WASHINGTON, D.C.

CRIMINAL JUSTICE INFORMATION SYSTEMS

MASTER PLAN

OFFICE OF CRIME ANALYSIS

OFFICE OF CRIMINAL JUSTICE PLANS AND ANALYSIS

REVISED SEPTEMBER 15, 1975

Memorandum ⊚ Government of the District of Columbia

TO: Members, Criminal Justice
        Coordinating Board (CJCB)

Department,
Agency, Office:

FROM: Benjamin F. Renshaw, Director
        Office of Criminal Justice
        Plans and Analysis

Date: September 17, 1975

SUBJECT: Master Plan for Criminal Justice Information Systems

The attached volume represents the District's 1976 version of
the Master Plan for Criminal Justice Information Systems. The
basic approach contained in this document is the comparison
of existing District of Columbia information systems and record
practices with recommendations proposed by the National Commission
on Standards and Goals. In this regard, the District's systems
compare very favorably with the majority of these recommendations.
The plan has been updated to reflect:

    a) the changes in systems since last year's plan, including
       systems and planning activities added, changed, or no
       longer applicable.

    b) the addition of a new section detailing developments for
       the proposed OBTS/CCH computer systems and the CDS pro-
       gram in general.

    c) an expanded section on the area of privacy and security.

The volume is comprehensive in that it includes extensive documenta-
tion on the city's information systems in criminal justice. It
should serve as a key reference point in summarizing the extensive
and rather complex developments in this field.

Attachment

ACKNOWLEDGMENTS

WASHINGTON, D.C.
CRIMINAL JUSTICE INFORMATION SYSTEMS MASTER PLAN

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SECTION I. INTRODUCTION AND BACKGROUND

The problem of inadequate crime information has been a topic of discussion for years. As far back as 1922, the Cleveland Crime Survey and again in 1931, the Wickersham Commission, found this to be true. In 1966, the President's Commission on Crime in the District of Columbia deplored the lack of coordinated, meaningful information on crime and criminals in the District of Columbia. In 1967, the National Crime Commission stated that "the Commission's efforts to analyze the crime problem in the District and to formulate appropriate recommendations have been handicapped by major deficiencies in the information available about crime and criminal offenders."

In April 1968, to resolve the problem of inadequate data in the criminal justice area, Mayor Walter E. Washington established the Office of Crime Analysis in his Executive Office. The Office of Crime Analysis was established to:

° Develop a crime analysis and information system

° Research and analyze crime and crime-related projects, and

° Develop recommendations, guidelines and proposals for planning and program development in crime control and prevention.

The Office of Crime Analysis is now an integral part of the District of Columbia's criminal justice "state planning agency," the Office of Criminal Justice Plans and Analysis.

The Office of Criminal Justice Plans and Analysis is responsible for developing plans, programs, and policies for the improvement of the criminal justice system in the District of Columbia; receiving, allocating, and reporting on the use of Federal funds for programs under the Omnibus Crime Control and Safe Streets Act;

and designing, developing implementing a crime information and analysis system.

, In June 1972, the District of Columbia submitted an "Action Plan for the Development of a Comprehensive Criminal Justice Data System" to the Law Enforcement Assistance Administration which was approved by the agency. At about the same time, a Policy Advisory Group composed of the heads of the criminal justice agencies involved in the development, implementation and promulgation of information systems, both automated and manual, was established to provide the coordination needed (see Appendix 1).

In late 1974, the Office of Crime Analysis operationalized a Statistical Analysis Center (SAC) as the primary sub-unit within its organization to provide the lead role in the development of systems and statistics. Within these efforts, the District of Columbia has accepted and applied the guidelines and general concepts embodied in LEAA's Comprehensive Data Systems (CDS) program.

The LEAA State Planning Agency Grants Guideline Manual (March 21, 1975 M 4100.1D p. 146) states: " States participating in the Comprehensive Data Systems (CDS) program of LEAA should provide a separate subsection setting forth the relationship of the CDS program to the States overall plan for information systems and statistics. It is desirable to relate the State's plan for information systems and statistics to the report of the National Advisory Commission on Criminal Justice Standards and Goals relative to Information Systems and Statistics."

The National Advisory Commission on Criminal Justice Standards and Goals -
Criminal Justice System:

"Standard 3.1 Coordination of Information Systems Development"
"Each State should create an organizational structure for coordinating the
development of information systems and for making maximum use of collected
data in support of criminal justice management by taking the following steps:

"1. Establish a criminal justice information planning and analysis unit
that will coordinate the development of an integrated network of
information systems in the State and will satisfy information needs
of management decisionmaking for State andlocal criminal justice
agencies as well as satisfying established Federal requirements for
information.

"2. While making provisions for continual review and refinement, prepare
a master plan for the development of an integrated network of criminal
justice information systems (including the production of data needed
for statistical purposes) specifying organizational roles and timetables.

"3 Provide technical assistance and training to all jurisdiction levels and
agencies in data collection methods, system concept development, and
related areas.

"4. Arrange for system audit and inspection to insure the maintenance of
maximum quality in each operating system."

In the sections that follow, the District of Columbia Criminal Justice Information
System Master Plan will briefly document systems currently operational as well as
proposed systems to meet the relevant standards and goals established by the
National Advisory Commission on Criminal Justice Standards and Goals.

SECTION II. GOALS AND OBJECTIVES

The principal goals of the District of Columbia's Criminal Justice Information

Systems are to:

° Provide accurate, meaningful and timely information

   to improve the performance of the criminal justice

   system in Washington, D.C.;

° Provide information required for effective management

   and decision-making to each of the criminal justice

   agencies;

° Provide information to various planning groups required

   to undertake effective planning; and

° Develop periodic statistics on the criminal justice system

   to be provided to local and Federal Government agencies and

   to the public.

The District of Columbia's Comprehensive Criminal Justice information systems

effort will be a cooperative one involving the principal criminal justice

agencies and the Office of Crime Analysis, Office of Criminal Justice Plans and

Analysis. It will be   ~essary for each of the agencies to assume certain

responsibilities if the .   is to be workable and useful to the District of

Columbia in reducing crime and improving the criminal justice system.

Principal objectives are to provide a system to meet the relevant guidelines as

pertains to the District of Columbia, established by the National Advisory Com-

mission on Criminal Justice Standards and Goals - Criminal Justice System:

"Standard 3.4

"Every component agency of the criminal justice system (police, courts,
corrections) should be served by an information system which supports its
intra-agency needs.

"1. The component information system (CIS) should provide the rationale
for the internal allocation of personnel and other resources of the
agency.

"2. The CIS should provide a rational basis for scheduling of events, cases,
and transactions within the agency.

"3. The CIS should provide the agency administrator with clear indications
of changes in workload and workload composition, and provide the means
of distinguishing between short-term variations (e.g., seasonal varia-
tions) and long-term trends.

"4. The CIS should provide data required for the proper functioning of other
systems as appropriate, and should retain only that data required for its
own specific purposes.

"5. The CIS should provide the interface between LCJIS and individual users
within its own agency. This interface provision should include telecom-
munications facilities as necessary.

"6. The CIS should create and provide access to files needed by its users that
are not provided by the State or local criminal justice information systems
to which it is interfaced.

"7. The CIS should support the conduct of research and program evaluation to
serve agency managers."

SECTION III. CRIMINAL JUSTICE INFORMATION AND STATISTICS

From the National Advisory Commission on Criminal Justice Standards and Goals -

Criminal Justice System:

"Standard 3.2

"State Role in Criminal Justice Information and Statistics.

"Each State should establish a criminal justice information system that

provides the following services:

"1. On-line files fulfilling a common need of all criminal justice

agencies, including wanted persons (felony and misdemeanor), and

identifiable   stolen items;

"2. Computerized criminal history files for persons arrested for an

NCIC qualified offense, with on-line availability of at least a

summary of criminal activity and current status of offenders;

"3. Access by computer interface to vehicle and driver files, if

computerized and maintained separately by another State agency;

"4. A high-speed interface with NCIC providing access to all NCIC files;

"5. All necessary telecommunications media and terminals for providing

access to local users, either by computer-to-computer interface or

direct terminal access;

"6. The computerized switching of agency-to-agency messages for all intra-

state users and routing (formating) of messages to and from qualified

agencies in other States;

"7. The collection, processing, and reporting of Uniform Crime Reports (UCR)

from all law enforcement agencies in the State with report generation for

the Federal Government agencies, appropriate State agencies, and contributors;

"8. In conjunction wi i criminal history files, the collection and storage

of additional data elements and other features to support offender-

based transaction statistics;

"9. Entry and updating of data to a national index of criminal offenders

as envisioned in the NCIC Computerized Criminal History File; and

"10. Reporting offender-based transaction statistics to the Federal Government."

In later sections of the CJIS Master Plan describing information systems already

operational or being developed, many of the above items will be in greater de-

tail. This plan will discuss such systems by criminal justice operating

agencies; e.g., by the police, courts, corrections, and other related agencies.

SECTION IV. AGENCIES INVOLVED IN D. C. CRIMINAL JUSTICE SYSTEM

Because of its unique position as the capital city, both Federal and D.C. (or
local) criminal justice agencies are compelled to work together in many in-
stances; e.g., persons arrested by the U.S. Park Police are taken to the
Central Identification Unit of the Washington, D.C. Metropolitan Police
Department for fingerprinting, identification and processing; such defendants
may be tried either in the Federal Court (U.S. District Court) or the local
court (D.C. Superior Court), etc. Brief descriptions of some of the various
agencies involved in the D.C. Criminal Justice system follow:

A. Law Enforcement Agencies

° Metropolitan Police Department - Responsible for the protection
  of life and property in the community through the prevention and
  detection of crime, through the enforcement of all local and
  locally-applicable statutes, regulations and ordinances, through
  the latest techniques of criminology, through an active police-
  community relations programs, and through cooperation with Federal
  police agencies in the enforcement of Federal laws.

° U.S. Capitol Police - Responsible for the security and safety of
  persons and property of the U.S. Capitol buildings and grounds.

° U.S. Park Police - Responsible for the security and safety of
  persons while on U.S. Park properties, and for the protection of
  such properties in the D.C. area.

° Federal Bureau of Investigation - Responsible for the investigation of all violations of Federal laws with the exception of those which have been assigned by legislative enactment or otherwise to some other Federal agency.

° U.S. Secret Service - Responsible for the protection of the President of the United States and members of his immediate family, and other designated public officials; has the authority to detect and arrest persons violating any laws relating to U.S. coins, currency, etc.; has supervision of the Executive Protective Service and the Treasury Security Force.

B. Prosecutorial Agencies

° D.C. Corporation Counsel - Is attorney for and chief law officer of the District of Columbia Government and has charge of all its law business; it is responsible for the prosecution of all cases, including criminal, instituted by it and defense of all suits against the District of Columbia, its officers, employees and agents arising out of performance of official duties. The D. C. Corporation Counsel prosecutes violations of all police or municipal ordinances or regulations and for violations of all penal statutes in the nature of police or municipal regulations, where the maximum punishment is a fine only, or imprisonment not exceeding one year.

° U.S. Attorney's Office for the District of Columbia - Responsible for the criminal prosecutions of violations other than those prosecuted by the D.C. Corporation Counsel.

C. Judicial Agencies

° U.S. District Court - U.S. District Courts are trial courts with general

Federal jurisdiction; the U.S. District Court in the District of Columbia

also has jurisdiction to determine cases in some local matters. Up un-

til the enactment of the D.C. Court Reform and Criminal Procedure Act of

1970, all felony cases in the District of Columbia were tried in the

U.S. District Court. In August, 1972, most of the felony cases were

transferred to the D.C. Superior Court.

° D.C. Superior Court - Has jurisdiction over all criminal cases arising

in the District of Columbia, and has civil jurisdiction except where

exclusive jurisdiction is vested in a Federal court or where cases arose

before the D.C. Court Reorganization Act of 1970.

° D.C. Court of Appeals - Has jurisdiction over appeals from Superior

Court decisions; in most cases, appeals from this court will be taken

to the U.S. Supreme Court.

D. Correctional Agencies

° D.C. Department of Corrections - Responsible for safeguarding the com-

munity and its people through control and protection of persons assigned

to the Department's custody.

° D.C. Parole Board - Responsible for developing and recommending to the

Mayor, major parole policies; establishing standards governing the

release of prisoners on parole or committed young offenders on condi-

tional release; administering parole laws applicable to D.C; and con-

ducting hearings and rehearings.

° Social Rehabilitation Administration, Department of Human Resources -

Responsible for the custody and protection of juvenile offenders assigned

to its facilities.

E. Other Related Criminal Justice Agencies

° D.C. Bail Agency - Responsible for securing pertinent data concerning

persons on whom bail or citation determination is to be made.

° D.C. Public Defender Service - Responsible for the representation of

certain persons in the District of Columbia who are unable to obtain

adequate legal representation in categories such as those charged with

an offense punishable by imprisonment for a term of six months, or more;

persons charged with violating a condition of probation or parole;

juvenile alleged to be delinquent or in need of supervision; etc.

° Narcotics Treatment Administration, Department of Human Resources -

Responsible for the planning, implementing and administering of a

comprehensive narcotics prevention and treatment program for the

District of Columbia.

All of these agencies provide in one form or another, information concerning

the criminal justice system in the District of Columbia.

SECTION V. POLICE INFORMATION SYSTEMS

Washington, D.C. is considered to be among the leaders in the development and implementation of police information systems. In the pages that follow, brief descriptions of existing and proposed police information systems are given. The relationship between these systems and the standards established for such systems by the National Advisory Commission on Criminal Justice Standards and Goals are listed below:

Relevant Standard	Pertinent System
4.1 Police Information Systems:	
1. Dispatch information, including the generation of data describing the dispatch operation and data useful in the dispatching process;	Radio Runs System
2. Event information, including the generation and analysis of data on incidents and crimes;	Radio Runs System, Offense System, Complainant Name System, Traffic Accidents System
3. Case information, including data needed during followup until police disposition of the case is completed;	Offender Based Transaction Statistics/Computerized Criminal History (not yet implemented)
4. Reporting and access to other systems which provide required data for operational or statistical purposes; and	CRISYS, PROMIS, Motor Vehicles, NCIC

Relevant Standard	Pertinent System
5. Patrol or investigative support data not provided by external systems, such as misdemeanor want/warrant data, traffic and citation reporting and local property data.	WALES, Superior Court Traffic Violations System, SAPS

4.2 Crime Analysis Capability:

Crime analysis may include the utilization of the following:

1. Methods of operation of individual criminals;	Not available yet (to be studied)
2. Pattern recognition;	Tip-Off System
3. Field interrogation and arrest data;	(Field Interrogation – not available now) Arrest System
4. Crime report data;	Arrest System, Offense System
5. Incident report information;	(Same as above)
6. Dispatch information; and	Radio Runs System
7. Traffic reports, both accidents and citations.	Superior Court Traffic Violations, Traffic Accidents System.

These elements must be carefully screened for information that should be routinely recorded for crime analysis.

Relevant Standard	Pertinent System

4.3 Manpower Resource Allocation and Control.
Every police agency should develop a manpower resource allocation and control
system that will support major efforts
to:

1. Identify through empirical means
   the need for manpower within the
   department;

   Radio Runs System,
   Command and
   Control System
   (Now being developed)

2. Provide planning for maximum
   utilization of available resources;

   Automated Personnel System,
   Command and Control

3. Provide information for the allocation and instruction of patrol
   officers and specialist officers; and

   Automated Personnel System

4. Provide for the evaluation of the
   adopted plan.

   On-going

4.4 Police Information System
   Response Time.

The maximum allowable delay for information delivery measured from initiation
of the request to the delivery of a
response, varies according to user type.

1. For users engaged in unpredictable field
   activity of high potential danger (e.g.,
   vehicle stop) the maximum delay should
   be 120 seconds.

   WALES (Real-time
   systems average
   less than 8 sec.,
   Max. time is
   90 sec.)

Relevant Standard	Pertinent System

2. For users engaged in field
   activity without direct exposure
   to high potential danger (e.g.,
   checking parked vehicle) the maximum
   delay should be 5 minutes.

   WALES (Real-time
   systems avg. less
   than 8 sec., Max.
   time is 90 secs.)

3. For users engaged in investigatory
   activity without person contact
   (e.g., developing suspect list),
   the maximum delay should be 8 hours.

   CULPRIT

4. For users engaged in postapprehension
   identification and criminal history
   determinations, the maximum delay
   should be 4 hours.

   Complainant
   Name System,
   Offender Register
   System

4.5 UCR Participation.

   Every police agency should, as a minimum,
   participate fully in the Uniform Crime
   Reporting program.

