

R-76-174

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ACQUISITIONS

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Cranston, Rhode Island; Planning for the
Development of a Mini-Computer Based
Police Information System - SUPPLEMENT

REPORT NUMBER: 76-93b

FOR: Cranston, Rhode Island, Police Department
City Population: 74,287 (1970)
76,156 (1975 est.)
Police Strength (Sworn): 121
Total: 140
City Area: 28.2 square miles

36869

ACTOR: Westinghouse Justice Institute

LTANT: Philip D. DeWitt

ACT NUMBER: J-LEAA-003-76

September 1976

TABLE OF CONTENTS

	<u>Page</u>
Foreword	iii
1. Introduction	1-1
2. Understanding of the Problem	2-1
3. Analysis of the Problem	3-1
3.1 Evaluation of Proposals	3-1
3.2 Certainty of Funding	3-1
3.3 Contract Form and Content	3-1
4. Findings, Conclusions, and Recommendations	4-1

APPENDICES

A. Request for Proposal -- Cranston Police Computer Information System	A-1
B. Pre-Bid Conference Correspondence, Agenda, and Related Materials	B-1

FOREWORD

This request for Technical Assistance was made by the Cranston, Rhode Island, Police Department. The requested assistance was concerned with reviewing a Request for Proposal (RFP) for a police information system and, at a later date, reviewing and providing guidance in the vendor evaluation process.

In an earlier report (No. 76-93a, dated May 1976), the findings and recommendations pertaining to the police information system's specifications and the RFP draft were presented. This report offers the Consultant's findings as a result of returning to Cranston, where the responses to the RFP were evaluated.

Requesting Agencies:	Cranston Police Department, Mr. E. J. Macioci, Planning Director
State Planning Agency:	Governor's Justice Commission, Mr. P. J. Fingliss, Executive Director, Mr. D.P. Flemming, Director of Criminal Justice Information and Communications Systems
Approving Agency:	LEAA Region I (Boston), Mr. John M. Keeley, Police Specialist; Mr. Alfred G. Zappala, Systems Specialist

1. INTRODUCTION

The Cranston Police Department has long contemplated the acquisition of computer assistance for records and information management and retrieval. In this respect, the Department is in the vanguard of Rhode Island law enforcement agencies.

The interest of the Police Department led to the submission of a grant application and an award from the Governor's Justice Commission to move towards a mini-computer system. With one-half of the award in hand, the Department moved forward to define their needs clearly and issue an RFP.

The Cranston Police Department requested Police Technical Assistance services in two categories: First, to review and evaluate the RFP; second, at a later date, to review the evaluation of proposals and vendor selection.

An earlier report (No. 76-93a, dated May 1976) described the work performed and the recommendations developed during the Consultant's previous onsite visit; and, to the extent possible, included the consequences of local decisions made up to the date of that report's preparation.

While providing technical assistance at that time, the Consultant met with the following personnel:

- Chief of Police George J. Coffey.
- Mr. Edward J. Macioci, Planning Director, Cranston Police Department.
- Mr. Francis J. Kelly, Chief Clerk, Cranston Police Department.
- Mr. Donald P. Flemming, Governor's Justice Commission.
- Mr. Edward N. Falls, Data Processing Director, Cranston School Department.

In addition, the Consultant had the opportunity to speak briefly with a number of uniformed officers. All appeared to have a positive and receptive attitude towards systems implementation.

In order to provide the second category of technical assistance, the Consultant returned to Cranston for a 2-day period. This report contains a review of the proposed evaluation process and also presents a brief summary of events that occurred between the times of the two site visits.

During the period of the second site visit, the Consultant met with the following personnel:

- Mr. Edward J. Macioci, Planning Director, Cranston Police Department.
- Mr. Francis J. Kelley, Chief Clerk, Cranston Police Department.
- Mr. Edward N. Falls, Data Processing Director, Cranston School Department.
- Mr. Dennis Salisbury, Governor's Justice Commission.
- Mr. Richard E. Linnekin, Wang Laboratories, Inc.

2. UNDERSTANDING OF THE PROBLEM

The technical assistance rendered during the first site visit led to the composition of the RFP as shown in Appendix A.

Because of City purchasing procedural details, issuance of the RFP was delayed until resultant contract negotiations could take place after the second-year project funding was approved by the Governor's Justice Commission.

Accordingly, the procurement was advertised on and after June 28, 1976. The RFP was also mailed directly to a list of 54 potential vendors.

A pre-bid conference was scheduled and held in Cranston on July 20, 1976. Seventeen vendors were in attendance. The agenda for that conference and material related to it are included in Appendix B.

The date for submission of proposals was August 17, 1976. Three proposals were received by the time of closing.

An evaluation panel, including representation by the Governor's Justice Commission, began a review process for each proposal, which included reference checking, scoring the technical merits of each proposal, and (in the one case offered) an examination of the proposed system modules in a live demonstration.

Copies of each proposal were also reviewed independently by the Consultant. Because one of the vendors claimed a comprehensive proprietary interest in the entire proposal, itemized comparisons of the three cannot be presented in this report.

The conclusions reached by the evaluation panel was also the one reached by the Consultant, based upon available evidence. While it was not the aim of the Consultant to sway the evaluation process, considerable satisfaction was derived from the uniform consensus.

The remaining issues for systems procurement were then seen to be:

- The degree of certainty for second-year project funding (a formality for contract award).
- The contract form and content, particularly the provisions for services in future years and the conditions for systems acceptance.

3. ANALYSIS OF THE PROBLEM

3.1 Evaluation of Proposals

It was the opinion of the Consultant that only one of the proposals was fully responsive to the RFP. The remaining two proposals failed to demonstrate the vendors' understanding of the problem or relevant experience. One of the proposals exceeded a clearly stated maximum amount for award and then failed to invoke the privilege for submitting an alternative proposal (the RFP stipulated that in the event a responsive proposal could not be tendered within the cost ceiling, an alternative proposal could be submitted if it clearly identified all departures from the requirements).

The evaluation panel working independently, but with even more background information than the Consultant, arrived at a similar conclusion.

3.2 Certainty of Funding

The City of Cranston has yet only received one-half of the funds from the 2-year grant application, which will defray the costs of this system's acquisition. It is a concern of the City that funds not be committed (e.g., by contract) that may never materialize. Because of this concern, the release of the RFP was postponed for approximately 1 month; and the successful vendor's payment was made conditioned upon second-year funding (this caveat was in the RFP).

The severity of this problem (from the City's viewpoint or as passed through to the vendor) is minimal. A letter from the Governor's Justice Commission to Chief George Coffey, dated July 21, 1976, stated in part:

At a meeting on July 14, 1976, the Supervisory Board of the Governor's Justice Commission approved \$58,500 of advance fiscal year 1977 funds for the second phase of your computerized Police Information System.

. . . you may utilize (this) letter as a commitment . . . that, provided that LEAA is refunded in fiscal year 1977, the City of Cranston will receive \$58,500 . . .

LEAA has, of course, been refunded; and with such a strong commitment from the Governor's Justice Commission, funding for phase two is as close to a certainty as possible for any future event. Thus, this issue should not cause any reservations on the part of the City or the successful vendor during contract negotiations.

3.3 Contract Form and Content

The RFP stipulated a fixed-price procurement, yet encouraged the vendor to quote some severable options within the proposal (e.g., 8 hour/day vs. 24 hour/day maintenance service). The evaluation panel had to

consider which options to select and which to sever while framing their final award recommendation.

It was the decision of the evaluation panel to accept the options as proposed, except for the level of maintenance availability, and the lesser 8 hour/day level was elected.

It was also recognized that the cost of service, parts, and supplies in future years should be tied to some benchmark to simplify both the budgeting of the Police Department and the renegotiation of maintenance and supply contracts. The vendor chosen by the evaluation panel has agreed to a contract provision that future prices shall be GSA equivalents at the effective dates of renegotiation.

Detailed inspection of the RFP and the chosen proposal revealed significant remaining latitude, or looseness, in the definition of system acceptance criteria. For the protection of both City and vendor, these criteria should be restated explicitly in the eventual contract.

4. FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

The RFP, as finally issued, in combination with the pre-bid conference material and dialogue, formed a reasonable and accurate statement of the needs and priorities of the Cranston Police Department, which in turn adheres to the intent of the supporting award.

The City pursued every feasible avenue for broadcasting the RFP and making known its intent to acquire a system. The time allowance before closing was more than sufficient to enable prospective vendors to prepare their proposals.

There is no reasonable cause, in the mind of the Consultant, for the selection of the evaluation panel to be questioned. The proposal submitted by Wang Laboratories appears, in all respects, to be fully responsive to the RFP and based upon a general understanding of the problems of the Cranston Police Department.

Because of the funding assurances from the Governor's Justice Commission, contract negotiations should commence immediately upon formal designation of the successful vendor by the City's Board of Contract and Purchase.

The principal substance of contract negotiations should be the definition of acceptance criteria for the system, the hardware, and the software. An individual, by name or title, should be designated the person responsible for acceptance.

The resultant contract should itemize, as deliverables, equipment and applications software. Mindful, however, that this is a systems procurement, a clause permitting the substitution of equivalent or superior components should be included, if no increase in cost is required.

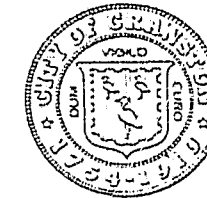
Based upon probable need, the City should waive the benefits and associated costs of 24-hour/7-days-per-week maintenance support and apply these funds to supplies, site preparation, and similar expenses.

The eventual contract should incorporate, if possible, the Wang offer to provide any future services and products at GSA rates.

APPENDIX A

Request for Proposal
Cranston Police Computer Information System

JAMES L. TAFT, JR.
MAYOR



DIVISION OF CONTRACT AND PURCHASE
EARLE S. CROSSMAN
PURCHASING AGENT

DEPARTMENT OF FINANCE
CITY HALL
CRANSTON, RHODE ISLAND 02910

June 28, 1976

Dear Sirs:

The attached document constitutes a Request For Proposal (RFP) for the City of Cranston, "Cranston Police Computer Information System."

