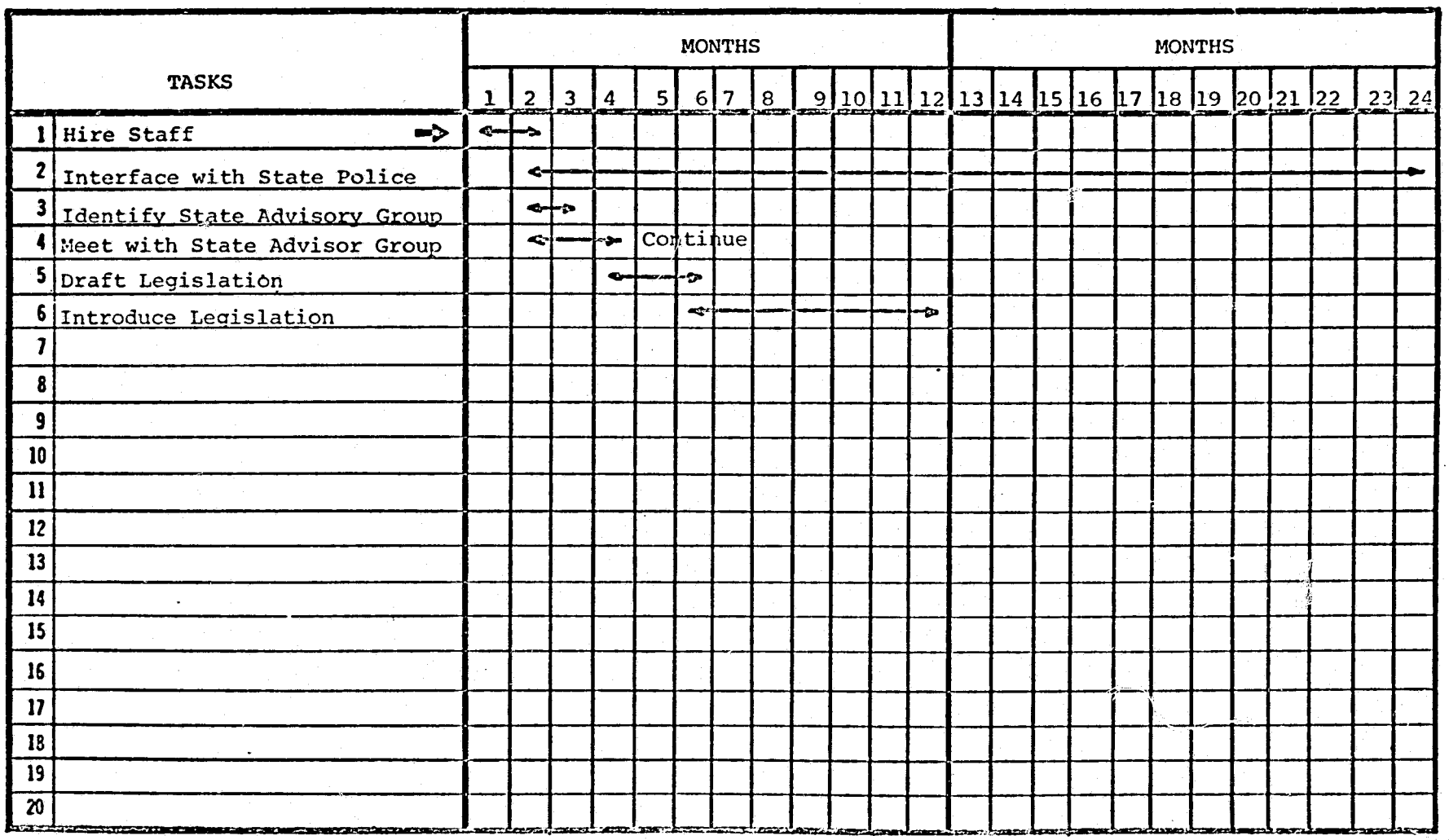


Figure 2. Implementation Schedule for the Establishment of the State Data Center

(4) During the last three months of the first year begin work with the New Mexico State Police in developing the UCR program

(5) Assist State Police in development of OBTS/CCH

Establish Mandatory Reporting Law

Projected Duration: 6 Months
Projected Cost: Considered in budget of Data Center

The mandatory reporting law will be drafted by the State Advisory Group and the Data Center and introduced at the next regular session of the New Mexico Legislature, to convene in January 1973. Expected duration from introduction to passage is estimated at six months. The legislation to be proposed is similar in content to the Uniform Statistics Act with some modifications necessitated by LEAA guidelines and geo-political characteristics of the State of New Mexico.

