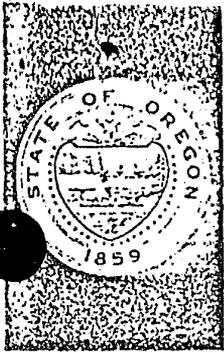


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EXECUTIVE DEPARTMENT

REVISION

LAW ENFORCEMENT PLANNING

240 COTTAGE STREET S.E. • SALEM, OREGON • 97310 • Phone (503) 378-4347

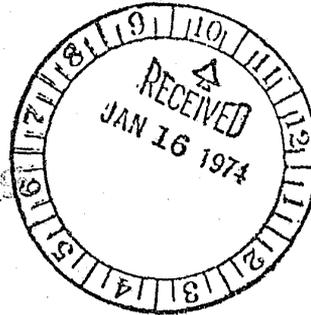
TOM McCALL  
GOVERNOR

J. N. PEET  
Director

January 14, 1974

NCJRS

SEP 21 1973



Copies for -  
Kup  
Ruth  
SD Feb  
Honey  
Frank  
Elly

Mr. David L. Head  
Regional Administrator  
Region X LEAA  
Department of Justice  
130 Andover Building  
Seattle, Washington 98188

Dear Mr. Head:

Enclosed are five (5) copies of the current work plan for the evaluation of the Portland High Impact Anti-Crime Program. Part I offers a summary of the evaluation plan and a brief discussion of major elements. Part II addresses the current status of individual projects.

Please be advised that all schedules are based on the assumption that necessary funding will be available in a timely manner and that all grants and contracts will be approved with minimum delay.

If you have any questions, please contact Clinton C. Goff, Evaluation Supervisor by phone at 378-4359.

Sincerely,

Edward R. Cooper  
Administrator

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ERC:ep  
Enclosures

CENTRAL  
FILE

## INTRODUCTION

In March 1973, a comprehensive evaluation plan for the Portland High Impact Anti-Crime Program was submitted to the Region X Office of LEAA, and to the National Institute of Law Enforcement and Criminal Justice. This plan has been supplemented by individual project evaluation designs which were developed and forwarded, following the submission of the respective project grant applications to the Oregon Law Enforcement Council.

On the following pages a brief status report has been prepared on evaluation designs completed as of this writing, and evaluation workplans have been converted from a "project year" schedule to specific calendar time frames. The intention of this report is not to reiterate material previously forwarded, but to provide a current overview of the evaluation program. The following section offers a summary of the overall evaluation workplan, and a discussion of major elements; while the second section addresses the status of individual project evaluations.

## SECTION I

### Introduction

#### Overall Evaluation Workplan

The workplan presents the principal activities of the evaluation program and the estimated time intervals from the initiation to the completion of each activity.

First, an overview is provided of the Law Enforcement Council's Evaluation Unit activities in regard to contract initiation and management of individual project evaluations and analysis and reporting requirements. Secondly, a summary is offered of the contracted activities for each of the anticipated contracts.

In the following pages major elements of the evaluation are briefly discussed. At the close of the discussion, a summary schedule for the award of contracts and a copy of the revised overall workplan are enclosed.

## A. Funding

Despite the extended delay in reaching even a commitment for initial funding of the evaluation program, the impact of this delay on project evaluations will be minimized as much as possible. However, it should be noted that all evaluation designs are conditioned by the availability of funding. Further delays in locating and obtaining this funding will necessarily restrict the capabilities of the program.

The discretionary grant application for the support of the basic evaluation was forwarded to Region X on December 20, 1973. It is anticipated that this application will provide funding as follows:

### Basic Evaluation Funding

Evaluation Personnel	\$112,000	(18 mos.)
Street Lighting Program	10,000	(24 mos.)
Case Management Program	72,804	(1 yr.)
Travel	17,011	(1 yr.)
Equipment	9,887	
Supplies & Operating Expenses	<u>24,100</u>	(1 yr.)
Total	\$245,802	

Funding for these items beyond the periods shown has not yet been identified.

During the month of January 1974, efforts will be directed toward the submission of the discretionary grant application for the portion of the first year funding required of the National Institute of Law Enforcement and Criminal Justice in support of the Annual Sample Survey and the area-based crime estimates. Requests for letters of commitment are currently being reviewed in the City of Portland and Multnomah County for their respective share of the first year cost. As the State of Oregon's allocation has already been identified, the grant application may be forwarded when the necessary letters of local commitment are received. The first year cost breakdown is as follows:

### Annual Sample Survey and Area-Based Crime Estimates

National Institute of Law Enforcement & Criminal Justice	\$ 85,000.00
State of Oregon	31,733.00
City of Portland	26,633.50
Multnomah County	<u>26,633.50</u>
First Year Total	\$170,000.00

It is currently understood that \$175,000 has been reserved by the National Institute of Law Enforcement and Criminal Justice for the evaluation of the Department of Human Resources projects. This funding will be released upon approval of the evaluation designs for these projects and upon receipt of a grant application for the \$175,000. The remaining sections of the evaluation design were forwarded to Region X on November 27, 1973. The discretionary grant application forwarded December 20, 1973, included a request for the \$175,000. It is anticipated that funding for the evaluation of the Department of Human Resources projects will be forwarded with the basic evaluation funding of \$245,802.

Department of Human Resources Evaluation \$175,000 (1 yr.)  
Total \$175,000

Funding beyond this amount has not been committed as of this writing. Efforts are currently being made to locate funding for the client-based recidivism predictions.

## B. Crime Incident Reports

An integral factor in the area-based crime estimates and in the evaluation of the area-based projects will be historical crime incident information from calendar years 1969 through 1973.

Crime incident information for these years is available for the City of Portland on magnetic tapes stored with the Portland Data Processing Authority. However, two problems must be resolved before this information can be utilized for the evaluation. First, the tapes have two different data file systems. Apparently this is a minor problem, and the tapes can readily be converted to a common system. The second problem could be much more serious as it involves a changing geographical base for the crime incident reports. During the historical period identified, the police grid reporting system has changed at least twice, and will change again January 1, 1974. To establish a common geographical base that can also be related to 1970 census information, it will be necessary to admatch all crime incident report information from calendar years 1969 through 1973 to census tracts. It is unknown at this time, though, how adequate the address identifiers are on the historical tapes. Consequently, copies of the five tapes are being secured so that the information can be examined and a determination can be made as to the admatching possibilities. It may be necessary to develop a sampling frame for the historical data and utilize less than 100 percent of the reports.

It is anticipated that this effort will be initiated in January 1974, with the receipt of copies of the tapes, and completed in February 1974, with the establishment of usable baseline data.

The availability and adequacy of historical crime incident reports for the remaining portion of the Portland Standard Metropolitan Statistical Area is uncertain at this date. It is probable, however, that the available historical information for the remaining area will have to be compiled manually under the contract for the development of the area-based crime estimating model. The workplan anticipates that this data can be compiled and produced in a machine processable form during the period of March 1974 through July 1974.

It is currently understood that information on crime incidents following January 1, 1974, will be available

on a census tract basis for the Standard Metropolitan Statistical Area from the Columbia Region Information Sharing System. Such information will be available on a request basis following the development of the necessary programs in early 1974.

### C. Area-Based Crime Estimates and the Annual Sample Survey

In the original evaluation plan, it was anticipated that development of the area-based crime estimates model would be initiated prior to the first Annual Sample Survey, and that relationships between socio-demographic factors and crime identified in this developmental phase could provide a basis for selecting items for survey. With the delay in the funding resolution and the continued desire to conduct the survey in phase with the March through April interview schedule of the 1970 census, it will be necessary to field the Annual Sample Survey prior to the initiation of the development of the area-based crime estimates model.

Although this schedule reversal raises the possibility of inappropriate item selection for the survey, this approach was chosen in favor of the lesser alternatives of fielding the survey during a period not readily compatible to the 1970 census, or of delaying the survey for a year.

While difficulties could arise from construction of the questionnaire in the absence of the earlier model development, this possibility is being addressed by requiring the contractor to be aware of the model development needs through review of germane literature and the solicitation of expert opinions from persons knowledgeable in appropriate fields. Additionally, this office will monitor construction of the questionnaire and approve the final format. These and related specifications are included in the Annual Sample Survey Request for Proposal enclosed in Appendix A.

It is currently anticipated that the award of the contract for performance of the first Annual Sample Survey will be made in conformance with the following schedule:

#### Annual Sample Survey

<u>Dates</u>	<u>Activities</u>
December 4-14, 1973	Request for Proposal Prepared
December 14, 1973	Request for Proposal Mailed
December 20, 1973	Offeror's Conference
December 21, 1973	Notice of Intent to Respond Deadline

<u>Dates</u>	<u>Activities</u>
January 14, 1974	Proposal Response Deadline
January 14-18, 1974	Contractor Selection
January 21-25, 1974	Contract Negotiations, Preparation and Award, and Necessary Contract Approval Secured

Survey responses relating specifically to the Street Lighting Project and to the Crime Prevention Bureau will be tabulated through this office in accordance with the respective project workplan. The remaining survey responses will probably be tabulated under the contract for the development of the area-based crime estimates model.

The activities involved from the preparation of the solicitation for this model through the award of the contract are scheduled as follows:

Area-Based Crime Estimates Model

<u>Dates</u>	<u>Activities</u>
January 18, 1974 through February 1, 1974	Request for Proposal Preparation
February 1, 1974	Request for Proposal Mailing
February 7, 1974	Offeror's Conference
February 11, 1974	Notice of Intent to Respond Deadline
March 8, 1974	Proposal Response Deadline
March 8-15, 1974	Contractor Selection
March 18-22, 1974	Contract Negotiations, Preparation and Award, and Necessary Approval Secured

With an acceptable performance by the initial contractor, and if sufficient funding is available, the following three contracts will continue performance by the initial contractor.

#### D. Evaluation Unit Activities

While the general activities of the Evaluation Unit are presented in the overall workplan, more definitive information is presented in the individual project workplans.

However, the major staff emphasis during the months of January and February 1974, will be focused not on individual projects, but on the necessary submission of grant applications and the solicitation of proposals for contracts. These tasks must be addressed to ensure that adequate evaluation capabilities are available as more projects become operational. The grant applications were discussed briefly under funding requirements. The solicitations are discussed separately in the first section of this report, with the exception of the Request for Proposal for the performance of the Client Based Recidivism Predictions, and for the evaluation of the Department of Human Resources projects. Discussion of this solicitation is included as a project evaluation in the second section.

In February 1974, staff emphasis on these tasks will be reduced in favor of the data base development of crime incident information; the design of evaluations for new projects; and then, the resumption of efforts in accordance with individual project workplans. Necessarily, staff time will continue to be allocated to contract development and contract coordination and monitoring, but in terms of total staff effort this time allocation will be significantly reduced from the level devoted in January and February 1974.

E. Cost-Effectiveness Analysis

Development of the cost-effectiveness analysis has not yet been initiated. If sufficient funding is available, this contracted activity will begin in April 1974.

The award of the contract could follow the schedule proposed below:

Cost-Effectiveness Analysis

<u>Dates</u>	<u>Activities</u>
February 4-15, 1974	Request for Proposal Preparation
February 15, 1974	Request for Proposal Mailing
February 28, 1974	Offeror's Conference
March 4, 1974	Notice of Intent to Respond Deadline
March 18, 1974	Proposal Response Deadline
March 18-22, 1974	Contractor Selection
March 25-29, 1974	Contract Negotiations, Preparation and Award, and Necessary Approval Secured

With the award of the contract, the contractor's activities could begin in accordance with the outline of the overall workplan.

Summary of Requests for Proposal Schedules

IMPACT RFP #1

Annual Sample Survey

<u>Dates</u>	<u>Activities</u>
December 4-14, 1973	Request for Proposal Prepared
December 14, 1973	Request for Proposal Mailed
December 20, 1973	Offeror's Conference
December 21, 1973	Notice of Intent to Respond Deadline
January 14, 1974	Proposal Response Deadline
January 14-18, 1974	Contractor Selection
January 21-25, 1974	Contract Negotiations, Preparation and Award, and Necessary Contract Approval Secured

IMPACT RFP #2

Department of Human Resources Projects Evaluation  
and the Client-Based Recidivism Predictions

<u>Dates</u>	<u>Activities</u>
December 17, 1973 through January 18, 1974	Request for Proposal Preparation
January 18, 1974	Request for Proposal Mailing
February 11, 1974	Offeror's Conference
February 18, 1974	Notice of Intent to Respond Deadline
March 4, 1974	Proposal Response Deadline
March 4, 1974 through March 18, 1974	Contractor Selection and Possible Oral Presentations by Prospective Contractors
March 18, 1974 through April 1, 1974	Contract Negotiations, Preparation and Award, and Necessary Contract Approval Secured

### IMPACT #3

#### Area-Based Crime Estimates Model

<u>Dates</u>	<u>Activities</u>
January 18, 1974 through February 1, 1974	Request for Proposal Prepared
February 1, 1974	Request for Proposal Mailed
February 7, 1974	Offeror's Conference
February 11, 1974	Notice of Intent to Respond Deadline
March 8, 1974	Proposal Response Deadline
March 8-15, 1974	Contractor Selection
March 18-22, 1974	Contract Negotiations, Preparation and Award, and Necessary Approval Secured

### IMPACT #4

#### Cost-Effectiveness Analysis

<u>Dates</u>	<u>Activities</u>
February 4-15, 1974	Request for Proposal Prepared
February 15, 1974	Request for Proposal Mailed
February 28, 1974	Offeror's Conference
March 4, 1974	Notice of Intent to Respond Deadline
March 18, 1974	Proposal Response Deadline
March 18-22, 1974	Contractor Selection
March 25-29, 1974	Contract Negotiations, Preparation and Award, and Necessary Approval Secured





PORTLAND IMPACT EVALUATION WORKPLAN  
LAW ENFORCEMENT COUNCIL EVALUATION UNIT ACTIVITIES

(Rev. 1/11/74)

Page 3

	1973-74				1974-75				1975-76				1976-77				1977-78																							
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J				
1. Develop System					X	X	X	X																																
2. Produce Monthly Crime & Arrest Maps							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Produce Quarterly Predictions Versus Reported Crime Maps									X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X	
E. Analyze Total Reported and Unreported Target Crimes in Terms of Milestones (5% Reduction in 2 Years, 20% Reduction in 5 Years)									X	X																														
F. Analyze Reported Crimes in Terms of Area-Based Predictions with Special Reference to Displacement									X	X			X		X		X		X		X		X		X		X		X		X		X		X		X		X	
G. Report																																								
1. Analytical Reports																																								
a. Interim Status					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
b. In-Depth					X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X		
c. Summary																																								
2. Progress Reports																																								
a. Interim Activity					X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X		
b. Quarterly Progress					X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X	

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SECTION II

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Introduction .....