The RFP consists of the following sections:

- INTRODUCTION
- I. GENERAL PROVISIONS
- II. HARDWARE REQUIREMENTS
- III. SOFTWARE REQUIREMENTS
- IV. COST DATA
- V. EVALUATION OF PROPOSALS

A schedule of activities is listed on p. 8.

A pre-bid conference will be held for all interested vendors in Room 308, Cranston Police Headquarters, 275 Atwood Avenue, Cranston, Rhode Island at 1:00 p.m. on Tuesday, July 20, 1976. If you contemplate bidding, you are strongly urged to attend.

Materials indicating present system outline, including input/output formats will be supplied at the pre-bid conference. Additional material distributed at the pre-bid conference will be considered part of this RFP.

Prior to the pre-bid conference, all questions regarding this RFP must be submitted in writing to the Cranston Department of Police. Only those written questions received on or before July 13, 1976 will be distributed with documented responses at the pre-bid conference to all vendors in attendance.

Following the date of the pre-bid conference, all questions regarding this RFP must be submitted in writing to the Department of Police. All written questions received after July 13, 1976 will receive individual written responses.

All written questions by any vendor - whether received prior to or after July 13 - and the documented responses of the Cranston Department of Police

will be kept on file at Cranston Police Headquarters for inspection by all vendors. The anonymity of firms submitting written questions will be protected.

All communications should be addressed to Edward J. Macioci, Planning Director, Cranston Department of Police, 275 Atwood Avenue, Cranston, Rhode Island 02920.

The award of any contract by the City of Cranston is conditioned upon the award of the remainder of LEAA funds to the City of Cranston sufficient to complete the project. Therefore, unless and until such funds are received by the City of Cranston, no final action can or will be taken on bids received for the Cranston Police Computer Information System.

Very truly yours,

Earle S. Crossman
Purchasing Agent

ESC/ac

CITY OF CRANSTON
"CRANSTON POLICE COMPUTER INFORMATION SYSTEM"

INTRODUCTION

The following specifications and criteria have been written to serve as a basis for prospective vendors to propose equipment and services to perform the described tasks.

These specifications in their entirety constitute a Request For Proposal (RFP) for a turn-key installation of a programmable on-line computer system which will be dedicated to the crime reporting needs of the City of Cranston and the Cranston Department of Police.

The system will be installed at the Cranston Department of Police Headquarters, 275 Atwood Avenue, Cranston, Rhode Island. This system will provide the Cranston Department of Police with the capabilities to rapidly identify all persons, locations, and/or wanted vehicles previously reported as involved in a Cranston police activity in order to convey to the officer previous history of the persons, locations, and/or wanted vehicles for his usage. This system will also provide the Department of Police with computer capabilities to perform police activity related reporting.

INQUIRY/RESPONSE SYSTEM

The planned Inquiry/Response System will allow rapid access to continually updated files by name, incident location, resident address, wanted vehicles, or other options.

1. Dispatcher Terminals (Minimum 2) - a CRT will be installed at each dispatcher desk. The dispatcher will inquire to the master name/location and/or wanted vehicle file of an incident and relate to the officer previous history stored on magnetic disk. The dispatcher will have the option to print hardcopy.

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I. GENERAL PROVISIONS

1. PURPOSE OF THIS DOCUMENT

This document provides interested vendors with information to enable them to prepare and submit proposals for consideration by the City of Cranston Board of Contract and Purchase to procure a programmable on-line computer system for the Cranston Department of Police.

2. STANDARD TERMINOLOGY

The terms consultant, consulting firm, contractor or bidder are all referred to as vendor for the purpose of this document.

3. ISSUING AGENCY

This Request For Proposal is issued for the City of Cranston by the Cranston Board of Contract and Purchase.

4. METHOD OF PROCUREMENT/PAYMENT

The method of procurement shall be outright purchase of the total system.

This is a conditional request for bids. The award of any contract by the City of Cranston is conditioned upon the award of the remainder of LEAA funds to the City of Cranston sufficient to complete the project. Therefore, unless and until such funds are received by the City of Cranston, no final action can or will be taken on bids received for the Cranston Police Computer Information System.

No payment or portion thereof shall be made prior to the final acceptance of the total system by the City of Cranston and the Cranston Department of Police. One (1) full payment shall be made upon the final acceptance of the total system.

5. RESPONSE PREPARATION AND PROPOSAL FORMAT

Each proposal must be in the same format and sequence as the details presented in Part II and Part III of the RFP. The requirements stated herein should be considered mandatory unless otherwise stated. It should be understood that any failure to respond to a specific requirement may be the basis for a vendor being eliminated from consideration.

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 vendor's lack of cost consciousness.

The City of Cranston reserves the right to accept or reject any or all proposals or bids, waive any informalities in the bidding, or accept the bid deemed to be in the best interest of the City.

The City of Cranston will not pay for any information solicited. The information obtained will be used for determining suitability of equipment, cost information, suitability of vendor.

6. RESPONSE SUBMISSION

Each vendor must submit a minimum of eight (8) copies of his proposal.

The bid must present all cost data clearly and completely, including software, hardware, education, and systems support.

7. INCURRING COSTS

The City of Cranston is not liable for any cost incurred by a vendor in replying to this RFP.

8. MULTIPLE PROPOSALS

Multiple proposals involving the various methods of meeting the objectives may be submitted by each vendor. However, if more than one proposal

is submitted, each must be complete in every respect and marked as Proposal No. 1, Proposal No. 2 etc., on the cover page.

The vendor may, at his discretion, submit alternative proposals, or proposals which deviate from the requirements, Provided: (1) that it is in addition to a proposal fully responsive to the requirements of the RFP; and (2) that the alternative proposal and all deviations from the requirements of the RFP are clearly identified. Alternative proposals may be considered if they do not compromise the needs of the City and the Department of Police and offer clearly superior advantages.

The contemplated maximum amount of this award is \$130,000.00. Vendors are encouraged to develop alternative proposals if complete compliance with the requirements of this RFP cannot be met at this price.

9. ORAL PRESENTATIONS

Vendors shall make oral presentations to supplement proposals if requested by the issuing agency.

10. PROPRIETARY INFORMATION

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement regulations of the City of Cranston, the State of Rhode Island Governor's Justice Commission, and the Law Enforcement Assistance Administration (LEAA) of the U. S. Department of Justice.

11. NEWS RELEASES

News releases pertaining to this procurement or any part of the project shall not be made without prior approval of the City of Cranston.

12. DELIVERY

Delivery of the total system is desired as soon as possible. The vendor must state earliest possible delivery date.

13. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful vendor will become contractual obligations if acquisition action ensues. Failure of successful vendor to accept these obligations in a contractual agreement may result in cancellation of the award.

14. STANDARD CONTRACT

The City of Cranston reserves the right to incorporate standard City contractual provisions into any contract negotiated as a result of any proposal submitted in response to this RFP and appropriate City of Cranston and Rhode Island State lease and contract laws, terms, and conditions will apply.

15. PRIME CONTRACTOR RESPONSIBILITIES

The selected vendor will be required to assume responsibility for delivery, installation, and maintenance of all equipment and contracted services whether or not he is the original supplier. Further, the City of Cranston and the Cranston Department of Police will consider the selected vendor to be the sole point of contact with regard to contractual matters, including the performance of services and payment of any and all charges resulting from contract obligations.

The City of Cranston Department of Police prefers that maintenance service on all hardware equipment be provided by one (1) single source, supplier, or firm.

The selected vendor must commit to this project a professional staff

assigned for a reasonable period of time during installation and implementation. The selected vendor must provide an on-site project manager who will be responsible to the Cranston Department of Police. The vendor must provide the name of the individual and must give his relevant experience.

In addition, the vendor is required to provide relevant vendor experience. If subcontractors are engaged, the same information must be provided.

16. STANDARD OF ACCEPTANCE

The selected vendor shall certify in writing to the City of Cranston Department of Police when the system is completed, installed, and ready for use. The acceptance period of thirty (30) consecutive days shall commence on the date of verification of the receipt of notification of the completed system installation to the using agency, at which time operational control becomes the responsibility of the Cranston Department of Police. It is not required that one thirty-day period expire in order for another performance period to begin. To meet the standard of acceptance, the system must operate at an average level of effectiveness of not less than 95% for a period of thirty (30) consecutive days. The average effectiveness level shall be determined by:

$$\text{Effectiveness} = \frac{\text{Total Productive Operational Use Time}}{\text{Total Productive Operational Use Time Plus Associated Down Time}}$$

Total Productive Operational Use means all terminals have access to all designated systems and the system in its entirety is operating to meet the user requirements.

All associated down time during the acceptance period must be

documented by the vendor and the Cranston Department of Police personnel.

17. PROGRESS REPORTS

The selected vendor must submit progress reports as requested by the Cranston Department of Police.

18. SCHEDULE OF ACTIVITIES

<u>Date</u>	<u>Activity</u>
June 28, 1976	Publish RFP/Advertise for bid
July 20, 1976	Pre-bid conference
August 17, 1976	Proposal/bid opening
October 1, 1976	Selection to be made on or before this date
October 19, 1976	Bid proposal awarded
October 29, 1976	Contract signed on or before this date
January 17, 1976	Equipment delivery made on or before this date
March 1, 1977	System acceptance period begins

19. BID RESERVATION

The City of Cranston reserves the right to reject any or all bids, waive any informalities in the bidding, or accept the bid deemed to be in the best interest of the City.

The City reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the vendor's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints.

The City of Cranston reserves the right to award the contract to the vendor who in the judgment of the City of Cranston proposes equipment that best meets the requirements of the City of Cranston Department of Police, taking into consideration all phases of the proposed equipment.