Establish State-Wide UCR Program

Project Duration: 24 Months
Project Cost: $60,000

The development of a UCR program will entail 20 tasks over a period of two years. The tasks are as follows:

(1) Initial staffing consisting of a Director (Officer of the New Mexico State Police), two staff officers and one secretary

(2) Establish a UCR Steering Committee of seven persons nominated by the New Mexico Chiefs of Police and Sheriffs Association. Members will represent both police and sheriffs departments from urban and rural areas of the State.

(3) Consultation with FBI representatives for assistance in planning and implementing UCR.

(4) Acquire forms and procedures manuals of the thirteen states that have state-wide systems in addition to visiting three states with manual UCR systems

(5) Analyze in detail prior UCR information submitted to the FBI by New Mexico agencies so as to become familiar with extent of prior reporting to the national system

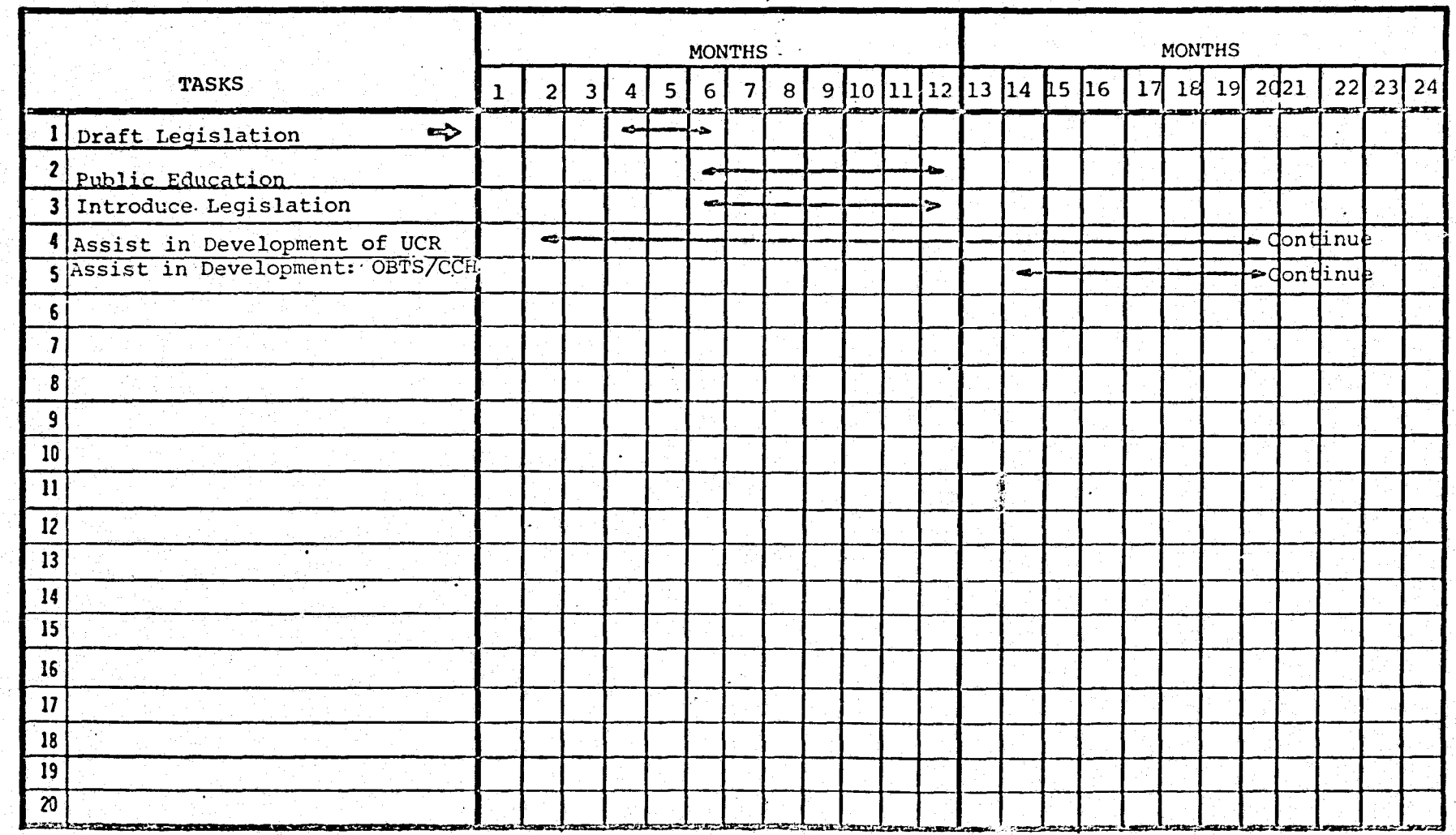


Figure 3. Implementation Schedule for the State Advisory Group.