   Offense and
   Arrest
   Systems

4.6 Expanded Crime Data

   For use at the local level, or for State and
   regional planning and evaluation, data collected
   concerning an incident regarded as a crime should
   include as a minimum:

   1. Incident definition, including criminal
      statute violated and UCR offense classifi-
      cation;

      Complainant
      Name System
      and Offense
      System (Criminal
      statute not
      available)

Relevant Standard	Pertinent System
2. Time, including time of day, day of week, month, and year;	Arrest System, Offense System, Complainant Name System
3. Location, including coded geographical location and type of location;	(Same as above)
4. Incident characteristics, including type of weapon used, method of entry (if applicable), and degree of intimidation or force used;	(Same as above)
5. Incident consequences, including type and value of property stolen, destroyed, or recovered, and personal injury suffered;	(Same as above)
6. Offender characteristics (each offender), including relationship to victim, age, race, sex, residency, prior criminal record, criminal justice status (on parole, etc.), employment and educational status, apparent intent, and alcohol/narcotics usage history;	Arrest & Offense Systems, Offender Based Transaction Statistics/ Computerized Criminal History (not yet implemented)
7. Type of arrest (on view, etc.); and	Arrest and Offense Sys.
8. Witnesses and evidence.	(Same as above)

The data should be obtained at least for murder, forcible rape, robbery, aggravated assault, and burglary (both residential and commercial).

Relevant Standard	Pertinent System

4.7 Quality Control of Crime Data

Every policy agency should make pro-

vision for an independent audit of

incident and arrest reporting. The

audit should verify that:

1. Crime reports are being generated when appropriate;	Radio Runs System (as audited by MPD)
2. Incidents are being properly classified; and	(Same as above)
3. Reports are being properly prepared and submitted.	(Same as above)

To establish an "audit trail" and to pro-

vide the basic documentation needed by

management, the following key characte-

ristics or records should be adopted:

1. The police response made to every call for police service should be recorded, regardless of whether a unit is dis- patched. Dispatch records should be numbered and timed; if the service leads to a complaint, the complaint should be registered on a numbered crime report, and that number also be shown on the dispatch record.	Radio Runs System, Complainant Name System (A Central Com- plaint No. is assigned and dispatch record carries same no.)

Relevant Standard	Pertinent System
2. All dispatches should be recorded, indicating time of dispatch and arrival on scene.	Radio Runs System
3. Dispatch records should show the field unit disposition of the event, and should be numbered in such a way as to link dispatches to arrest reports or other event disposition reports.	Radio Runs System
4. All self-initiated calls should be recorded in the same manner as citizen calls for service.	Radio Runs System

4.8 Geocoding

Offense System, in part. System now being developed

Where practical, police should establish a
geographical coding system that allows
addresses to be located on a coordinate
system as a basis for collecting crime
incidence statistics by beat, district,
census tract, and by other "zoning" systems
such as schools, planning zones, and zip codes.

EXISTING POLICE INFORMATION SYSTEMS

The following information systems are operated by the -

    Metropolitan Police Department

    Municipal Center

    300 Indiana Avenue, N.W.

    Washington, D.C. 20001

The systems are on equipment maintained and operated by the Metropolitan
Police Department.

Additional information on each of the systems described herein may be
obtained by writing to the above address.

WASHINGTON, D. C.
CRIMINAL JUSTICE INFORMATION SYSTEMS MASTER PLAN
EXISTING POLICE INFORMATION SYSTEMS

WASHINGTON AREA LAW ENFORCEMENT SYSTEM (WALES)

Functional Purpose of System

The Washington Area Law Enforcement System (WALES) is an on-line information system operated by the Metropolitan Police Department. The system has been fully operational since January 1968. WALES data banks can be queried by terminals located in police jurisdictions throughout the Metropolitan Washington Area. These same terminals also may access, through WALES the data banks of the Federal Bureau of Investigations National Crime Information Center (NCIC) and through the Maryland Information Law Enforcement System (MILES) motor vehicle files. Through WALES it is also possible to send messages from one terminal to another, or for any terminals to transmit a message simultaneously to all terminals. In addition, WALES interfaces with the Prosecutor's Management Information System (PROMIS) operated by the U.S. Attorney's Office for the District of Columbia and with the Corrections Records Information System (CRISYS) operated by the D.C. Department of Corrections.

The following information is available to all WALES users:

1. Vehicle status system - This file contains vehicles, license tags, and auto parts that have been stolen in the D.C. Metropolitan area; impounded or moved by the police of the metropolitan area; or repossessed by financial institutions of the metropolitan area. This file also produces daily "hotsheets", which are lists of stolen and recovered vehicles, for use by officers on patrol. The data for this file are fed, on-line, by all WALES users except those designated for querying purposes only.

   A. Permit Status File - This file contains a list describing all persons who have a District of Columbia license to operate a motor vehicle. The file also contains a list of those who have permit status; i.e., operating After Suspension, Operating After Revocation, etc. This file is supplied entirely by the D.C. Department of Motor Vehicles.

   B. MILES Interface - WALES interfaces with this system to access vehicle registration information and driver permit information furnished by the Maryland Department of Motor Vehicles.

   C. NCIC Interface - WALES interfaces with the FBI's NCIC vehicle file.

2. Person Status System - This file contains miscellaneous status information such as: Look out for (Person wanted in connection with a crime), Juvenile Absconder, Missing Person, Critical Missing Person, Attempt to Locate (for an emergency message), Hospital or Detoxification Center Admission, and Morgue admission.

3. Direct NCIC Access - Direct access to NCIC on data concerning stolen articles, weapons, securities, boats, etc.

4. Demand Deployment System - This file provides MPD officials with an up-to-date deployment schedule, of vehicles and manpower, at their terminals.

5. Operation Identification - This file contains a list of persons who can be identified by their Social Security Number, for the purpose of establishing the ownership of an article with that number scratched on it.

6. Automated Personnel System (APS) - Consists of a data bank of personnel information about uniformed and civilian employees of the Police Department to allow ready access to personnel information by command and management personnel; to consolidate and maintain employee data in standard formats, machine-retrievable; to simplify updating of employee records and automate the production of personnel forms; and to assist in the personnel policy - making function by providing periodic and one-time reports and analyses of personnel data.

7. Complaint Name File (CNF) - This file is an index to all reported incidents containing a Central Complaint Number; also displays certain management statistics.

8. Radio Run File (RFP) - This an on-line system to provide information on service calls processed through the Department's Communications Centers.

9. Offense File - This file is used to compile current and accurate statistics of crime in the District of Columbia.

10. Bicycle Registration File - This file contains a list of owners of bicycles registered with the Metropolitan Police Department.

11. Gun Registration File - This file contains a list of owners of guns registered with the Metropolitan Police Department.

12. Corrections Records Information System (CRISYS) - Interface with system operated by the D.C. Department of Corrections to access data on prison status of persons by name.

13. Prosecutor's Management Information System (PROMIS) - Interface with system operated by the U.S. Attorney's Office for the District of Columbia to access data on court cases being processed through the Superior Court for the District of Columbia.

14. WALES USER GUIDE - Contains instructions on how to access data on Complainant Name File, Radio Run File, Bicycle Registration File and Offense File.

15 Message Switching - Capability to "talk" and "broadcast (available to restricted terminals.")

Data Elements Entered	Data Received From
1. Vehicle Status System	WALES users, feed on-line, except those designated for querying purposes only.

A. All Record and Status Checks on Vehicles by Tag or VIN.
   1) Traffic Warrants
     a) Parking
     b) Moving
   2) Vehicle Registration File
     a) Vehicle Registration
     b) Automatic Search of Permit Status File
   3) Stolen
     a) Vehicles
     b) License Plates
     c) VIN plates
     d) Auto Parts (engines & transmissions)
   4) Impounded Vehicles
   5) Moved Vehicles
   6) Repossessed Vehicles

B. Permit Status File - All Record and Status Checks on:	D.C. Department of Motor Vehicles

   1) Driver Permit File
   2) Permit Status
     a) Stopped by Driver Improvement
     b) Stopped by Safety-Responsibility
     c) Suspension Pending
     d) Suspended
     e) Revocation Pending
     f) Revoked

C. MILES Interface:	Maryland Department of Motor Vehicles

   1) Maryland Vehicle Registration
     a) by Tag
     b) by VIN
   2) Maryland Driver's Record

D. NCIC Interface	FBI NCIC

   1) Stolen
     a) Vehicle
     b) Aircraft
     c) Snowmobiles
     d) License Plates
     e) VIN Plates
     f) Auto Parts (engines & transmissions)
   2) Look Out For A Vehicle Wanted in Connection with a Crime

Data Elements Entered	Data Received From

E. Hot Sheets   WALES USERS
   1) 24 Hours
      a) Stolen
      b) Recovered
   2) 10 by 10

2. PERSON STATUS SYSTEM

  A. All Record and Status Checks by Name,
     Alias or Nickname
     1) Criminal Warrants (Felony, misde-   1) Metropolitan Police Department, U.S.
        meanor, and certain traffic warrant   Park Police, Arlington, Va. County
        information)   Police for D.C., Md. and Va. residents
     2) Offender Status (Individuals who   2) Dept. of Corrections, Parole Office,
        have been released from confinement   U.S. District Court Probation Office;
        or parole, probation, bail, or as   D.C. Superior Court Probation Office;
        part of work release or community   D.C. Bail Agency
        corrections programs)
     3) Look Out For (person wanted in con-   3) WALES users
        nection with a crime)
     4) Juvenile Absconder
     5) Missing Person
     6) Critical Missing Person
     7) Attempt to Locate
     8) Medical Report
       a) Hospital Admission
       b) Alcohol Detoxification Admission
       c) Morgue Admission

  B. ALL RECORD CHECK ON PERSONS BY NUMBER   WALES users
     1) Social Security Number
     2) Police Department Identification Number
     3) Operators License Number
     4) FBI Identification Number
     5) Warrant Number
     6) D.C. Dept. of Corrections ID Number
     7) Central Complaint Number
     8) Miscellaneous Number
       a) Air Force
       b) Alien Registration
       c) Army & National Guard
       d) Coast Guard
       e) Merchant Mariner Document
       f) Marine Corp
       g) RCMP ID Number
       h) Navy
       i) Passport
       j) Port Security
       k) Selective Service
       l) VA Claim Number

Data Elements Entered	Data Received From

C. NCIC Interface
  1) Criminal Warrants
  2) Look Out For (persons wanted in connection with a crime)
	FBI NCIC

3. DIRECT NCIC ACCESS

A. Stolen Articles	FBI NCIC

B. Guns
  1) Stolen
  2) Recovered

C. Stolen Securities

D. Stolen Boats

4. DEMAND DEPLOYMENT SYSTEM

A. Demand	Metropolitan Police Department

B. Update by Units

C. Deployment

  1) Unit Update Time Check
  2) Deployment Display

5. OPERATION IDENTIFICATION	Metropolitan Police Department

A. Identify Persons By:
  1) Name
  2) Social Security Number

6. AUTOMATED PERSONNEL SYSTEM (APS)	Metropolitan Police Department

A. Identify Officers by:
  1) Name
  2) Badge
  3) Revolver
  4) Position Control Number (PCN)
  5) SOC (Master Record available to restricted terminals)

B. Identify Officers With Critical Skills
  1) Speak Spanish
  2) Speak French
  3) Speak Russian
  4) Speak German
  5) Helicopter Pilot
  6) Scuba Diver
  7) Sign Language
  8) Blood Types (rare)
  9) Shorthand

Data Elements Entered	Data Received From
C. Identify Assignments and Positions	Metropolitan Police Department
1) Assignment History	
2) Positions	
a) Complete PCN Record	
b) Summary PCN Record	
c) Unit Authorized Strength Record	
d) Position Synopsis	
1) Incumbent	
2) Vacant	
3) Frozen	
4) Authorized	
e) Rank/Grade Listing by Division	
f) First Vacant Position List of each Rank/Grade	

7. COMPLAINANT NAME FILE (CNF)   Metropolitan Police Department

  A. 911 (on line instructions on how to use the CNF)

  B. Complaint Index Information by:

    1) Name
    2) CCN
    3) Location
      a) Exact Address
      b) Block
        1) Both Sides of Street
        2) Even Sides of Street
        3) Odd Sides of Street
      c) Intersection
    4) Date/District/Complaint

8. RADIO RUN FILE (RRF)   Metropolitan Police Dept.
  A. 911 (on line instructions on how to use the RRF)
  B. Radio Run Information by:
    1) CCN
    2) Location
      a) Exact Address
      b) Block
        1) Both sides of Street
        2) Even Sides of Street
        3) Odd Sides of Street
      c) Intersection
    3) Date

Data Elements Entered	Data Received· From

9. Offense File — Metropolitan Police Department
A. 911 (on line instructions on how to use the Offense File)
B. Extract of a 251 Offense Report

- ° CCN (Criminal Case No.)
- ° Address of Occurrence
- ° Police District
- ° Sex
- ° Race (persons involved)
- ° Date of Occurrence
- ° Time of Day
- ° Day of Week
- ° Method Used in the Crime
- ° Premise or Property attacked
- ° Where entered
- ° Type and Value of Property Stolen
- ° Value of Property Recovered
- ° Weapon, if any
- ° Date of Recovery and Office making recovery
- ° Treatment for injuries
- ° Number of Arrests
- ° How Case was Closed, by whom, when, or that the case was unfounded

10. BICYCLE REGISTRATION FILE — Metropolitan Police Department
A. 911 (on line instructions on how to use the Bike Reg. File)
B. Bicycle Information by:
1) Registration Number
2) Name
3) Address

11. GUN REGISTRATION FILE — Metropolitan Police Department

A. Gun Information by:

1) Serial Number
2) Registration Number
3) Name
4) Address

12. D.C. DEPARTMENT OF CORRECTIONS SYSTEM (CRISYS)
A. AID (on-line instructions on how to use the DCDC CRISYS) — D.C. Department of Corrections
B. Data on Prison status of persons by:
1) Name
2) PDID Number
3) DCDC Number
   a) Active
   b) Inactive

Data Elements Entered	Data Received From

13. U.S. ATTORNEY OFFICE SYSTEM (PROMIS)   U.S. Attorney's Office for the District
    A. HELP (on-line instructions on how to   of Columbia (Superior Court Division)
       use the USAO PROMIS)
    B. Data on Court Cases by:
       1) Court Case Number
       2) Officers Badge Number
       3) Defendants PDID Number
       4) Defendants Name
       5) Witness Name
       6) Date
          a) Felony
          b) Misdemeanor

14. WALES USER GUIDE (911)   Metropolitan Police Department
    A. Table of Contents
       1) Complainant Name File
       2) Radio Runs File
       3) Bicycle Registration File
       4) Offenses File

15. MESSAGE SWITCHING   Metropolitan Police Department
    A. Talk
    B. Broadcast (available to restricted
      terminals)

Data Elements Entered   Data Received From

Outputs from System	Received By	Used For
1 - A. Vehicle Status System	1. WALES users	1. Recovery of stolen vehicles, license tags and auto parts. 2. "Hot sheets" listing stolen and recovered vehicles for use by officers on patrol.
B. Permit Status File	1. WALES users	1. Identifying persons with licenses to operate motor vehicles. 2. Identifying who have permit status; i.e., Operation after Revocation, etc.
C. MILES Interface	1. WALES users	1. Same as for 1-A and 1-B, but for Maryland residents
D. NCIC Interface	1. WALES users	1. Identifying unrecovered stolen vehicles. 2. Identifying vehicles wanted in conjunction with felonies or serious misdemeanors. 3. Identifying stolen VIN plates, engines and transmissions (serially identified)
2 - A. Person Status System: All Record and Status Checks by Name, alias or nickname	1. WALES users	1. Identifying persons wanted in connection with a crime. 2. Identifying juvenile absconders missing persons, attempts to locate (emergencies), etc.
B. All record check on persons by number	1. WALES users	1. Identification purposes
C. NCIC Interface	1. WALES users	1. Identification purposes - Wanted persons
3. Direct NCIC Access	1. WALES users	1. Identification purposes - stolen articles, guns, stolen securities boats
4. Demand Deployment System	1. Metropolitan Police Department Officials	1. Up-to-date deployment schedule of vehicles and manpower

Outputs from System	Received By	Used For
5. Operation Identification System	1. WALES users	1. Identification of owners of property with social security numbers inscribed thereon
6. Automated Personnel System	1. Metropolitan Police Department Officials	1. Management - better utilization of personnel
7. Complainant Name File	1. WALES users	1. Identification purposes to all reported incidents with a Central Complaint Number.
8. Radio Run File	1. WALES users	1. Identification purposes - location of calls, type of complaints, etc. 2. Management statistics
9. Offense File	1. WALES users 2. Metropolitan Police Department Officials 3. FBI 4. Congress 5. Office of Criminal Justice Plans & Analysis 6. Special interest groups	1. Manpower Allocation 2. Investigation purposes 3. Crime trend research 4. Special requests
10. Bicylce Registration File	1. WALES users	1. Identification purposes
11. Gun Registration File	1. WALES users	1. Identification purposes
12. DCDC Corrections System (CRISYS)	1. WALES users	1. Identification purposes - prison status of person
13. U.S. Attorney's Office (PROMIS)	1. WALES users	1. Identification purposes - court cases, officers, witnesses, date, etc.
14. WALES User Guide	1. WALES users	1. How to use WALES

Major Equipment Items

IBM 370/158 Computer
3705 Control Unit
3330 Disk Units
2401 Tape Units
3270 CRT Terminal
3284 Printer Terminal
2740 Keyboard Terminal
1403 Printer
2540 Card Reader

Programming Languages Used

COBOL
ALC
FASTER
FORTRAN
PL 1

Functional Purpose:

Arrests System - Arrests and disposition reports are machined to capture such data as are required to provide reports for the FBI, summary crime index, and miscellaneous categories.