The successful vendor shall be required to furnish any additional units the City wishes to purchase, lease, or rent above the specified amount stated within a period of one (1) year from the date of contract award at the bid price. See IV. COST DATA.

20. SECURITY STATEMENT

Some of the data elements contained and utilized in this system are of a highly sensitive and confidential nature.

Therefore, vendors shall not - either during the term of their association with the City of Cranston and the Cranston Department of Police or at any time thereafter - use or disclose to any person, firm, or corporation any information concerning the records, business, or affairs of the City of Cranston, the Cranston Department of Police, or any other related agency of the criminal justice system which they may have acquired in the course of or as incident to their association hereunder.

The proposed system must be in compliance with the United States Department of Justice regulations regarding criminal justice information systems entitled "Department of Justice; Criminal Justice Information Systems - May 20, 1975" (FEDERAL REGISTER; vol. 40, no. 98) and "Department of Justice; Law Enforcement Assistance Administration; Criminal History Records: Collection, Storage, and Dissemination of Information - March 19, 1976" (FEDERAL REGISTER; vol. 41, no. 55).

The vendor is required to provide an assurance of this compliance in his proposal. A stipulation of compliance by the selected vendor will become part of the eventual contract.

21. WARRANTY

The vendor shall provide a copy of any warranty/guarantee that

guarantees that all work and materials furnished under this specification other than that covered by OEM supplier's standard warranty shall be free from defects of materials and workmanship for a period of not less than one (1) year from the date of acceptance by the City of Cranston and the Department of Police. The vendor further agrees to repair or replace, at his own expense, all such defective work which becomes defective during the term of this warranty.

It should also be noted that a one (1) year guarantee shall be required for vendor supplied software; the guarantee shall begin at the date of system acceptance by the City of Cranston and the Department of Police. This guarantee shall ensure that the vendor will maintain all vendor supplied software for a period of not less than one (1) year.

Accompanying the warranty shall be a statement as to the availability of parts and qualified personnel to repair the system should system failure occur. The address of the nearest service facilities and qualified service personnel shall be listed accompanying the warranty.

All vendors will be required to furnish a bid bond in the amount of ten (10%) percent of the total system bid price, executed by the bidder and a surety company authorized to do business in the State of Rhode Island as a guarantee of good faith and firm bid for ninety (90) days. No bid may be withdrawn for a period of (90) days subsequent to the opening of bids without the consent of the City of Cranston Board of Contract and Purchase.

The successful vendor shall be required to furnish a performance bond in the amount of one hundred (100%) percent of the total contract price, executed by the bidder and a surety company authorized to do business

in the State of Rhode Island at the time of the execution of the contract. The form and contract of the performance bond shall be subject to legal review. Performance shall be construed to include the delivery, installation, and performance of all equipment and software, required training, manuals, and all documentation agreed upon in the form and content specified in this RFP.

In the event of the successful vendor's failure to deliver, install, and perform to the satisfaction of the City of Cranston and/or the Cranston Department of Police during the contract period agreed upon, the contracting authorities for the City reserve the right to cancel the contract on written notice at any time and to enforce the provisions of the performance bond.

The City of Cranston Purchasing Agent shall be the custodian of all proposal guarantee submitted pursuant to this invitation. The City of Cranston City Clerk shall be the custodian of the performance bond of the successful vendor.

22. POLICE DEPARTMENT RESPONSIBILITIES

The vendor will include in the proposal the expected assistance of the Cranston Department of Police including required personnel, data files, and supplies.

23. CONVERSION

All present files on magnetic tape and/or cards must be converted to create desired files.

24. PERFORMANCE

The system will not be accepted by the Cranston Department of Police until all tests are performed by Department personnel and these tests are

satisfactory. Refer to standard of acceptance in I. GENERAL PROVISIONS.

25. SYSTEM EXPANDABILITY

The system as proposed by the vendor must be of modular design, capable of supporting a configuration double the size of the initial requirements. Include a statement describing the impact on the system if the capability is increased.

The vendor must indicate the maximum capabilities of the hardware proposed including its line speed, terminals, core, and auxiliary storage.

26. INPUT/OUTPUT REQUIREMENTS

The input/output data will consist of fixed format messages requiring the update of records, inquiries for a dispatcher, and batch processing of various crime reports. The processor must be capable of handling all inquiries and batch processing within the same system.

27. FILE REQUIREMENTS

The processor must have sufficient direct access to facilitate the inquiring and logging of the master name/location and/or wanted vehicle file, and the file and storage of on-line related data to these master files. The files must be large enough to store two (2) years plus the current year's related data on each name, resident address, and incident location. Additional magnetic surface must be provided to store data for the Incident Reporting System and the Administrative Reporting System as outlined in the application section.

28. MAINTENANCE

The vendor must identify maintenance costs per month and year and must guarantee the quality of service. The vendor is required to include in the bid the following types of maintenance service:

-On-call service 24 hours per day, seven (7) days per week

-On-call service during regular business hours, 8:00 a.m. to 5:00 p.m., five (5) days per week

-On-call service during regular business hours, 8:00 a.m. to 5:00 p.m., seven (7) days per week

The vendor must have a response time not to exceed two (2) hours.

Indicate the required number of hours per day, week, or month needed for scheduled preventive maintenance.

The vendor, or his subcontractor responsible for maintenance, will maintain a technical or manufacturing facility within a 75 mile radius of the Cranston Department of Police to ensure continued service.

29. REFERENCES

The vendor shall describe similar law enforcement applications in which the proposed hardware and software have been used. The vendor should submit name, title, address, and telephone number of persons to contact in each installation. The City and the Department of Police reserve the right to contact each installation indicated in the proposal.

30. QUALIFICATIONS OF PERSONNEL

The vendor shall provide the resumes of various personnel who will be assigned to this project.

31. SITE ASSISTANCE

The vendor must include in his proposal a general description of site environment requirements (size, space, humidity and dust control, equipment heat generation, etc.) necessary for the proposed hardware. Once the contract is awarded, the selected vendor will be required to advise as to exact specifications and location.

32. TRAINING

The vendor must submit in writing the type and duration of training proposed. All costs for training must be included in the bid.

Minimum training requirements are:

- The orientation of all interested City officials
- In-service course in Cranston on computer capabilities for all interested Department personnel
- In-depth training of terminal operations for all necessary Department personnel
- In-depth training of computer operations at the vendor's educational site for a minimum of two (2) Department personnel
- In-depth training on computer languages at the vendor's educational site for a minimum of two (2) Department personnel

33. DOCUMENTATION

The vendor will specify documentation to be included with the system such as hardware manuals and the updating of the operating systems documentation. The vendor will provide two (2) copies of each manual.

34. INSTALLATION

The vendor must include delivery and installation of the hardware in all total hardware cost. The vendor will be responsible for delivery of the equipment, the installation, and damages during shipping and installation.

35. SUPPLIES

The vendor will list with each bid all supplies provided by the vendor necessary for the operation of the computer system and list next to each the prevailing price at the time of the bid.

The vendor will also list under separate schedule all supplies

needed for the operation of the computer but not supplied by the vendor with the prevailing price next to each item.

II. HARDWARE REQUIREMENTS

The Cranston Department of Police requires a programmable integrated on-line computer system to be located at Cranston Police Headquarters, 275 Atwood Avenue, Cranston, Rhode Island. The system will be required to operate 24 hours per day, seven (7) days per week except for periods of preventive maintenance. The system must provide an uptime of no less than 95%.

The system will initially be configured with the following minimum requirements:

Processor: With minimum memory required to complete tasks as described in III. SOFTWARE REQUIREMENTS.

Terminals: Minimum of four (4) CRT's with alpha/numeric keyboards consisting of a minimum of two (2) terminals with hardcopy printer(s) for inquiry only and a minimum of two (2) terminals for inquiry/response and updating with off-line capabilities (tape or disk).

Printer(s): 120-300 lines per minute.

Disk: Magnetic disk with minimum storage necessary to complete the tasks as described in III. SOFTWARE REQUIREMENTS.

Peripheral: All other peripheral hardware necessary to meet application requirements.

The vendor will provide all connections necessary to connect a minimum of four (4) terminals which may be up to 500 feet from the computer system.

The vendor will provide a system with on-line usage in foreground and batch processing usage in background. The system must have remote job entry capabilities. The system should be capable of supporting the following

remote units: CRT's, typewriter terminals, printers, plotters, magnetic tape, and remote job entry terminals.

The vendor must also indicate the number of lines the processor is capable of supporting.

III. SOFTWARE REQUIREMENTS

Since the City expects a steady increase in the number of terminals and volume, the software must be modular in design and easily modified.

The vendor, whether the producer of the software or hardware, will be required to assume sole responsibility for delivery, installation, and maintenance of the software in his proposal.

As noted earlier, experience by the vendor in the law enforcement environment should be described, including references that can be contacted. The software proposed must be fully tested and in operational status by the start of the acceptance period. Refer to I. GENERAL PROVISIONS of this Request For Proposal for the start of acceptance date and for the standards of acceptance.

The following is a description of the system software requirements that will be divided into three (3) parts: the operating system software, the application software, and vendor support. All requirements are mandatory; therefore, the vendor must be prepared to satisfy all requirements. The vendor must describe in detail how the software will meet each requirement.

1. OPERATING SYSTEM SOFTWARE

The system must have a complete operating system that is fully tested and operational. The vendor must supply a general programming language, (BASIC, RPG, or similar language) and also supply system

[] support programs. It is strongly suggested that all programs written for the system be in a similar language(s). The vendor must supply a complete description of the language or languages and other system support programs, and list any additional charges above hardware and application software costs.

[] The vendor must indicate in his proposal the percentage of total magnetic disk capacity required for system support programs.