(6) Develop prototype forms and procedures manuals for data submission

(7) Develop a model for a pilot study to test forms and procedures. The pilot will include both urban and rural agencies within one planning region of the State

(8) Print prototype forms and procedures manual

(9) Hire four field staff officers

(10) Train the field staff as to the UCR forms, procedures and model for pilot study

(11) Implement field training for pilot study

(12) Implement pilot study

(13) Evaluation of the pilot study in conjunction with FBI, Data Center and State Advisory Group

(14) Modification of UCR system based upon evaluation

(15) Begin state-wide field training

(16) Implement UCR program state-wide

(17) Analyze first six months of UCR data

(18) Evaluate state-wide program

(19) Modification of program based upon evaluation

(20) Publication of first twelve months of UCR data

The UCR forms and procedures to be developed by New Mexico will be very similar to that already developed by the FBI. This direction was chosen since it will have the greatest transfer effect for agencies which already contribute to the national system.

Establish an OBTS/CCH Program

Project Duration: 24 Months
Projected Cost: $140,000

As mentioned above the New Mexico OBTS/CCH program will initially be a manual submission system into a common data base. The CCH component will be forwarded to the FBI through the State Police Switch

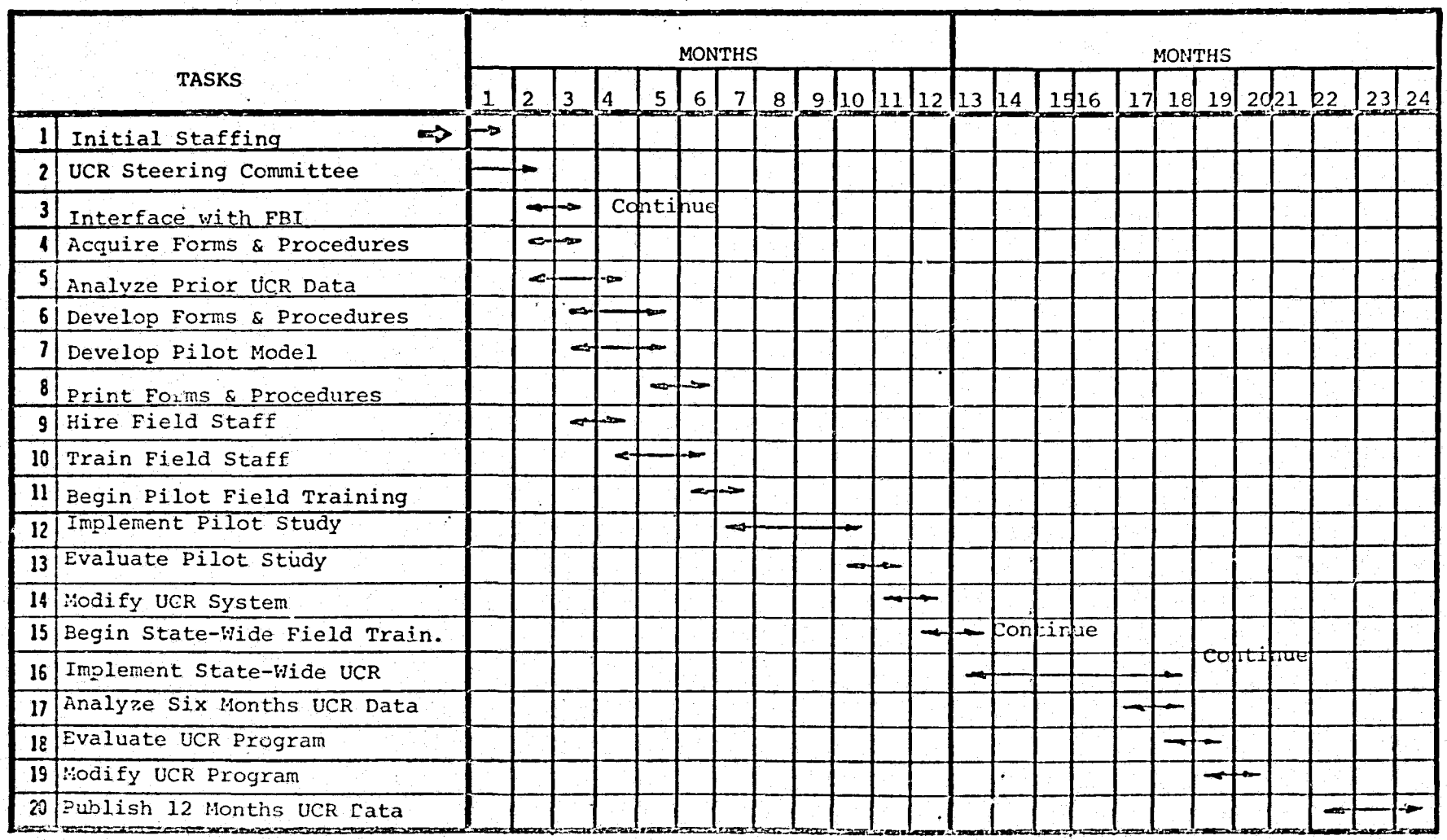


Figure 4. Implementation Schedule for State-Wide Uniform Crime Reporting.

in conformity with NCIC/CCH guidelines. The OBTS portion of the data base will be stored in machine readable form for subsequent computer analysis.

Twenty-four tasks are anticipated in the development of the OBTS system extending over a 24-month period. These tasks include:

(1) Initial staffing consisting of a Director (Officer in the New Mexico State Police), two staff officers and one secretary