Operational Status:

System became fully operational in June 1968 and has been updated (in January 1973).

Data Elements Entered	Received from
Central Complaint Number (CCN)	Metropolitan Police Dept.,
Race	PD Form-225, Arrest Report-
Age	Disposition Form
Occupation	
Marital Status	
Police District	
Primary Charge	
Secondary charge	
Disposition	
PDID Number	
State of Residence	
Month of Birth	
Year of Birth	
Color of Hair	
Color of Eyes	
Height	
Weight	
Drug User - Type of Drug Used	
Date and Time of Arrest	
Day of Week	

Outputs From System	Received by	Used for
1. Crime Index Report	1. Federal Bureau of Investigation	1. Statistics for Fiscal Year Reports
2. FBI Report	2. Metropolitan Police Department Operations Planning Branch	
3. Tabulations by:		
- Month		
- Day		
- Race		
- Age		
- Juveniles		
- Juveniles by unit		
- White Juveniles by unit		
- Non-white Juveniles by unit		
- Police district		
- Charges		
- Narcotics Report by drug type		

Equipment Used

IBM 370/158 105/MFT/HASP 1.5 Mega Byte
150 Terminals located within law enforcement
    and criminal justice agencies
NOTE: Arrest data are not available via terminals
    available by batch listing only.

Programming Language Used

COBOL

Functional Purpose:

Offenses System is used for compiling current and accurate statistics of crime committed in Washington, D.C.

Operational Status:

System has been fully operational since June 1968.

Data Elements Entered	Received from
Central Complaint No. (CCN) Address of Occurrence Police District Sex Color of Persons Involved Date of Occurrence Time of Day Day of Week Method Used in the Crime Premise or Property Attached Where Entered Type and Value of Property Stolen Value of Property Recovered Weapon, if any Date of Recovery and Office Making Recovery Treatment for Injuries Number of Arrests How case was closed, by whom, when, or that the case was unfounded	Metropolitan Police Department Personnel (officers) assigned to investigate complaints

Outputs From System	Received by	Used for
1. Edit Listings	1. Metropolitan Police Department Operations Planning Branch	1. Manpower Allocation
2. FBI Statistics	2. Federal Bureau of Investigation	2. Crime Trend
3. Crime Index Report	3. Congress	3. Investigative Purposes
4. Chief of Police Report	4. Office of Criminal Justice Plans and Analysis	4. Special Requests
5. Crime Tallied by:	5. Special Interest Groups	

5. Crime Tallied by:
 - Time of Day
 - Day of Week
 - Method Used in the crime
 - Premise or property attacked
 - Where Entered
 - Type and value of property stolen
 - Value of property recovered
 - Weapon, if any
 - Date of Recovery and office making recovery
6. Treatment for Injuries
7. Number of Arrests
8. How case was closed, by whom, when, or that case was unfounded

Equipment Used

IBM 370/158, OS/MFT

Programming Language Used

COBOL IV

Functional Purpose: The Tip-Off System is a subsystem of the Offenses System and is used to indicate high crime areas within each police district for the preceding 30 days by Carney Block and for the preceding 90 days by address.

Operational Status: The System was fully operational in June 1973.

Data Elements Entered	Received from
Same as the Offense System	All Police Districts via Offense file

Outputs From System	Received by	Used for

1. Daily Reports
   - 30 days when crime reaches a maximum level over 30 days within a Carney Block Block
   - 90 days, same as above for an address, Central Complaint No. (CCN), Offense, Police District, Closed, Carney Block, Date and Time, Location, Beat, Day of Week
	1. Crime Analysis Clerks in each Police District.
	2. Metropolitan Police Department Special Operations Division
	3. Special Interest Groups
	4. Office of Criminal Justice Plans and Analysis
		1. Assignment of Metropolitan Police Department personnel in high crime areas
		2. Planning purposes

Equipment Used	Programming Languages Used
3330 - Disk Storage 370/158, OS/MVT 3270 Type Terminals	COBOL

Functional Purpose:

The Bomb Threat System is a subsystem of the Offenses System and is used to account for all bomb threats reported to the Metropolitan Police Department, and to keep and maintain a listing of such threats according to various pertinent factors.

Operational Status:

The subsystem became fully operational in March 1973.

Data Elements Entered	Received from
Central Complaint number (CCN)	Metropolitan Police
Complaint Code	Department Field Officers
Date	
Time	
Location	
Classification	
Complainants	

Outputs From System	Received by	Used for
Report	Metropolitan Police Department	Statistical analysis
Detail	Bomb Squad	by month and location
Location		to develop patterns
Date and Time		for bomb threats
Complainant's name		
Central Complaint #(CCN)		

Equipment Used	Programming Languages Used
IBM 370/158, OS/MFT	COBOL
3330 Disk Storage	

Functional Purpose:

Radio Runs System (RRS) is an on-line system providing information on service
calls processed through Communications and is keyed from dispatcher-created
documents (radio run cards) as the calls are terminated. Daily reports are
prepared within two hours of the close of the clock day summarizing by police
district and type of complaint, the reportable calls handled for the day and
listing in detail for each reporting unit the cases for which it is responsible.
Reports on all calls, reportable or not, are prepared bi-weekly and monthly to
summarize car activity; calculate average time on calls by car, by complaint,
and by beat; and to tabulate miscellaneous data elements.

Operational Status:

RRS has been fully operational since June 1968.

Data Elements Entered	Received from
Vehicle handling call	Metropolitan Police Department
Type of complaint	
Time car dispatched	
Time car returned to service	
Police District and beat of occurrence	
Place of occurrence	
Central control record	
Number assigned to case	
Whether or not official report will be written	
Central Complaint No. (CCN)	
Exact address	
Block - Both sides of street	
Even sides of street	
Odd sides of street	
Intersection	

Outputs: From System	Received by	Used for
Radio Run information by:	WALES users	Vehicle utilization
° Central Complaint No. (CCN)		Management statistics
° Location		
- Exact address		
- Block		
-- Both sides of street		
-- Even sides of street		
-- Odd sides of street		
-- Intersection		
° Date		
° Crime statistics		
° Incident codes displayed		
° Report logging		

Equipment Used	Programming Languages Used
IBM 370/158	COBOL
	FASTER

Functional Purpose:

Complainant Name File (CNF) is an on-line system to all reported incidents containing a Central Complaint Number. The file also displays certain police Management statistics by category, by police district, by day of week, by time of day, etc.

Operational Status:

CNF has been fully operational since March 1973

Data Elements Entered

Central Complaint Number
Complaint code
Date
Time
Location
Classification
Complainants

Received from

Metropolitan Police Department

Outputs From System

Retrievable, on-line by complaint number, complainant, location, date, etc.

Received by

Metropolitan Police Department personnel

Used for

Identification purposes

Management Statistics

Equipment Used

370/0s/MVT/HASP

Programming Languages Used

COBOL
FASTER MT

Functional Purpose:

Automated Personnel System (APS) - functions as a subsystem of WALES. APS
consists of a data bank of personnel-type information about the uniformed
and civilian employees of the Metropolitan Police Department which was
established to allow ready access to such data by command and management
personnel. APS is used also for updating of employee records and automating
the production of personnel action forms; and to assist in the personnel
policy-making function by providing both periodic and one-time reports
and analyses of personnel data.

Operational Status:

APS became fully operational in April, 1972

Data Elements Entered

Name
Social Security No.
Date of Birth
Sex
Address
Phone No.
Marital Status
Blood Type
Badge No.
Revolver No. and make
Education
Training
Special Skills
Leave Category
Court days
Date of appointment

Received from

Metropolitan Police Department

Outputs from System	Received by	Used for
1. On-line data displays called by name, social security number, or badge number.	Metropolitan Police Department Officials	Command and Management decisions
2. On-line file updates		
3. Off-line batch reports		
4. Print programs for personnel action forms		

Equipment Used	Programming Languages Used
3270 CRT Terminals	COBOL
3284 Printer Terminals	ALC
Located throughout the District of Columbia	FASTER

Functional Purpose:

CULPRIT is a generalized retrieval system which can be used on sequentially
organized files. Considerable technical skill is required for defining file
to the system but no technical knowledge is required to learn how to use the
system. Seven (7) of the Metropolitan Police Department's major data bases
have been defined to the system and innumerable special requests for data
through CULPRIT have been made; e.g., requests for details of certain com-
plaints at certain locations, or numbers of times certain offenses occur
in specified time periods in specified areas. CULPRIT is particularly useful
for "browsing" through files, or selecting certain types of records for pro-
gram debugging.

Operational Status:

CULPRIT has been fully operational since October 1970.

Data Elements Entered	Received From
Generalized retrieval system used on sequentially organized files	Seven major data bases have been defined to system

Outputs From System	Received by	Used for
Varies – depends on type of request	Metropolitan Police Department Officials	Special Studies, Management decisions, etc.

Equipment Used	Programming Languages Used
370/OS/MVT/HASP	ALC COBOL

Functional Purpose:

Payroll Information System (PRIS) - Each pay period the District Payroll Office furnishes a tape concerning the employees on the Police Department rolls for that particular pay period. Information is used for management purposes.

Operational Status:

PRIS has been fully operational since January 1970.

Data Element Entered	Received From
Employee's name	District of Columbia Payroll Office
Social Security Number	
Organization	
Rank or Civilian Category	
Grade and Step	
Address	
Annual or hourly salary	
Health and life insurance deductions	

Outputs From System	Received by	Used for
Printouts in sequence by: ° Name ° Rank ° Organization	Metropolitan Police Department Officials	Management decisions

Equipment Used	Programming Languages Used
IBM/370/158	COBOL

Functional Purpose:

Youth Division Information System - System is used to account for all offenses
committed by youths, (juveniles) that are sent to court (in the District of
Columbia, juveniles, male and female, are under 18 years of age). This system
does not contain data on juveniles where dispositions result from contact -
turned over to parents, etc.

Operational Status:

YDIS has been fully operational since January 1973.

Data Elements Entered	Received From
Offense	Metropolitan Police Department
Police District	Youth Division
Youth Division Identification No. (YDID)	
Released or Detained	
Age	
Sex	
Race	
Time of Day	
Day of Week	

Outputs From System	Received by	Used for
Statistical Reports	Metropolitan Police Department	Monthly and annual
- Offenses	Youth Division	reports of the MPD
- Age of offenders	Metropolitan Police Department	Youth Division
- Disposition	Operation Planning Branch	

Equipment Used	Programming Languages Used
IBM 370/158	COBOL
3330 Disk Storage Media	

(NOTE: Batch processing only)

Functional Purpose:

The Radio Equipment System provides the Metropolitan Police Department Radio
Shop with data on all repairs made and their costs, manpower training and
cross-training. System also lists all inventory for which the Radio Shop
is accountable and provides data on cost and workload each technician handles
by equipment type.

Operational Status:

System has been fully operational since January 1972.

Data Elements Entered   Received From

Equipment Identification   Metropolitan Police Department Radio
Time and Date into shop   Maintenance Shop
Technician who handled it
Vehicle shop number
Time and Date released from shop
Trouble reported
Work Performed
Cost to nearest Dollar of Parts
Technician Workload
Inventory Control:
 - Equipment Identification
 - Date Received Into Shop
 - Type and Manufacturer
 - Serial Number
Frequencies
Replacement Data

Outputs: From System	Received by	Used for
1. Management Reports 2. Inventory lists	1. Metropolitan Police Dept. Radio Shop Commander	1. Records of replacement costs 2. Personnel Training 3. Work Repair History of Equipment 4. Administrative check on location of portable radios

Equipment Used   Programming Language Used

IBM 370/158 Batch System   COBOL
4 rotating maintenance tapes
3 rotating inventory tapes plus archives tapes
2 Keypunch machines

Functional Purpose:

The Civil Disturbance Prisoner Control System is used for prisoner control purposes. It identifies persons arrested during disturbances and their place of detention.

Operational Status:

The System became fully operational in October 1969.

Data Elements Entered	Received from
Name of arrestee	Metropolitan Police Department
Date of Birth	Field Arrest Form
Place of resident	
Place, Date and Time of Arrest	
Charge	
Place of detention	
Unit and Badge No. of Arresting Officer	
Dispositions of Case (Held, Elected to forfeit collateral, or posted bond for court appearance)	

Outputs From System	Received by	Used for
Civil Disturbance Prisoner Control Report	1. Police Command Personnel 2. U.S. Attorney's Office for D.C. 3. Metropolitan Police Dept. 4. Metropolitan Police Dept. Field Inspections Div.	1. Up-to-date information on all arrested persons

Equipment Used	Programming Languages Used
370/158	COBOL FASTER

Functional Purpose:

The Traffic Accidents System produces statistical reports on all reportable
traffic accidents occurring in Washington, D.C.

Operational Status:

The System became fully operational in June 1971.

Data Elements: Entered   Received from

Accident   Metropolitan Police Department Forms PD-10,
Injury   Traffic Accident
Report No.   PD-10A, Traffic Injury
Date, Month, Day, Day of week
Time
No. of vehicles involved
Street Code
Location Code
Quadrant
Residence (State)
Sex
Age
Vehicle Registration (Tag No.)
Vehicle Age
Vehicle, Type
Driver's License
Damage
Apparent Violations
Court
TVN (Traffic Violation Notice)
Director of Travel
Vehicle Action
Student/Diplomat
Property
Drinking
Towed
Emergency Run (For police and fire vehicle only)
Weather
Visibility
Street lights
Road conditions
Controls
Number of non-visible injuries
Number of visible injuries
Number of Fatalities
Police District
Type of Collision
Hit and Run

Data Elements Entered

Occupant
Pedestrian
Pedestrian Action
Pedestrian Condition
Vehicle Number
Seat belts
Residence
Sex
Age
Treatment
Driver

Received from

Outputs From System

1. Statistical Traffic
   Report
2. Special Request
   Report

Received by

1. Metropolitan Police Dept. Traffic
   Analysis Section, Operations
   Planning Branch
2. Washington, D.C. Department of
   Motor Vehicles
3. Washington, D.C. Department of
   Highways and Traffic Division
4. Office of Accident Investigation
   and Data Analysis, U.S. Dept. of
   Transportation.

Used for

1. MPD uses for histori-
   cal records and bases
   for statistical
   reports.
2. DMV uses for high-
   way engineering
   improvements within
   the District of
   Columbia.
3. H & T Traffic Div.
   uses for historical
   records and manpower
   allocation
4. DOT uses for com-
   parative analysis
   for local, regional
   and international
   research

Equipment Used

IBM 370/158
3330 Disk Storage
(Batch process systems)

Programming Languages Used

COBOL

Functional Purpose:

The principal objective of this system is to provide a method that will enable the Metropolitan Police Department to implement a Fleet Maintenance Reporting System on the IBM System 370/158. This system is designed to process vehicle maintenance transactions coded in accordance with the Metropolitan Police Department Transportation Branch predesigned formats and to produce several Reports.

In addition, the system provides the programs necessary to edit and create the Master file, create interim fields, process the daily update transactions, provide for the addition and deletion of records and the changing of fields, aging period-to-date and year-to-date fields, and programs to back-up and restore the Master file.

Operational Status:

The system has been operational since May 1974.

Data Elements entered include repair history, gas, oil, parts, etc., as well as data for inventory control.

WASHINGTON, D.C.