[] The operating system must include but need not be limited to the following capabilities:

- [] -Provide a completely automated operating system with operator's intervention held to an absolute minimum
- [] -Ability to detect and record equipment malfunction, effect recovery procedures, and notify the operator of the nature of the malfunction
- [] -Provide for systematic classifying, identifying, storing, cataloging, and retrieving of all data and programs which are processed by the operating system
- [] -Priority processing providing scheduling among several levels of interrupt routines. The system must recognize the following:
 - [] 1. Inquiry/Response
 - [] 2. Incident Reporting
 - [] 3. Administrative Reporting
- [] -Provide for the simultaneous use of all terminals and allow display pages to be simultaneously sent to the hardcopy printer(s)

[] A. RESTART/RECOVERY PROCEDURES

[] There is a mandatory requirement that the software capture sufficient information to effect a quick restart of the entire system and reduce the probability of lost data to a minimum. The vendor is required

to describe in detail the procedures used when a system failure, power failure, or other failure occur: describe operator's procedures, terminal procedures, etc.

The vendor is also required to describe in detail the types of recovery procedures for terminal and critical components such as CPU, core storage, and disk storage. The software must notify the system operator that an error has occurred and what action is to be taken. In the case of terminals, depending on the nature of the error and the frequency of occurrence in the case of recurring error conditions, the system must place the terminals on hold or out of service and notify the system operator of this action. When a permanent error occurs on a critical component, the system must notify the system operator of the malfunction. The vendor must describe the various system errors, malfunctions, and failures that the proposed software recognizes and the type of action required when they are detected.

B. RESPONSE TIME

The vendor will provide with the proposal the expected maximum response time for all terminal applications.

2. APPLICATION SOFTWARE

This section contains an outline of applications desired by the Cranston Department of Police. The following is a tentative format based upon the present manual procedures of the Department. However, vendors are strongly encouraged to use as much initiative, originality, and creativity as possible to alter the format to provide the same required data and reports in a more efficient manner. It is the vendor's responsibility to provide necessary hardware and software to complete the outlined tasks.

The vendor must include in his proposal the percentage of space required on magnetic disk for each application software program and files.

All computer programs developed as a result of this project will become the property of the City of Cranston and the Cranston Department of Police, and may be distributed to another municipality, law enforcement agency or other element of the criminal justice system, state or federal function or institution as the City and Department see fit in accordance with LEAA regulations.

The vendor should identify any existing portions not being originally developed for this system with LEAA funds. If this is not included, it will be assumed that all application software has been originally developed for the system with LEAA funds.

If existing package programs are suggested, these programs must be tailored to the specific needs of the Cranston Department of Police.

The vendor will list with the proposal all available programs pertaining to law enforcement or police services and the cost of each program if not included in the proposed system.

The Cranston Department of Police will make known to the vendor all law enforcement programs available from LEAA. The vendor may utilize these programs when applicable.

If any portion of this project is to be subcontracted, the vendor must provide a description of the subcontractor's organization and the contractual agreement made therewith. All subcontractors must be approved by the City of Cranston and the Cranston Department of Police.

The vendor will include all necessary documentation and programs to cover backup, reorganization, and purging of all files.

A. APPLICATIONS TO BE PERFORMED

1) INQUIRY/RESPONSE SYSTEM

a. Master Name/Location File: To provide on-line immediate retrieval by CRT and hardcopy; by name, incident location, and/or resident address; all data relating to this master file and data regarding each incident.

-Storage must be magnetic disk

-A minimum of two (2) years plus the current year's records must be stored for immediate retrieval

-The file must be updated daily from the officer's first report and supplementary report, arrest/book-
ing, and accident and other source input

-At the end of twelve (12) month periods, the records may be deleted and placed to magnetic tape

-Volume: Detailed records approximately 150,000 for three (3) year period

-Conversion: The present police department name and location files for 1975, 1976, and the current year must be merged and converted from card and tape input to magnetic surface

b. Wanted Vehicle File: To provide on-line immediate retrieval by CRT and hardcopy by registration and/or Vehicle Identification (VIN) Number all data relating to this master file.

-Storage must be magnetic disk

-File must be updated daily from teletype (TTY) messages

-Volume: Maximum 10,000 records per year

-Conversion: From present card system to magnetic disk

2) INCIDENT REPORTING SYSTEM

a. First Report: To provide input to the computer system through the transcription terminals of all data pertaining to the officer's first report and

supplementary report. Accident reports are included but require varied input data and output format. Applications must provide the following:

- Input to master name/location file. Highly desirable is an editing procedure which can supplement street addresses with location designators (geocodes).
- The first report will be batch processed and placed on-line to update files at various intervals during a given shift
- Program must list the first report, the supplementary report, the distribution of report(s), and the number of copies desired according to crime classification on the printer(s)
- Volume: First report, 100 per day including accident reports; Supplementary reports, 60 per day

b. Complaint Dispatch: CRT input to magnetic surface to store for one (1) year records to the UCR report and Beat Study report. Daily reports for the Chief of Police of all activity for the day. Frequency: (1) upon demand (2) monthly

-Volume: 40,000 per year

c. Traffic Violations: CRT input to magnetic surface to provide a system to record the updating of the tag file, to generate statistical reports by monthly and yearly totals, and to update the Statistical Analysis File (see below).

-Volume: 15,000 records per year

d. Arrests: CRT input to magnetic surface for the storage of one (1) year's records to provide various arrest/booking reports and input to the UCR reports. Arrest records with no disposition for the current year must be carried forward. Frequency: (1) upon demand (2) yearly.

-Volume: 4,000

e. Statistical Analysis File: To provide incident reports for UCR, Beat

Study and police annual reports. Frequency (1) upon demand (2) monthly and yearly. All figures must include month- and year-to-date data for the current year and the preceding year.

-Volume: Based upon Complaint Dispatch, Traffic Violations and Arrests described above

3) ADMINISTRATIVE REPORTING SYSTEM

a. Purchase Orders: To create on a magnetic surface an encumbrance accounting system to cover a fiscal year.

-Update daily through transcriptionists

-Inquire upon demand

-Report weekly/monthly/yearly

-Volume: 1,800 purchase orders per year

-Conversion: Approximately 900 cards to magnetic surface

b. BCI File: To create on a magnetic surface a file with the following capabilities:

-Updated daily

-List reports upon demand

-Volume: 800 per year

-Conversion: approximately 10,000 cards to magnetic surface

-NOTE: This is not a computerized criminal history file; this is merely an inventory listing of adult arrestee file jackets by name, date of birth, and jacket number.

c. Police Personnel Roster: To create on a magnetic surface a file of each police officer and civilian employee to include various personnel data with the following capabilities:

-Updated daily

-Inquire upon demand

-List various personnel status reports

-Volume: Personnel, 160
Daily update records, 160

d. LEAA Accounting: To create on a magnetic surface Police Planning Division accounts with the following capabilities:

-Updated daily

-Report upon demand

-Volume: 300 per year

-Conversion: 3,000 cards to magnetic surface

e. LEAA Equipment Inventory: To create on a magnetic surface an inventory system of LEAA equipment owned by the Department with the following capabilities:

-Updated daily

-List report upon demand

-Volume: Dependent on future LEAA projects

-Conversion: 300 cards to magnetic surface

3. VENDOR SUPPORT

A. DOCUMENTATION

The vendor is required to describe his software maintenance policy in detail. This should include his policy on vendor enhancements, user defined improvements, and problem solving. State any costs over and above the basic software cost.

The vendor is required to describe the system documentation to be provided with the proposed system. The vendor should also describe any other documentation that would be provided.

At a minimum, the vendor must meet the following documentation

conditions:

- Source listings of all programs and any specialized operating system modules directly related to the Department's system must be provided.
- Flow charts showing system logic must be provided
- Two (2) manuals containing complete operating procedures concerning each application must be provided
- Two (2) manuals concerning terminal procedures must be provided
- Two (2) manuals documenting the overall system operation must be provided

Documentation must meet the LEAA standards for technology transfer regarding information systems which state in part:

In respect to programs related to Criminal Justice Information Systems, the subgrantee agrees to insure that adequate provisions are made for system security, the protection of individual privacy and the insurance of the integrity and accuracy of data collection. The subgrantee further agrees: (a) that all computer software produced under this grant will be made available to the Law Enforcement Assistance Administration for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration, of any manufacturer; (b) to provide a complete copy of documentation to the cognizant Regional Office, upon request, and a complete copy to the Systems Development Division, National Criminal Justice Information and Statistics Service; Law Enforcement Assistance Administration. Documentation will include, but not be limited to System Description, Operating Instructions, User Instructions, Program Maintenance Instructions, input forms, file descriptions, report formats, program listings and flow charts for the system and programs...

The vendor is required to describe his software installation policy.
The vendor must include any additional cost required for this installation

and must identify work space requirements. The vendor must also describe in general the contract process prior to installation and implementation.

B. TRAINING

The vendor must train Cranston Department of Police personnel (minimum 2). In-depth training on a general programming language(s), BASIC RPG, or similar language), must be provided.

Refer to: II. HARDWARE REQUIREMENTS

IV. COST DATA

The vendor must provide a summary of services and products proposed for the quoted price and, for each component, provide a unit price for an additional unit, which may be ordered by the City within a year of contract award.

For example:

<u>COMPONENT</u>	<u>QUANTITY</u>	<u>COST PER ADDITIONAL UNIT</u>
.		
.		
.		
Processor	(1)	\$xx,xxx
Controller	(1)	\$ x,xxx
CRT	(4)	\$ x,xxx
.		
.		
.		
etc.		

The price proposed by the vendor shall include one (1) year of maintenance (as described in I.28 MAINTENANCE, for on-call service during regular

business hours, 8-- 5. seven days per week) from the time of system acceptance. The vendor shall also provide a price estimate for further annual maintenance.

The vendor must provide the detailed specifications of each piece of hardware.