(2) Specification of OBTS/CCH data elements including as a minimum those specified by LEAA-Project SEARCH and NCIC/CCH as well as those additional items of information which would be of interest or peculiar to the system needs of New Mexico

(3) Identification of all agency contributors and users of the OBTS/CCH system

(4) Examination of other states which have developed an OBTS/CCH system. This will include acquisition of these states' forms and procedure manuals as well as visitations to three states.

(5) Development procedures for the acquisition of the OBTS/CCH information from agency contributors which in the initial New Mexico system will be in a manual mode

(6) Develop procedures manuals and forms for the OBTS/CCH system

(7) Print procedures manuals and forms

(8) Development of internal procedures for the receiving, editing, processing, storage and retrieval of the OBTS/CCH data within the New Mexico State Police

(9) Development of hardware and software systems for transmission of CCH to the FBI via NCIC/CCH

(10) Develop software for the statistical analysis of OBTS data

(11) Develop procedures for a quality control system to assure the reliability of the OBTS/CCH data

(12) Develop policies and procedures to assure the security of the system and privacy rights of individual offenders whose data is in the system

(13) Develop a model for the pilot implementation of the OBTS/CCH system

(14) Hire four field staff officers for field training

(15) Train field staff officers on OBTS/CCH procedures and forms for OBTS/CCH

(16) Implement field training for pilot. (Probably to be initiated in one judicial district, there being 13 districts in the State)

(17) Implement pilot study for four months

(18) Evaluation of pilot study

(19) Modification of OBTS/CCH system

(20) Initiate state-wide field training (using OBTS/CCH field staff in addition to UCR field staff)

(21) Implement OBTS/CCH on a state-wide basis bringing-up two judicial districts per month, total implementation requiring six months