PROPOSED POLICE INFORMATION SYSTEMS

On-Line Booking System: A feasibility study for the on-line booking system during the past year has been completed and a proposed system description was circulated throughout the Metropolitan Police Department for recommendations and changes. Following an evaluation, a detailed system design was initiated. The system has progressed to the point of the initial writing of computer programs. Estimated completion date will be 24-30 man-months.

The On-Line Booking System (OLB) is a system where the booking of arrested persons is done through an on-line terminal controlled by a computer in a real-time environment. Initially, OLB will run in parallel with the manual system which utilizes the arrest book as a permanent record. Each time an arrest is made, the booking information is entered into the computer. The computer assigns a case number (arrest book number) and a hard copy of the arrest record is printed at the booking site.

Objectives of OLB:

   . Enter into WALES data bank an arrest information record in such a manner that it can be accessed by arrestee's name, CCN, PDID number or FBI number.

- Make this information available at any WALES terminal. Arrests that are verified by a fingerprint check will be affixed to the arrestee's criminal ID record.

- Automatic centralized arrest numbers (case number in Arrest Book).

- Allow immediate statistical analysis on arrests, available throughout the department.

- Ultimately, to eliminate all handwritten reports associated with an arrest and produce them by machine.

The On-Line Booking System is the first step in a Police Comprehensive Criminal Justice Information System. It is part of a major bookkeeping and information retrieval effort.

National Law Enforcement Teletype System (NLETS): This is to be computer to computer interface. The Metropolitan Police Department computer is, through a message-switching complex in Phoenix, Arizona, connected to all states in the System. The initial use of the System will be to exchange Department of Motor Vehicles information and for administrative messages.

NLETS, during FY75, granted each participant $15,000 for implementation assistance Contractor for the entire U.S. was Planning Research Corporation of McLean, Virginia. The system has been implemented and is operational.
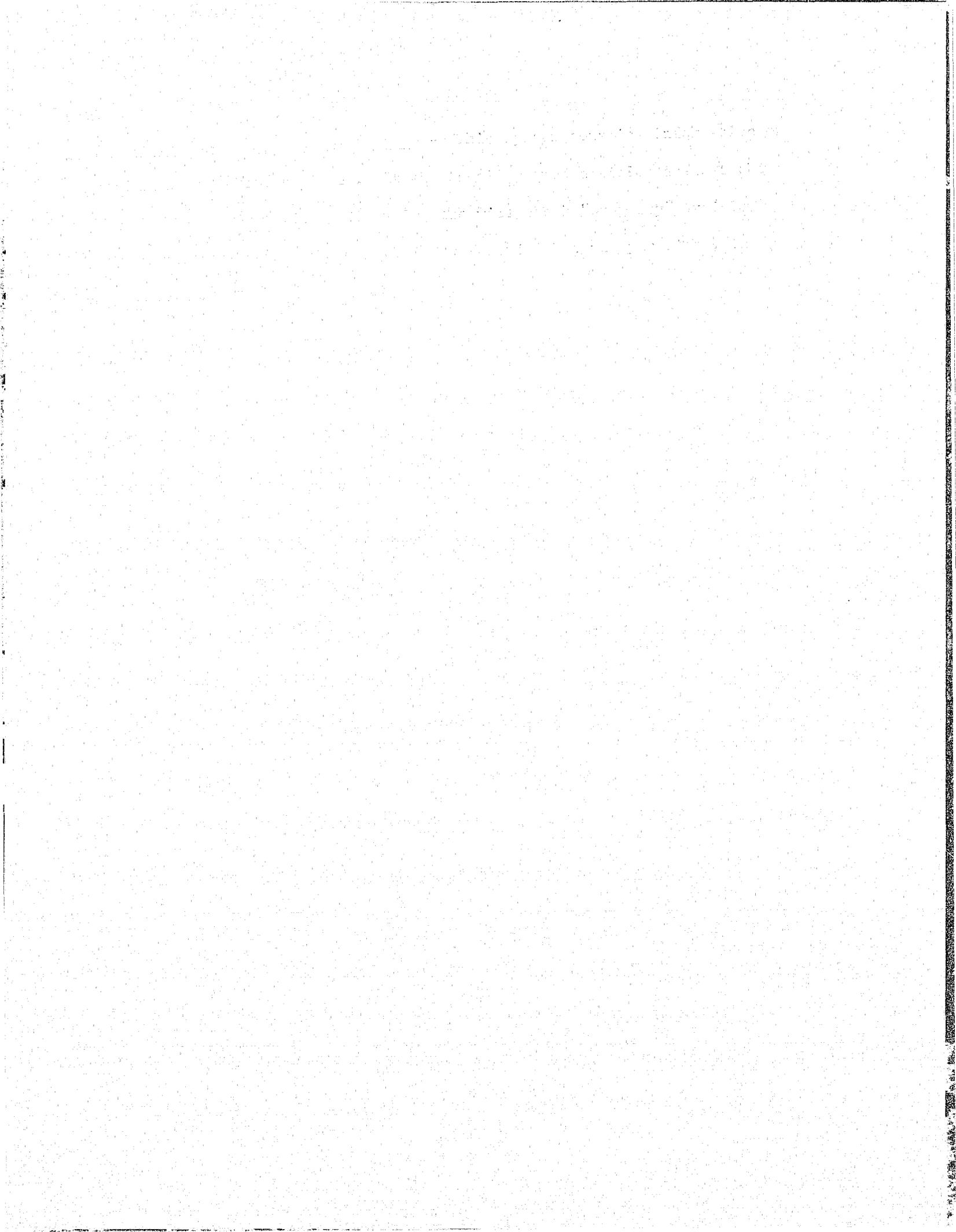
will automatically collect and record the data necessary to determine optimum resource allocation on a timely basis. At the same time data on crime events, traffic accidents etc., will be rapid enough to identify trends as they develop.

At the same time, the geographic data base developed primarily as an aid to CAD will automatically be checked to reduce the number of instances a dispatch is made to a non-existent address. An additional benefit will be the elimination of multiple dispatches to the same event.

2. Improvements to Communications Equipment

The Master Plan found that some existing communications hardware was worn to the point that it should be replaced. At the same time, they felt that improvements could be made in the existing 911 telephone system. Finally, technology exists which allows for the automation identification of the telephone number and location from which calls for police assistance are being made. While this would reduce the number of false calls received by the department there are more important benefits. People in distress are often confused or excited to the point that it is extremely difficult if not impossible to understand what they are saying. In other instances, victims are able to dial the police emergency number but are unable to talk or complete the call because the offenders are still on the scene. An automatic number, location identification system would permit a more immediate response to these situations.

3. Digital Communications

The primary benefits of digital communications would be the reduction a radio air time requires to process to call for police service. The number of radio frequencies available to public safety agencies is limited. As a result those which are available are extremely congrested during peak activity periods.

Secondary benefits would include the ability to transmit police information to mobile units in a form which the criminal element would have difficulty in monitoring; the direct access to wanted persons, stolen vehicle data from mobile units, and the automatic updating of vehicle status. Digital communications will also permit the automated collection of dispatch data, such as the time a unit arrives on the scene of a police event, which is now not collected because of limited air time.

4. Automated Unit Location

An automated unit location system tracking police field units. This will significantly improve the capability of accurately dispatching the closest unit to the scene of a police event.

5. Management Information Modules

This Module will be a set of Computer programs which will process, summarize and display the data collected by other modules of the Command and Control System. The information produced will be in forms useful for Administrative managerial and operational purposes.

FY 75 COST ESTIMATES

1 ea Mini-Computer at $120,000 ea.	$120,000
5 ea Buffered Printers at $3,000 ea.	15,000
5 ea Cathode Ray Tubes at $4,000 ea.	20,000
Cables, Connectors	3,000
Misc. Software (Compilers, etc.)	5,000
Shipping & Installation	3,000
Supplies	1,000
TOTAL	$167,000

FY 76 COST ESTIMATES

1 ea Mini-Computer at $120,000 ea.	$120,000
8 ea Buffered Printers at $3,000 ea.	24,000
23 ea Cathode Ray Tubes at $4,000 ea.	92,000
Cables, Connectors	6,000
Shipping and Installation	6,000
Supplies	2,000
TOTAL	$250,000

Escalating costs of hardware, including cathode ray tubes and printers, accounts for the increased funding requested for the purchase of computer equipment for the CAD.

Additional Capability Provided By the CAD System

a. Response time varies widely from call to call depending upon many variables such as emotional state of the caller, the availability of vehicles, the distance the car assigned the call must travel, the type of call, the other occurring at the same time. Total response time, can be divided into two major segments. The first, dispatcher response time, is the time which elapses during the process of a citizen placing a call, gathering sufficient information to make a dispatch, determining which car or cars will be assigned the call, contacting that car(s) by radio and relaying the necessary information. Vehicle response time is that which elapses between a vehicle receiving a call for service and its arrival on the scene.

CAD will have a significant impact on dispatcher response time.

Dispatch response time varies in most instances from 2 to 5 minutes from receipt of the call to dispatch. Under CAD, this time is expected to be reduced in most cases to less than 1 minute. The benefits are obvious, particularly in the area of apprehension when responding to crimes in progress.

Reduced response time in not, however, the most important benefit to be realized from this system. Other benefits are: validation of the complainants address to preclude responding to false calls for service (or traps); duplicate call detection; reduced voice radio traffic; and most importantly, creation of an accurate detailed call for service data base. Ad additional capability will be

to collect resource allocation data which is not currently being collected on a regular basis. This system will eventually serve as the centroid of all record keeping processes of the department.

The FY75 funding will allow for the development and implementation of a test CAD system utilizing one mini-computer and five complaint and dispatch positions during FY 76. Funding for FY 76 will allow for the purchase of a second, backup minicomputer and additional equipment to implement a total CAD System within the communications division consisting of the following:

    3 Telephone Reporting Positions
    14 Complaint Positions
    11 Dispatch Positions

Included in cost estimates is sufficient funding for shipping, installation and supplies.

Appropriated funds will be requested in FY 77 - FY 78 to continue payment of rentals and for maintenance of the system. In addition, the intent is to budget for sufficient funds to remodel the physical configuration of the communications center so that the full system can be more efficiently accommodated.

Geo-coded Data Base System - which will include address verification, assignment of area parameters to police data base records, and computer plotting (for which enhancement also is planned).

The System will provide information by surveyor block; carney block; police beat, district; census tract; distance from the Capitol building, etc.

Computer Plotter - to provide automated pinning of police event maps. This is in the discussion stage at this time, detailed information will be provided in the near future.

The Metropolitan Police Department is also in the middle stages of implementing a telecommunications software application (CICS) which will greatly enhance the computer ability of police systems to process an ever-increasing volume of on-line transactions. This software applicability is expected to be operational approximately December, 1975.

SUMMARY - POLICE INFORMATION SYSTEMS

In addition to the information systems planned, or now being implemented, the District of Columbia will be continually studying the need for enhancements to existing systems to improve operations and effective utilization toward reducing crime.

Areas needing further study include:

. Developing the capability to meet Standard 4.2-1, Methods of operation of individual criminals.

Comment - Existing police information systems such as the Offense System and Arrest System need to be matched with events to create a modus operandi file.

. Developing the capability to meet Standard 4.2-3, Field interrogation and arrest data.

Comment - This area to be studied for later implementation if deemed necessary.

SECTION VI. COURTS INFORMATION SYSTEM

The Superior Court of the District of Columbia is currently operating three automated criminal justice information systems. These systems are:

- ° Criminal Information System
- ° Jury Selection System
- ° Central Violation System

Brief descriptions of each system are given in this section. For more detailed information, contact the Data Processing Administrator, D.C. Superior Court, Building D, 451 Indiana Avenue, N.W., Washington, D.C. 20001

The relationship between these systems and the standards and goals established by the National Advisory Commission on Criminal Justice Standards and Goals are listed below:

Relevant Standard	Pertinent System
Standard 5.1 Decision-Making in Individual Cases	
A court information system should provide information unique to the defendant and to the case. Required information includes:	
1. Defendant background data and other characteristics needed in decision-making such as defendant's family status, employment, residence, education, past history, indigency information relative to appointment of counsel, and such data as might be determined by a bail agency interview.	Available Through Bail Agency System
2. Current case history stating the proceedings already completed, the length of time between proceedings, continuances (by reason and source), representation, and other participants.	Criminal Information System

Standard 5.2
Calendar Management in the Courts

Criminal courts should be provided
with sufficient information on case
flow to permit efficient calendar
management. Basic data to support
this activity include the following:

1. Periodic disposition rates by pro-
   ceeding; these statistics can be
   used to formulate and adjust calen-
   dar caseload limits;

   Criminal Information
   System

2. An attorney and police witness
   schedule which can be used to
   minimize scheduling conflicts;

   Same as above -
     from Continued Calendar

3. Judge and courtroom schedule;

   Same - judge listing only

4. Range of time which proceedings
   consume;

   Same - info. can be
   retrieved, if needed

5. An age index of a cases in
   pretrial or awaiting trial
   (by type of trial requested)
   to determine if special
   attention is required or the
   speedy trial rule endangered;

   Same as "4".

6. An index relating scheduled
   cases to whether the defendant
   is confined, released, rearrested,
   at large, or undergoing adjudi-
   cation on a separate offense;

   Same - retrieved through
   sentencing data and
   disposition codes

7. A recapitulation of offenders
   booked in jail but not released,
   to determine if special atten-
   tion is required;

   Not available now

8. An index of multiple cases
   pending against individual
   defendants, to permit consoli-
   dation;

   Criminal Information
   System - info. can be
   retrieved, if needed

9. An index of information on
   possible or existing case
   consolidations; and

   Same as "8".

10. An index of defendants whose
    existing probation or
    parole status may be affected
    by the outcome of current
    court action.

    PARS - now being
    developed

Relevant Standard	Pertinent System

Standard 5.3
Court Management Data

For effective court administra-
tion, criminal courts must have
the capability to determine
monthly case flow and judicial
personnel workload patterns. This
capability requires the following
statistical data for both in mis-
demeanors and felonies:

1. Filing and dispositions--number
   of cases filed and the number
   of defendants disposed of by
   offense categories;

   Criminal Information
   System

2. Monthly backlog--cases in
   pretrial or preliminary
   hearing stage; cases scheduled
   for trial (by type of trial)
   or preliminary hearing; and
   cases scheduled for sentencing,
   with delay since previous step
   in adjudication;

   Same - Backlog Calendar

3. Status of cases on pretrial,
   settlement, or trial calendars--
   number and percent of cases sent
   to judges; continued (listed by
   reason and source), settled,
   placed off-calendar; nolle
   prosequi, bench warrants;
   terminated by trial (according
   to type of trial);

   Same - info. can be
   retrieved if needed

4. Time periods between major steps
   in adjudication, including length
   of trial proceedings by type of
   trials;

   Criminal Information
   System

5. Judges' weighted workload--number
   of cases disposed of by type of
   disposition and number of cases
   heard per judge by type of pro-
   ceeding or calendar;

   Now being developed

6. Prosecutor/defense counsel work-
   load--number of cases disposed of
   by type of disposition and type
   of proceeding or calendar accord-
   ing to prosecutor, appointed
   defense counsel, or private
   defense counsel representation;

   Case data available but
   not by prosecutor or
   counsel

Relevant Standard	Pertinent System
7. Jury utilization--number of individuals called, placed on panels, excused, and seated on criminal or civil juries;	Jury System
8. Number of defendants admitted to bail, released on their own recognizance, or retained in custody, listed by most serious offense charged;	Under Study
9. Number of witnesses called at hearings on serious felonies, other felonies, and misdemeanors; and	Not available now
10. Courtroom utilization record.	Not available now

Standard 5.4
Case Management for Prosecutor

For the purpose of case management, prosecutors shall be provided with the data and statistics to support charge determination and case handling. This capability shall include, as appropriate, the following:

1. A means of weighting cases according to prosecution priority, policy, and the probability of success;	PROMIS
2. Time periods between major steps in adjudication;	PROMIS
3. Daily calendar workloads and dispositions;	PROMIS
4. Age of cases in pretrial or awaiting trial (by type of trial) to determine in part whether the right to a speedy trial is enforced;	PROMIS
5. Case schedule index listing police witnesses, expert witnesses, defense counsel, assigned prosecutor, and type of hearing;	PROMIS
6. Record of continuances by case, number, and party requesting;	PROMIS
7. Selection criteria for witnesses at court hearings; and	Not available now
8. Criteria for rating adequacy of investigation and legality of procedure by each police unit.	Can be done by disposition reasons -- furnished by Magnetic tape to Police Dept.