V. EVALUATION OF PROPOSALS

The following items will be considered during the evaluation. The sequence of items does not necessarily indicate their importance in the evaluation process:

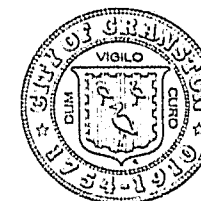
- Reliability
- Hardware (General)
- Software (General)
- Support Services
- Related Vendor Experience
- Vendor's Understanding of the Problem

Within the budget constraints of the City of Cranston and the Cranston Department of Police, the award will be based upon the most cost effective configuration which most adequately meets the needs of the Cranston Department of Police rather than the lowest cost bid.

APPENDIX B

Pre-Bid Conference Correspondence,
Agenda, and Related Materials

JAMES L. TAFT, JR.
MAYOR



GEORGE J. COFFEY
CHIEF

DEPARTMENT OF POLICE
275 ATWOOD AVENUE
CRANSTON, RHODE ISLAND 02920
PHONE 942-2211

CITY OF CRANSTON
"CRANSTON POLICE COMPUTER INFORMATION SYSTEM"

SUPPLEMENTARY NOTICE

Please be advised that a pre-bid conference for all vendors interested in submitting proposals for the "Cranston Police Computer Information System" will be held in Room 308, Cranston Police Headquarters, 275 Atwood Avenue, Cranston, R. I. at 1:00 p.m. on Tuesday, July 20, 1976.

Interested vendors are strongly urged to attend.

Although proposals are not due until August 17, 1976, it is recommended that interested vendors obtain and become thoroughly familiar with the Request For Proposal (RFP) for the "Cranston Police Computer Information System" prior to the pre-bid conference. Additional material distributed at the pre-bid conference will be considered part of the RFP.

CITY OF CRANSTON
"CRANSTON POLICE COMPUTER INFORMATION SYSTEM"
PRE-BID CONFERENCE AGENDA
JULY 20, 1976

- I. INTRODUCTIONS AND OPENING REMARKS
- II. REVIEW OF PRE-BID PACKAGE
- III. QUESTIONS BY VENDORS
- IV. VENDORS' TOUR OF PRESENT FACILITIES

CITY OF CRANSTON
"CRANSTON POLICE COMPUTER INFORMATION SYSTEM"
PRE-BID CONFERENCE PACKAGE
TABLE OF CONTENTS

I. PROPOSAL SUMMARY SHEET	1
II. GENERAL INFORMATION - CRANSTON POLICE DEPARTMENT	9
III. SAMPLE CPD "OFFICER'S FIRST REPORT"	14
IV. SAMPLE DICTATION FORMAT FOR OFFICER'S NOTES FOR CPD "OFFICER'S FIRST REPORT" (YELLOW)	16
V. SAMPLE CPD DICTATION FORMAT FOR OFFICER'S NOTES FOR CPD "SUPPLEMENTARY FOLLOW-UP REPORT" (GREEN)	17
VI. CPD HQ PARTIAL FIRST FLOOR PLAN ILLUSTRATING PROPOSED COMPUTER ROOM	18
VII. SAMPLE CPD "MASTER NAME INDEX" FILE PRESENT PRINTOUT FORMAT	19
VIII. PRESENT CPD KEYPUNCH CODE	20
IX. LETTER FROM R.I. STATEWIDE PLANNING PROGRAM CONCERNING CIME FILE GEOCODING	39

CITY OF CRANSTON
"CRANSTON POLICE COMPUTER INFORMATION SYSTEM"

SUMMARY SHEET

CORPORATE DATA:

HEADQUARTERS:

Name _____

Address _____

Tel. Nos. _____

LOCAL OFFICE:

Name _____

Address _____

Tel. Nos. _____

LOCAL MARKETING CONTACT:

Name _____

Title _____

Tel. Nos. _____

TOTAL SYSTEM COST:

\$

COST BREAKDOWN:

Hardware _____

Software _____

Other (List)

SUMMARY SHEET (Page 2)

CURRENT SYSTEM USERS/REFERENCES:

<u>CONFIGURATION</u>	<u>USER NAME</u>	<u>ADDRESS</u>	<u>TEL. NOS.</u>	<u>CONTACT PERSON</u>
----------------------	------------------	----------------	------------------	-----------------------

HARDWARE:

CENTRAL PROCESSOR:

MFG _____ MODEL _____

MAIN MEMORY SIZE _____ EXPANDABLE TO _____

DATE FIRST INSTALLED _____

NOS. INSTALLATIONS _____

DATA INPUT/OUTPUT:

BRIEFLY DESCRIBE TYPE (disk, printer, etc.) - Mfg., model, speed,
number of units, character sets, total capacity, removable and
fixed units, screen size, etc:

SOFTWARE:

BRIEFLY DESCRIBE OPERATING SYSTEM:

LIST SOURCE LANGUAGES

CUSTOM PROGRAMS:

TITLE

DESCRIPTION

PACKAGED PROGRAMS:

TITLE

DESCRIPTION

PACKAGED PROGRAMS AVAILABLE BUT NOT INCLUDED IN PROPOSAL:

<u>TITLE</u>	<u>DESCRIPTION</u>	<u>COST</u>
--------------	--------------------	-------------

USER SUPPORT:

BRIEFLY DESCRIBE TRAINING:

BRIEFLY DESCRIBE DOCUMENTATION:

BRIEFLY DESCRIBE OTHER SUPPORT:

MAINTENANCE (DESCRIBE - Refer to RFP: pp. 25-26):

PREVENTIVE:

HOW OFTEN _____ COST _____

MAINTENANCE SERVICE TO BE PERFORMED BY:

COMPANY _____

ADDRESS _____

LOCAL ADDRESS _____

TEL. NOS. _____

CONTACT PERSON _____

SITE REQUIREMENTS (BRIEFLY DESCRIBE):

CONTINUED

1 OF 2

SYSTEM EXPANDABILITY (BRIEFLY DESCRIBE):

SUBCONTRACTORS (IF APPLICABLE):

COMPANY NAME _____

ADDRESS _____

LOCAL CONTACT _____

REFERENCES:

DESCRIBE PRIOR LAW ENFORCEMENT EXPERIENCE:

DESCRIBE ALL SUPPLIES REQUIRED:

PROVIDE DELIVERY AND IMPLEMENTATION SCHEDULE:

DESCRIBE THE RESPONSIBILITIES EXPECTED OF THE POLICE DEPARTMENT:

CITY OF CRANSTON
"CRANSTON POLICE COMPUTER INFORMATION SYSTEM"

GENERAL INFORMATION

The City of Cranston is the third largest city in Rhode Island with a present population of 76,330 inhabitants. The city has a geographical area of 28.2 square miles with 3½ miles of coast line on the Providence River where it begins to broaden into Narragansett Bay. It is part of the large metropolitan area of Providence and is located just south of that city.

The City of Cranston is primarily a suburban, residential community. The city is rather unique in that the eastern portion - contiguous to Providence - is largely urban and highly developed, while the western section is almost wholly rural and undeveloped.

The official authorized complement of the Cranston Department of Police as of July 1, 1976 is 149 total police personnel - 130 sworn police officers and 19 full-time civilians. The actual manpower strength of the Department at this time is 120 sworn police officers and 19 full-time civilians. An organizational chart of the Department is attached.

The Cranston Department of Police presently maintains a total fleet of 48 vehicles as follows:

- 29 Marked Automobiles
- 2 Marked 3-Wheel Scooters
- 1 Marked Prisoner Transport Van
- 13 Unmarked Automobiles
- 1 Emergency Communications Trailer
- 1 Dog Officer Van
- 1 Police Garage Truck

The Cranston Mayor's car and the City Sergeant's car are also on the Police Department radio/communication system.

During normal peak periods, the Department may have a maximum of 30 vehicles deployed in the field at any one time. However, during emergencies, the entire fleet may be deployed.

During 1975, the Cranston Department of Police responded to approximately 25,000 incidents requiring a police report (it should be recognized that the Department actually responded to more incidents which did not require a report and, therefore, are not included in official totals).

Of these incidents handled by the Department during 1975, 4,112 were classified as Rhode Island Uniform Crime Reporting Part I crimes and 4,672 were classified as Part II crimes. A statistical proration excerpted from the 1975 Cranston Police Annual Report is attached.

*Cranston City Plan Commission Estimate (December 31, 1975)

PERSONNEL and DISTRIBUTION of the CRANSTON, R. I. POLICE DEPARTMENT

As of July 1, 1976

	RANKS	CHIEF	COMDR	CAPT	LIEUT	SGT	PATROLMEN	CIVILIANS	TOTALS
	AUTHORIZED COMPLEMENT	1	1	4	5	13	100	19	143
DAY RELIEF	Patrol			1	1	2	20		24
	Services			1		1	6	7	15
	Investigators				1	1	9	1	12
	Dog Officer							2	2
	Youth & Women					1	3		4
	Prosecution					1	1	1	3
	Traffic Investigator						1		1
	Garage Maintenance							3	3
	Planning							2	2
	Department Inspector			1					1
	Chief's Office	1						1	2
EARLY NITE	Patrol				1	3	20		24
	Services						6	1	7
	Investigators						3		3
	Dog Officer							1	1
	Youth & Women								
LATE NITE	Patrol				1	2	12		15
	Services						3		3
	Investigators								
	Patrol (6:45 PM - 2:45 AM)						11		11
	Tactical (Hours as assigned)					1	2		3
	Relief - Patrol (Early & Late Nite)			1	1	1	2		5
	Commander (6:00 PM - 2:00 AM)		1						1
	Total Personnel: (On Board)	1	1	4	5	13	99	19	142