(22) Evaluation of OBTS/CCH after eight months

(23) Modification of system based upon the results of the evaluation

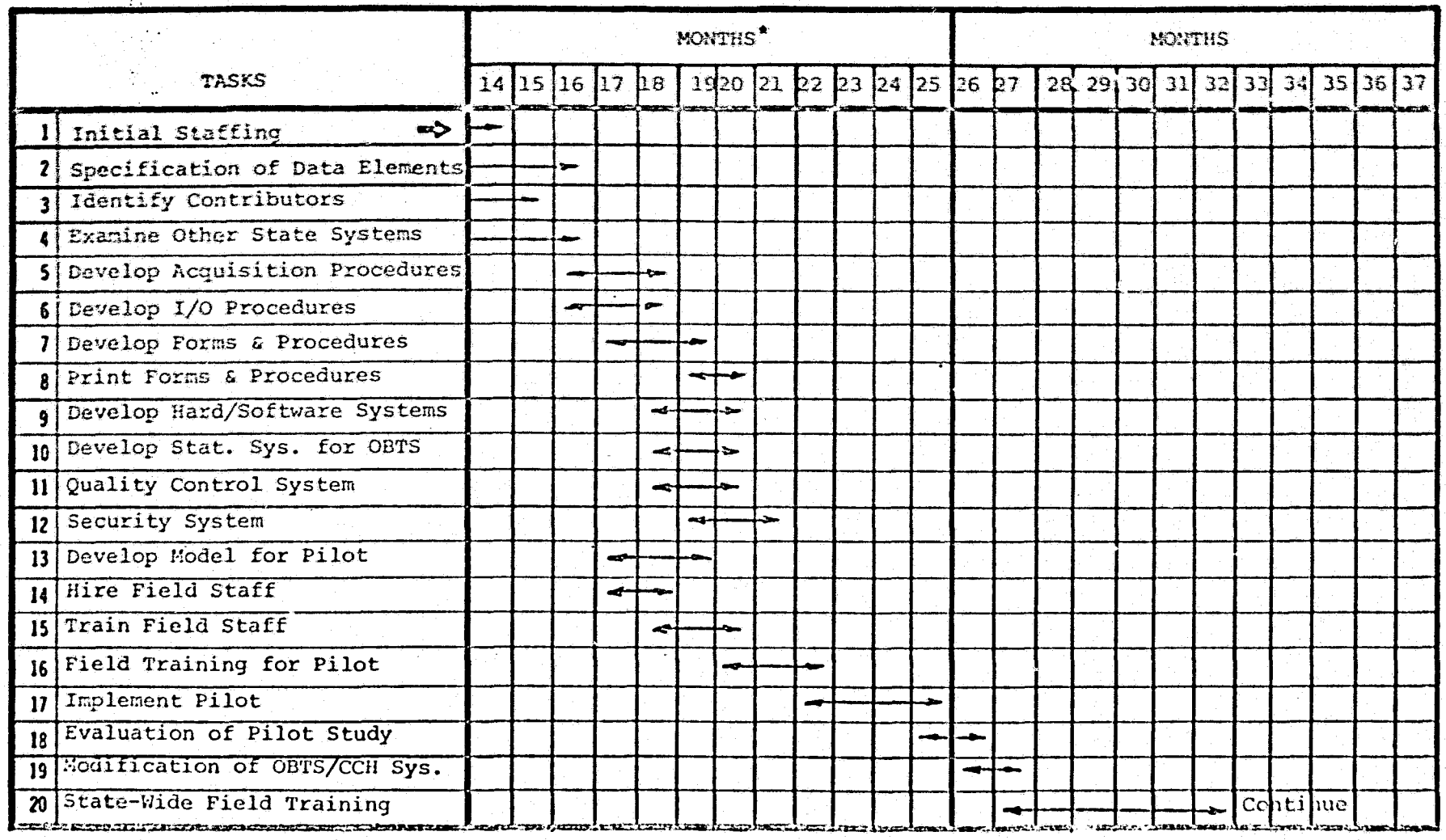
(24) Publication of available OBTS/CCH statistics

The Figure on the following page outlines the implementation schedule for the New Mexico OBTS/CCH system.

Establish Management and Administrative Statistics Program

Project Duration: 14 Months
Projected Cost: $25,000

New Mexico envisions the Management and Administrative Statistics Program as a two component system; one involving statistics gathered on an annual basis dealing with the more variable aspects of the criminal justice system, the other component involving statistical surveys implemented only every three to five years describing less variable aspects of the criminal justice system. The former system