Relevant Standard	Pertinent System

Standard 5.5
Research and Evaluation in the Courts

To create the capability for continued   Will be studied
research and evaluation, courts should
participate in or adopt for their own
use a minimum set of data on the
transactions between defendants and
various court agencies, including the
outcome of such transactions. A
recommended minimum set of data ele-
ments are those related to court pro-
cesses as presented in Project SEARCH,
Implementing Statewide Criminal Justice
Statistics Systems--The Model and Imple-
mentation Environment, Technical Report
No. 4.

Standard 5.6
Case Counting

Transactional and Event Data Elements
shall be recorded for counting purposes
as follows:

1. Data elements using individual   Not available now
   defendants as the basic statisti-
   cal unit shall record action taken
   in regard to one individual and
   one distinct offense. The term
   "distinct offense" refers to those
   sets of related criminal activities
   for which, under State law, only one
   conviction is possible, plus con-
   spiracy.
   Under this standard, if two men are
   charged for the same criminal
   activities, this is reported as two
   defendant cases. If two charges for
   which an individual might receive
   two separate convictions are consoli-
   dated at one trial, it is to be
   reported as two trials. If a jury
   trial is held for three men on the
   same crime, the event should be
   reported as three jury trials.

Relevant Standard   Pertinent System

2. Data elements that describe   Not available now
   events occurring in the
   criminal justice system
   shall record the number of
   events, regardless of the
   number of defendant trans-
   actions involved. Those
   data elements may report the
   number of individual trans-
   actions as an additional
   explanatory item.
   Under this standard, if two
   men are charged for the same
   criminal activities, this is
   reported as one charge or
   one charge with two defendants.
   If two charges are consolidated
   at one trial, it is to be reported
   as one trial or one trial on two
   charges. If a jury trial is held
   for three men for the same crime,
   the event should be reported as
   one jury trial or one jury trial
   for three defendants.

WASHINGTON, D. C.
EXISTING COURTS INFORMATION SYSTEMS
CRIMINAL INFORMATION SYSTEM

Functional Purpose:

To capture, maintain, update, message and retrieve data as to cases and defendants
being processed in the Criminal Division of the D.C. Superior Court. The System
is constantly being modified and expanded to make it more efficient and responsive
to inquiries concerning cases in the Criminal Division.

The System is used to produce "Court Calendars" which are printed daily for
two different purposes; i.e., a calendar is produced for the next day and for
one week in advance. Calendars are categorized as follows: felony trial,
preliminary hearing, jury, non-jury, traffic jury and non-jury, mental cases
and sentence calendars. The System is used also to produce monthly docket
books, monthly listings of outstanding jury and non-jury cases, statistical
reports and others.

In February 1973, the D.C. Superior Court's on-line teleprocessing retrieval
system became operational. The remote terminals provide the means to access
a master file of criminal cases filed in the Court within the preceding 12
months and to display pertinent information within a few seconds. When "hard
copy" is required, it may be printed directly from the screen to paper on an
attached printer.

Data Elements: Entered   Received from
On-line:

Docket Number   Data from U.S. Attorney and the
Name   D.C. Corporation Counsel
Charge
Date Filed
Date of offense
Police Officer's Name (if criminal)
Traffic Ticket No. (if Traffic)
Central Complaint No.
Date of Birth
Sex

Key-Punching:

Lawyer and status
Bond Amount
Bondsman
Plea
Judgment

D.C. Superior Court

The Superior Court of the District of Columbia has three automated information
systems that can be classified as contributing to the Criminal Justice System.
These systems are the Criminal Information System (batch and on-line), the
Jury Selection System (batch), and the Central Violations System (batch processing
of parking and moving tickets issued by the Metropolitan Police Department).
These systems reside on a computer within the Superior Court Complex and is
leased from IBM at a yearly rental of $493,924.

Data Elements Entered	Received from
Judgment Date	Input documents from
Type of Trial	within the D. C.
Judge	Superior Court
Open Continued Date	
Who Requested Continuance	
Additional Continued Dates (4)	
Number of Times Case continued and by whom	
Bench Warrant	
Summons	
Motions	
Sentence or other Dispositions	

Outputs: From System	Received by	Used for
4 Information Retrieval Terminals	Operators in Information Center	Information
Index	1) Information Center 2) Bail Agency 3) Lawyers Lounge 4) U.S. Attorney 5) Corporation Counsel 6) Public	Information
Continued Calendars	1) Information Center 2) Judge in Court 3) U.S. Attorney 4) Corporation Counsel 5) Lawyers 6) Metropolitan Police Dept. 7) Public	Tells what cases are due in Court on any specific day and for what Court.
Prisoner Transfer Request	1) Criminal Monitor 2) U.S. Marshal 3) D.C. Jail 4) St. Elizabeth Mental Hosp.	Tells who is due in Court from jail and which cellblock they are to be transported to.

Outputs: From System	Received by	Used for
Docket Books	Docket Clerk	Becomes the permanent hard-copy document of each case
Statistical Reports	Chief deputy clerk of criminal division	Workload Reports
Outstanding Bench Warrants	Chief Deputy Clerk	Check against Dept. of Corrections inmate population for repeaters
Backlog of pending cases	Clerk of Court and Chief Judge	Re-assignment of cases to even out workload
Sentence Calendars	Clerk's office and Individual judges	Shows what sentences are pending for a given day
Cases filed and disposed	Criminal Records of Metropolitan Police Department	Update records
Revocable Traffic Offenders convicted	Department of Motor Vehicles	Update records

Equipment Used

Programming Languages Used

Assembler Basic Telecommunications Method (BTAM) for teleprocessing applications

Computer	IBM 370/145 512K
Disk Packs	IBM 3330 Spindles
Tape Drives	IBM 3420/5
Read/Punch	IBM 2540
Reader	IBM 2501
Printers	IBM 1403
Display Control	IBM 3271
Display Control	IBM 3272
Display Terminals	IBM 3277
TCD	IBM 2701
Terminal Transmission Converters	IBM 3872
Keypunches	IBM 029
Keypunch	IBM 129
Verifiers	IBM 059

Functional Purpose:

The Jury Selection System was developed by the D.C. Superior Court with the cooperation and assistance of the D.C. Jury Commission, the Administrative Office of the U.S. Courts, and the U.S. District Court. Records of the D.C. voter registration files are used for jury selection. The records consist of name, address, city, state, Zip code, telephone number and sequence number. The sequence number is a unique identifying number issued to each person at the time of file generation. The first 60,000 names are randomly selected from the master alphabetic file and no. 1 is assigned to the first person selected, no. 2 to the next person, and so on up to 60,000.

These selected records are then used to randomly select people who are sent "Juror questionnaires." Questionnaires are prepared at the request of the D.C. Jury Commission and normally at a rate of 12,000 at a time. Potential jurors are selected beginning with no. 1 and every fifth name from then on until the entire 60,000 are scanned and 12,000 names are selected. Questionnaires are sent to the 12,000 selectees and the replies are used to determine whether the individual has the qualifications to be a juror.

The file of 60,000 names is reduced to 48,000 for the next selection, then to 36,000 until the file is exhausted.

The D.C. Jury Commission notifies the Data Processing Division every month as to how many jurors are needed as to how many jurors are needed for each of the following:

    ° U.S. District Court Grand Jury
    ° U.S. District Court Petit Jury
    ° D.C. Superior Court Grand Jury
    ° D.C. Superior Court Petit Jury

Data Elements Entered   Received from

Name   D.C. Voter Registration files
Address
City
State
Zip Code
Telephone No.
Sequence No.   D.C. Superior Court

Outputs From System   Received by   Used for

Juror Questionnaires   D.C. Jury Commission   Selection of Jurors

                                                          Programming Lar uages Used

Equipment Used

Same as for Criminal Information System

Functional Purpose:

The Central Violations System is used for recording of all parking and moving violations issued in the District of Columbia. Tickets for such violations may be issued by the Metropolitan Police Department, U.S. Park Police, U.S. Capitol Police, Zoo Police and General Services Administration (GSA) Federal Protective Service.

Data Elements Entered	Received from
Day of Week	Tickets issued by officers
Date (Month, year, time)	
Violator's name	
Street Address	
City, State, Zip Code	
Operator's Permit No.	
Social Security No.	
Sex	
Date of Birth	
Place of Employment	
Home Phone No.	
Vehicle License No.	
State	
Tag Year	
Vehicle Make	
Body Type	
Location of Violation	
Moving Violation	
Parking Violation	
Pedestrian Violation	
Officer's signature & Unit name	
Police Department	
Badge No.	

Outputs From System	Received by	Used for
1. Missing Ticket Report by Police District or Agency	1. Metropolitan Police Department 2. Other police agencies	1. Auditing tickets issued by each officer
2. Open Local File 3. Other States File	3. Same as 1 and 2	2. Identification purposes
4. "Paid Outs"	4. Central Violations Bureau	3. Payments record on tickets issued

Outputs From System	Received by	Used for
5. Notices of Intent Warrants (Letters)	5. Same as 4	4. Identifying delinquents
6. Summons	6. Same as 4	5. Mailings to delinquents
7. Warrant of Arrest	7. Police Warrant Sec.	6. Delinquents
8. Outstanding Warrants (Mag. Tape)	8. Metropolitan Police Department	7. Updating the Washington Area Law Enforcement System (WALES)
9. Monthly Reports: - Parking and moving activity reports - Tickets issued by Police Officer - Paid Warrants - Paid Letters - Pedestrian Violations	9. Central Violations Bureau	8. Management and Control purposes
10. Quarterly Reports: - Outstanding violators	10. Metropolitan Police Dept.	9. For "boot" or "tow-in" purposes.
	11. Dept. of Motor Vehicles	10. Identification purposes during tag renewal period.

Equipment Used   Programming Languages Used

(Same as for Criminal Information System)

Functional Purpose:

The Prosecutor's Management Information System (PROMIS) is operational in the
Superior Court Division of the U.S. Attorney's Office. Goals of PROMIS are
to:

° Give visibility to the differences in the importance of cases and to
  assure even-handed and consistent justice. Such differences are easily
  forgotten when cases are processed in assembly-line fashion, and more
  serious violations may not receive the priority attention they deserve.
  PROMIS automatically rates each case according to standardized criteria
  about the gravity of the crime (the Sellin-Wolfgang Index) and the
  prior criminal record of the accused (Revised Gottfredson Base-Expectancy
  Index).

° Give special, intensive pre-trial preparation to the more serious cases,
  to which PROMIS assigns high numerical ratings. A Special Litigation
  Unit of prosecuting attorneys was established to give the top rated
  cases the kind of investigative and prosecutive attention that all cases
  should receive but cannot because of the tremendous work volume.

° Immediately know when accused persons have multiple criminal cases pending
  at the same time, and to have instantaneous access to case status infor-
  mation on any pending case.

° Develop statistical reports on prosecution and court activity that
  illustrate bottlenecks, training needs, crime trends, legal problems,
  and social problems.

° Aggregate empirical data about the court process, crime trends, and social-
  legal problems in order to discover what is successful and to devise ways
  to improve and sustain success.

Operational status: The System has been fully operational since January 1, 1971.

Data Elements: Entered   Received from

Defendant Record: Various input documents from the
    Police ID No. (PDID)   U.S. Attorney's Office, Superior
    Court Case No.   Court Division.
    Court Case Suffix
    Sequence No.
    Record No.
    Arrest No.
    True Name
    Stated Name
    Sex

Race
Date of Birth
City of Birth
State of Birth
Address
Address Code
Bail Lock-up
Urine Date
FBI No.
Bail Violation Date
Complaint No.
Charge Record:
Search Code
MPD Code
Court Code
Courts (not used now)
Sequence No.
No-Paper
No-Paper Counts (not used now)
No-Paper Reason
Offense:
    House no. and street name
    quadrant
    Date
    Time
Case Evaluation Record:
    Arrest date
    Arrest type
    $ Value-Property
    Evidence Recovered
    Initial Processing Time
    Initial Processing Date
    Initial Processing Asst. U.S. Attorney
    Initial Reviewing AUSA
Arraignment Attorney
Arraignment Attorney Type
Arraignment Bail Lockup
Special Assignment
Special Assignment AUSA
FOT Name (diversionary program)
Chemist Report
Additional Investigation Ordered
Additional Investigation Completed
Possession of Weapon
Victim Law Officer
Victim Injured
Victim Treated and Released
Victim Hospitalized
Victim(s) Killed
Defendant's Status
Victim Sexually Assaulted
Victim Sexually Intimidated
Victim Threatened or Intimidated by
    Display of Weapon
No. of Premises Entered
No. of Vehicles Stolen

Stolen Property
Narcotics - type
Arrests in last five years
No. Previous Arrests
Previous Arrests Crimes Against Persons
Years of last 3 arrests
First Arrest - Auto theft
Use of opiates
Aliases
Alcohol problem
Employment time
Availability of scientific evidence
Arrest at or near scene of offense
Corroboration Crime was Committed
Presence of exculpatory evidence
D.C. resident - time
Special circumstances (racial overtones, antagonism, sympathy, etc.)
Physical disability
Aider or Abettor
Conditional Release
"Luck" impeachment
Victim-Corporation or business
Relationship of Victim to Defendant
Relationship of Victim and other most essential witness
Provocation by Victim
Participation by Witness
Victim Criminal Record
Victim-Narcotics User
Victim-Alcoholic
Sex of victim
Age of victim
Victim-Special Circumstances
Victim-Physical Disability
Victim-Reluctant to testify
Victim Presently Employed
Victim Time in D.C.
Witness Relationship to Defendant
Witness Relationship to Victim
Clarify of Most Essential Witness
Witness Reluctant to Testify
Witness Employed
Witness Criminal Record
Witness Special Circumstances
Witness Age
Witness Disability
Eye Witnesses
Aider or Abettor
Consensual Crime
Type of Crime Injury
Defendant's status

  Probability of Winning
  Lineup Date
  Lineup time
  Magistrate Complaint No.
  Defendant score (recidivism Prediction)
  Composite score
  Rank Computation
  Numerical rank
  Case - Open or Closed
  Old Court Case
  Indictment date
  Presentment date
  Crime score
Case Transaction Record:
  Initial plea
  Jury Trial
  Intent-Nolle Plea
  Action date
  Ausa Present
  Type trial
  Action reason
  Continuance date
  Judge
  Type Motion
  Motion date
  Length of trial
  Minimum/Maximum Sentence
  Five (amount)
  Sentence Imposed
  Sentence recommended by AUSA
  Fine recommended by AUSA
  Type of sentence recommended by AUSA
  No. of transactions
  Last continuance date
  No. of Continuances
Witness Record:
  Type
  Essential or Non-essential
  Name
  Address
  Rank - if police officer
  Unit of police officer
  Witness - Badge no., if police officer

(c) Outputs from System	(d) Received by	(e) Used for
BATCH REPORTS		
One Day Misdemanor Calendar	1. Witness Room 2. Managers 3. Assignment Courtroom	1. Monitor Cases 2. Prepare Documentation 3. Control Witnesses 4. Monitor Pending Cases 5. Monitor Continuances
Five Day Misdemeanor Calendar	1. Managers 2. Special Litigation Unit	1. Prepare Documentation 2. Control Pre-Trial Continuances 3. Aid in Witness Notification
One Day Misdemeanor Priority Calendar	1. Managers 2. Special Litigation Unit	1. Identify Priority Cases 2. Special Assignment of Attorney Resources 3. Identify Defendants with Multiple Cases 4. Monitor Workload
Five Day Misdemeanor Priority Calendar	1. Managers 2. Special Litigation Unit	1. Identify Priority Cases 2. Special Assignment of Attorney Resources 3. Identify Defendants with Multiple Cases 4. Monitor Workload
One Day Preliminary Hearing Calendar	1. Managers 2. Preliminary Hearing Court	1. Control Cases 2. Identify Defendants with Multiple Cases 3. Prepare Documentation
Pending Grand Jury Case	1. Chief Grand Jury Section 2. Administrative Staff in Grand Jury	1. Monitor Case Load 2. Identify Older Cases 3. Identify Defendants With Multiple Cases
Felony Case Workload by Attorney	1. Felony Trial Division	1. Monitor Workload 2. Witness Notification 3. Identify Defendants With Multiple Cases 4. Aid in Resource Allocation

(c) Outputs from System	(d) Received by	(e) Used for
Felony Case Workload by Type of Charges	1. Felony Trials Division	1. Case Assignment
Fugitive Lists	1. Management 2. Police Department 3. Bail Agency	1. Identify Fugitives with Bench Warrants Pending 2. Facilitate the Rearrest of Fugitives
Master File Summary	1. Input Section	1. Case Monitoring 2. Editing 3. Case Updating 4. Case Status
Statistical Report	1. Managers	1. Monitor Workload 2. Monitor Office Performance

ON-LINE RETRIEVAL

Pending Cases for Defendant	1. Intake/Screening 2. File Control 3. Input Section 4. Felony Trial Division 5. Grand Jury Section 6. Citizens Complaints 7. Metropolitan Police Department	Determine if defendant has multiple cases in the system.
Case Retrieval by Court Case Number	Same as Above	Determine Status of a Case
Witness Retrieval by Witness Name and Badge Number for Police Officer	Same as Above	Determine Cases in which a Witness is scheduled to appear
Case Aging	Same as Above	Determine cases that are lagging in the system over a specified period of days
Calendars	Same as Above	Retrieve calendars for any specified trial date

Equipment Used	Programming Languages Used

BATCH

PL/1 (Programming Language 1)

    CPU: IBM 370/155
    Core Size: 200K for PROMIS Application
    Location: Metropolitan Police Department
    Input Device: Inforex Key to Disk

ONLINE

    CPU: IBM 370/155   IBM Faster MT
    Core Size: 114K for PROMIS Application
    Location: Metropolitan Police Department
    Terminals: Seven (7) IBM 3270 series terminals
        with one control unit and one printer

PROMIS (or parts of it) is shared with the following D.C. criminal justice agencies:

1. Metropolitan Police Department

    a) The Metropolitan Police Department for the District of Columbia can access
       the on-line PROMIS data base in each district house in the metropolitan area.

    b) The Police Department is furnished a tape from the PROMIS data base quarterly
       which includes final dispositions for monitoring police officer workload and
       updating arrest files.

    c) The Police Department is furnished a fugitive listing showing all the bench
       warrants outstanding from the Superior Court.