A. Case Management Corrections Services .....

B. Children's Services Division and Corrections  
Division Projects and the Client Based Recidivism  
Predictions .....

C. Columbia Region Information Sharing System .....

D. Crime Prevention Bureau .....

E. Model Cities Youth Service Center .....

F. Multnomah County District Attorney Project .....

G. Portland Police Strike Force and Communications .....

H. School Burglary Prevention Project .....

I. Street Lighting Project .....

J. Youth Progress Association .....

K. Proposed Projects .....

Appendix A .....

Appendix B .....

## SECTION II

### Introduction

#### Individual Project Evaluations

For each of the individual project evaluations developed to date, this section provides a brief status report and a current workplan outlined in specific calendar time frames. The anticipated direction of the evaluations is addressed in terms of major tasks to be accomplished and the possible time periods necessary to accomplish these tasks.

## A. Case Management Corrections Services

The Case Management Project was officially funded May 4, 1973, although the grant provides funds to cover costs incurred from January 1, 1973 through June 30, 1974. The period from January through the award date is not considered appropriate for evaluation as the project did not have the capability to operate and provide services as proposed.

The Impact Evaluation staff member began working with Duane Brown, Researcher with the Juvenile Court, on the evaluation design in May 1972, and the data forms development in early December 1972.

Prospective employees to collect the project data were interviewed in May and June, and the three researchers and clerk were hired in July.

The researchers have been pre-testing the data forms and making the necessary modifications.

Reliability in terms of percentage of agreement among the four data collectors has been checked on CMCS forms 6.0-1 and 6.0-2. Because of the excessive time needed to use all the information in each client's case file and unsatisfactory coder reliability, the instructions for collecting offense data are being modified pursuant to the following objectives:

1. To facilitate the achievement of acceptable reliability by specific data source;
2. To develop the capability of summarizing offense data in four (4) formats, each oriented to specific sources, and thus, specific audiences; and
3. To develop the capability of making comparative analyses of offense data by source.

The modifications which resulted from the above limitations and objectives are summarized below:

<u>Data Source</u>	<u>Definition of Offense</u>	<u>Reliability Objective</u>
Law Enforcement:		
1. Crime and custody reports-Juvenile Court	Reported crime	90%

<u>Data Source</u>	<u>Definition of Offense</u>	<u>Reliability Objective</u>
2. Case file face sheet and petition	Substantiated charges	90%
3. All case file information	Offenses alleged	67%
4. Statistical Data Form (as used for standard annual reporting to "Children's Bureau")	Substantiated charges	NA

One hundred and thirty-five forms 6.0-1 and 6.0-2 have been initiated through November 1973. Sixteen of these forms were for the concurrent control group of clients.

#### Goal Attainment Scaling

Recruitment for the individual who would be the staffing team leader and "direct" the goal attainment scale construction was initiated in May. Dr. Michael Ebner was selected, and formal staffings were initiated in July.

Dr. Thomas Kiersuk, the developer of the goal attainment technique as an evaluation tool, conducted a two day workshop for the case managers, project administration, and researchers in July to help implement the process. Dr. Michael Shay, who has utilized the technique in a juvenile court setting in Minnesota, spent December 19 and 20 with the above mentioned groups to answer questions and offer guidance in the CMCS project's utilization of the technique.

A revised work plan with time frames for the CMCS evaluation activities is included. As indicated in the work plan, the first progress report that will include process and outcome objectives is scheduled for February 1974.





B. Children's Services Division and Corrections Division  
Projects and the Client-Based Recidivism Predictions

It is currently anticipated that the evaluation of the Department of Human Resources projects and the performance of the client-based recidivism predictions will be conducted under a singular contract. The Request for Proposal for this contract is being developed, and award of the contract will follow in conformance with the schedule shown below:

Department of Human Resources Projects  
Evaluation and the Client-Based Recidivism  
Predictions

<u>Dates</u>	<u>Activities</u>
December 17, 1973 through January 18, 1974	Request for Proposal Preparation
January 18, 1974	Request for Proposal Mailing
February 11, 1974	Offeror's Conference
February 18, 1974	Notice of Intent to Respond Deadline
March 4, 1974	Proposal Response Deadline
March 4, 1974 through March 18, 1974	Contractor Selection and Possible Oral Presentations by Prospective Contractors
March 18, 1974 through April 1, 1974	Contract Negotiations, Preparation and Award, and Necessary Contract Approval Secured

The solicitation will address the first year evaluations of all of the Department of Human Resources projects and the first year development of the client-based recidivism prediction model.

With the award of the contract, the contractor's activities could be initiated. It is estimated that monthly evaluation analysis reports would begin in July 1974, following the necessary data base development. Follow-up procedures will have to be established and implemented prior to the first scheduled follow-up date, January 1975.

Development of the model would be initiated with the award of the contract. Reports would be generated in accordance with the workplan.

With an acceptable performance by the initial contractor and the availability of sufficient funding, the final three contracts will maintain the initial efforts through the completion of the evaluation program.







C. Columbia Region Information Sharing System

An evaluation design for the Columbia Region Information Sharing System will be developed and completed by March 30, 1974.

Information relating to the System and the development of various system components is being forwarded from the project to the Justice Data Analysis Center of the Oregon Law Enforcement Council. This information will facilitate design of the evaluation which will be initiated in late February 1974.

## D. Crime Prevention Bureau

### 1. The Expanded Project

An evaluation has been designed and will be initiated in January, when it is assumed that the expanded Crime Prevention Bureau Project will become operational.

Project personnel are maintaining records identifying premises marked, and where and when meetings are held. Analysis and reports on the efficacy of this project activity will be initiated when crime reports become available on a census tract basis, probably no earlier than February or March 1974.

Area-based historical comparisons and reports will necessarily follow development of usable baseline data. Again, such comparisons may not be available until March 1974.

The "Crime Prevention Report" analysis will be initiated when this reporting system becomes fully operational. Current information suggests only that this system will be operational early next year (1974).

It is currently anticipated that the "returned stolen property" analysis and the results from the Annual Sample Survey will be available as outlined in the following work plan.

### 2. Public Information and Education

Preparation of the evaluation design will be initiated upon the formal submission of the "Public Information and Education" grant application to this office.





E. Model Cities Youth Service Center

The evaluation design is currently pending. Development of the design will resume at the earliest opportunity, and will possibly be completed in early February 1974.

One federally funded center of the Portland Youth Service System has been visited, and the procedures and data collection methods of this center have been reviewed to gain a conception of the approach that the model cities center might take.

Additionally, copies of the evaluation design for the Health, Education and Welfare funded Youth Service Centers have been obtained and are being reviewed.

In the design of the Model Cities Youth Service Center evaluation plan, efforts will be made to provide compatibility to the evaluations of the existing centers.

The evaluation design will be prepared following further discussions with program personnel directed toward reaching a clear understanding of proposed objectives, goals and activities for both the project center and the Portland Youth Service System.

F. Multnomah County District Attorney Project

An evaluation design has been written and initiated. The data collection form has been designed and is being pre-tested during December, the initial month of project operations. Following any necessary modifications, the forms will continue to be completed by personnel in the District Attorney's Office for all cases processed for either a project or comparison offense.

It is anticipated that data analysis and reports on the project cases and the concurrent comparison cases will be initiated in February 1974, and completed monthly thereafter. During February, following a review of historical records, the necessary clerical assistance will be hired to compile baseline information.

Data analysis and reports on the historical comparison to project cases will be initiated with the completion of this baseline compilation, which is currently estimated to be completed by June 1974.

A revised work plan follows, and a copy of the data collection form is enclosed in Appendix B.



## G. Portland Police Strike Force and Communications

The evaluation design for the overall bureau shall be finalized in January 1974. No serious problems are anticipated in finalizing this design. The implementation of the first half of the communications component's increased channel capacity has been delayed until at least May, and it is anticipated that the evaluation design shall be updated by that time without any serious difficulties. For the Strike Force component, a new evaluation design has been necessitated by fundamental changes in the concept and nature of Strike Force operations.

The previous Strike Force design was developed on the expectation that operations would be concentrated in designated areas of Portland for ninety (90) day periods, while being excluded from established concurrent control areas. Evaluation would have consisted simply of comparison of target crime rates for the operations versus no operations areas. However, Strike Force Operations, which became operational in August 1973, has shifted priorities away from ease of evaluation toward the need to better compensate for the weaknesses and augment the strengths of routine operations. Most Strike Force missions have been short in duration (one to seven days) and have allowed for quick response to fresh intelligence, or follow-through in specific operations, neither of which is possible with thinly spread routine operations. This responsive nature of missions has greatly complicated the evaluation task, primarily by dispersion of outcome effects and elimination of clearly defined controls. From a statistical point of view, Strike Force operations outcomes greatly overlap routine operations outcomes.

In general, data elements for the evaluation shall remain the same. However, the ways in which the data will be used to attempt to isolate the contribution Strike Force operations will require redevelopment. This will be accomplished during January 1974. Meanwhile, the routine collection of data will continue at the Strike Force Operations Office (SFO) and the Portland Police Records Division as part of their on-going operations. Data elements specifically developed by the SFO are S/F Team Leader's Report, S/F Overtime Report and S/F Activity Report. Copies of these forms are included in Appendix B.





#### H. School Burglary Prevention Project

An evaluation design has been written and current data sources have been reviewed.

Initiating in February 1974, and continuing through the full implementation of the project, will be a retrieval of baseline crime information for project and control schools. The control schools have not yet been designated, but will be established in February 1974. The control school designation will take into consideration the possible addition of project schools, if sufficient funds appear to be available for project expansion.

With full implementation of the project anticipated in July 1974, data collection will be initiated at that time. Data analysis and reporting will be performed quarterly thereafter.

Necessary follow-up procedures will be established and implemented prior to the first scheduled follow-up date, December 1974.

A revised work plan follows.



SCHOOL BURGLARY PREVENTION PROJECT  
EVALUATION WORKPLAN

(Rev. 12/28/73)

(Continued)  
Page 2

	1973-74				1974-75				1975-76				1976-77				1977-78																							
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J				
IX. Collect Data on "Response Time" for Various Functions from Police/Schools							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
X. Collect Data on Type of Detection--Sound or Motion--of Crime Incidents from Police/Schools							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
XI. Establish and Provide "Follow-up" of Offenders to....Determine Recidivism and Type of Crime Committed									X	X		X	X		X	X			X	X			X	X																
XII. Analyze Data and Report Concerning Comparison of Schools with their Respective Baseline on Frequency and Type of Crime Incidents; Apprehension and Clearance Rates; Dollar Loss for Each of the School Burglaries (quarterly reports commencing from date of final installation)									X	X	X	X	X	X	X	X																								
XIII. Analyze Data and Report Concerning Frequency of False Alarms; Failures to Detect; Types of Detection--Sound or Motion (quarterly reports commencing with final date of alarm installation)									X	X	X	X	X	X	X	X																								
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J				

PRELIMINARY REPORT SUBMITTED

FINAL REPORT SUBMITTED



## I. Street Lighting Project

An evaluation design has been written and comparison areas have been selected.

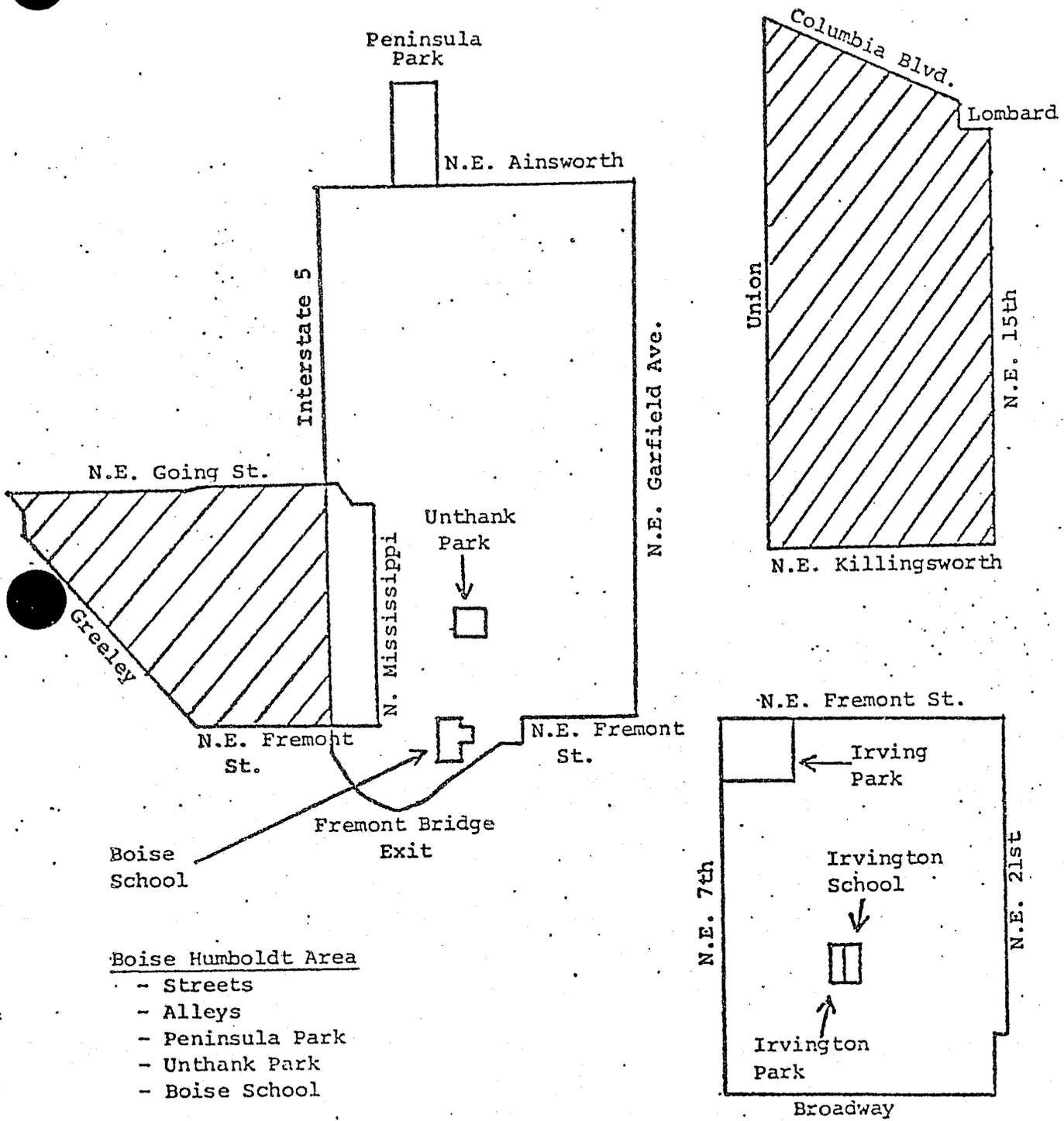
It is anticipated that data analysis and reports may begin in March 1974, following the necessary development of a usable crime incidence baseline for the area specific project. Analysis will be performed monthly thereafter, for both the historical and area comparisons.