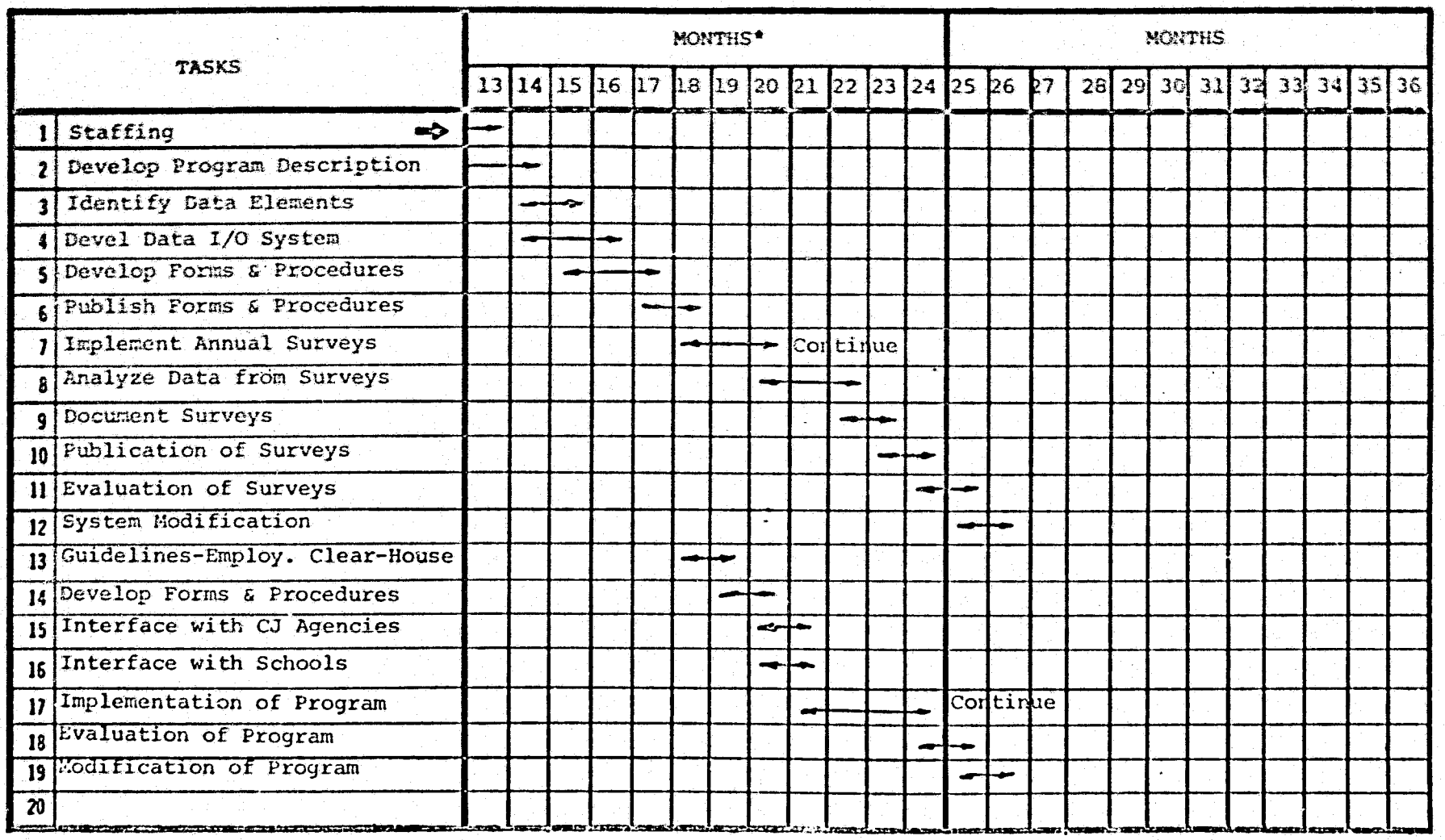
*Development of the OBTS/CCH Program will begin 14 months after the establishment of the Data Center.

Figure 5. Implementation Schedule for the OBTS/CCH Program.

	TASKS	MONTHS*												MONTHS											
		28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
1	Implement OBTS/CCH State-Wide	→	→	→	→	→	→	→	Continue																
2	Evaluation of OBTS/CCH									←	←	→													
3	Modification of OBTS/CCH										←	→	→												
4	Publication of OBTS/CCH Data										←	→	→												
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
17																									
18																									
19																									
20																									

* Development of the OBTS/CCH System will begin 14 months after establishment of the Data Center.

Figure 5(con't.). Implementation Schedule for the OBTS/CCH Program



*Development of the Management and Administrative Statistical Program will begin 13 months after the establishment of the Data Center.