2. Bail Agency

PROMIS is designed to provide the Bail Agency with an extract tape of all case
dispositions involving defendants whose release is monitored by the Bail Agency.

3. District of Columbia Office of Crime Analysis.

PROMIS provides statistics to the Office of Crime Analysis for the publishing of
Quarterly Criminal Justice Reports.

Plans are being made to automatically "dump" the PROMIS data base for the following
purposes:

    1) Identify cases that are stagnant;
    2) Verify arrest information;
    3) Verify continuance dates; and
    4) Verify final dispositions.

PROMIS is being coordinated with other agency systems as follows:

Metropolitan Police Department

An extract tape is produced from the PROMIS master file of pending cases and loaded
each night on the Washington Area Law Enforcement System (WALES) at the Metropolitan
Police Depar ent data center. This provides the Metropolitan Police Department
and the United States Attorney's Office with on-line access to the pending criminal
cases in the Superior Court Division of the U.S. Attorney's Office. Each terminal
in the WALES network can access this data base to determine the following:

- ° Multiple-cases for a defendant
- ° Case status
- ° Police officer schedules

In addition to the on-line data base, PROMIS generates a final disposition tape to
the MPD containing case dispositions. This tape, usually generated each quarter,
enables the MPD to update arrest records and to monitor police officer workload.

Superior Court

A project is now underway to automatically compare the data in the PROMIS data base
with that of the Superior Court Information System. By comparing information,
discrepancies can be identified for:

- ° Scheduled trial dates
- ° Final case dispositions
- ° Charge information
- ° Sentencing information

District of Columbia Office of Criminal Justice Plans and Analysis (OCJPA)

PROMIS provides quarterly criminal case statistics to the Office of Crime Analysis
which is responsible for assembling and interpreting statistics from criminal
justice agencies in the District of Columbia. PROMIS data has been forwarded to
OCJPA summarizing arrests, case screenings, pre-trial release decisions,
continuance patterns, delays, and recidivism.

In addition to the quarterly statistics, PROMIS will provide OCJPA with automated
information for its Comprehensive Data System program. Satisfying nearly 100%
of non-corrections data requirements for the Offender Based Transactions System (OBTS)
component as recommended by the National Commission on Standards and Goals and almost
100% of the judicial segment of the Computerized Criminal History (CCH) component.

The COURTRAN System is operated by the U.S. District Court (a Federal Court),
Washington, D.C.

Functional Purpose:

The COURTRAN System provides each judge of the U.S. District Court with a status
report on his cases pending trial, a list of his cases awaiting sentence, both
in docket number sequence, and an alphabetical listing of all defendants in his
caseload. The same listings for the Court as a whole are provided to the
Chief Judge, the judge who is Chairman of the Calendar Committee (the body
responsible for policy and practice regarding the distribution of cases) and
key personnel in the Office of the Clerk of the Court. These listings appear
to be simple directories and indices, but because they show data such as identity
of defense counsel, prosecutor, case status, defendant whereabouts, and the data
and nature of the most recent event in the case, they can be utilized to extract
facts necessary to formulate management decisions and to help identify those
cases which require priority handling.

Operational Status:

COURTRAN has been operational in U.S. District Court since October 1972.

Data Elements: Entered

Docket number
Defendant number
Defendant name
Judge name
Indictment date
Case status for defendant at date of indictment
Defendant location at date of indictment
Offenses
Change in case status
Date of change in case status
Defendant location in change of case status
When Case is reversed or remanded
Information

Received from

U.S. District Court
documents such as "Blotters,"
(a record of daily courtroom
occurrences); office "blotters,"
(a listing of all papers filed
in Clerk's Office); transfer
letters, reassignment notices;
"buck" slips from probation
office.

Data Elements: Entered   Received from

Dates:
- Indictment
- Arraignment
- Trial began
- Trial Ended
- Sentenced
- Reversed and Remanded

Trial Calendar:
- Docket number
- Defendant number
- Defendant name
- Judge name and Magistrate name
- Date and time set for:
  - Arraignments
  - Motions
  - Pre-trial
  - Status Report
  - Omnibus Hearing
  - Trial
  - Trial for Week of
  - Sentence
  - Hearing
  - Other

Continuances:
- Number
- By Whom
- Reasons

Attorney:
- Name
- Address

Outputs: From System	Received by	Used for
1. Status Reports on Cases Cases Pending Trial, Awaiting Sentence, Caseload	1. Each judge	1. Management control purposes
2. Specialized reports	2. U.S. Attorney's Office	2. Management Control purposes

VI-23

Outputs: From System	Received by	Used for

- Prosecutors and their assigned pending cases
- Cases before which judges
- Number of cases a prosecutor has
- Age of cases
- Status of cases

3. Disposition data	3. Metropolitan Police Dept.	3. Update arrest data
4. Court calendars	4. Court officials	4. Management control purposes
5. Statistical Reports	5. Court officials, Administrative Office, U.S. Courts	5. Analysis of data

Equipment Used

2 - 2311 Disk Packs
2 -   9 track tapes
   backup)
   360-30 Computer

WASHINGTON, D. C.
PROPOSED COURTS INFORMATION SYSTEMS

There are several projects being planned to improve the overall objectives
of developing and improving management and information systems for the D.C.
Superior Court. These projects are in the planning stages or in the form of
grant applications to LEAA, and represent a mixture of batch and on-line
applications. The descriptive summaries of planned augmentations or expan-
sion of existing information systems and the development of new systems are
listed below. These summaries are not ranked in priority sequence.

PROBATION ACTIVITY REPORTING SYSTEM (PARS)

This activity is a block grant from LEAA for $69,305
funded during FY 75. The
Probation Activity Reporting System (PARS) is
divided into the five functional areas or sub-
systems listed below, but only items a and b can
be classified as Criminal Justice Subsystems.

a) Adult Branch Subsystem
b) Juvenile Branch Subsystem
c) Intrafamily Subsystem
d) Neglect Subsystem
e) Child Support

Model System Overview

Backgound: The District of Columbia Court Reform and Criminal
Procedure Act of 1970 created a Division of Social Services
charged it with the responsibility for providing the
Court with probation services, intake procedures, counseling,
case work, rehabilitation and training programs, and such other
related services as the Court shall prescribe.

Prior to the court reorganization, these services were provided
by separate divisions within the Juvenile Court and the Court
of General Sessions. Each of these social support organizations
operated independently with only limited coordination. With the
implementation of court reorganization all of these formerly
separate functions were brought together to form a Social Services
Division which would consist of a Juvenile Branch, an Adult Pro-
bation Branch, a newly-created Intrafamily and Neglect Branch
and three auxillary functions; Project Crossroads, the Child
Guidance Clinic and another new addition, the Conciliation Service.
Under the direction of the Director of Social Services, appointed
in January, 1972, these formerly independent functions had to be
fashioned into a single, integrated Division of Social Services.

One of the most critical problems encountered in attempting to
consolidate these branches within the context of a single division
was the outdated, separate and often conflicting systems for
managing records and disseminating information which existed
within each of the major branches. Several branches were using
manual index-card systems of the style established in the late
1940's and early 1950's. One branch was well into computerization,
and another was using both computerized and manual reference
records. Because of these disparities it was often difficult to
determine who had the capability to provide what kind of informa-
tion. Information which could be gotten with relative ease in
one branch was a project that required searching index cards and
counting individual records in another. The net result of this
existing group of systems was that there was a constant state of
confusion as to what information was available and how accurate
it would be after it was obtained.

As a solution to this problem, in May 1973, the Director of
Social Services received funds from the Law Enforcement Assist-
ance Administration to establish a management information system
which would bring all of the Branches to the same level of
sophistication in information management. As part of the grant
program, the Assistant Director of the Planning and Research
Division assumed responsibility as project director, a management
consulting team from the firm of Price, Williams and Associates
was engaged to provide consultant service. Staffing was obtained
in the person of a management analyst from Planning and Research
and clerical staff hired for the duration of the grant program.

OBJECTIVE: The overall objective for the PARS program is to
improve the service offered to the Division's clients and
to the Court through the adaptation of improved information
management techniques within the Social Services Division. This
objective is to be achieved primarily by using computerization
to replace many of the Division's current manual recordkeeping
operations. In this manner, better information will be avail-
able to aid probation officers in the management of their case-
loads, while at the same time, freeing them to better utilize
their talents in probation related activities. Computerization
will also replace present manual methods of gathering statistical
information. This will alleviate the probation staff of having
to perform this task, and also provide the basis for the develop-
ment of a means to assess the quality of services delivered and
a ready source of data to be used in making management decisions.

SUMMARY:

A summary description of the objectives for each subsystem is
provided as follows: To avert redundant listing,
the following objectives apply to each subsystem:

a. To provide each probation officer with a method of
    being aware of the status of his caseload without manual
    record-keeping. Twice a month, each probation officer
    will receive a caseload management report giving the
    name of every person on his caseload, information con-
    cerning the court processing of his cases, and the
    probation officer's activity relevant to each case.
    Supervisors will also receive copies of the same report
    for all the probation officers in their unit. This
    report will be the means by which the probation officer
    and supervisor alike will be able to determine the status,
    activity, or problem areas concerning any given case and
    one of the key items in the system.

b. Establishment of a computerized program that will provide
    statistical information on a recurring cycle. The statistics
    provided in this objective will be furnished both to Social
    Services Division managers and the Statistics Branch of the
    Planning and Research Division. In this way, the information
    will be available to system managers in both the computer print
    out format and later in formalized statistical reports.
    This computerized system will supplant existing manual
    data methods presently being used in each of the Social
    Services Branches.

c. Establishment of a data system which will be responsive in
    providing statistical information required for budget
    justifications, annual report requirements, and other
    report requests where a number of factors must be considered.
    Although the information will exist within the Social
    Services Division, these reports compilations will normally
    be gotten from the Statistics Branch of the Planning and
    Research Division, thus freeing probation officers from
    statistical duties.

d. Establishment of computerized reports and indexes which
    will provide probation officers and their supervisors
    methods of determining report due dates, the location
    of inactive case files and a substantial reduction in
    manual file control operations.

e. Establishment of a computerized data system which will document client referrals to community agencies and tabulated probation officer activity concerning his caseload. This information not only has statistical, budgetary, and case management value, but will also serve to provide information necessary to aid Division managers in making sound management decisions concerning client and community services.

f. Establishment of a system which will meet future requirements. The PARS program has been designed first with the present needs of the Social Services Division in mind. However, also included in the system design are data elements which will furnish the basis for future evaluative programs and items for social research whenever the need for this information is required.

ADULT BRANCH SUBSYSTEM

1. <u>Objectives:</u> The Adult Branch Subsystem has been developed to accomplish the following primary objectives:

   a. Establish and maintain a basic computer data information system. Outputs of the system will include: daily indexes of all clients referred for either presentence investigations or supervision and counseling, caseload management reports, statistical reports, and budgetary information.

   b. Convert branch alphabetic filing system to a numeric system. This will uniquely identify each client, improve filing operations, and provide better case control.

   c. Establish a system of classifying cases to aid supervisors in case assignments.

   d. Establish a computerized system for tabulating client referrals, probation officer contacts, and probation officer visit data to provide better case control and statistical information.

General Description:

   a. <u>The Basic Computer Information System:</u> The conversion from the present manual method of indexing case files and accounting for probation activity to a computerized method of operation will involve extensive procedural and file modifications. Instead of a file of "master cards", a computerized set of indexes will provide information on the status of each case. Daily listings of cases which have had an action processed within the past ninety days will be provided. One listing or index will alphabetically list all cases in probation status. Once a case has not had a transaction processed against it for ninety days, it will be placed on a master index. The master index will carry a listing of every case ever referred to the Adult Branch.

   b. <u>Statistical Information:</u> A significant part of the information which will be forthcoming from the PARS program will be of a statistical nature. As with any statistical information program, its purpose is to evaluate the status of the organization's activity, provide performance indicators and to generally allow more informed decision-making and future planning. In the

Adult Branch as well as the rest of the Division, this
information will take the form of a series of monthly
statistical reports. The format of these reports will
be nearly the same as those produced in previous manual
operations except that they will be provided by the com-
puter instead of by the individual probation officers.

c. Input Requirements: Most of the inputs required of
probation officers have been gathered together and
designed into one form called a Probation Officer Data
Form. This one form is designed to provide input informa-
tion concerning case transfers, visit information, court
appearance time, and tabulation of those clients who fail
to report for referrals. For this kind of information, it
appeared that the best input source would have to be the
individual probation officer.

d. New Filing System: Incorporated as part of the PARS
program is the moderization of the branch's central
files system. The alphabetical filing system presently
in use is one of the most inefficient methods by which
storage of a large number of records can be filed. Not
only is it more difficult to file alphabetically, but a
periodic shifting of the entire file is necessary to allow
for expansion whenever a particular alphabetic section of
the file becomes too full. Further, the cross-referencing
between court name, true name and aliases all add to making
the alphabetic system inefficient.

What has been designed to take the alphabetic system's place
is a numeric system. Under the numeric system each client
will have one number and one file regardless of the amount
of case activity involved. The basic number to be used in the
new system will be the Police Identification Number (PDID).
Whenever possible, a PDID number will be used to provide a
unique case identifier. In this way, each client will be more
positively identified and the filing problems previously
indicated eliminated.

° DESIGN ELEMENTS

1. Constraints and Assumptions: The Adult Probation Subsystem was designed based on the following constraints and assumptions:

   a. The present status of the court's automatic data processing and on-line real time capability to be available for the PARS program.

   b. The court's ADP Division will be able to support the expanded report and file requirements placed upon it by this program.

   c. Staff participation in this system by Social Services Division personnel will be as active as it has been with the current system.

   d. Cooperation by other court Divisions to aid in improved information flow processes will be forthcoming.

2. Control: In order to insure that all information is processed both completely and accurately, the following controls have been established:

   Manual Processing

   a. A count of all transactions being sent to the computer will be made daily by a control clerk prior to the data 's delivery to keypunch. At the same time, all transactions will be reviewed for completeness and legibility.

   b. On the following day's daily index, a computer generated tabulation of the number of transactions processed will be printed at the bottom of the index to indicate that all transactions have been processed.

   c. Differences between the number of transactions sent and the number of transactions processed will be reconciled between ADP Division and the Branch Control Center.

Computer Processing: All transactions sent to the computer
system will contain both the docket number and the identifi-
cation number of the client involved. These are the key ele-
ments which will be matched against the existing records to
insure the correct addition, deletion, or modification of
information.

PROCESSING FLOW

1. Introduction: The Adult Probation Subsystem records acti-
   vities related to adult offenders in the Superior Court for
   whom presentence investigations have been requested, and
   those who have been placed on probation. In both of these
   situations, problems exist in making the initial contact
   with the client and the initial processing of information.
   Part of the problem is that different locations are in-
   volved. The client is located several blocks from the
   probation office when a request for service is issued by a
   judge. Although this problem is currently under study, it
   is felt that through better computer information flow, some
   of these problems may be alleviated.