		'75	'74
Population - City of Cranston, R. I.		76,156	76,156
Number of Police/Civilian Employees - Cranston Police Dept.		134	132
Average Number of Employees (National) for 75,000 Pop.		NA	145
Average Number of Employees (New England for 75,000 Pop.		NA	168
Cranston's Crime Rate per 100,000		5,273.4	4,134.9
National Rate for Cities 50,000 to 100,000		NA	4,821.4
Cranston's Clearance Rate		14.1	18.6
National Clearance Rate for Cities 50,000 to 100,000		NA	21.3
Murder (Manslaughter by Negligence Included)	Cleared Committed	$\frac{4}{5}$	$\frac{0}{1}$
Rape	Cleared Committed	$\frac{2}{3}$	$\frac{1}{2}$
Robbery	Cleared Committed	$\frac{13}{36}$	$\frac{18}{41}$
Assault	Cleared Committed	$\frac{107}{148}$	$\frac{109}{129}$
Burglary - Breaking & Entering	Cleared Committed	$\frac{167}{922}$	$\frac{159}{731}$
Larceny	Cleared Committed	$\frac{259}{2,338}$	$\frac{327}{1,911}$
Auto Theft	Cleared Committed	$\frac{29}{660}$	$\frac{41}{414}$
Arson & Bombing		24	18
Forgery & Counterfeiting		22	23
Fraud		346	297
Embezzlement		5	5
Stolen Property		12	18

	'75	'74
Vandalism	2,078	1,906
Weapons - Carrying, Concealed etc.	21	20
Prostitution & Commercialized Vice	2	2
Sex Offenses	41	46
Narcotic Drug Laws	57	91
Gambling	0	3
Offenses Against Family & Children	14	5
Driving Motor Vehicle Under Influence of Liquor or Drugs	54	52
Liquor Law Violations	14	15
Drunkenness	64	60
Disorderly Conduct	300	294
Vagrancy	12	14
Misc. Other Offenses	1,606	1,426
Suspicious Persons, Cars or Noises	1,040	1,033
Lost or Missing Persons, Animals or Property	553	600
Found Persons, Animals or Property	526	480
Personal Injury Motor Vehicle Accidents	681	545
Property Damage Motor Vehicle Accidents	2,985	2,838
Fatal Motor Vehicle Accidents	8	2
Public Accidents	139	151
Home Accidents	173	189

	'75	'74
Occupational Accidents	128	131
Firearm Accidents	8	17
Animal Complaints	551	524
Family Disturbances	517	1,121
Suicides & Attempts	55	34
Sudden Deaths or Bodies Found	69	103
Sick Cared For	1,556	1,549
Mental Cases	111	86
Misc. Services For Other Depts. and/or Agencies	1,016	702
Misc. Services For The Public	1,623	1,694
Alarms of Fire	527	531
False Alarms of Fire	531	516
Lock-outs	91	112
Burglar Alarms - False or Accidental	1,392	1,442
Nuisance Complaints	677	712
Hazards	60	60
Civil Complaints	415	384
Rescues (not sick cared for)	3	5
Disasters (storms, plane crashes etc.)	0	1

Date & Time reported 15 April 1976 1500		2 Complaint as reported 2680		3 Unit assigned 110		4 Name, address, SR/DOB C LOUX, William F. MW 20MY35 100 Curtis Street, Crans 5 CR Number 27000 Phones: 942-1111	
ITEM CODE						6 Name, address, SR/DOB Z SMITH, John E. MW 1JA60 27 Dean Street, Cranston 942-1110 Phones:	
4 - Code: A arrestee; C complainant; O owner; V victim; Z other 6 - Same as No. 4 13 - Modus operandi, description of incident 14 - Items, description and values 15 - Cause or reason for incident 16 - Injuries or cause of death 17 - Action taken by Officer and/or CPD 18 - Evidence obtained and disposition of same 19 - Witnesses 20 - Vehicle data 21 - Officers assisting & Superior Officer 22 - Suspects and/or information 23 - Recovered items & values 24 - Arrestee, address, SR/DOB and charge (s)						7 Verified complaint & crime class 2680 Traffic Complaint	
						8 Location of incident Curtis & Wine Sts.	
						9 Date & time of incident 15 AP 76 1445 10 Tab of incident 46	
						11 Day of incident Thur 12 Beat of incident 10	

OFFICER'S FIRST REPORT

13	Responded to 100 Curtis Street on a report of a speeding auto in the area daily between 1430-1445 hours.. Arrived and spoke to Mr. William Loux, 100 Curtis Street. who stated that between the above period of time an auto R.I. L-606 1967 Olds color gold is continually speeding on Curtis Street. Mr. Loux believes the operator, a youth approximately 17 years, is a student at Cranston High School West. This car is parked in the high school lot daily. Mr. Loux stated at 1430 hours date this car drove west on Curtis St. at a speed of approx. 40-50 MPH as the auto passed Mr. Loux home the vehicle hit a bump in the road and a hubcap flew off. This was recovered by Mr. Loux. The complainant stated the hubcap with Olds emblem came from the left rear.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
14	One (1) Olds hubcap	19
15	Speeding auto	20
17	This auto was observed by me at 1515 hours date on Phenix Ave., at Curtis St. I stopped the ^{Auto} and found the young operator to be John E. Smith, 27 Dean St. Crans. (Father David Mother Gail) he did admit driving at a fast rate of speed but not as fast as Mr. Loux stated. con't	21 22 23 24 25 26 27 28

25 Rank, name & code of investigating officer Ptl. Lic. E. J. S.	26	27	Report Review Officer	Suspense Date	Date Closed	29 Reviewing Superior
	30					

Upon tone, commence dictating by stating: "This is Officer _____ Code # _____
This is an **OFFICER'S FIRST REPORT** dictated on _____ (date) at _____ (time) hours."
Date & time incident was reported to the CRANSTON POLICE DEPARTMENT: _____ Date: _____ at _____ hours
Complaint/incident reported to CPD as: _____ Crime class: _____
Unit assigned: _____
The below named is the: A - arrestee C - complainant O - owner V - victim Z - other
(Last name) (First name) (Initial) SR/DOB _____
Phone _____
(Address) (City & State) Numbers _____
C.R. number: _____
The below named is the: A - arrestee C - complainant O - owner V - victim Z - other
(Last name) (First name) (Initial) SR/DOB _____
Phone _____
(Address) (City & State) Numbers _____
Complaint as verified: _____ Exact crime class: _____
Exact location of incident: _____
Date & time of incident - Date: _____ at _____ hours
Tab district of incident: _____ (Refer to your Tab map)
Day of the week of incident: _____ (Monday, Tuesday, etc.)
Beat of incident: _____ (Use 3 digits such as 101, 202, 303, etc.) (Also refer to time of incident for correct beat)
Modus operandi & description of incident - be sure to include the exact act or violation
IF THIS INCIDENT DOES NOT INVOLVE A FELONY CONTINUE YOUR DICTATION OR WRITING ON AN OFFICER'S FIRST REPORT FORM.
IF THIS INCIDENT DOES INVOLVE A FELONY CONTINUE YOUR DICTATION OR WRITING ON A POLICE OFFICER'S INVESTIGATORY REPORT AND SUPPLEMENTARY FOLLOWUP REPORT FORM.
When dictating your report and changing from an Officer's First Report to a Police Officer's Investigatory Report and Supplementary Followup Report you are to pause briefly after dictating #12 and continue by stating, "Continue this report as an Investigatory Supplementary Followup Report". You will then dictate A through G and #13 through #27.
Items, description & values of lost, stolen or damaged items (refer to #20)
Cause or reason for incident

16 Injuries or cause of death:

17 Action taken by investigating officer and/or the Cranston Police Department:

18 Evidence obtained & disposition of same:

19 Witnesses:

Name &

Address:

SR/DOB:

Phone

numbers

Name &

Address:

SR/DOB:

Phone

numbers

20 VEHICLE DATA: Year _____ Make _____ Model _____ Color _____ State & Reg. No. _____

Vin Number _____ Other identification _____

Vehicle towed to _____ Vehicle keys are at _____

_____ place a HOLD on vehicle.

(Do - Do Not)

Vehicle valued at \$ _____

21 Officers assisting at scene:

Supervising Superior at time of incident:

22 Suspects, description and/or other information

23 Recovered items and their values:

24 Arrestee's name, SR DOB, arrest number and charge (s):

25 Dictate your rank - name - code number

26 Elapsed time in conducting this part of investigation _____ minutes.

27 Elapsed time in dictating this report _____ minutes.

Complete this report now by stating "END OF REPORT"

NOTES: (Not to be dictated)

Upon tone, commence dictating by stating: "This is Officer _____

Code # _____

This is a **SUPPLEMENTARY FOLLOW-UP REPORT.**"

A Date & time of this report: Date: _____ at _____ hours.

B Date of Officer's FIRST report - Date: _____

C Verified Crime class: _____ (Be exact - 0512 and not 0500 etc.)

D C.R. Number: _____

E Name of complainant, victim or arrestee: _____

F List connecting CR or arrest numbers: _____

G If justified, change crime classification to: _____ (Be exact - 0512 and not 0500 etc.)

13 Modus operandi & description of incident - be sure to include the exact act or violation

14 Items, description & values of lost, stolen or damaged items (refer to #20)

15 Cause or reason for incident

16 Injuries or cause of death:

17 Action taken by investigating officer and/or the Cranston Police Department:

18 Evidence obtained & disposition of same:

19 Witnesses:

Name & Address: _____ SR/DOB: _____ Phone numbers _____

Name & Address: _____ SR/DOB: _____ Phone numbers _____

20 VEHICLE DATA: Year _____ Make _____ Model _____ Color _____ State & Reg. No. _____

Vin Number _____ Other identification _____

Vehicle towed to _____ Vehicle keys are at _____

_____ place a HOLD on vehicle.

(Do - Do Not)

Vehicle valued at \$ _____

21 Officers assisting at scene:

Supervising Superior at time of incident:

22 Suspects, description and/or other information

23 Recovered items and their values:

24 Arrestee's name, SR/DOB, arrest number and charge (s):

25 Dictate your rank - name - code number

26 Elapsed time in conducting this part of investigation _____ minutes.

27 Elapsed time in dictating this report _____ minutes.

Complete this report now by stating "END OF REPORT"

NOTES: (Not to be dictated)

PARTIAL FIRST FLOOR
POLICE HEADQUARTERS
N.T.S.