Figure 6. Implementation Schedule for the Management and Adminisrative Statistical Program.

would involve but would not be limited to annual surveys in such areas as:

- Operating and capital expenditures of all criminal justice agencies in the State
- Description of manpower status and turn-over in all criminal justice agencies
- Description of current starting and ingrade salary levels in all criminal justice agencies

The latter system will involve surveys conducted over more extended periods of time (i.e., every three to five years) including such areas as:

- Statistical description of juvenile and adult correctional institutions
- Hiring, advancement and fringe benefit policies of all criminal justice agencies
- Descriptive statistics of the educational and employment histories of criminal justice employees at all levels of government
- Statistical description of the status of equipment and facilities in all criminal justice agencies

In addition the State Data Center, under the Management and Administration Statistical Program, will set up a clearinghouse for criminal justice employment. This program will develop a directory of agencies seeking applicants as well as a directory of individuals seeking criminal justice employment in New Mexico. The program should vastly improve the recruitment activities of all criminal justice agencies in the State, particularly local agencies.

Nineteen tasks are envisioned in the implementation of the Management and Administrative Statistics Program:

(1) Initial staffing will involve a research associate with statistical expertise and one secretary to work under the Director of the State's Data Center

(2) Develop program description of annual statistical surveys and long range statistical surveys

(3) Identification of data elements for annual statistical surveys

(4) Develop data acquisition systems or annual statistical surveys

(5) Develop forms and procedures for annual statistical surveys

(6) Publish forms and procedures for annual surveys

(7) Implement annual statistical surveys

(8) Analyze data of surveys

(9) Document surveys

(10) Publication of surveys

(11) Evaluation of surveys with assistance of State Advisory Group, LEEA representatives and contributors

(12) System modification

(13) Develop guidelines for Employment Clearinghouse Program

(14) Develop forms and procedures for program

(15) Communication with criminal justice agencies as to the operation of program

(16) Communication with colleges and high schools as to the operation of program

(17) Implementation of program

(18) Evaluation of program

(19) Modification of program based upon evaluation

The Figure on the next page outlines the milestones associated with the implementation of the Management and Administrative Statistics Program and the Employment Clearinghouse Program.

Technical Assistance Program

Project Duration: 12 Months
Projected Cost: $40,000

The Technical Assistance Program will be administrated by the State Data Center and will have the primary objective of assisting local and State criminal justice agencies in supporting the Comprehensive Data System. A secondary objective will to be assist these agencies in technical developments only indirectly related to the Comprehensive Data Center.

Essentially this program will involve the hiring of technical staff by the Data Center aside from those personnel already employed to support other programs administered by the Data Center. In addition, the Data Center will identify individuals both within and outside the criminal justice system who could serve as technical assistants on a part-time or consultant basis. It is anticipated that this dual approach will yield a consortium of individuals with composit skills in a variety of technical areas including, statistical methods, data processing research methodology, telecommunications, criminal identification, management, record keeping systems, program evaluation, etc.

Under current planning the Technical Assistance Program would not be implemented until the second year of the Comprehensive Data System Program, since it would not be until this time that local and State agencies would begin to require such assistance.

The implementation of the Technical Assistance Program will involve the following tasks:

(1) Identification of agency technical needs not currently met by the State Police, criminal courts system, professional organizations, etc.

(2) Identification of types of staff required to provide such technical assistance. This will include identification of full-time staff as well as part-time and consultant staff.