JUVENILE BRANCH SUBSYSTEM

A. SUBSYSTEM SUMMARY

1. Objectives: The Juvenile Branch Subsystem has been developed to accomplish the following objectives:

   a. Expand the present Juvenile computer file to include information which will lead to more efficient and comprehensive caseload management.

   b. Expand the present Juvenile computer file to include additional data concerning client social information so as to provide a capability for computerized statistical reporting and client evaluation.

   c. Establish a computerized reporting system which will meet both case management and statistical requirements for the Juvenile Branch.

   d. Establish a computerized system for tabulating and reporting client referrals, probation officer contacts, and visit data so as to provide a more efficient and accurate probation officer case management and reporting statistical information.

2. General Description:

   a. The Basic Computer Information System: The method used in designing the computerized system for the Juvenile Branch was to build upon the existing base of information which was primarily being used by the Family Division. This approach was taken so that use could be made of the existing data and only additional information required by Social Services Division needed to be considered.

   From the standpoint of the current files, information will be added to the daily case index which will be helpful to both the Clerk's Office and Juvenile Branch. The addition of such items as the attorney's name, the termination date of the case, and the child's detention status, are all useful pieces of information which will be helpful to every user.

   As an expansion of the present system in which probation officers recieve monthly computer reports of their caseloads, an improved version of this report

will be furnished twice a month. Controls and better data input procedures will accompany this change to ensure that more accurate case information is provided. This report is intended to be the main caseload management tool by which both probation officers and supervisors are kept abreast of the status of their caseloads.

As another element of case control, a social study/ consent decree due date report will be furnished on a weekly basis. This report will indicate all cases which have had a social study due, or submitted, within the past or future 30 days. In this way supervisors, probation officers, and control personnel, can be more aware of social study deadlines.

A monthly sibling report of children known to the Court will be provided to identify those children in the same family. This report will list all children at the same address and/or all children with the same mother. This should aid probation officers in several areas where knowing sibling relationships can be important; for example, this will aid in assuring that the same probation officer is assigned to supervise all the children of the same family.

b. <u>Statistical Information:</u> A significant part of the information which will be forthcoming from the PARS program will be of a statistical nature. As with any statistical information program, its purpose is to record the status of the Division's activity, provide performance indicators and to generally facilitate more informed decision-making and future planning. In the Juvenile Branch, as well as the rest of monthly computerized statistical reports. The format of these reports will be nearly the same as those previously produced manually by the individual probation officers.

c. <u>Input Requirements:</u> In the present system a great reliance is placed upon information being submitted by the clerical staff. This same practice has been maintained in the PARS program except where it has been found to be impractical. Further, to decrease the incidence of where "computer only" inputs are required of probation officers, most of the inputs have been merged into one form called a Probation Officer Data Form. This one form is designed to provide input concerning case transfers, visits, court appearance

time, and clients who fail to report for referrals. For this
type of information it appears that the best input source
will have to be the individual probation officer.

B. DESIGN ELEMENTS

1. Constraints and Assumptions: The design of the Juvenile
   Branch Subsystem was based on the following constraints
   and assumptions:

   a. The present status of the court's automatic data
      processing does not permit an on-line real time
      capability to be used in this system.

   b. The court's ADP Division will be able to support the
      expanded report and file requirements placed upon it
      by this program.

   c. Staff participation in this sytem by Social Services
      Division personnel will be as active as it has been
      in working with the current system.

   d. Cooperation by other court divisions to aid in the
      improved information flow process will be forthcoming.

   e. Due to batch processing methods of input, and computer
      activity with court divisions, the currency of infor-
      mation is limited to 48 hours.

2. Controls: In order to ensure that all information is pro-
   cessed both completely and accurately, the following controls
   have been established.

   Manual Processing:

   a. A count of all transactions being sent to the computer
      will be made daily by a control center clerk prior to
      the data's delivery to the key punch section.   At the
      same time all transactions will be reviewed for com-
      pleteness and legibility.

   b. On the following day's daily index, a computer tabu-
      lation of the number of transactions processed will
      be printed at the bottom of the index.

   c. Differences between the number of transactions sent and
      the number of transactions processed will be reconciled
      between ADP Division and the branch control center.

SOCIAL SERVICES DIVISION
MANAGEMENT INFORMATION SYSTEM
GENERAL DESIGN DOCUMENTATION

DATA ELEMENT
INPUT/OUTPUT MATRIX

Subsystem Name:
JUVENILE PROBATION BRANCH

						Element Number	DATA ELEMENT NAME										
	X	X	X		X	X	201	Docket Number	X	X	X		X	X	X	X	X	X
	X	X	X	X		X	202	Social File Number	X	X	X		X	X	X	X	X	X
				X		X	203	Respondent's Name	X	X	X		X	X	X	X	X	X
						X	204	Birthdate	X				X	X			X	X
						X	205	Sex	X	X			X		X	X		X
				X		X	206	Complaint Date	X	X	X		X				X	X
						X	207	Original Detention Status					X				X	
						X	208	Number of Complaints										
						X	209	Referral Code	X				X				X	X
						X	210	Source of Referral										
						X	211	Police Youth ID Number										
						X	212	Date Petitioned/No Petitioned										
						X	213	No Petition Code	X								X	X
	X					X	214	Current P.O. Name/Unit	X	X			X	X	X	X	X	X
				X			215	Plea Code										
				X			216	Attorney Number										X
				X			217	Attorney Status										
				X			218	Continued Date & Type of Hearing #1	X				X				X	
				X			219	" " " " #2	X				X	X			X	
				X			220	" " " " #3	X			D	X	X			X	
				X			221	" " " " #4	X				X				X	
				X			222	" " " " #5	X								X	
				I			223	Number of Continuances										
				X			224	Continued by Code										
				X			225	Judge Code	X				X	X			X	
				X			226	Judgment Date										
				X			227	Judgment Code										
				X			228	Disposition Date and Code	X	X					X	X	X	X
				X			229	Custody Order Code	X	X	X				X		X	
				X			230	Type and Date of Hearing Held	X	X		X					X	
					I		231	Old Disposition Code										
				X			232	Termination Date and Code		X					X	X	X	
					I		233	Last Action Date and Code										
				X			234	Sealed Code										
				X			235	Status Prior to Disposition				X					X	
				X			236	Accession Number										
				X			237	Custody Order Date	X		X				X		X	
			X				238	Address of Respondent	X	X				X				
			X				239	Name of Mother	X	X								
			X				240	Mother's Maiden Name	X	X				X				
			X				241	Name of Father	X	X								
			X				242	Current Marital Status										
			X				243	Employed-School (Grade)	X		X				X			
	X	X					244	Referral Date, Code & Action #1	X		X					X		
	X	X	X				245	" " " " #2	X		X					X	X	
	X	X					246	" " " " #3	X		X					X	X	
	X	X					247	" " " " #4	X		X					X	X	
	X	X					248	" " " " #5	X		X					X	X	
	X	X					249	" " " " #6	X	X	X					X	X	
	X	X					250	" " " " #7	X	X	X					X	X	
	X						251	" " " " #8	X		X					X		
	X						252	Social Study Date Received		X				X			X	
	X						253	Social Study Date Due		X			X	X			X	
	X						254	Social Study Date Submitted		X							X	
	X						255	Visit Date and Code #1	X		X					X		
	X						256	" " " " #2	X		X					X		
	X						257	" " " " #3	X		X					X		
	X						258	" " " " #4	X		X					X		
	X						259	" " " " #5	X		X					X		
	X						260	" " " " #6	X		X					X		
	X						261	P.O. Recommendation Code			X							
	X						262	Court Appearance Date, Time & Type			X							
	X						263	Level of Supervision	X									
	X			X			264	Number of Siblings										
		I				I	265	Previous P.O. Name/Unit										X
	X	X	X	X		X	266	Prior Contacts w/Court	X									
	X	X	X	X		X	267	Card Code	X									
							268	Deleted										

SOCIAL SERVICES DIVISION
MANAGEMENT INFORMATION SYSTEM
GENERAL DESIGN DOCUMENTATION

DATA ELEMENT
INPUT/OUTPUT MATRIX

Subsystem Name:
ADULT PROBATION BRANCH

INPUT	No.	DATA ELEMENT NAME	OUTPUT
	101	Docket Number	
	102	ID Number	
	103	Client's Name	
	104	Charge Count 1	
	105	" 2	
	106	Birthdate	
	107	Sex	
	108	Type of Case and Date Received	
	109	Conviction Date	
	110	PSI Due Date	
	111	Sentencing Date	
	112	PSI Completion Date	
	113	Classification Code	
	114	Assignment Date Code	
	115	Current P.O. Name/Unit	
	116	Bond Status Code	
	117	P.O. Recommendation Code	
	118	Disposition Date and Code	
	119	Probation Type and Date	
	120	Probation Expiration Date	
	121	Probation Expiration Code	
	122	Client's Address	
	123	Number of Dependents	
	124	Juvenile Record	
	125	Concurrent Correctional Status	
	126	Previous P.O. Name/Unit	
	127	Rearrest Date and Code	
	128	" Charge	
	129	" Docket Number	
	130	" Bond Status Code	
	131	Previous Status Termination Date	
	132	Rearrest Disposition Date and Code	
	133	Extension/Termination Date and Code	
	134	Continued Hearing Date	
	135	Bench Warrant Date and Code	
	136	Positive Action Date and Code	
	137	Referral Date, Code and Action 1	
	138	" 2	
	139	" 3	
	140	" 4	
	141	" 5	
	142	" 6	
	143	" 7	
	144	" 8	
	145	Visit Date and Code 1	
	146	" 2	
	147	" 3	
	148	" 4	
	149	" 5	
	150	" 6	
	151	Employment Status	
	152	Monthly Income	
	153	Court Appearance Date, Time & Type	
	154	Warrant and Status Code	
	155	Card Code	

ADDITIONAL ON-LINE HARDWARE

The D.C. Superior Court is planning to interface with the Metropolitan Police Department and the D.C. Department of Corrections via computer terminals so that more accurate and addition information can be shared. This project is in the planning stage.

WASHINGTON, D.C.
PROPOSED COURTS INFORMATION SYSTEMS

PROSECUTOR'S MANAGEMENT INFORMATION SYSTEM (PROMIS)

Functional Purpose

The United States Attorney's Office, District Court Division, is planning to
implement PROMIS (Prosecutor's Management Information System) which was imple-
mented in the Superior Court Division of the U.S. Attorney's Office in
January 1971. PROMIS is being redesigned and reprogrammed under an LEAA
Grant No. 72-SS-99-3004 entitled PROMIS Reprogramming.

Installing PROMIS in U.S. District Court will
provide the following benefits:

° Automation of U.S. District Court cases and D.C. Superior Court
   cases in the PROMIS data base will help in the identification of
   defendants who have multiple criminal cases pending in either
   court.

° Statistical reports will be developed on prosecution and court
   activity that illustrate bottlenecks, training needs, crime trends,
   legal problems, and social problems.

° Aggregating empirical data about the court process, crime trends
   and social-legal problems will be helpful in discovering ways to
   improve performance.

° Automating defendant and case flow in both courts will provide a
   rich data base for conducting investigative analysis on crime trends
   and patterns of criminal behavior.

The District Court PROMIS is expected to become operational about Fall 1975.

The PROMIS system will also be a key link in the development and functioning
of the OBTS/CCH system (See section on OBTS/CCH).

Data Elements Entered

DEFENDANT RECORD   Various input documents from the U.S.
                                              Attorney's Office for the District of
Defendant: Columbia, District Court Division
  Police Identification No. (PDID)
  Record No.
  True Name
  Sex
  Race
  Date of Birth
  Social Security No.
  FBI Identifidation No.
  Fingerprint Classification
  Eye Color
  Hair Color
  Height
  Weight
  City of Birth
  State of Birth
  Home Address
    House No.
    Street Name
    City
    State
    Zip Code
    County
    Street Code
    Quadrant
  Date of Last Update
  Date   Record Established

CASE RECORD

  Defendant's PDID
  Court Case No.
  Record No.
  Current Court Case No.
  Status
    Of Charges
    Of Case
  Misdemeanor/Felony
  Felony Reduced
  Computed Scores:
    Case Score
    Defendant Score
  Defendant's Stated Name
  Offense Location
    House No.
    Street Code
    Quadrant
    Date/Time
  Arrest Location
    House No.
    Street Code
    Quadrant

    City
    State
    County
    Date/Time
Court Appearance Type
Stolen Property
Property/Evidence Recovered
Warrant Jurisdiction
No. of Codefendants
Papering Date
Prosecutor
  Screening
  Reviewing
Specially Assigned Prosecutor
Specially Assigned Prosecutor (Type)
Felony Judge
Presentment
  Date
  Prosecutor
Grand Jury
  Processing Date
  Action Date
  Continued Date
  Original
Reindictment
  Action Date
  Action Reason
  Continued Date
Breakdown
  Processing Date
  Action Date
  Action Reason
  Action Proceeding Point
Branch Office (responsible prosecutor)
Arraignment Information
  Chemist Lab. No.
  Urine Test Date
  Urine Test Results
  Drug Type
  Jury/Non-Jury Demand
  Arraignment Plea
Lineup Date/Time
Attorney Summary:
  Defense Attorney
  Defense Attorney (type)
Continuance Summary
  Last Action Processing Date
  Next Continued Date
  Last Action Date
  Last Action Reason
  Last Action Proceeding
  Last Action Party
  Last Action Judge

Data Elements Entered   Received from

Record Counts (Number of)
  Charges
  Current Charges
  Arraignments
  Arraignments After Breakdown or
    Indictment
Number of Continuances
Number of Continuances After Breakdown or
    Indictment
Number of Witnesses
Release Status
  Release Type
  Cash Bond
  Percent Deposit
Combined Case Number
Final Disposition Summary
  Final Processing Date
  Final Action Reason
  Final Action Date
  Final Action Proceeding
  Final Disposition
Offense Evaluation
  Weapon
  Injury
Injury Information
  Minor Injuries
  Treated
  Hospitalized
  Killed
  Threats
Threat Information
  Physical Force
  Display of Weapons
  Sex Crimes
Sex Information
  Forcible Intercourse
  Weapon Use
Theft or Damage Information
  Forcible Entry
  Motor Vehicle Stolen
  Dollar Value
  Scene of Offense
Defendant Evaluation
  Residence
  Length of Residence
  Employment Status
  Type of Employment
  Relationship to Victim

Special Factors Evaluation
  Corroboration of Crime
  Exculpatory Evidence
  Provocation by Victim
  Participation by Victim
  Victim Other Than Individual
  Aider to Offense
  Arrest Record
Arrest Record Information
  Last 5 years
  Aliases
  Previous Arrests
  Crimes Against Persons
  Most Recent Arrest
  Second Recent Arrest
  Third Recent Arrest
Conviction Record Information
  Conviction Record
  Last 5 Years' Felony Convictions
  Last 5 Years' Misdemeanor Convictions
  Previous Felony Convictions
  Previous Misdemeanor Convictions
  Felony Crimes Against Persons
  Misdemeanor Crimes Against Persons
  Most Recent Felony Conviction
  Most Recent Misdemeanor Conviction
  Second Recent Felony Conviction
  Second Recent Misdemeanor Conviction
  Third Recent Felony Conviction
  Third Recent Misdemeanor Conviction
  Conditional Release
  Release Type
Override
Date Record Established

CHARGE/SENTENCING RECORD
Defendant's PDID
Original Court Case No.
Record Number
Charge Suffix
Charge Type

CHARGE SECTION
Case Number
Complaint Number
Charge Information
  Misdemeanor/Felon Indicator
  Sequence Number
  No-Paper Reasons
  SEARCH Charge Code
  MPD Charge Code
  Court Charge Code
Final Disposition Information
  Final Action Date
  Final Action Reason

Final Disposition Information (Continued)
  Final Action Proceeding
  Final Prosecutor
  Final Judge
  Final Defense Attorney
  Final Defense Attorney (type)
  Court Plea Charge Code
  Date Final Disposition Entered
Sentencing
  Continued Date
  Processed

SENTENCING SECTION

Sentencing Information
  Date
  Prosecutor
  Judge
  Sentence Recommended
    Confinement Period
    Confinement Type
    Fine
  Sentencing Imposed
    Confinement Period
    Confinement Type
    Special Program Period
Special Program Type
    Fine
    Suspended Period
    Probation Period
    Probation Type
Date Record Established

CONTINUANCE RECORD

Defendant PDID
Original Court Case Number
Record Number
Action Date
Continuance Type
Action Reason
Acting Proceeding
Action Party
Next Continued Date
Judge
Prosecutor
Defense Attorney
Defense Attorney Type