The survey of the Street Lighting Project and comparison areas will be incorporated within the Annual Sample Survey. Questions will be asked which will reflect citizen apprehension toward crime, including attitudes and non-daylight use of streets and parks, and will record incidence of reported, unreported and observed stranger-to-stranger street crimes and burglary during the twelve months prior to the interview or the period of residence if this period is less than twelve months. The citizen responses relating to the Street Lighting Project will be tabulated, analyzed and reported within two months following receipt of the keypunched survey responses.

During late January 1974, or early February 1974, prior to the initiation of analysis, it will be necessary to ascertain the extent of impingement of the current energy situation on the Street Lighting Project. While it is currently understood that no project lights have been extinguished, the installation of some lights has apparently been delayed. The extent and impact of this delay will be addressed through interviews with the project director.

A map of the project and comparison areas, and a revised work plan follow.

STREET LIGHTING PROJECT AND  
COMPARISON AREAS



Boise Humboldt Area

- Streets
- Alleys
- Peninsula Park
- Unthank Park
- Boise School

 Comparison Areas

Irvington Area

- Streets
- Irvington School
- Irvington Park
- Irving Park

STREET LIGHTING PROJECT EVALUATION WORKPLAN

(Rev. 12/29/73)

Process and Outcome Objectives Assessment

	1973-74					1974-75					1975-76					1976-77					1977-78																											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
I. Retrieve 3 Years Baseline Data from Police Records on Reported Incidents (target/non-target) and Apprehensions by Time of Day, Month, and Address for Target and Comparison Areas								X	X	X																																						
II. Develop and Implement Admatch Program for Conversion of Address Location of Incidents and Apprehensions to Target and Comparison Areas																																																
III. Construct Regression Predictions of Residential Nighttime Burglaries for Target and Comparison Areas																																																
IV. Collect Data on Reported Incidents and Apprehensions (by time of day and month) for Target and Comparison Areas								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
V. Annual Sample Survey																																																
A. Request for Proposal Submitted					X					X					X					X						X																						
B. Contract Awarded					X					X					X					X						X																						
1. Survey Designed					X	X	X			X	X	X			X	X	X			X	X	X			X	X	X			X	X	X			X	X	X			X	X	X						
2. Survey Conducted					X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X						
3. Survey Responses Key-punched					X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X						
C. Responses Related to Street Lighting Project Tabulated, Analyzed and Reported					X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X			X	X						
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

PRELIMINARY REPORT SUBMITTED

FINAL REPORT SUBMITTED



J. Youth Progress Association

An evaluation plan has been designed and initiated. The data collection forms for intake information and monthly service provisions have been designed and utilized since October 1973.

During January 1974, completed forms will be reviewed and procedures for completion will be revised, if necessary.

Preliminary analysis on services provided will commence in February 1974.

Adequate procedures for follow-up of both the client and comparison groups have yet to be established. As computerization of juvenile records is questionable at this time, manual recovery of individual recidivism data may be required. Necessary procedures will be established prior to the first follow-up date, scheduled for June 1974. Analysis reports on client outcome will be prepared subsequent to the scheduled follow-up dates.

A revised work plan follows, and project data collection forms are enclosed in Appendix B.



K. Proposed Projects

It is anticipated that several additional project grant applications will be submitted for funding under the High Impact Anti-Crime Program. Preparation of the evaluation designs for these proposed projects will be initiated upon the formal submission of these grant applications to this office.

APPENDIX A

Requests for Proposals

- I. Annual Sample Survey  
RFP #1



## EXECUTIVE DEPARTMENT

### LAW ENFORCEMENT PLANNING

240 COTTAGE STREET S.E. • SALEM, OREGON • 97310 • Phone (503) 378-4347

TOM McCALL  
GOVERNOR

J. N. PEET  
Director

Re: Impact RFP #1

The Oregon Law Enforcement Council of the State Executive Department will be conducting a comprehensive evaluation of the Law Enforcement Assistance Administration funded High Impact Anti-Crime Program, now operating in the City of Portland. An integral factor in this evaluation will be four Annual Sample Surveys, which will provide current census information for area-based crime estimates and will also measure citizen response to two specific projects: (1) Street Lighting, and (2) Crime Prevention Bureau.

This office is soliciting proposals to conduct the first of these Annual Sample Surveys and has been given the name of your organization as a potential contractor.

Attachments "A" and "B", enclosed, provide information regarding "Instructions to Offerors" and the "Scope of Work" of the study. Questions regarding clarification of these enclosures should be addressed to Clinton C. Goff, Ph.D., Project Officer, Oregon Law Enforcement Council, Executive Department, 240 Cottage Street, S.E., Salem, Oregon 97310, or by phone, (503) 378-4359.

Proposals are due in the office of the Project Officer no later than 5:00 p.m., January 14, 1974.

Information and Instructions to Offerors

Section 1 - Acknowledgement of This Request for Proposal (RFP)

Offerors are requested to promptly acknowledge receipt of this Request for Proposal and to advise the Project Officer by December 21, 1973, whether or not they intend to submit a proposal in response thereto.

Section 2 - Hand-Carried Proposals

Offerors are advised that hand-carried proposals shall be delivered to the Law Enforcement Council, Executive Department, 240 Cottage Street, S.E., Salem, Oregon 97310, prior to the time and date set for receipt of proposals. Hand-carried proposals received after the time and date specified shall be considered "Late Proposals" and subject to the "Late Proposals and Modification of Proposals" provision of this solicitation.

Section 3 - Alternate Proposals

Offerors may, at their discretion, submit alternate technical proposals or technical proposals which deviate from the requirements. Alternate technical proposals or technical proposals which deviate from the requirements may be considered, provided the intended use and overall performance are either improved or not prejudiced and are in the best interest of the state. If deviations are requested, they must be specifically stated and justified. Alternate technical proposals, if submitted, must be specifically marked as such.

Section 4 - Unnecessarily Elaborate Brochures

Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and bindings and expensive visual and other presentation aids are neither necessary nor wanted.

Section 5 - Explanations to Offerors - Release of Information

Any explanation desired by an offeror regarding the meaning or interpretation of provisions of the Request for Proposal should be requested in writing and within sufficient time to allow for a reply to reach all offerors before submission of their proposals. Any interpretation made will be in the form of an amendment to the solicitation and will be furnished to all prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding. After submission of proposals and closing thereof, no information will be furnished until award has been made.

Section 6 - Restrictive Legends

In the event that your proposal contains data which you may not want disclosed to the public or used by the state for any purpose other than evaluation of the proposals, the offeror shall mark each sheet of data which he so wishes to restrict with the legend set forth below:

"This data furnished in response to RFP shall not be disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to this offeror, as a result of or in connection with the submission of such data, the state shall have the right to duplicate, use, or disclose this data, to the extent provided in the contract. The restriction does not limit the state's right to use information contained in such data if it is obtained from another source."

#### Section 7 - Offerors' Conference

Offerors are advised that there will be an Offerors' Conference held relative to this solicitation in order to answer questions concerning the Scope of Work and/or Contractual Terms. In their acknowledgement, offerors are requested to advise the Project Officer as to whether or not their firms will be represented at the Offeror's Conference and the number of representatives they intend to send. In order to most economically make use of the time available at the conference, offerors are requested, to the extent practicable, to submit their questions in advance to the Project Officer.

DATE OF CONFERENCE: December 20, 1973

TIME: 10:00 a.m.

LOCATION: Conference Room, Executive Department

240 Cottage Street, S.E.

Salem, Oregon 97310

#### Section 8 - Discussion of Proposals

The state reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms from both price and technical standpoint which the offeror can propose to the state. The offeror shall specifically stipulate that the proposal is predicated upon the acceptance of all the terms and conditions contained in the Request for Proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the state.

#### Section 9 - Late Proposals and Modifications to Proposals

- A. Proposals and modifications received at the office designated in the Request for Proposal after the close of business on the date set for receipt thereof will not be considered unless:
- (1) They are received before award is made; and either
  - (2) They are sent by registered mail, or by certified mail for which an official date post office stamp (postmark) on the original receipt for certified mail has been obtained, or by telegraph,

(2) Qualifications of Offeror's Personnel

(a) Experience

General background, experience, and qualifications of the offeror. Special notation should be made of similar or related studies conducted by the offeror.

(b) Personnel

Personnel who will be assigned for direct work on this program; information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention shall be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for this program. Resumes are desirable which will indicate education, background, recent experience and specific scientific or technical accomplishments.

(c) Additional personnel, if any, who will be required for full-time employment, or on a subcontract or consultant basis; the technical areas, character, and extent of subcontract or consultant activity shall be indicated and the anticipated sources and their qualifications shall be specified.

Section 14 - Information to be Furnished by Offerors

A. Proposals shall state the intended place of performance for the work as required herein:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(County)

B. Offerors shall indicate the names and telephone numbers of persons(s) authorized to conduct negotiations concerning their proposal:

<u>Name</u>	<u>Title</u>	<u>Telephone No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

and it is determined by the state that late receipt was due solely to delay in the mails, or delay by the telegraph company, for which the offeror was not responsible; or

(3) If submitted by mail or telegram, it is determined by the state that the late receipt was due solely to mishandling by the state after receipt at the state office; provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office, or of other documentary evidence of receipt at such office (if readily available) within the control of such office or of the post office serving it.

B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible date postmark and to retain such receipt against the chance that it will be required as evidence that a late proposal was timely mailed.

C. The time of mailing of late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown in the postmark on the Registered Mail Receipt or registered mail wrapper or on the Receipt for Certified Mail unless the offeror furnishes evidence from the post office station of mailing which establishes an earlier time. In the case of certified mail, the only acceptable evidence is as follows:

(1) Where the Receipt for Certified Mail identified the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time, in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or

(2) An entry in ink on the Receipt for Certified Mail showing the time of mailing, and the initials of the postal employee receiving the item and making the entry, with appropriate written certification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown on the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offer shall not be considered.

D. Notwithstanding the restrictions enumerated above, the state reserves the right to consider late proposals if such action is deemed to be in its best interest.

#### Section 10 - Price Warranty

The offeror warrants that the rates quoted for services in response to this RFP are not in excess of those charged nongovernmental clients for the same services performed by the same individuals.

#### Section 11 - Content of Proposals

##### A. General

(1) Proposals shall be submitted in two (2) parts in accordance with the following requirements:

Part I - Technical Proposal 6 copies.

Part II - Business Proposal 6 copies.

The business proposals shall be in a separately sealed envelope within the same envelope containing the technical proposals. The RFP No. and closing date should be shown on the outside of the forwarding package and the RFP number on both parts I and II.

- (2) Proposals which merely offer to conduct a program in accordance with the requirements of the stated Scope of Work will be considered nonresponsive to this request and will not be considered further. The offeror must submit a definitive proposal, for the end results that are set forth in the state requirements.
- (3) Offerors shall include in their proposal a statement that the proposal is predicated upon the acceptance of all terms and conditions contained in the Request for Proposal and resulting therefrom.

#### Section 12 - Content of Business Proposals

##### Cost and Pricing Data

Business proposals shall consist of the following:

- (1) Cost and pricing data sufficient to establish the reasonableness of the proposed price, such supporting data to, as a minimum, consist of the following:
  - (a) The cost for individual elements such as reports, interviews, keypunching, etc.
  - (b) The estimated cost of each phase or segment of the offered performance shall be itemized.
  - (c) Breakdown of direct labor cost estimates by major functional areas including number of manhours and applicable actual or average hourly and man-day rates, overhead rate and supporting schedules.
  - (d) Breakdown of costs by the tasks enumerated in the Scope of Work contained in Attachment "B", Contract Provisions, Including Scope of Work.
  - (e) Travel estimate supported by breakdown including destination, duration, purpose and cost (per diem and transportation). All proposals submitted shall be on a firm fixed price basis for all elements of the price except travel to and from areas of contract performance. Travel between the Contractor's location (or subcontractor's locations) and areas of contract performance shall be reimbursed at actual costs to the Contractor, not to exceed the cost of economy class air transportation between the points. A positive statement of acceptance of this condition in your proposal is mandatory for your proposal to be considered responsive to this request.

### Proposed Contract Type

A firm fixed price type contract is proposed; however, with the exception of a "cost-plus-a-percentage-of-cost" proposal, which is prohibited by federal regulations, alternate proposals may be considered. The state reserves the right of entering into a type of contract most advantageous to the state.

### Section 13 - Content of Technical Proposals

#### A. General

- (1) Proposals shall be submitted in an original with five (5) copies. Offerors are cautioned that their proposal shall be submitted in two parts, technical and business. The business proposals shall be in a separately sealed envelope within the same envelope containing the technical proposals.
- (2) Proposals which merely offer to conduct a program in accordance with the requirements of the state Scope of Work will be considered nonresponsive to this request and will not be considered further. The offeror must submit a definitive proposal, for the end results that are set forth in the state requirements.
- (3) Offerors shall include in their proposal a statement that the proposal is predicated upon the acceptance of all terms and conditions contained in the Request for Proposal and resulting therefrom.

#### B. Proposal Content

As a minimum, technical proposals must contain the following data:

- (1) Understanding of the problem and technical approach.
  - (a) Statement and discussion of the requirements as they are analyzed by the offeror.
  - (b) Prospective Contractor's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving the objectives of the project.
  - (c) Methodology and criteria for selecting interviewers. Statement and discussion dealing with the need for assuring that interviewers selected are sensitive to the need for confidentiality of those persons being interviewed.
  - (d) Preliminary layouts, sketches, diagrams, other graphic representation calculations, curves, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.

- (e) Statement and discussion of anticipated major difficulties and problem areas, together with potential or recommended approaches for their resolution.
- (f) Specific statement of any interpretations, qualifications, limitations, deviations, or exceptions to the technical scope.
- (g) Statement of the extent to which the proposed approach and program can be expected to meet or exceed requirements and specifications of the technical scope.

A differentiation shall be made between the areas of assured compliance, possible but not assured compliance, and non-compliance. If, in the opinion of the offeror, a requirement or specification of the technical scope cannot be satisfied, offeror shall so state, shall indicate his reasons for the conclusions, and may suggest or recommend an alternative or compromise for tentative consideration.