CORRIDOR

PROPOSED
COMPUTER
ROOM
(8'-0" x 16'-0")

SERVICE AREA
(1,161 SQ. FT.)

DAKEROOM

PRINTING

DISPATCHER
(224 SQ. FT.)

CELLS

STAIRWAY

CLO.

COMPLAINTS

STAIRWAY

*** MASTER NAME INDEX ***

NAME	CODE	STREET	NAME	C/T	ST NO.	C. O. C.	BCI NO.	CRIME CODE	DATE OF REPORT	C. R. NUMBER	FUNCTION CODE
ALLARD KITCHEN	V	ELWOOD AVE	CR	1055	1	1		2625	10/31/73	17972	
ALLARD KITCHEN	Z	ELWOOD AVE	CR	1055	1	1		4501	03/09/75	04151	
ALLARD KITCHEN	V	ELWOOD AVE	CR	1055	1	1		4407	04/22/75	06953	
ALLARD KITCHEN	Z	ELWOOD AVE	CR	1055	1	1		2648	07/14/75	17304	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2680	11/06/74	15884	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4804	07/01/71	10442	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		1402	05/25/74	08547	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4705	06/16/71	09266	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4802	10/10/75	19257	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4409	10/04/75	18831	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0311	07/25/75	13731	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4409	10/16/74	18499	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4409	02/15/71	02255	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4406	01/09/72	00389	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4406	01/09/72	00389	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3200	08/09/72	13383	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3292	12/20/74	00127	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3269	10/07/74	17916	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4407	09/24/72	16294	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0511	06/17/75	11135	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2710	08/06/72	00125	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3804	09/14/74	16315	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0607	10/05/72	17011	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2680	06/26/75	62277	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3204	01/03/71	00125	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2703	04/27/75	07326	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2680	04/19/72	13990	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2101	08/31/74	15393	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3107	08/31/74	15393	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2680	08/31/74	15393	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0633	10/05/73	16238	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0633	10/05/73	16238	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4201	07/10/73	11011	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4201	08/28/73	13990	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4201	06/23/73	09956	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0404	10/21/71	19368	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2101	15/18/75	19801	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3103	10/18/75	19801	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3223	12/30/75	24489	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3904	03/09/73	03474	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4410	09/25/73	15659	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2701	11/20/72	19757	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		1472	08/21/73	13549	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		1404	03/21/73	13546	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4408	03/22/72	04210	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2407	10/06/72	17019	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		1404	12/30/72	21911	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4802	09/17/73	15152	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4514	08/24/71	14190	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3904	08/24/71	14170	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0534	09/20/71	15557	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4409	01/03/73	00173	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3301	08/08/71	13044	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4601	10/17/71	17430	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		1404	01/09/72	00430	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4607	11/04/72	18821	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2701	06/12/73	09207	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0609	09/07/73	14563	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4514	11/25/72	20050	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3263	03/03/71	03133	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4406	10/25/71	17895	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4201	09/09/71	15213	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0635	02/01/75	01859	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		0635	02/01/75	01859	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		4407	01/16/75	00884	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		2680	03/25/72	00138	
ALLARD L O VIE FNT	U	ELWOOD AVE	CR	0222	1	1		3201	01/22/74	01138	

ARREST BOOKINGS

Card Columns

1 - 14	Last Name
15	First Initial
16 - 20	Yr./Arrest Number x xxxx
21 - 22	Age
23	Juvenile or Adult 2 1
24	Sex - Male or Female 1 2
25	Race - White - 1 Negro - 2 Other - 3
26 - 30	CR #
31 - 33	Home Tab
34 - 36	Arrest Tab
37 - 39	Beat of Arrest
40 - 44	Arrest Date - Mo/Day/Yr. xx xx x
45 - 48	Time of Arrest
49 - 53	CPD Jacket #
54 - 57	Crime Class
58	Person - On First Charge - punch 1 On Further Charges on Same Sheet - punch 0
59	Locked Up = 1 Not Locked Up = 0
60	Inmate Anywhere (1) _____ RITS (5) _____ Mt. Pleasant Ave. (2) _____ ACI (6) _____ Other (3) _____ Med. Center (4) _____ Exeter

PANEL # 7

See other side

- 61 Record
(1) Same crime as charged
(2) Crime other than charged (Include DWI)
(3) Traffic Offense Only (do not include DWI)
(4)
(0) No Record
- 62 Location Of Previous Arrest
(1) Cranston only
(2) Cranston & Elsewhere
(3) Any Other City in R. I.
(4) Any State Other Than R. I.
(5) Military
(6) Other Than Above
(0) None or No Record
- 63 Number of Previous Arrests
(1) One
(2) Two
(3) Three
(4) Four
(5) Five
(0) None or No Record
- 64-65 Year of Most Previous Offense
xx
- 66 Disposition
(1) Guilty
(2) Guilty of Lesser Offense
(3) Not Guilty
(4) Referred to Court
(5) Warned & Released
(6) Other or Turned Over to Other or Warrant
(7) Referred to LEYDS
(8) Void
(9) ~~Unpaid tags cancelled by City Hall~~

BCI FILE

Card
Columns

1 - 5	Jacket # (No Zero Before)
7 - 19	Last Name
20 - 29	First Name
31	Middle Initial
33 - 40	Date of Birth
	Mo/Day/Yr.
	xx xx xx

COMPLAINT DISPATCH

Card
Columns

1 - 5
6 - 18
19 - 22
23 - 33
34 - 37
38

39 - 41
42 - 44
45 - 49
50 - 51
52 - 54
56 - 58
59 - 61
62 - 64
76

78
79
80

CR #
Last Name, First Initial
Location of Incident
Street name of location
Crime classification
Category: 0100 - 0799 = #1
 0800 - 2699 = 2
 2700 - 2799 = 5
 2800 - 2999 = 3
 3000 - 3399 = 4
 3400 - 5199 = 5
Beat
Tab district
Date: Mo/Day/Yr = XX XX X
Hour of occurrence
Minutes at scene
Officer's code #
Minutes to dictate report
Case follow-up assigned to (Officer's Code #)
Day of Week: Sunday = 1 Thurs = 5
 Monday 2 Fri 6
 Tues 3 Sat 7
 Wed 4 None 0
Indictible offense
Recovered: 1 = locally 2 = Other than locally
Disposition:
1 = Cleared
2 = Cleared - under 18 yrs of age
3 = Unfounded
4 = Non-reportable (1A)
5 = Returned (if a missing person)
6 = Crime Class Change

Panels #4, 12, 17

HOT LIST

Registration number	8 spaces
Use caution	1
Lost, stolen or wanted	1
Vehicle make	5
Vehicle year	2
Vehicle color	4
Reporting Police Dept.	2
Their file number	5
Vin number	15
Date (Month and day)	4

Volume: From Lt. Flynn at RI State Police - State TTY averages 503 stolen vehicles per month; 308 stolen or lost plates; 20 wanted vehicles per month. How long these vehicles remain active was unknown.

LEAA INVENTORY

- 1 - 4 LEAA Project Number
- 5 - 9 Inventory number assigned by CPD
- 10 - 14 Date of purchase
- 15 - 18 Number of Cranston Warrant same was paid ~~by~~ on.
- 19 - 24 Amount of purchase
- 25 Category (In this LEAA, all inventory cards are punched I)
- 26 - 27 Type of funding and year - F5 = ~~FEDERAL~~ 1975 Federal)
- 46 - 77 Description of equipment
- 78 - 80 Location of Equipment (Usually CPD)

Volumn: We have 300 cards on file - up-date volumn is very slight at this time.

LOCATION FILE

Our present location file on micro-film shows the following info:

Street number

Street name

CR number

Date

Victim

Crime classification

Hour

Officer's code #

All the above info is obtained from the punched comp/disp cards for the year.

We have estimated 8,135 different locations for the year 1975. If the Police were to Zayre's at 155 Bald Hill Rd. 100 times during they year, this would be counted as one location.

MASTER NAME INDEX

Card
Columns

1 - 25

Name - Last, First, Initial

27

Victim

A - Arrestee O - Owner Z - Other
C - Complainant V - Victim

29 - 32

Street No.

34 - 36 ⁴⁶

Street Name

47 - 48

City or Town - 1st two letters

50 - 55

Date of Birth Mo/Day/Yr.
xx xx xx

57 - 61

CR #

63 - 66

Crime Class

68 - 73

Date of Report Mo/Day/Yr.
xx xx xx

75 - 79

BCI #

80

Keypunch Operator #
(A, B, or C)

PARKING TAGS

Card
Columns

1 - 5	Tag #
10 - 12	Tab (0 Before)
13 - 14	Post (Last two # only)
15 - 18	Street Code
19 - 21	Date Mo/Yr. xx x
22 - 25	Time (Ex. 2345)
26 - 28	Officer's Code
29 - 32	Crime Class - Always Starts With 24
34	Disposition (guilty 1) V/C/D 3
35 - 48	Registration Letters Numbers xxxxxx xxxxxx Last number to end in column 48
51 - xxx 56	Receipt # (0 Before) (51 or 56 is alpha for Prefix)
<u>VOID</u>	Punch tag # in Col. 1 - 5, Crime Class in Col. 29 - 32, Disposition 8 in Col. 34; Write registration # starting in Col. 35 - 48 Write Void in Col. 51 If people go to Court, Disposition is always 1, in Col. 51 - 55 Punch Court (Cancelled by Council - Disposition is 9)