(3) Hire technical staff

(4) Development of long range strategy for technical assistance

(5) Development of procedures for delivery of technical assistance

(6) Implement program of technical assistance

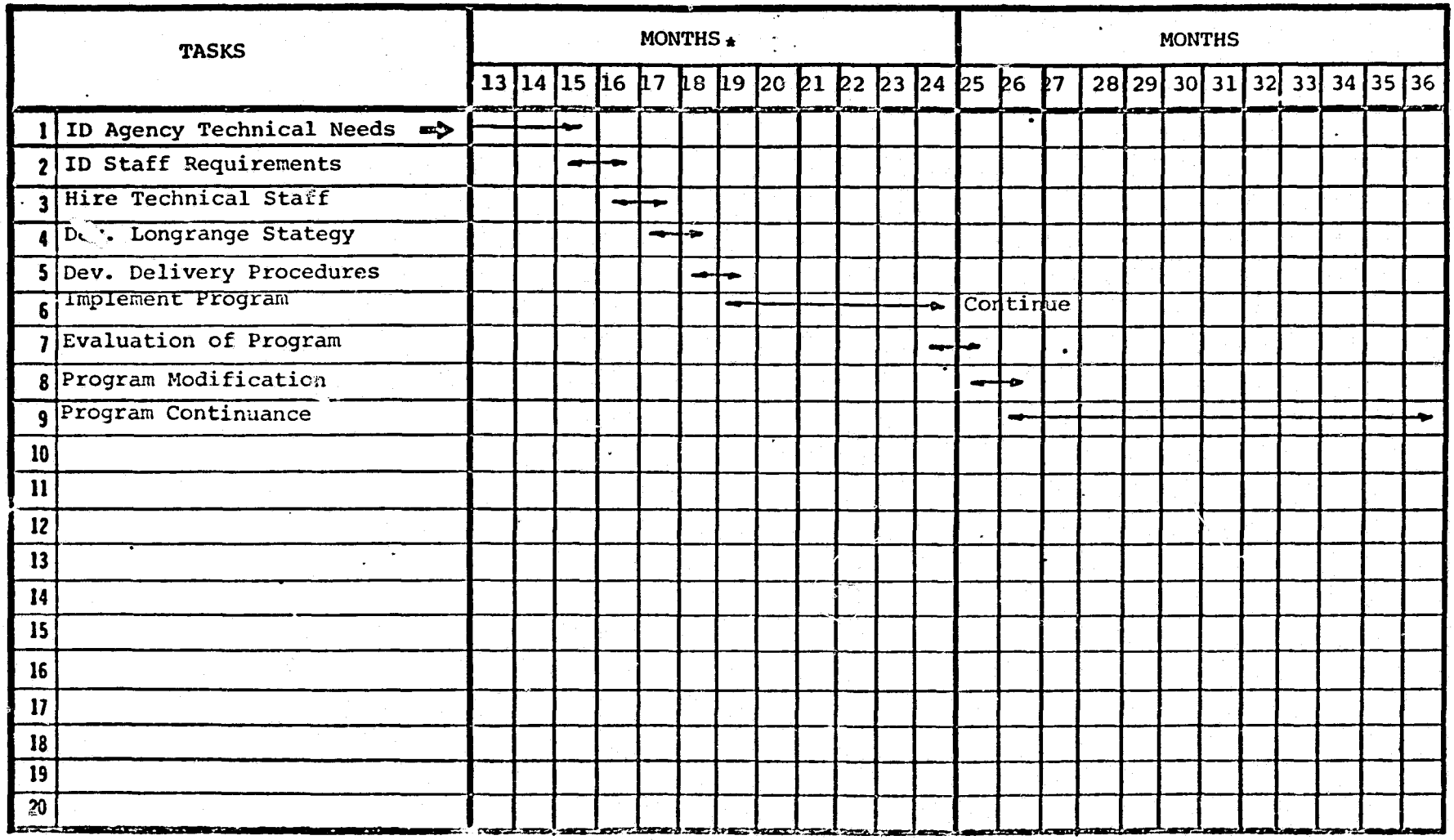
(7) Evaluation of Technical Assistance Program

(8) Program modification

The Figure on the following page outlines the milestones for the Technical Assistance Program.

Summary

The Table on the following page outlines the overall planning schedule of the seven components of the New Mexico Comprehensive Data System indicating the temporal relationship between each component of the system and cost summaries.



*Development of the Technical Assistance Program will begin 13 months after the establishment of the Data Center

Figure 7. Implementation Schedule for the Establishment of the Technical Assistance Program.

TABLE 1

PLANNING STRUCTURE FOR THE NEW MEXICO
COMPREHENSIVE DATA SYSTEM

PROGRAM	RESPONSIBLE AGENCY	TIME TO IMPLEMENT	COST	PERIOD
DATA CENTER	Govenor's Council on Criminal Justice Planning*	12 Months	$50,000	First Year
STATE ADVISORY GROUP	Govenor's Council on Criminal Justice Planning*	12 Months	XX	First Year
MANDATORY REPORTING LAW	Data Center* State Advisory Group*	12 Months	XX	First Year
UNIFORM CRIME REPORTING PROGRAM	New Mexico State Police* State Advisory Group Data Center	24 Months	$60,000	First & Second Years
OBTS/CCH PROGRAM	New Mexico State Police* State Advisory Group Data Center	26 Months	$140,000	Second & Third Years
MANAGEMENT AND ADMIN-ISTRATIVE STATISTICS PROGRAM	Data Center* State Advisory Group	14 Months	$25,000	Second & Third Years
TECHNICAL ASSISTANCE PROGRAM	Data Center* State Advisory Group	13 Months	$40,000	Second & Third Years

*Agency having primary resposibility.

XX Costs already considered in the funding of the Data Center.

END

7 [illegible]

END

7 [illegible]