- (h) An outline of the phases or segments into which the proposed program can be logically divided and performed if for some substantial reason they are different from the phases or segments shown in the technical scope.
- (i) Schedule for the completion of the work and delivery of items specified in the technical scope. Performance or delivery schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or where applicable, from the date of a stated event, as for example, receipt of a required approval by the Project Officer. Unless the Request for Proposal indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.
- (j) A proposal may be submitted which deviates from the requirements of a technical scope, providing that it is clearly identified as an alternate proposal and providing further that it can be demonstrated that intended usage and overall performance are significantly and substantially improved or are not compromised or prejudiced by such deviations; and that it would be clearly to the interest of the state that the proposal be accepted. Such alternative proposals will be provisionally accepted for consideration, subject to the reserved right of the state to make the sole determination whether the stated conditions for alternative proposals have been satisfied, and subject further to the reserved right of the state to finally accept or to reject the proposal upon the basis of this sole determination.

Section 15 - Financing

Offerors must indicate their desire for progress payments if progress payments are to be included in any contract resulting from this solicitation.

The need for progress payments will not be considered as a handicap or adverse factor in the award of any contract hereunder.

Section 16 - Method of Proposal Evaluation

The state contemplates award of a contract to that firm whose proposal demonstrates that the firm would be most advantageous to the state, price and other factors considered. The state reserves the right to award a contract to other than the low offeror or to not make an award if that is deemed to serve its best interest.

Section 17 - Criteria for Selecting Contractor

The following criteria will be used in selecting the contractor, with each criterion weighted as indicated:

Weighting      Criteria

- |    |  |
|----|--|
| 25 | 1. Offeror's responsiveness in meeting the requirements of the Scope of Work as evidenced by the proposal. Proposals will be examined in the light of the following considerations: <ul style="list-style-type: none"><li>(a) How the proposal addresses the specifications of the Scope of Work and the practicality and effectiveness of proposed approaches;</li><li>(b) Recognition by the offeror of anticipated difficulties, along with strategies for dealing with them;</li><li>(c) Indication of the proposed time frame and schedule within which the specific tasks will be accomplished;</li><li>(d) Quality of the methodology proposed;</li><li>(e) Editorial clarity and organization of the proposal and supporting papers.</li></ul> |
| 25 | 2. Capability in terms of knowledge and experience of the offeror in conducting evaluations of and in providing technical assistance to programs related to the fields of law enforcement, corrections, and criminology. Capability here generally refers to technical and professional competence of personnel in relation to the tasks to be performed. Expertise and experience in basic and applied research, evaluation methods and techniques, the logic and design of survey research, sampling design, interview schedule and  |

Weighting      Criteria

- questionnaire construction skills, data processing and coding skills, data analysis techniques including multivariate procedures (especially regression analysis and other linear statistical procedures), and an understanding of principals in the substantive areas to be covered including social psychology, criminology, penology, and "social engineering", and an appreciation for the substantive and theoretical issues encompassed in these fields.
- 20      3. Previous experience and reputation of the offeror in performing similar tasks in the past.
- 20      4. Pricing data. Proposals will be evaluated on the adequacy of the pricing data submitted, including extent and appropriateness of detail in pricing individual work functions and in pricing out the costs of individual tasks described in the Scope of Work. Total price quoted will be considered but will not necessarily govern.
- 5      5. Methodology and criteria for selecting interviewers which indicates consideration for sensitivity and confidentiality of interview relationships.
- 5      6. Offeror's familiarity with the State of Oregon, knowledge of the Oregon Law Enforcement Council and its programs, and knowledge of the criminal justice system.

Section 18 - Level of Effort

It is estimated that performance of the effort described in this RFP will require from \_\_\_\_\_ man days to \_\_\_\_\_ man days of professional and clerical time.

Section 19 - Contract Provisions

The attention of the offerors is directed particularly to Attachment "B". This attachment contains a description of the effort to be performed and the special and general provisions of any resultant contract. Offerors will be furnished with this RFP, and other material deemed useful in preparing a proposal.

Section 20 - Project Officer

The Project Officer shall be as set forth below:

Oregon Law Enforcement Council  
Executive Department  
240 Cottage Street, S.E.  
Salem, Oregon 97310

Attn: Clinton C. Goff, Ph.D.  
Project Officer

Special Contract ProvisionsArticle I - Scope of Work

## A. Statement of Purpose

The purpose of this survey is to:

- (1) Elicit responses to selected questions from the 1970 Census of Population and Housing and to other related questions. All questions will be selected on the basis of identified relationships between social and demographic factors and crime and will be asked throughout the Portland Standard Metropolitan Statistical area.
- (2) Obtain information on citizen apprehension toward crime and the incidence of reported and unreported crime in Street Lighting Project and comparison areas and in the Crime Prevention Bureau Project and comparison areas.
- (3) Solicit general information about citizen attitudes toward and recognition and utilization of the Crime Prevention Bureau Project in the Portland Standard Metropolitan Statistical Area. More detailed questions, designed to indicate which aspect of the project is most effective in encouraging participation in the preventive measures and to what extent these preventive measures are utilized, would be asked in comparison areas of nine census tracts.

## B. Background

The Law Enforcement Assistance Administration (LEAA) was created by the Omnibus Crime Control and Safe Streets Act of 1968 for the purpose of improving the law enforcement and criminal justice system in the United States. This mandate is being addressed through the award of grants to states for allocation to state agencies, local agencies, private research organizations and institutions of higher education, for activities including crime-related research and planning and program development, implementation and evaluation.

Under the authority accorded LEAA in the 1968 Act, the High Impact Anti-Crime Program has been established. This program is an intensive planning and action effort designed to reduce the incidence of stranger-to-stranger street crime and burglary in eight American cities by five percent in two years, and twenty percent in five years. Stranger-to-stranger street crimes are homicide, rapes, aggravated assaults and robberies, as defined by Uniform Crime Reporting Standards, when such crimes do not occur among relatives, friends, or persons well known to each other.

As one of the eight cities participating in the High Impact Program, Portland, Oregon, will be receiving program funding of approximately \$20 million for innovative and comprehensive projects in many areas of the criminal justice system.

In Oregon, the state criminal justice planning agency has the primary responsibility for the evaluation of these projects. This agency, the Oregon Law Enforcement Council, has developed a comprehensive approach to the evaluation, including four Annual Sample Surveys in the Portland metropolitan area and area-based crime estimates for census tracts within the City of Portland and for surrounding areas.

In harmony with the crime-oriented address of the High Impact Program, the Annual Sample Surveys will provide current information about certain social and demographic features, which will be selected for survey on the basis of considered predictive relationships to the target crimes.

In a subsequent contract, the tabulated results of the initial Annual Sample Survey will be utilized for the development and generation of quarterly area-based crime estimates. The later surveys will be used to update, refine and revise, if necessary, the initial crime estimates for subsequent quarterly projections.

The four Annual Sample Surveys will also provide a measure of citizens' recognition, attitudes and response to two specific projects: Street Lighting and the Crime Prevention Bureau.

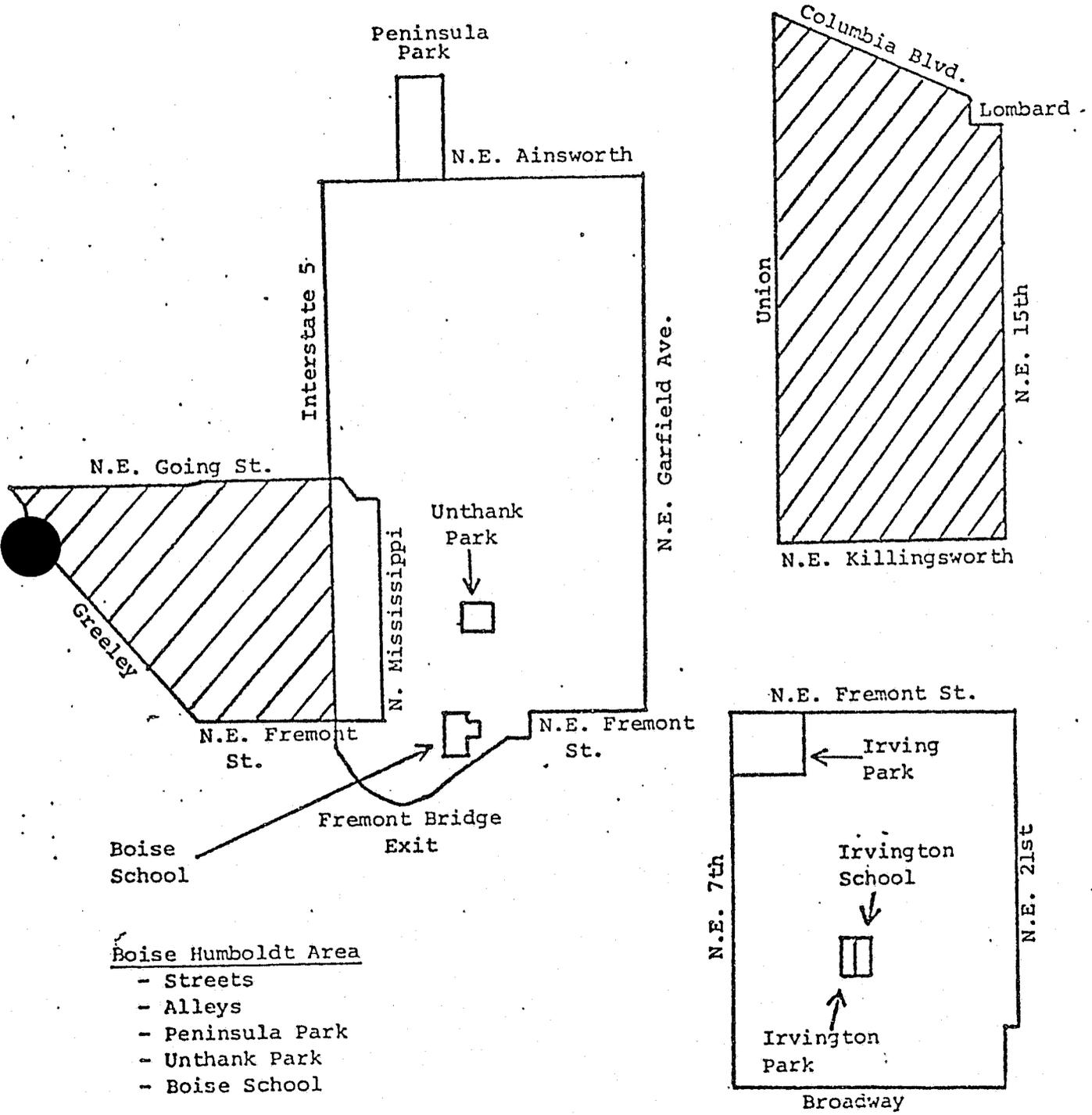
The Street Lighting Project is designed to alter the environment to reduce the vulnerability and/or accessibility of the target or areas of crime. Within the project areas, nearly 500 lighting units have been or will be installed in streets, alleys, parks and school grounds. The objective of the project is to reduce crime during the hours of darkness through deterrence of the potential criminal and through increased detection and apprehension because of the improved visibility. The geographical boundaries of the project and comparison areas are identified in Figure 1.

The Crime Prevention Bureau proposes to reduce selected target offenses by improving the knowledge and involvement of potential victims. Addressing primarily residential burglary, nonresidential burglary and robbery, the Crime Prevention Bureau will encourage citizens to eliminate opportunities for successful commission of target crimes through activities including:

1. Block, neighborhood and business meetings to educate and involve potential victims in protecting themselves and their neighbors;
2. A permanent property identification program to deter burglaries and aid recovery and return of stolen items; and,
3. An environmental Crime Hazard Report System to provide a method for police officers to report and the Crime Prevention Bureau to follow-up environmental crime hazards.

Figure 1

STREET LIGHTING PROJECT AND  
COMPARISON AREAS



Boise Humboldt Area

- Streets
- Alleys
- Peninsula Park
- Unthank Park
- Boise School

Irvington Area

- Streets
- Irvington School
- Irvington Park
- Irving Park

 Comparison Areas

The areas described in the Request for Proposal as the "nine census tract comparison areas" of the Crime Prevention Bureau are census tracts: 16.01, 18.01, 19, 33.01, 33.02, 35.02, 36.01, 36.02 and 37.02.

C. Authorizing Legislation and Statutes

The State Planning Agency's participation in Law Enforcement Assistance Administration programs is authorized under the Omnibus Crime Control and Safe Streets Act of 1968.

Oregon Revised Statutes 423.205 to 423.240 provide authority for the State Planning Agency, the Oregon Law Enforcement Council, to conduct activities pertaining to crime prevention or reduction, including the authority to "make surveys, investigations and inquiries into the causes of crime and its control and prevention." (ORS 423.230(5))

D. Task Statement

The Contractor shall:

- (1) Review germane literature and solicit expert opinions from persons knowledgeable in the field of criminology or related fields to identify established or considered relationships between social and demographic factors and stranger-to-stranger street crimes and burglary.
- (2) Review germane literature and the National Crime Survey Questionnaire<sup>1</sup> and solicit expert opinions from persons knowledgeable in the field of criminology or related fields to identify select questions which will best reflect citizen apprehension toward crime and will best record incidence of reported, unreported and observed stranger-to-stranger crimes and burglary during the 12 months prior to the interview or the period of residence, if such residence is less than 12 months.
- (3) Review germane literature and analysis of similar projects and solicit opinions from persons expert in the field of criminology or related fields to identify select questions which will best elicit information on citizen recognition, attitudes toward and response to the Street Lighting Project and the Crime Prevention Bureau Project.
- (4) Develop a "multi-purpose" sample design which will meet information needs across the universe of all residential and non-residential premises within the Portland SMSA (by county, city and census tract), and for certain subsamples of individuals

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<sup>1</sup> Victimization survey conducted in Impact cities by the Bureau of the Census under contract with the National Criminal Justice Statistics Service. Limited number of copies are available from the Project Officer.

residing within experimental and control areas for two area-specific projects--the Crime Prevention Bureau Project<sup>2</sup> and the Street Lighting Project. More broadly, there is the need to generate information from a combined sample of all persons interviewed in Portland and the surrounding SMSA counties and satellite cities to develop area-based predictive models to evaluate the overall impact of the area-based projects and to assess the effects of displacement of target crime offenses outward from the Portland city limits. Heavier sampling will be required within the city limits of Portland due to the requirements of generalizability to smaller geographic units and more refined detail.

These information requirements must be generated from a sampling design which guarantees reasonable levels of tolerated error within acceptable confidence limits and also insures an adequate degree of external validity or representativeness and generalizability of findings, given an aggregation of all data on a census tract basis. In addition, the sampling design must guarantee on a cost-benefit basis, the optimal level of information obtained for the costs in time and money of drawing the multi-purpose sample and conducting the interviews.