PANEL #8

card
columns

1-5	Tag #
6-7	Age
10-12	Tab (o before)
13-14	Post (last two # only)
15-18	street code
19-21	Date Mo/Yr xx x
22-25	Time (Ex. 2345)
26-28	Officer's Code
29-32	Crime Class - Always Starts With 23
34	Disposition (guilty 1)
35-48	Last Name
50	First Initial of First Name
51-56	Receipt # (0 before) Alpha Prefix goes in 56
<u>VOID</u>	Punch tag # in Col 1-5, Crime Class in col 29-32 Disposition 8 in Col. 34. Write xxxx Name in Col 35-50 same as above Write void in Col. 51 If people go to Court, Disposition is always 1, in Col. 51-55 punch <u>Court</u> (cancelled by Council - Disposition is 9)

P. D. ACCOUNT VOUCHERS

Card
Columns

1 - 5	Requisition # - 1st Column is always alpha - if none space
7 - 11	Date Mo/Day/Yr xx xx x
13 - 17	P/O # - 1st Column is always alpha - if none space
19	Vender Prefix
20 - 23	Vender #
25 - 29	Account # - 1st Column is always alpha, if none space
31 - 34	Item Class
36 - 37	Project
43 - 50	Amount (0 Before)
52 - 66	Voucher
70 - 71	CPD
73 - 80	Accounts

PANEL #21

~~CRANSTON LAW ENFORCEMENT PLANNING~~

Card Columns

1 - 4	Project #
5 - 9	Purchase #
10 - 14	Date Mo./Day/Yr. xx xx xx
15 - 18	L. E. Number
19 - 24	Amount in Dollars
25	Category
26 - 27	Type
46 - 79	Explanation

PANEL #3 and 16A

ROSTER OF POLICE OFFICERS

Card Columns	
1 - 12	Name
13 - 16	Street #
17 - 28	Street Name
29 - 35	Phone #
36	Phone Code *(indicates do not give out)
37 - 39	Officer's Code #
40 - 45	Date of Birth Mo/Day/Yr xx xx xx
46 - 51	Date of Appointment Mo/Day/Yr. xx xx xx
52	Rank
53 - 58	Date of Rank Mo/Day/Yr. xx xx xx
59	Unit Assigned
60	Platoon
61 - 66	Date of Assignment Mo/Day/Yr. xx xx xx
67 - 69	Appointment Code
70	Home Address *(indicates do not give out)
*	Col. 36 & 70 Require an 11 Punch

SICK LEAVE CARDS

Card
Columns

1 - 3	Officer's Code
4 - 11	Date Mo/Day/Yr. xx xx xx
12 - 14	# Of Leave Days 5 1/2 = 055 / 5 = 050
15 - 17	# Of Successive Days
18	Did Successive Days Include A Weekend, Holiday Or A Known Special Event Yes - Punch 1 No - Punch 2
19	Reason For Leave 1 - Sickness 2 - Injured on Duty 3 - Family Sickness 4 - Family Occasion (Death, Wedding, etc.) 5 - Military Leave 6 - Suspension 7 - Training 8 - Vacation 9 - Other Than Above
20	CPD Notified Of Absence Via 1 - Called In His Absence From Cranston 2 - Relieved From Duty 3 - Called In His Absence From Outside Cranston

PANEL #10

SUMMONS & MOVING VIOLATIONS

Card Columns

1 - 5
6 - 7
10 - 12
13 - 14
15 - 18
19 - 21
22 - 25
26 - 28
29 - 32

Tag #

Age

Tab

Post

Street Code

Date Mo./Yr.
xx x

Time

Officer's Code

Crime Class - Column 29 - 30 - Always starts with 22

- 2201 - Operating A Motor Vehicle While Under Influence
- 2202 - Speeding
- 2203 - Reckless Driving
- 2204 - Failing To Slow At Intersection
- 2205 - Stop Sign
- 2206 - Signal Light
- 2207 - Failure To Yield To Pedestrian
- 2208 - Passing On Right
- 2209 - Defective Brakes
- 2210 - Operating Without Lights
- 2211 - Operating Contrary To Official Sign
- 2212 - Failing To Keep Right
- 2213 - Failing To Yield To An Emergency Vehicle
- 2214 - Failing To Obey Officer In Uniform
- 2215 - Following Too Close
- 2216 - School Bus Violation
- 2232 - Overloading
- 2233 - All Others
- 2251 - Leaving Scene Of Accident
- 2252 - Presenting License Of Another
- 2253 - Operating Without A License
- 2254 - Operating Suspended License
- 2255 - Operating After License Had Been Revoked
- 2256 - Operating Expired License
- 2257 - Operating Unregistered Auto
- 2258 - Operating Suspended Registration
- 2259 - Operating Improperly Registered Auto

PANEL #8

- 2260 - Operating Defective Equipment
- 2261 - Operating Without Eyeglasses
- 2262 - Operating No License On Person
- 2263 - Permitting Unauthorized Person To Operate
- 2264 - Causing To Operate Unregistered Auto
- 2265 - Violation Of Restricted License
- 2266 - All Others
- 2267 - Discourteous Motor Vehicle Operators Or Passengers

33 If Accident - Punch 1, If Not Leave Blank

34 Disposition

- (1) Guilty
 - (2) Guilty Of A Lesser Offense
 - (3) Dismissed
 - (4) Referred To Family Court
 - (5) Warned & Released
 - (6) Warrant
 - (7) Referred To LEYDS
- #8 - Void
~~#9 - Cancelled by City Council~~

35 - 49 Last Name

50 First Initial

SUPPLEMENTARY DATA

Card
Columns

4

Type Of Property

5 - 9

CR #

10 - 14

Date of This Entry Mo/Day/Yr.
 xx xx x

15 - 18

Crime Class

19 - 24

Amount \$ Six Digits - Never Use Cents.

77

P. R. Data 1 In This Column If Data Is For A Previously Reported Incident.

78

Indict 1 If Offense Is Indictable

79

Recovered 1 = Locally 2 = Other Than Locally

80

Disposition

1 ~ Cleared

2 - Cleared Under 18 Years Old

3 - Unfounded

4 - Non-reportable (1A)

5 - Returned (if a missing person)

PANEL #3 and #19

TAB DISTRICTS / CENSUS TRACTS

Card
Columns

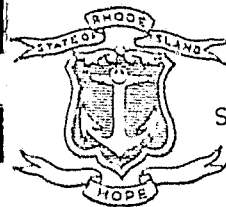
1 - 15	Street Name
16 - 18	Tab
20 - 24	Census Tract
26 - 29	Starting #
31 - 34	Ending #
36	Whether Odd or Even 1 or 2
38	All of Street
78 - 80	Beat

PANEL #18

UNIFORM CRIME REPORT (Yearly totals)

Card
Columns

1 - 3	Section
5 - 8	Crime Class
10 - 12	Reported
14 - 15	Unfounded
17 - 19	Actual
21 - 22	Cleared
24 - 25	Under 18 yrs.
27 - 32	\$ Stolen
34	Type
36 - 41	\$ Recovered
43 - 45	Date Mo./Yr. xx x
75 - 76	R. I.
78 - 80	UCR



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
STATEWIDE PLANNING PROGRAM
265 Melrose Street
Providence, Rhode Island 02907

June 23, 1976

Mr. Frank Kelly
Cranston Police Department
275 Atwood Ave.
Cranston R. I. 02920

Dear Mr. Kelly

I am writing this letter in response to several questions you raised in your telephone conversation with Thomas Conboy last week. I believe you asked what types of data pertaining to DIME Files are currently available through our office. We have several versions of the DIME File available the most current of which was built in 1975. This File could be obtained by supplying our agency with a computer tape so that a copy of the file could be made for you. This process would take approximately 2 to 3 weeks from the time we were given the tape. All supplementary information pertaining to accessing the file and using it (file formats and codes) would also be sent to you. We would also be able to supply a limited amount of technical support during your initial processing of the file.

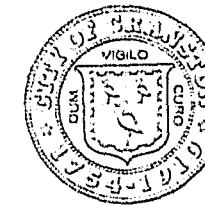
If you have any other questions pertaining to this matter please do not hesitate to contact either myself or Thomas Comboy.

Yours very truly,

R. J. Frappier
Supervisor of Transportation

RJF/ pmp

JAMES L. TAFT, JR.
MAYOR



GEORGE J. COFFEY
CHIEF

DEPARTMENT OF POLICE
275 ATWOOD AVENUE
CRANSTON, RHODE ISLAND 02920
PHONE 942-2211

July 22, 1976
Serial 76102

Dear Vendor:

It was discovered immediately following the pre-bid conference that the names of the pre-bid conference attendees and a copy of the Cranston Police Complaint/Dispatch Card were distributed to some vendors and not to others.

Therefore, in order to ensure equity, this general mailing is being sent out to all pre-bid conference attendees with this information enclosed.

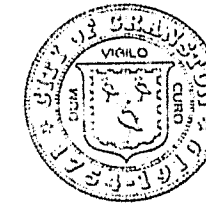
If additional questions arise, please refer to the directions in the cover letter of the RFP.

Very truly yours,

Edward J. Macioci
Edward J. Macioci
Planning Director

EJM:ac
encl.

JAMES L. TAFT, JR.
MAYOR



GEORGE J. COFFEY
CHIEF

DEPARTMENT OF POLICE
275 ATWOOD AVENUE
CRANSTON, RHODE ISLAND 02920
PHONE 942-2211

July 22, 1976
Serial 76103

Dear Vendor:

Although your firm obtained a copy of the RFP for the Cranston Police Computer Information System, it has been noted that you failed to send a representative to the pre-bid conference of July 20.

As stated in the cover letter of the RFP, the material distributed at the pre-bid conference is considered part of the RFP.

Therefore, if you still contemplate submitting a proposal, please notify me in writing and you will be sent a copy of the pre-bid conference material.

If you were represented by another firm at the pre-bid conference, please notify me in order to avoid duplication.

Very truly yours,

Edward J. Macioci
Planning Director

EJM:ac

END

100-1000