- (5) Draft, construct and pre-test a questionnaire which in addition to containing all necessary geographic coding capabilities, shall include:
  - (a) For survey throughout the Portland Metropolitan Statistical Area:
    - i. exact questions from the 1970 Census of Population and Housing and other related questions selected on the basis of the analysis performed under Article I Section D Item 1.
    - ii. questions which will gauge citizen recognition of the Crime Prevention Bureau stickers, use of Crime Prevention Bureau and other source engravers; and the attitudes toward and the reasons for the awareness of the Crime Prevention Bureau program. These questions should reflect the analysis of Article I Section D Item 3;
  - (b) For survey within the defined Street Lighting Project areas and comparison areas and within the defined nine census tract Crime Prevention Bureau Project comparison areas:

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<sup>2</sup> The tie-in between the Annual Sample Surveys and evaluation of the Crime Prevention Bureau is particularly important in that the sample should include an adequate number of premises in the target and control areas of this project, in order to provide data on the extent to which program services are utilized in the community, including a measure of resident turnover in premises marked under the project.

- i. questions identified under Article I Section D Items 5a(i) and 5a(ii).
  - ii. questions which will reflect citizen apprehension toward crime, including attitudes and nondaylight use of streets and parks within the project areas, and will record incidence of reported, unreported and observed stranger-to-stranger street crimes and burglary during the 12 months prior to the interview or the period of residence, if this period is less than 12 months. These questions should incorporate the analysis of Article I Section D Item 2; and
- (c) For survey within the defined nine census tract Crime Prevention Bureau project comparison areas:
  - i. questions identified under Article I Section D Items 5b(i) and 5b(ii).
  - ii. questions which will indicate which aspect of the Crime Prevention Bureau project is most effective in encouraging participation in preventive measures and the extent to which these preventive measures are utilized. The survey shall also identify other security measures utilized at the premise.
- (6) Print necessary questionnaire forms, training materials and instruction manuals.
- (7) Be responsible for:
  - (a) Recruiting and selecting interviewers.
  - (b) Interviewer and coder training (trainer, training materials and interviewer training time);
  - (c) Compensation of all interviewers, coders and other necessary personnel;
  - (d) Contacting and interviewing, and for a first callback, a second callback and substitution, if necessary;
  - (e) All field supervision, including response quality control procedures; and
  - (f) Necessary travel time and travel expense.
- (8) Complete all interviewing within the period beginning March 15, 1974, and ending April 15, 1974.
- (9) Edit, code, and keypunch on 80 column machine data cards, all survey responses and all geographic identifiers. The keypunching shall have 100 percent verification.

E. Reports

(1) The Contractor shall:

- (a) Submit monthly progress reports to the Project Officer covering all work accomplished during the preceding monthly period of contract performance. The two-page monthly reports, six (6) copies, in brief informal narrative form, shall include:
  - i. a quantitative description of overall progress;
  - ii. a delineation of results obtained.
  - iii. an indication of any current problems which may impede performance, and proposed corrective action;
  - iv. a delineation of the work to be performed during the next reporting period; and
  - v. a statement relating overall progress being made to the period of performance.
- (b) Submit for written approval of the Project Officer, a two-page summary and a bibliography for each of the respective reviews required under Article I Section D, Items 1, 2 and 3, prior to final construction of a questionnaire. This submission may be made at a conference between the Project Officer and the Contractor. Written approval or recommendations for revision or additional review will be provided at the conference, or within three (3) calendar days following the receipt of a formal submission. If recommendations are made for revision or additional review, written approval from the Project Officer will be provided within three (3) calendar days following satisfactory resubmission.
- (c) Submit for written approval of the Project Officer, five (5) copies of a brief written summary of the approach and methods used in the sample design. This summary shall address appropriate sample sizes, respective error variance and statements as to the validity, representativeness and generalizability of the "multi-purpose" sample. At the discretion of the Project Officer, a conference between the Contractor and the Project Officer may be held to review the sampling approach. Written approval will be provided within three (3) calendar days following receipt by the Project Officer of a satisfactory submission.
- (d) Submit five (5) copies of the proposed questionnaire, proposed machine data card formats, and a brief written statement summarizing the response field checking design, for written approval of the Project Officer, prior to the initiation of actual interviews. The contractor shall allow sufficient time for modification to the above, if such modifications are deemed necessary by the Project Officer, prior to the

initiation of the actual interviews. Written approval will be provided within three (3) calendar days following receipt by the Project Officer of a satisfactory questionnaire. At the discretion of the Project Officer, this written approval may be preceded by a conference between the Contractor and the Project Officer.

- (e) Submit six (6) copies of all training materials and instruction manuals, including interviewer and coder instructions.
  - (f) Submit six (6) copies of a written report identifying and logging all coding problems and corresponding rationale for coding decisions.
  - (g) Submit two (2) separate, identical copies of the machine data cards on which the survey responses have been keypunched and verified.
- (2) All reports shall be delivered to the Project Officer as set forth below:

Oregon Law Enforcement Council  
Executive Department  
240 Cottage Street, S.E.  
Salem, Oregon 97310

Attn: Clinton C. Goff, Ph.D.  
Project Officer

- (3) All reports to be furnished hereunder shall be delivered, all transportation charges prepaid by the Contractor.

#### Article II - Information Available to the Contractor

The Project Officer shall furnish the Contractor the following:

- (1) Access to federal and state grant guideline manuals and financial and pricing manuals.
- (2) Addresses of agencies in Oregon directly or indirectly participating in projects and programs under evaluation by the Contractor.
- (3) Original and revised grant applications for discretionary funds for projects and programs under evaluation by the Contractor.
- (4) Proposals (where existent) and final reports (when available) on past and current projects similar to or related to the projects under evaluation by the Contractor; for example, reports on concurrent victimization studies.
- (5) Addresses of agencies in Impact cities responsible for evaluation of projects similar to those under evaluation by the contractor and listings of any related information sources.

- (6) Addresses of premises marked under the Crime Prevention Bureau project.

Article III - Period of Performance

The period of performance for the completion of the work set forth in Article I - Scope of Work is 120 calendar days from the date of contract award.

Article IV - State-Furnished Property

Except as otherwise provided herein, no other state-furnished property or materials will be provided the Contractor.

Article V - Contractor-Furnished Property

Except as otherwise provided herein, the Contractor shall furnish all necessary personnel, facilities, materials, equipment and services required to accomplish the work called for herein.

Article VI - Rights to Data

All items produced under this contract shall become the exclusive property of the state which may make, without any recourse to the Contractor, any use thereof as it may see fit. Furthermore, the state shall have the right to review and copy any documentation tabulations or analyses accumulated and developed by the Contractor in performance of, or utilizing any items produced under, this contract.

Article VII - Confidentiality of Information

The Contractor shall maintain and guarantee the confidentiality of all survey respondents. Upon completion of the contract, all completed questionnaires and copies of any identification, listings or references to respondents and respondent addresses shall be delivered to the Project Officer. The Oregon Law Enforcement Council shall assume responsibility for the confidentiality of all information delivered to the Project Officer. Such information will be made available for the three subsequent Annual Sample Surveys, upon the written approval of the Project Officer.

Article VIII - State Project Officer

An individual from the Oregon Law Enforcement Council, Executive Department, shall be designated as the State Project Officer for any resultant contract awarded as a result of this solicitation.

The Project Officer will provide no supervisory or instructional assistance to Contractor personnel. The Project Officer is empowered to make, with approval of the Administrator, Oregon Law Enforcement Council, any changes which affect the contract price, terms or delivery. The acceptance of any change by the Contractor without the specific approval and written consent of the Project Officer and Administrator will be at the Contractor's own risk.

Article IX - Inspection and Acceptance

The state's Project Officer designated in accordance with Article VIII above,

shall be responsible for inspection and acceptance of all items to be delivered under any resultant contract.

The Oregon Law Enforcement Council reserves the right to inspect all materials and workmanship at any reasonable time. All work under the contract is subject to the approval specified in Article I Section E and to final acceptance by an authorized representative of the state.

The Contractor shall not receive final payment until all work required by the Scope of Work has been completed to the complete satisfaction of the Project Officer.

The analyses, methods, interviews and keypunching, and the substantive content of all reports, and other data to be furnished under this contract, shall conform to the generally accepted standards of the Contractor's profession. Reports shall include a complete disclosure of all data relevant to the work performed, techniques developed, the investigations made, and shall be relevant to the materials studied and methods and processes employed.

#### Article X - Invoicing and Payment

Upon completion, final inspection, and acceptance by the state, of the work called for herein, the Contractor shall submit invoices in triplicate. Invoices shall be submitted to:

Oregon Law Enforcement Council  
Executive Department  
240 Cottage St., S.E.  
Salem, Oregon 97310

Attn: Clinton C. Goff, Ph.D.  
Project Officer

#### Article XI - Approvals by Project Officer

All items required to be submitted to the Project Officer for approval, including the preliminary reviews and sample specifications, work plan and schedules, interview instruments, and other pertinent items shall be reviewed by the Project Officer before implementation and will be deemed to have been approved five (5) calendar days after the date of delivery, except as otherwise specified in this contract, if approval or disapproval has not been given within such period. The Project Officer's disapproval or revision to the items submitted shall be within the general Scope of Work stated in this contract.

#### Article XII - Consultant Services

The contractor agrees to determine whether or not any consultant to be utilized under this contract has an agreement in effect with the state for similar services, and, if so, to advise the Project Officer accordingly.

#### Article XIII - Working Papers

The Contractor shall provide at the request of the Project Officer one (1)

copy of all the working papers used by the participating officials and employees of the Contractor in connection with this project.

Article XIV - Publication and Distribution

Publication or distribution of the data or other related material is prohibited, without the prior approval in writing by the Project Officer.

Article XV - Contractor Personnel Standards

The Contractor shall determine that all Contractor personnel of every category shall be personally and professionally qualified for the assignment to be undertaken.

Article XVI - Equal Opportunity

The Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, age, sex or national origin.

Article XVII - Consideration

A. In consideration for the work to be performed hereunder, the Contractor shall be paid an amount not to exceed \_\_\_\_\_, subject to adjustment under Article XVIII and upon presentation of actual expense records.

B. Travel and Subsistence

- (1) Reimbursement for travel will be in accordance with the provisions of standard state travel regulations in effect on the date of this contract.
- (2) Notwithstanding the provisions of Article XI, the written approval of the Project Officer shall be obtained prior to any out-of-state travel necessary in the performance of this contract. Requests for such approval shall be accompanied by a brief written statement clearly identifying the need and the estimated costs for the trip.
- (3) When air transportation is used, less than first-class accommodations on prop or jet aircraft constitutes the normal class of service which travelers are required to use. First-class accommodations may be used if (1) less than first-class is not available (providing reservation was requested within 24 hours after traveler had knowledge of the trip); (2) less than first-class required circuitous travel; (3) less than first-class required travel to begin or end at unreasonable hours (i.e., if scheduled flight time is before 8:00 a.m. or scheduled arrival is after 9:00 p.m.); or (4) less than first-class will not make connections with other flights or means of transportation for continuation of the journey.

TOTAL OF TRAVEL AND SUBSISTENCE SHALL IN NO EVENT EXCEED \_\_\_\_\_

TOTAL CONTRACT PRICE NOT TO EXCEED \_\_\_\_\_

Article XVIII - Contract Amount and Redetermination

A. The total amount of this contract is \$ \_\_\_\_\_. The Contractor agrees, if the estimated number of hours of participation by his employees as set forth below is not used in contract performance or if the labor categories specified do not perform work under the contract as negotiated and agreed to, the total contract amount shall be reduced accordingly, provided that the total charges to be made by the Contractor are less than the total contract price.

B. Rates for Purpose of Computation

<u>Labor Category</u>	<u>Quantity of Man-Days</u>	<u>Rate/Day</u>
-----------------------	-----------------------------	-----------------

Article XIX - Price Warranty

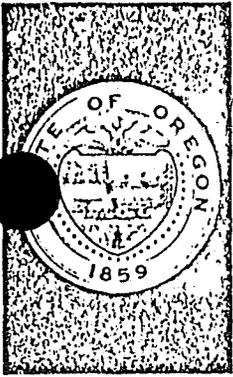
The Contractor warrants that the rates charged under this contract are not in excess of those charged nongovernmental clients for the same services performed by the same individuals.

Article XX - Key Personnel

The personnel cited below are considered to be essential to the work being performed hereunder. Prior to diverting the specified individuals to other programs, the Contractor shall notify the Project Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Project Officer; provided that the Project Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Project Officer required by this clause.

Article XXI - Executive Department and Law Enforcement Assistance Administration Approval

This contract and any amendments to this contract will not be effective until approved by the Executive Department, State of Oregon and Region X, Law Enforcement Assistance Administration.



## EXECUTIVE DEPARTMENT

### LAW ENFORCEMENT PLANNING

240 COTTAGE STREET S.E. • SALEM, OREGON • 97310 • Phone (503) 378-4347

TOM McCALL  
GOVERNOR

J. N. PEET  
Director

Re: Impact RFP #1

I would like to thank you for your notice of intent to respond to the Impact Request for Proposal (RFP) #1. May I remind you that this notice should be confirmed in writing, if you have not done so already.

The Offeror's Conference was held at 10:00 A.M. December 20, 1973, as scheduled. A brief summary of responses to questions is attached, as is other material requested at the meeting. Within seven (7) calendar days, please confirm in writing your receipt of these documents.

I am looking forward to receiving your proposal by January 14, 1974. If you have any further questions please contact Clinton C. Goff, Ph.D., Project Officer, Oregon Law Enforcement Council, Executive Department, 240 Cottage Street, S.E., Salem, Oregon 97310, or by phone, (503) 378-4359.

Sincerely,

Edward R. Cooper  
Administrator

ERC:cs

Impact RFP #1  
Offeror's Conference  
December 20, 1973

Summary of Responses to Questions

Basically, the responses to questions constituted a reiteration and clarification of statements made in the Request for Proposal. However, additional information was requested in regard to several provisions of the solicitation. This additional information, as well as the clarifications, are summarized below.

1. Impact RFP #1 extends through the required keypunching of data. The tabulations and analysis will be performed under a contract to be solicited in late January or early February for the area-based crime estimates. It is imperative, however, that the first contract be performed with the needs of the later contract in mind, for even though preferential weighting will be assigned to performers of the first contract, the later contract may be awarded to a different party. As a case in point, all coding decisions shall be accurately documented in a code log book.
2. The provisions of Attachment B, Article VI: Rights to data shall be followed explicitly and all items produced under this contract shall become the exclusive property of the state. The contractor may, however, make use of items produced under the contract after obtaining specific written approval from the project officer.
3. The primary sampling emphasis will be on the census tracts within the city limits of Portland. The survey of the outlying areas, including Clark County, Washington, will be used mainly to measure crime displacement. Within the outlying areas, the primary sampling emphasis should be within the designated urbanized areas.
4. Information compiled under Impact RFP #1 will be used to generate reports to various political jurisdictions. This information would be available for program decisions, especially in regard to the Street Lighting Project and the Crime Prevention Bureau Project.

In addition to responding to questions from individuals attending the Offeror's Conference, the Project Officer made available the National Crime Survey Questionnaire and the 1970 Census Questionnaire. These questionnaires are attached for organizations which are intending to respond but were not represented at the Offeror's Conference. Also, individuals at the conference were referred to an article in the Municipal Performance Report

and to the High Impact Evaluation Plan. The section noted in the evaluation plan is enclosed. A citation is provided below for the Municipal Performance Report.

Council on Municipal Performance,  
Municipal Performance Report,  
"City Crime", Volume 1:1, May-June, 1973

Council on Municipal Performance  
456 Greenwich Street  
New York, New York 10013

One point that was not raised in the Request for Proposal, but should be clearly understood is that any contract awarded as the result of this solicitation will be subject to all applicable state and federal regulations, including necessary fiscal and audit procedures. Any questions regarding these regulations or procedures should be addressed to the Project Officer in writing.

ANNUAL SAMPLE SURVEY  
REQUEST FOR PROPOSAL #1  
MAILING LIST

Guy Rainboth  
2108 North Pacific  
Seattle, Washington  
Phone: ME2-9275  
ME2-9274

Roy Bardsley  
Bardsley and Haslacher  
1320 SW Broadway  
Portland, Oregon  
Phone: 226-2591

Robert P. Rath  
Assistant Executive Director  
Northwest Regional Educational  
Laboratory  
710 SW Second  
Portland, Oregon  
Phone: 224-3650

Marie Williams  
West Coast Community Surveys  
2148 NE 20th  
Portland, Oregon  
Phone: 288-5187

Dr. Paul Hoffman, Director  
Oregon Research Institute  
P.O. Box 3196  
Eugene, Oregon 97403

Joanne Carlson  
Graduate School  
University of Oregon  
Eugene, Oregon 97403  
Phone: 686-5130

Dr. Richard J. Hill and  
Dr. Kenneth Polk  
c/o Department of Sociology  
University of Oregon  
Eugene, Oregon 97403

Institute for Community Studies  
c/o Harmon Ziegler  
Political Science Department  
University of Oregon  
Eugene, Oregon 97403

Ray N. Hawk  
Vice President for Administrative  
and Finance  
Johnson Hall  
University of Oregon  
Eugene, Oregon 97403

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Vice President for Research  
and Graduate Studies  
Oregon State University  
Corvallis, Oregon  
Phone: 754-1133

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Dr. Roger Peterson  
Department of Statistics  
Oregon State University  
Corvallis, Oregon 97371  
Phone: 754-3366

Dr. Robert Mason  
Survey Research Center  
Department of Statistics  
Oregon State University  
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Phone: 754-3667

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Barry D. Lebowitz  
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217 Cramer Hall  
Portland State University  
Portland, Oregon 97207

Oregon Graduate Center for  
Study and Research  
19600 NW Walker Road  
Beaverton, Oregon  
Phone: 654-1121

Michael Edison  
Vice President  
Louis Harris and Associates, Inc.  
1270 Sixth Avenue  
New York, New York

School of Community Service  
and Public Affairs  
c/o James Kelly, Dean  
University of Oregon  
Eugene, Oregon

Abt Associates, Inc.  
55 Wheeler Street  
Cambridge, Massachusetts 02138

Paul A. Egger  
Corbett Building  
Portland, Oregon

Cresap, McCormick and Paget, Inc.  
245 Park Avenue  
New York, New York 10017

Lund, McCutcheon, Jacobson, Inc.  
Management Consultants  
1311 NW 21st  
Portland, Oregon

Institute for Social Research  
University of Michigan  
Ann Arbor, Michigan

Institute for Social Research  
c/o Aaron J. Spector, Ph.D., Director  
Seltzer Hall  
Temple University  
1710 North Broad Street  
Philadelphia, Pennsylvania 19121  
Phone: (215) 787-8355

Mr. Irving Crespi  
Executive Vice President  
The Gallup Organization, Inc.  
53 Bank Street  
Princeton, New Jersey  
Phone: (609) 924-9600

Battelle - Human Affairs  
Research Centers  
4000 NE 41st Street  
Seattle, Washington 98105

J. Brian Cullerton, Director  
Institute of Urban Affairs  
1020 East Jefferson Street  
Seattle, Washington 98122  
Phone: (206) 626-5320

Teaching Research  
c/o James Beard  
Monmouth, Oregon

(12/14/73)

ANNUAL SAMPLE SURVEY  
REQUEST FOR PROPOSAL #1  
MAILING LIST

Guy Rainboth  
2108 North Pacific  
Seattle, Washington

Phone: ME2-9275  
ME2-9274

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Bardsley and Haslacher  
1320 SW Broadway  
Portland, Oregon

Phone: 226-2591

Northwest Regional Educational Laboratory  
710 SW Second  
Portland, Oregon

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2148 NE 20th  
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Milosh Popovich  
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Portland State University  
Portland, Oregon 97207

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1270 Sixth Avenue  
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55 Wheeler Street  
Cambridge, Massachusetts 0213

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245 Park Avenue  
New York, New York 10017

Institute for Social Research  
The University of Michigan  
Ann Arbor, Michigan

Institute for Social Research  
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Temple University  
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Paul A. Egger  
Corbett Building  
Portland, Oregon

Lund, McCutcheon, Jacobson, Inc.  
Management Consultants  
1311 NW 21st  
Portland, Oregon

APPENDIX B

DATA COLLECTION FORMS

MULTNOMAH COUNTY DISTRICT ATTORNEY PROJECT  
DATA COLLECTION FORM

The following is a summary of abbreviations utilized on the data collection form:

BW - Bench Warrant

S/O - Set Over to a New Date

THA - To Hire Attorney

CAA - Court Appointed Attorney

AC - Appearance of Counsel

BO/GJ - Bound Over to Grand Jury

TB - True Bill (Grand Jury found reason to indict)

NTB - Not True Bill (Grand Jury found insufficient evidence to indict)

G - Guilty

NG - Not Guilty

MOD - Motion of Defense

MOS - Motion of State

MOC - Motion of Court

STIP - Stipulation to Facts of Case

JT - Jury Trial

CT - Court Trial

DEF. NAME: \_\_\_\_\_ VICTIM NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ AGE \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_ D.O.B. \_\_\_\_\_ AGE \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_  
 CHARGE(S): \_\_\_\_\_ Co-DEF.? Y N CASE No. \_\_\_\_\_  
 ORIG. CHARGE (IF OTHER): \_\_\_\_\_  
 PRIORS: (SEE JUDGMENTS) \_\_\_\_\_

INVESTIGATION

DATE OF OFFENSE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 DATE INVESTIGATION BEGUN: \_\_\_\_\_  
 DATE INVESTIGATION COMPLETE: \_\_\_\_\_  
 DETECTIVE ASSIGNED: \_\_\_\_\_  
 DEF. ARMED ( ) UNARMED ( ) WEAPON ( )  
 ASSAULT ( ) THREAT OF ASSAULT ( ) NEITHER ( )  
 SERIOUS PHYSICAL INJURY ( ) INJURY ( ) NONE ( )  
 DWELLING ( ) BUILDING ( ) STREET ( ) OTHER ( )  
 IF OTHER, EXPLAIN: \_\_\_\_\_  
 METHOD OF ENTRY: \_\_\_\_\_  
 PROPERTY TAKEN ( ) VALUE: \_\_\_\_\_  
 PROPERTY RECOVERED ( ) WHEN: \_\_\_\_\_  
 CASH TAKEN ( ) AMOUNT: \_\_\_\_\_ RECOVERED ( )  
 WHERE: \_\_\_\_\_  
 FROM WHOM: \_\_\_\_\_  
 CASE No.: \_\_\_\_\_  
 PROPERTY NOT RECOVERED ( )

ARREST

DATE: \_\_\_\_\_ WARRANT? Y N  
 TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
 ATTEMPT ESCAPE ( ) ATTEMPT RESIST ( )  
 CASE PENDING ( ) OUT ON BAIL ( ) RECOG ( ) BW ( )  
 DEF. ON DRUGS ( ) HAD DRUGS ( ) IS ADDICT ( )

FIRST APPEARANCE

DATE: \_\_\_\_\_  
 DEF. ATTY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 DEF. BAILED ( ) RECOGGED ( ) HELD ( ) S/O ( )  
 IF S/O - REASON: THA ( ) CAA ( ) AC ( ) BW ( )  
 NEW DATE: \_\_\_\_\_  
 DEF. BAILED ( ) RECOGGED ( ) HELD ( )

PRELIMINARY HEARING

DATE: \_\_\_\_\_ BO/CJ ( ) PLEA\* ( )  
 DISMISSED\* ( ) BW ( )  
 IF PLEA OR DISMISSAL EXPLAIN IN PLEA BOX\*

GRAND JURY

DATE PRESENTED: \_\_\_\_\_  
 BO/CJ ( ) DIRECT PRESENT ( )  
 DATE SENT OUT: \_\_\_\_\_ TU ( ) MTB ( )  
 CHARGE PRESENTED: \_\_\_\_\_  
 CHARGE INDICTED: \_\_\_\_\_  
 IF CHARGE INDICTED IS DIFFERENT THAN CHARGE  
 PRESENTED EXPLAIN ON BACK\*\*

ARRAIGNMENT

DATE: \_\_\_\_\_  
 PLEA: G ( ) IG ( ) NO CONTEST ( )  
 DEF. IN CUSTODY ( ) ON RECOG ( ) ON BAIL ( )  
 IF S/O - WHY? THA ( ) CAA ( ) AC ( ) BW ( )  
 PRE-TRIAL DATE: \_\_\_\_\_ TRIAL: \_\_\_\_\_  
 UNIT ASSIGNED: \_\_\_\_\_ DA: \_\_\_\_\_  
 IF CHANGE OF D.A. - NEW D.A. NAME: \_\_\_\_\_  
 STAGE OF CASE AT TIME OF CHANGE: \_\_\_\_\_

PSYCH-MOTIONS-DEMURRERS

MOTION: \_\_\_\_\_  
 DATE FILED: \_\_\_\_\_ DATE HEARD: \_\_\_\_\_  
 RESULTS: \_\_\_\_\_  
 MOTION: \_\_\_\_\_  
 DATE FILED: \_\_\_\_\_ DATE HEARD: \_\_\_\_\_  
 RESULTS: \_\_\_\_\_  
 MOTION: \_\_\_\_\_  
 DATE FILED: \_\_\_\_\_ DATE HEARD: \_\_\_\_\_  
 RESULTS: \_\_\_\_\_

(CON'T ON BACK IF NECESSARY)

PRE-TRIAL

DATE: \_\_\_\_\_ (IF PLEA EXPLAIN \*)

CALL

DATE: \_\_\_\_\_ RETURNED FOR PLEA \*  
 S/O: MOD ( ) MOS ( ) MOC ( ) BW ( )  
 JUDGE ASSIGNED: \_\_\_\_\_  
 JURY TRIAL ( ) COURT TRIAL ( ) STIP ( )

TRIAL

DATE: \_\_\_\_\_ JT ( ) CT ( ) S/O ( )  
 FG ( ) FNG ( ) DIRECTED VERDICT ( ) DISMISSED ( )  
 MISTRIAL ( ) EXPLAIN: \_\_\_\_\_

PRE-SENTENCE REQUESTED Y N DATE: \_\_\_\_\_  
 DEF/ WAIVED TIME FOR SENTENCING: ( )  
 AGGRAVATION HEARING REQUESTED: ( )

SENTENCE

\*PLEA AND DISMISSAL EXPLANATION:  
 PLEA TO CHARGE ( ) PLEA TO LESSER INCLUDED ( )  
 PLEA TO DIFFERENT CHARGE ( ) PLEA TO SEPARATE  
 CASE FOR DISMISSAL OF THIS CHARGE ( )

YOUTH PROGRESS ASSOCIATION  
DATA COLLECTION FORMS



- 8)  Ethnic Group
- 1 = White
  - 2 = Black
  - 3 = American Indian
  - 4 = Mexican American
  - 5 = Oriental
  - 6 = Other, Specify \_\_\_\_\_
- 9)  Work Permit
- 1 = Yes
  - 2 = No
- 10)  Driver's License
- 1 = Yes
  - 2 = No
- 11) # \_\_\_\_\_ Driver's License Number
- 12)  State of Driver's License
- 1 = Oregon
  - 2 = Other
- 13)  Do you have a car?
- 1 = Yes
  - 2 = No
- 14)  /  Draft Classification
- 15)  Active Service
- 1 = Yes
  - 2 = No
- 16)  Reserve
- 1 = Yes
  - 2 = No
- 17) \_\_\_\_\_ Specify Type of Military Discharge
- 18)  Marital Status
- 1 = Single
  - 2 = Married
  - 3 = Divorced
  - 4 = Separated
  - 5 = Mate Deceased
- 19)  Number of Dependents

20) \_\_\_ / \_\_\_ / \_\_\_ Living Arrangements (code the last three with most recent first)

- 00 = Not applicable
- 01 = With both parents
- 02 = With mother & stepfather #1
- 03 = With mother & stepfather #2
- 04 = With mother & stepfather #3 or more
- 05 = With father & stepmother #1
- 06 = With father & stepmother #2
- 07 = With father & stepmother #3 or more
- 08 = With mother only
- 09 = With father only
- 10 = Home of relatives
- 11 = Foster family home #1
- 12 = Foster family home #2
- 13 = Foster family home #3 or more
- 14 = Institution for delinquents
- 15 = Orphanage
- 16 = Group home
- 17 = Independent living arrangements
- 18 = Other

21) \_\_\_ / \_\_\_ / \_\_\_ Respective Duration of Living Arrangments Shown Above

- 00 = Not applicable
- 01 = Less than 1 month
- 02 = 1 - 3 months
- 03 = 3+ - 6 months
- 04 = 6+ - 12 months
- 05 = 1+ - 2 years
- 06 = 2+ - 4 years
- 07 = 4 or more years

22) If not living with parents, why? \_\_\_\_\_

23) Father's Name \_\_\_\_\_

24) Father's Occupation \_\_\_\_\_

25) Mother's Name \_\_\_\_\_

26) Mother's Occupation \_\_\_\_\_

27) \_\_\_ Is your family receiving Welfare?

- 1 = Yes
- 2 = No

28) \$ \_\_\_ Monthly Allotment

29) \_\_\_\_\_ Case Worker  
(name)

30) \_\_\_\_\_ Case Worker  
(phone number)



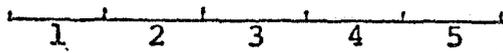
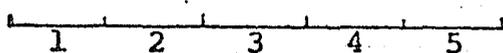
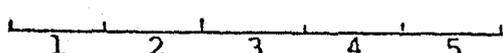
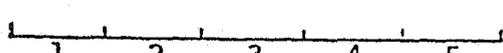
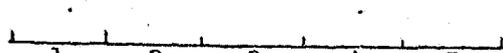
36) / / If item 35) was coded either "1" or "2", estimate number of days used during last month by placing a check in the appropriate space below. (Code drug/alcohol used in blank on left; code number of days used in blank on right. For example, marijuana used from two to six days would be coded "1 2". If client denies use and use is not suspected, code "0 0". Possible to code three drug categories.)

Estimated Number of Days Used

Primary Drugs	(1)= 1	(2)= 2-6	(3)= 7-14	(4)= 15-29	(5)= 30
Marijuana 1					
Amphetamines & similar agents 2					
Barbituates & other sedatives 3					
Hallucinogens 4					
Cocaine 5					
Codine 6					
Heroin 7					
Alcohol 8					
Other, specify 9					

37) Specify deviant behavior not included in arrest records - nature and dates: \_\_\_\_\_

Place a check (✓) in the spaces most accurately reflecting client behavior at time of report. (A check (✓) in the 3rd space would indicate optimum behavior.)

- 38) a) unsure  overly confident
- b) hostile  overly friendly
- c) untalkative  overly talkative
- d) nervous  overly relaxed
- e) uncooperative  overly cooperative
- f) unresponsive  overly responsive

39) Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

40) Personal Appearance and Cleanliness: \_\_\_\_\_  
\_\_\_\_\_

41) Have you participated in group or individual counseling?

- 1 = Yes
- 2 = No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION

42) School status at time of referral to Youth Progress Association

- 1 = Enrolled
- 2 = Suspended
- 3 = Expelled
- 4 = Enrolled in GED program
- 5 = Alternative school, e.g., vocational training school, residential manpower
- 6 = Not enrolled
- 7 = School completed
- 8 = Other, specify \_\_\_\_\_

43) \_\_\_ / \_\_\_ / \_\_\_ Date suspended, expelled, or school completed  
M D Y

44) Present school grade, or highest grade completed if not enrolled (numeric)

45) : Dismissal time if attending school

46) Do you have a school release?

- 1 = Yes
- 2 = No

47) \_\_\_ / \_\_\_ / \_\_\_ Date school release obtained  
M D Y

48) Name of school client enrolled in or last school attended when referred to Youth Progress: \_\_\_\_\_  
\_\_\_\_\_



52) -- If not working, indicate reason

- 00 = Not applicable
- 01 = Does not desire employment
- 02 = Poor health, illness or disability
- 03 = Inability to find employment
- 04 = Unable to locate client
- 05 = Other, specify \_\_\_\_\_

53) -- Work Needed

- 0 = Not applicable
- 1 = Full-time
- 2 = Part-time

54) Specify type of work preferred: \_\_\_\_\_

55) -- Referred by

- 01 = State Parole
- 02 = City Parole
- 03 = Federal Parole
- 04 = Juvenile Parole
- 05 = Multnomah County Juvenile Court
- 06 = Clackamas County Juvenile Court
- 07 = Washington County Juvenile Court
- 08 = Clark County Juvenile Court
- 09 = Oregon State Prison/OSCI
- 10 = Multnomah County Correctional Institute
- 11 = Multnomah County Jails
- 12 = Oregon Halfway House
- 13 = Department of Vocational Rehabilitation
- 14 = Dammasch State Hospital
- 15 = Alcohol and Drug Rehabilitation
- 16 = Medical School Crisis Unit
- 17 = Goodwill Industries
- 18 = C.E.P.
- 19 = Job Corps
- 20 = Residential Manpower
- 21 = Youth Opportunity Center
- 22 = Neighborhood Youth Corp
- 23 = Welfare
- 24 = Oregon State Employment Service
- 25 = High Schools
- 26 = Children's Services Division
- 27 = Other, specify \_\_\_\_\_

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(phone)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(agency)

\_\_\_\_\_  
(address)

56) 1 2 3 Specified Referral Need (code up to five items if necessary)

4 5  
00 = Not applicable  
01 = Intensive one-to-one counseling  
02 = Group counseling  
03 = Job counseling and referral  
04 = Education (GED and other tutorial programs)  
05 = Interim residential facility  
06 = All of the above  
07 = Other, specify \_\_\_\_\_

57) 1 2 3 Services to be Offered (code up to five items if necessary)

4 5  
00 = Not applicable  
01 = Intensive one-to-one counseling  
02 = Group counseling  
03 = Job counseling and referral  
04 = Education (GED and other tutorial programs)  
05 = Interim residential facility  
06 = All of the above  
07 = Other, specify \_\_\_\_\_

58) Reason Service not to be Offered

   Intensive one-to-one counseling  
   Group counseling  
   Job counseling and referral  
   Education (GED and other tutorial programs)  
   Interim residential facility  
   Other, specify \_\_\_\_\_

00 = Not applicable  
01 = Client did not show  
02 = Client refused services  
03 = Client rearrested  
04 = Client ineligible because of age  
05 = Resource unavailable (Impact only)  
06 = Resource unavailable (Impact & Non-Impact)  
07 = Client not accepted by service provider  
08 = Parent refused  
09 = Referral withdrawn  
10 = Other, specify \_\_\_\_\_

OFFENSE INFORMATION (include most recent arrest)

59)    Total number of target arrests

60)    Total number of status arrests

1)    Total number of other arrests (other than target or status)

62)      Total number of all arrests

- 0 = 0
- 1 = 1
- 2 = 2
- 3 = 3
- 4 = 4
- 5 = 5
- 6 = 6
- 7 = 7 - 10
- 8 = 11 or more

63)      Client's age at first arrest

- 1 = under 10 years
- 2 = 10 years
- 3 = eleven
- 4 = twelve
- 5 = thirteen
- 6 = fourteen
- 7 = fifteen
- 8 = sixteen
- 9 = seventeen

64)      Time between first/most recent arrest

- 0 = same
- 1 = 1 day to 3 months
- 2 = 3+ to 6 months
- 3 = 6+ to 12 months
- 4 = 1+ to 2 years
- 5 = 2+ to 3 years
- 6 = 3+ to 4 years
- 7 = 4+ to 5 years
- 8 = 5+ to 6 years
- 9 = more than 6 years

65)      Time between last/most recent arrest

- 0 = same
- 1 = 1 day to 2 weeks
- 2 = 2+ to 4 weeks
- 3 = 1+ to 2 months
- 4 = 2+ to 4 months
- 5 = 4+ to 6 months
- 6 = 6+ to 12 months
- 7 = 1+ to 2 years
- 8 = 2+ to 3 years
- 9 = more than 3 years

66)      Time between most recent arrest and referral to Youth Progress

- |                      |                       |
|----------------------|-----------------------|
| 0 = same day         | 6 = 6+ to 12 months   |
| 1 = 1 day to 2 weeks | 7 = 1+ to 2 years     |
| 2 = 2+ to 4 weeks    | 8 = 2+ to 3 years     |
| 3 = 1+ to 2 months   | 9 = more than 3 years |
| 4 = 2+ to 4 months   |                       |
| 5 = 4+ to 6 months   |                       |

**CONTINUED**

**1 OF 2**



Target Offenses

- 04 = Burglary First Degree (BID)
- 05 = Burglary Second Degree (BNID)
- 09 = Robbery, Third Degree
- 10 = Robbery, Second Degree
- 11 = Robbery, First Degree
- 20 = Rape, First Degree, Forcible
- 26 = Assault, Third Degree,
- 27 = Assault, Second Degree
- 28 = Assault, First Degree
- 29 = Homicide

Other Offenses

- 01 = Motor Vehicle Theft
- 02 = Possession Stolen Motor Vehicle
- 03 = Unauthorized Use of Vehicle
- 06 = Criminal Trespass, Dwelling
- 07 = Criminal Trespass, Premises
- 08 = Loitering, School
- 13 = Theft Second Degree, Shoplift Only
- 14 = Theft First and Second Degree
- 15 = Theft by Receiving & Concealing
- 16 = Theft by Deception
- 17 = Forgery
- 19 = Rape, Non-Forcible
- 21 = Prostitution
- 22 = Public Indecency
- 23 = Sex Abuse, Child Molest
- 25 = Menacing, Harassment, with a Weapon
- 30 = Theft by Extortion
- 31 = Criminal Mischief, Third Degree
- 32 = Criminal Mischief, Second Degree
- 33 = Criminal Mischief, First Degree
- 34 = Arson
- 35 = Disorderly Conduct
- 36 = Resist Arrest, Interfere with Arrest
- 37 = Riot
- 38 = Unlawful Possession Firearm
- 39 = Carry Concealed Weapon
- 40 = Obscene Calls
- 41 = Cruelty to Animals
- 42 = Fish and Game Violations
- 43 = Criminal Activity/Use Drugs, Marijuana
- 44 = Criminal Activity/Use Drugs, Other

(Offenses Applicable to Juvenile Only - Status)

- 45 = Truancy
- 46 = Runaway
- 47 = Beyond Parental Control
- 48 = MIP Alcohol
- 49 = Curfew

(Offenses Applicable to Juvenile and Adults)

- 52 = All Other

DISPOSITION CODES

XX Prefix: Did the client remain in Youth Progress?

- 0 = Not applicable
- 1 = Yes
- 2 = No

(Example: 201 would identify a client who was remanded and did not remain in Youth Progress.)

- \_00 = No action taken
- \_01 = Remand
- \_02 = Charge not substantiated (dismissed by juvenile intake counselor, denial and disappear)
- \_03 = Dismissed by the court
- \_04 = Concurrent with other referral or continued with no status change
- \_05 = Warn or reprimand (by the court)
- \_06 = Informal probation
- \_09 = Return to placement
- \_10 = Return to other jurisdiction
- \_11 = Return to other court, agency or individual
- \_17 = Formal probation
- \_20 = Revoke suspended commitment
- \_21 = Placement or commitment
- \_22 = Dismissed by district attorney
- \_23 = Dismissed by Grand Jury
- \_24 = Bench probation
- \_25 = State probation
- \_26 = Incarceration
- \_27 = Dismissal for unknown reason
- \_28 = Charge substantiated with unknown result
- \_29 = Unknown



MONTHLY REPORT NARRATIVE

Comments (in reference to the Services Report)

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Job Referral

1.

Initial Contact  <div style="text-align: center;">             / /              M D Y         </div>	Initial Contact Made by: Phone <input type="checkbox"/> Name _____ Personal <input type="checkbox"/> Organization _____	Firm Contacted:
Client Contact  <div style="text-align: center;">             / /      Phone <input type="checkbox"/>              M D Y         </div> <hr style="border-top: 1px dashed black;"/> <div style="text-align: center;">             / /      Personal <input type="checkbox"/>              M D Y         </div>	Results	Date Hired  <div style="text-align: center;">             / /              M D Y         </div>

2.

Initial Contact  <div style="text-align: center;">             / /              M D Y         </div>	Initial Contact Made by: Phone <input type="checkbox"/> Name _____ Personal <input type="checkbox"/> Organization _____	Firm Contacted:
Client Contact  <div style="text-align: center;">             / /      Phone <input type="checkbox"/>              M D Y         </div> <hr style="border-top: 1px dashed black;"/> <div style="text-align: center;">             / /      Personal <input type="checkbox"/>              M D Y         </div>	Results	Date Hired  <div style="text-align: center;">             / /              M D Y         </div>

3.

Initial Contact <u>  /  /  </u> M D Y	Initial Contact Made by: <u>                    </u> Phone <input type="checkbox"/> <u>                    </u> Name <u>                    </u> Personal <input type="checkbox"/> <u>                    </u> Organization	Firm Contacted:
Client Contact <u>  /  /  </u> Phone <input type="checkbox"/> M D Y ----- <u>  /  /  </u> Personal <input type="checkbox"/> M D Y	Results	Date Hired <u>  /  /  </u> M D Y

4.

Initial Contact <u>  /  /  </u> M D Y	Initial Contact Made by: <u>                    </u> Phone <input type="checkbox"/> <u>                    </u> Name <u>                    </u> Personal <input type="checkbox"/> <u>                    </u> Organization	Firm Contacted:
Client Contact <u>  /  /  </u> Phone <input type="checkbox"/> M D Y ----- <u>  /  /  </u> Personal <input type="checkbox"/> M D Y	Results	Date Hired <u>  /  /  </u> M D Y

5.

Initial Contact <u>  /  /  </u> M D Y	Initial Contact Made by: <u>                    </u> Phone <input type="checkbox"/> <u>                    </u> Name <u>                    </u> Personal <input type="checkbox"/> <u>                    </u> Organization	Firm Contacted:
Client Contact <u>  /  /  </u> Phone <input type="checkbox"/> M D Y ----- <u>  /  /  </u> Personal <input type="checkbox"/> M D Y	Results	Date Hired <u>  /  /  </u> M D Y

Attitudes and Behavior

Place a check ( ) in the spaces most accurately reflecting client behavior at time of report. (A check ( ) in the 3rd space would indicate optimum behavior.)

(a) unsure      1   2   3   4   5      overly confident

(b) hostile      1   2   3   4   5      overly friendly

(c) untalkative      1   2   3   4   5      overly talkative

(d) nervous      1   2   3   4   5      overly relaxed

(e) uncooperative      1   2   3   4   5      overly cooperative

(f) unresponsive      1   2   3   4   5      overly responsive

General comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal appearance and cleanliness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



STRIKE FORCE DATA COLLECTION FORMS



STRIKE FORCE OVERTIME REPORT

BUREAU OF POLICE  
PORTLAND, OREGON

NAME and NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

UNIT \_\_\_\_\_ RELIEF \_\_\_\_\_ DEFENDANT: \_\_\_\_\_

REG. HRS. WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_ OVERTIME HRS. \_\_\_\_\_

OVERTIME WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> SIGN COMPL.    | <input type="checkbox"/> PATROL        |
| <input type="checkbox"/> PRETRIAL CONF. | <input type="checkbox"/> INVESTIGATION |
| <input type="checkbox"/> GRAND JURY     | <input type="checkbox"/> SURVEILLANCE  |
| <input type="checkbox"/> DISTRICT       | <input type="checkbox"/> OFFICE        |
| <input type="checkbox"/> CIRCUIT        |  |

OTHER/REMARKS \_\_\_\_\_

FOR SUBSTITUTE DUTY ONLY
OFFICER REPLACED _____
NO. _____ UNIT _____ RELIEF _____

\_\_\_\_\_  
SUPERIOR OFFICER

\_\_\_\_\_  
UNIT COMMANDER

BAILIFF  
60.27.1

\_\_\_\_\_  
DIRECTOR OF OPERATIONS

Form 40.89

(THIS REPORT WILL BE ORANGE IN COLOR)

BUREAU OF POLICE  
PORTLAND, OREGON

Officer  No. _____				For office use only	
			Mo	Day	Yr

signature 2) approved 5)	hours worked 3) Fr. _____ To _____ 6 prec/div. commander	reg. assign. 4) _____ 7 shop _____
--------------------------------	--	--

8) STREET			9) OFFICE			10) COURT		
ACTIVITY	OFFENSE	HRS.	ACTIVITY	OFFENSE	HRS.	ACTIVITY	OFFENSE	HR.
PATROL	BURGLARY		REPORTS	BURGLARY		D.A. OFFICE		
	STREET CRIME			STREET CRIME		JUVENILE		
INVESTIGATE	BURGLARY		ADMIN.	BURGLARY		DISTRICT		
	STREET CRIME			STREET CRIME		CIRCUIT		
SURVEILL.	BURGLARY		INVESTIGATE	BURGLARY		GRAND JURY		
	STREET CRIME			STREET CRIME		TOTAL		

11) ACTIVITIES	NO.	12) CASES CLEARED		13) PROPERTY RECOVERED	
		offense	no.	item	value
REPORTS					
F.C.R.'s					
ASSISTS					

CASE NO.	SUBJECT	CHARGE	TIME	LOCATION
14) A R R E S T S				

REMARKS:

## INSTRUCTIONS

- Box 1. Printed name, officer identification number, and date operation commenced.
- Box 2. Signature of member preparing report.
- Box 3. Actual time that duty began and ended to the nearest 6 minute increment.
- Box 4. Regular duty assignment using standard abbreviations.
- Box 5. Signature of team leader, or regular supervisor for court overtime.
- Box 6. Signature of the unit commander having mission responsibility or regular commander for court overtime.
- Box 7. Shop car number used by reporting officer during assignment.
- Box 8. Street operations computed at straight time to the nearest  $\frac{1}{2}$  hour in categories most descriptive of the reporting officer's activities.
- Box 9. Office activities computed at straight time to the nearest  $\frac{1}{2}$  hour.
- Box 10. Judicial related activities computed at straight time to the nearest  $\frac{1}{2}$  hour and listing the charge on which the reporting officer appeared.
- Box 11. Number of reports, F.C.R.'s and assists accomplished by the reporting officer.
- Box 12. Cases cleared by named offense, using standard abbreviations and showing the number in each offense category.
- Box 13. Property recovered by reporting officer listing each item by general description and identifying number if present, plus estimated value.
- Box 14. All arrests made by the reporting officer regardless of the charge. Arrests will be listed only by the member writing the report pertaining to the arrest. All others involved will claim an "assist" in Box 11.

CASE MANAGEMENT CORRECTIONS SERVICES  
DATA COLLECTION FORMS

JAN 11 1974

CMCS Form 6.0-1  
November 1973

-----  
ID Number

CASE MANAGEMENT CORRECTIONS SERVICES

CLIENT INFORMATION

CLIENT

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(Middle)

CASE MANAGEMENT CORRECTIONS SERVICES

Client Information

Form completed by \_\_\_\_\_

Date: Form initiated \_\_\_/\_\_\_/\_\_\_  
mo. day yr

Case Manager/Counselor's name \_\_\_\_\_

Item number

1) \_\_\_/\_\_\_\_\_/\_\_\_ ID number

Prefix Codes for Study Groups

- 1 = CMCS clients
- 2 = Control clients
- 3 = Contrast clients, current -- residing outside CMCS service area
- 4 = Contrast clients, previously served while residing within CMCS service area.
- 5 = Contrast clients, previously served while residing outside CMCS service area.

Suffix Codes

0 = no letter, 1 = A, 2 = B, 3 = C, etc.

2) \_\_\_\_\_ Census Tract of Client's address

3) \_\_\_/\_\_\_/\_\_\_ Date of Birth  
mo. day yr.

4) \_\_\_ Age

5) \_\_\_ Sex

1 = male

2 = female

6) \_\_\_ Ethnic Group

1 = White

2 = Black

3 = American Indian

4 = Mexican-American

5 = Oriental

6 = Other, specify \_\_\_\_\_

## II. Program Entry Dates

Date:

Event:

mo. day yr.

- 7) \_\_\_ / \_\_\_ / \_\_\_ Offense
- 8) \_\_\_ / \_\_\_ / \_\_\_ Arrest (Custody Report)
- 9) \_\_\_ / \_\_\_ / \_\_\_ Referred to Juvenile Court, i.e., date referral document received by Court
- 10)<sup>a</sup> \_\_\_ / \_\_\_ / \_\_\_ Received by Case Review and Assignment to Manager/Counselor (CRAM)
- 11)<sup>a</sup> \_\_\_ / \_\_\_ / \_\_\_ First client-CRAM contact
- 12) \_\_\_ / \_\_\_ / \_\_\_ Court hearing (code 00/00/00 when no Court hearing)
- 13)<sup>a</sup> \_\_\_ / \_\_\_ / \_\_\_ CRAM completed
- 14) \_\_\_ / \_\_\_ / \_\_\_ Assigned to Case Manager/Counselor by Record Room
- 15) \_\_\_ / \_\_\_ / \_\_\_ Initial case staffing (for study group 1); three weeks after assignment to counselor (study groups 2-5); court hearing date; CRAM-completed date for cases with no service period; or counselor's disposition date.

<sup>a</sup>Code 00/00/00 for study groups three through five.

ITEM #

III. Offense Record

(Include all offenses preceding the date noted in item 15).

- 16)    \_\_ Total number of Target offenses
- 17)    \_\_ Total number of Status offenses (applicable to juveniles only)
- 18)    \_\_ Total number of Other offenses (other than Target or Status)
- 19)    \_\_\_ Total of All above offenses

20)    \_\_ Client's Age at First Offense

- |                    |               |
|--------------------|---------------|
| 1 = under 10 years | 5 = thirteen  |
| 2 = 10 years       | 6 = fourteen  |
| 3 = eleven         | 7 = fifteen   |
| 4 = twelve         | 8 = sixteen   |
|                    | 9 = seventeen |

21)    \_\_ Time between First/This offense

- |                      |                       |
|----------------------|-----------------------|
| 0 = no prior offense | 6 = 3+ to 4 years     |
| 1 = 0 to 3 months    | 7 = 4+ to 5 years     |
| 2 = 3+ to 6 months   | 8 = 5+ to 6 years     |
| 3 = 6+ to 12 months  | 9 = more than 6 years |
| 4 = 1+ to 2 years    |                       |
| 5 = 2+ to 3 years    |                       |

22)    \_\_ Time between Last/This offense

- |                      |                       |
|----------------------|-----------------------|
| 0 = no prior offense | 6 = 6+ to 12 months   |
| 1 = 0 to 2 weeks     | 7 = 1+ to 2 years     |
| 2 = 2+ to 4 weeks    | 8 = 2+ to 3 years     |
| 3 = 1+ to 2 months   | 9 = more than 3 years |
| 4 = 1+ to 4 months   |                       |
| 5 = 4+ to 6 months   |                       |

JAN 11 1974

CASE MANAGEMENT CORRECTIONS SERVICES

CURRENT REFERRAL, CASE PROCESSING, AND OFFENSE DATA

Client \_\_\_\_\_  
          (Last Name)                      (First)                      (Middle)

---

CASE MANAGEMENT CORRECTIONS SERVICES

Current Referral, Case Processing, and Offense Data

Date:

Form completed by \_\_\_\_\_

Form initiated \_\_\_/\_\_\_/\_\_\_  
mo. day yr.

Case Manager/Counselor's name \_\_\_\_\_

Form completed \_\_\_/\_\_\_/\_\_\_  
mo. day yr.

ITEM #

1) \_\_\_/\_\_\_/\_\_\_ ID Number

Prefix Codes for Study Groups

- 1 = CMCS clients
- 2 = Control clients
- 3 = Contrast clients, current--residing outside CMCS service area
- 4 = Contrast clients, previously served while residing within CMCS service area
- 5 = Contrast clients, previously served while residing outside CMCS service area

Suffix Codes

0 = no letter, 1 = A, 2 = B, 3 = C, etc.

2) \_\_\_/\_\_\_/\_\_\_ Police Case No.

Prefix Codes

- 1 = local agency
- 2 = other agency

3) \_\_\_/\_\_\_/\_\_\_ Sheriff Case No.

Prefix Codes see item 2

4) \_\_\_ Case status at referral

- 1 = Opened this offense (no previous Multnomah County Court reco
- 2 = Active (opened prior offense - not in study group)
- 3 = Active (prior offense in a study group)
- 4 = Closed (prior offense - not in a study group)
- 5 = Closed (prior offense - in a study group)

5) \_\_\_ Number of times previously assigned to a study group and closed.

If current referral results in entry to study group 1 or 2, code items 6 - 9 below---  
00/00/00 to indicate not applicable. These dates are reported on Form 6.0-1 for entry  
referrals.

Date:

Event:

mo. day yr.

6) \_\_\_/\_\_\_/\_\_\_ Offense

7) \_\_\_/\_\_\_/\_\_\_ Arrest (Custody report)

\_\_\_/\_\_\_/\_\_\_ Referred to Juvenile Court, i.e., date referral document received by Cou

9) \_\_\_/\_\_\_/\_\_\_ Court hearing (code 00/00/00 when no Court hearing)

10)

-- Referred by

- 01 = Police, Portland
- 02 = Sheriff, Multnomah County
- 03 = Other police or sheriff
- 04 = School
- 05 = Social agency
- 06 = Juvenile Court Counselor  
or Case Manager
- 07 = Parent or relative
- 08 = Other Court
- 09 = Self
- 10 = Other, specify \_\_\_\_\_
- 11 = Parole officer
- 12 = Youth Service Bureau

11)

1 2 3

Referral (code up to three offenses for one referral)

12)

   /    Specify weapon for target offense codes 09 - 29 above

Prefix codes

- 0 = not applicable
- 1 = threat
- 2 = injury (injury requires that weapon comes in contact with victim)
- 3 = unknown

- 0 = Not applicable (offense codes other than 09 - 29 above)
- 1 = gun
- 2 = knife
- 3 = blunt instrument
- 4 = body parts
- 5 = other, specify \_\_\_\_\_

13)

----- Value of property loss (to nearest dollar)

-- Property loss in addition to cash value

- 1 = yes
- 2 = no

15)

----- Census Tract of Offense (Code counties other than Multnomah as follows:)

- 00001 = Clackamas
- 00002 = Washington
- 00003 = Columbia
- 00004 = Clark
- 00005 = other

16)

-- Time of Offense

- 01 = Midnight to 3 a.m.
- 02 = 3+ a.m. to 6 a.m.
- 03 = 6+ a.m. to 9 a.m.
- 04 = 9+ a.m. to Noon
- 05 = Noon+ to 3 p.m.
- 06 = 3+ p.m. to 6 p.m.
- 07 = 6+ p.m. to 9 p.m.
- 08 = 9+ p.m. to Midnight
- 09 = 11+ p.m. - 11 a.m.
- 10 = 11+ a.m. - 11 p.m.
- 11 = Unknown

- 01 = school building
- 02 = school grounds
- 03 = commercial building
- 04 = commercial grounds
- 05 = residence
- 06 = street/sidewalk
- 07 = open area
- 08 = park
- 09 = parking lot
- 10 = vehicle, street
- 11 = vehicle, open area
- 12 = vehicle, park
- 13 = vehicle, parking lot
- 14 = other, specify \_\_\_\_\_

18) Number of companions involved in referral incident (Exclude client)

- 0 = 0
- 1 = 1
- 2 = 2
- 3 = 3
- 4 = 4 or more

19) Time client brought to detention

- 0 = not brought to detention
- 1 = Midnight to 3 a.m.
- 2 = 3+ a.m. to 6 a.m.
- 3 = 6+ a.m. to 9 a.m.
- 4 = 9+ a.m. to Noon
- 5 = Noon+ to 3 p.m.
- 6 = 3+ p.m. to 6 p.m.
- 7 = 6+ p.m. to 9 p.m.
- 8 = 9+ p.m. to Midnight
- 9 = unknown

20) Detention days (numeric)

21) Court Hearing

- 1 = yes
- 2 = no

22) Plea on Referral at hearing

- 0 = no hearing
- 1 = admits to petition
- 2 = denies petition
- 3 = admits to lesser offense
- 4 = partial admission
- 5 = no plea

23) Judge/Referee

- 0 = no hearing
- 1 = Deiz
- 2 = Knapp
- 3 = Lenon
- 4 = Lewis
- 5 = Dahl
- 6 = Van Hoomissen
- 7 = Other

24)

\_\_ Attorney Representing Client

- 1 = Court Appointed
- 2 = privately retained
- 3 = none

1 2 3

-----  
Disposition awarded (code the disposition associated with each offense coded in item 11).

26)

\_\_ Disposition awarded as recommended?

- 0 = not applicable
- 1 = same
- 2 = different
- 3 = unknown

27)

\_\_\_ Placement awarded

- 00 = Own home or no placement
- 01 = Alternate living (e.g. one parent to another, friend, or relative)
- 02 = Foster home
- 03 = Group home (CSD funded)
- 04 = Group home (Impact funded)
- 05 = Residential treatment (CSD funded)
- 06 = Residential treatment (Impact funded)
- 07 = MacLaren
- 08 = Hillcrest
- 09 = Youth Progress Association
- 10 = Other, specify \_\_\_\_\_

\_\_ Did placement result in change in residence?

- 1 = yes
- 2 = no

29)

\_\_\_ Placement awarded as recommended?

- 1 = same
- 2 = different

CASE MANAGEMENT CORRECTIONS SERVICES

SERVICE PERIOD OFFENSE DATA

Client \_\_\_\_\_  
          (Last Name)                      (First)                      (Middle)

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NOVEMBER 1973  
JAN 11 1974

CASE MANAGEMENT CORRECTIONS SERVICES

FOLLOW-UP OFFENSE DATA

Client \_\_\_\_\_  
(Last Name) (First) (Middle)

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**END**

7-1-1944