Data Elements Entered   Received from

Bond Release Recommendation
   Release Type
   Cash Bond
   Percent Deposit
   Release Status
      Release Type
      Cash Bond
      Percent Deposit
Date Record Established

Witness/Victim Record

Defendant's PDID
Original Court Case Number
Record Number
Witness/Victim Name
Witness/Victim Type
Witness/Victim Essential
Witness/Victim Address
   House Number
   Street Name
   City
   State
   Zip Code
   County
Police Officer's Agency
   Police Officer's Unit
   Badge No.
   Home Area Code
   Home Telephone Number
   Business Area Code
   Business Telephone No.
   Identification/Address
Witness/Victim Evaluation
   Type
   Status
Witness/Victim Information
   Victim of Crime
   Resident of D.C. Area
   Length of Residence
   Sex
   Age
   Race
   Weapon Possession
   Employment
   Type of Employment
   Arrest Record
   Conviction Record

Data Elements Entered

Relationships
  Witness/Victim to Defendant
  Witness/Victim to Primary Victim
Testimony Problems
  Reluctant
  Credibility
  Racial Complications
  Antagonism
Date Record Established

(c) Outputs from System	(d) Received by	(e) Used for
BATCH REPORTS		
One Day Misdemeanor Calendar	1. Witness Room 2. Managers 3. Assignment Courtroom	1. Monitor Cases 2. Prepare Documentation 3. Control Witnesses 4. Monitor Pending Cases 5. Monitor Continuances
Five Day Misdemeanor Calendar	1. Managers 2. Special Litigation Unit	1. Prepare Documentation 2. Control Pre-Trial Continuances 3. Aid in Witness Notification
One Day Misdemeanor Priority Calendar	1. Managers 2. Special Litigation Unit	1. Identify Priority Cases 2. Special Assignment of Attorney Resources 3. Identify Defendants with Multiple Cases 4. Monitor Workload
Five Day Misdemeanor Priority Calendar	1. Managers 2. Special Litigation Unit	1. Identify Priority Cases 2. Special Assignment of Attorney Resources 3. Identify Defendants with Multiple Cases 4. Monitor Workload
One Day Preliminary Hearing Calendar	1. Managers 2. Preliminary Hearing Court	1. Control Cases 2. Identify Defendants with Multiple Cases 3. Prepare Documentation
Pending Grand Jury Cases	1. Chief Grand Jury Section 2. Administrative Staff in Grand Jury	1. Monitor Case Load 2. Identify Older Cases 3. Identify Defendants with Multiple Cases
Felony Case Workload by Attorney	1. Felony Trial Division	1. Monitor Workload 2. Witness Notification 3. Identify Defendants with Multiple Cases 4. Aid in Resource Allocation

(c) Outputs from System	(d) Received by	(e) Used for
Felony Case Workload by Type of Charges	1. Felony Trial Division	1. Case Assignment
Fugitive Lists	1. Management 2. Police Department 3. Bail Agency	1. Identify Fugitives with Bench Warrants Pending 2. Facilitate the Rearrest of Fugitives
Master File Summary	1. Input Section	1. Case Monitoring 2. Editing 3. Case Updating 4. Case Status
Statistical Report	1. Managers	1. Monitor Workload 2. Monitor Office Performance
One Day Felony Calendar	Felony Trial Division	Case Monitoring
Five-Day Felony Calendar	Felony Trial Division	Case Monitoring
Misdemeanor Sentencing Calendar	Misdemeanor Trials	Case Monitoring
Felony Sentencing Calendar	Felony Trials	Case Monitoring
Subpoena Summary List	Witness Notification Unit	Witness Notification
Subpoenas	Witness Notification Unit	Witness Notification

ON-LINE RETRIEVAL

Pending Cases for Defendant Retrieved by Defendant's Name or ID Number	1. Intake/Screening 2. File Control 3. Input Section 4. Felony Trial Division 5. Grand Jury Section 6. Citizens Complaints 7. Metropolitan Police Department	Determine if defendant has multiple cases in the system.

(c) Outputs from System	(d) Received by	(e) Used for
Case Retrieval by Court Case Number	Same as Above	Determine Status of a Case
Witness Retrieval by Witness Name and Badge Number for Police Officer	Same as Above	Determine Cases in which a Witness is scheduled to appear
Case Aging	Same as Above	Determine cases that are lagging in the system over a specified period of days
Calendars	Same as Above	Retrieve calendars for any specified trial date

Equipment Used   Programming Languages Used

BATCH
        CPU: IBM 370/155   BATCH: ANSI-COBOL
                                                  ON-LINE: IBM FASTER MT

PROMIS (District Court Division) is shared with other agencies as
follows:

1. Metropolitan Police Department

   a) The Metropolitan Police Department for the District of Columbia can access
      the on-line PROMIS data base in each district house in the Metropolitan
      area.

   b) The Police Department is furnished a tape from the PROMIS data base
      quarterly which includes final dispositions for monitoring police
      officer workload and updating arrest files.

   c) The Police Department is furnished a fugitive listing showing all
      the bench warrants outstanding from the District Court.

2. District of Columbia Office of Crime Analysis

   PROMIS provides statistics to the Office of Crime Analysis for the
   publishing of Quarterly Criminal Justice Reports.

   Plans will be made to provide information to:

   ° OBTS/CCH
   ° D.C. Office of Crime Analysis Quarterly Statistics
   ° Superior Court Division of the United States Attorney's Office

PROMIS will be coordinated with the police information system as follows:

Metropolitan Police Department

An extract tape is produced from the PROMIS master file of pending cases and
loaded each night on the Washington Area Law Enforcement System (WALES) at the
Metropolitan Police Department data center. This provides the Metropolitan
Police Department and the United States Attorney's Office with on-line access
to the pending criminal cases in the Superior Court Division of the U.S. Attorney's
Office. Each terminal in the WALES network can access this data base to determine
the following:

                    ° Multiple cases for a defendant
                    ° Case status
                    ° Police Officer schedules

In addition to the on-line data base, PROMIS generates a final disposition tape to
the MPD containing case dispositions. This tape, usually generated each quarter,
enables the MPD to update arrest records and to monitor police officer workload.

SUMMARY - COURTS INFORMATION SYSTEMS

In addition to the information systems planned, or now in the process of implementation, the District of Columbia will be studying the need for enhancements to improve operations and effective utilization toward reducing crime.

Areas needing further study include:

.   Studying whether Standard 5.1-1, "Defendant background data and other characteristics needed in decision-making such as defendant's family status, employment, residence, education, past history, indigency information relative to appointment of counsel, and such data as might be determined by a bail agency interview," should be included in a court information system.

.   Studying whether Standard 5.3-6, "Prosecutor/defense counsel workload -- number of cases disposed of by type of disposition and type of proceeding or calendar according to prosecutor, appointed defense counsel, or private defense counsel representation," should be included in a court information system.

.   Studying whether Standard 5.3-9, "Number of witnesses called at hearings on serious felonies, other felonies, and misdemeanors," and Standard 5.3-10, "Courtroom utilization record," should be included in a court information system.

.   Studying the feasibility of creating the capability for continued

research and evaluation as specified in Standard 5.5.

.   Studying the feasibility for developing capability to record

transactional and event data elements as specified in Standard

5.6.

SECTION VII.   CORRECTIONS INFORMATION SYSTEM

The Washington, D.C. Corrections Records Information System (CRISYS) was developed and implemented to assist the D.C. Department of Corrections in maintaining information on inmates. Description of the system follows. Additional information may be obtained from the Director of Data Processing, D.C. Department of Corrections, Room 1003, 614 H Street, N.W. Washington, D.C. 20001.

The relationship between CRISYS and relevant standards and goals established by the National Advisory Commission on Criminal Justice Standards and Goals are listed below:

Relevant Standard	Pertinent Part of System

6.1 Development of a
     Corrections Information
     System.

     A corrections information
     system must satisfy the
     following requirements:

   1. The information/statistics   CRISYS contains
      functions of offender   about 75% of
      accounting, administrative   data - enhancements
      decisionmaking, ongoing   needed for "adminis-
      research, and rapid response   trative decisionmaking,"
      to questions should be sup-   "ongoing research."
      ported.
   2. The information now used or   Manual study com-
      needed by corrections per-   pleted - decisions
      sonnel at each decision   needed as to what
      point in the corrections   should be automated.
      system should be ascertained
      before the information system
      is designed.
   3. The requirements of other criminal   Interfaces now with
      justice information systems for cor-   WALES, PROMIS, NCIC
      rections data should be considered
      in the data base design. Interface
      between the corrections system and
      other criminal justice information
      systems should be developed.

6.2 Uniform Classification
    of Data

    Uniform definitions should   Standardized
    apply to all like data in all   Glossary of
                    . institutions   Terms has been
    and divisions of the correc-   developed
    tions system. Standard proce-   for CRISYS
    dures should be established
    and clearly outlined for record-
    ing, collecting, and processing
    each item of statistical data.

6.3 Expansion of Corrections Data   Expansion under study
    Base   now. Will be incorporated under OBTS/CCH
                                        development
    The corrections information/
    statistics system should be
    flexible enough to allow for
    expansion of the data base
    and to meet new information
    needs. A modular system should
    be designed and implemented to
    provide this flexibility. Tech-
    niques should be established
    for testing new modules without
    disrupting the ongoing operation
    of the system. Interaction with
    planners and administrators
    should take place before the data
    base is expanded or new techniques
    are introduced.

6.4 Offender Statistical Data

    The following types of corrections
    data about the offender should be
    collected. Minimum requirements
    are:

 1. Official data, including date of   Available now
    entry into the correctional system, from CRISYS
    offenses and sentences, concurrent
    or consecutive sentences, recommenda-
    tions of the court, conditions of work
    or assignment to halfway houses or other
    community supervision, and county (court)
    of commitment or entry into the
    correctional system;

Relevant Standard	Pertinent Part of System

2. Personal data, including age, race, and sex; marital/family status; intelligence classification; military experience; classification category; other test and evaluative information, job placement, housing arrangements, and diagnostic data; and

Available now from CRISYS - study underway now to provide more evaluative data

3. Historical data, including family background, occupational record, alcohol and drug use backgound, and prior criminal history. The correctional system may not need all of the information described above for persons involved in short-term custody. Each system should make a careful determination of its information needs concerning short-term detainees.

Available now from CRISYS except for "family background," "alcohol and drug use" info, confined to available data while in Corrections custody

6.5 Corrections Population and Movement

The corrections information and statistics system should account for the number of offenders in each corrections program and the daily changes in those numbers. Offenders should be identified by the institution or jail in which they are incarcerated or the probation, parole, or other community program to which they are assigned.
Movement of an individual from one institution or program to another should be recorded in the corrections information system as soon as possible. Assignment to special status such as work release or weekend furlough also should be recorded to enable the system to account for all persons under supervision. Sufficient information must be recorded to identify the offender and the reason for movement. Each agency should record admissions and departures and give the reasons for each.

Available now from CRISYS except for "furlough" data (recommended for inclusion in OBTS/CCH development but not yet implemented.)

6.6 Corrections Experience Data

Prior to the release of the offender, data describing his corrections experiences should be added to his statistical record. When associated with postrelease outcomes, these data can be particularly valuable in evaluating correctional programs. Such data should include:

                                                  All under study now.

1. Summary of work and training experience, attitude, job placement, salary, etc.;
2. Summary of educational experience and accomplishments;
3. Participation in counseling or other specialized programs;
4. Participation in treatment for drug addiction or alcoholism;
5. Participation in special organizations (self-help groups, civic associations);
6. Frequency of contacts with corrections staff, attempts to match offenders with corrections personnel, and direct services provided by the staff;
7. Services provided by other agencies outside the corrections system;
8. Summary of disciplinary infractions in an institution or violations of probation or parole; and
9. Special program exposure.

Much of this information will not be applicable to persons involved in short-term custody. Each system should make an appropriate determination of its information needs concerning short-term detainees.

Relevant Standard	Pertinent Part of System
6.7 Evaluating the performance of the system.	Department has on-going evaluation of CRISYS

An information system for corrections should provide performance measures that serve as a basis for evaluation on two levels - overall performance or system reviews as measured by recidivism and other performance measures, and program reviews that emphasize more immediate program goal achievement.

Functional Purpose:

The Corrections Records Information System (CRISYS) was initiated to assist the
Department of Corrections in controlling inmate movements and maintaining sum-
mary statistics on movements, as well as, personal, social and criminal informa-
tion on each Department resident. The system is responsible for inmate accounting
in the following areas:

- population statistics
- criminal charges
- length of sentence
- parole eligiblity reports
- statistics by age and education
- criminal court listings and summaries
- release reports
- escape reports
- recidivism rates
- average months awaiting trial
- length of time incarcerated
- daily population reports
- daily Narcotics Surveillance Reports
- parole expiration reports
- monthly population reports

The system functions to store, update and retrieve data elements from the inmate
data base.

It is specifically designed to 1) maintain vital and social statistics on each
inmate, 2) produce timely and accurate reports, 3) reduce the amount of paperwork
involved in inmate accounting, 4) provide statistical information to Federal and
District Government Agencies, 5) provide timely data pertinent to residents of
DCDC.

Operational Status:

CRISYS has been operational since July 1968.

Equipment Used	Programming Languages Used

System 3 Model 10
CPU 5410 24K with 2 Bisyncronous adaptors   COBOL
5444 disk (2)   ALC
5445 disk (2)   FASTER
1442 Reader   RPG II
5203 Printer (Model 3)
5471 Console Support

Attached to the System/3 is a 3470 key to diskette,
through which batch data can be transmitted from the
D.C. Jail ADP Office to the Central ADP Office, for
inclusion in various data bases.
The System/3 is also utilized as an intelligent type
terminal (Remote Job Entry), attached to a large
system 370, model 158 (WALES). All real-time functions
are supported through the use of the WALES Computer,
and the following hardware comprises the real-time portion of CRISYS:

3284 Printer for terminals
3277 and 3275 video terminals are used at the locations listed below:

1 Terminal – Maximum Security, Lorton, Va.
1 Terminal – Minimum Security, Lorton, Va.
1 Terminal – Medium Security, Lorton, Va.
1 Terminal – Youth Center #1, Lorton, Va.
1 Terminal – Youth Center #2, Lorton, Va.
1 Terminal – Women's Detention Center
3 Terminals – D.C. Jail
    a) 1 Terminal – ADP Office
    b) 1 Terminal – Record Office
    c) 1 Terminal – Control Center
5 Terminals – 614 H Street, N.W.
    a) 1 Terminal – ADP Office
    b) 1 Terminal – Employment Office
    c) 1 Terminal – Community Services (Records Office)
    d) 1 Terminal – Parole Supervision
    e) 1 Terminal – Parole Board
    f) 1 Terminal – Warrant Squad

Data Elements Entered	Received from
1. D.C. D.C. Number	Department of Corrections
2. Inmate Name	ADP Form 15
3. Number of times committed	" " 15
4. Date Committed	" " 15
5. Alias Used	" " 5
6. House Number	" " 15
7. Location	" " 15
8. Street Name	" " 15
9. Quadrant	" " 15
10. Street Code	" " 15
11. Quadrant or Metro Code	" " 15
12. City	" " 15
13. State	" " 15
14. Welfare Benefits	" " 15
15. Birth Date	" " 15
16. Race/Sex	" " 15
17. Marital Status	" " 15
18. Dependents	" " 17
19. Church Affiliations	" " 15
20. Read/Write	" " 15
21. Education	" " 15
22. Occupation	" " 15
23. Hourly Wage	" " 15
24. Place of Birth	" " 15

Data Elements Entered	Received From
25. Disabilities/(ex. Narcotics & Alcohol)	ADP Form 15
26. Narcotics Addiction	" " 15
27. Alcohol Addiction	" " 15
28. Disability Treatment	" " 15
29. $ Amount Surrendered at Admission	" " 15
30. Social Security Number	" " 15
31. Driver's License Number	" " 15
32. Driver's License State	" " 15
33. Number of Charges	Court
34. PDID	Police Department
35. Detainer	ADP 19
36. Offense Charged	Commitment Sheet
37. Court	" "
38. Court Case Number	ADP Form 19
39. Commitment Status	Commitment Sheet
40. Pending Action	Court
41. Offense Convicted	Commitment Sheet
42. Charge Type	" "
43. Minimum Sentence	Court
44. Maximum Sentence	" "
45. Charge Disposition Date	" "
46. Further Hearing Date	" "
47. Attorney	ADP Form 19
48. Fine Amount	Commitment paper-court
49. Bond Amount	" " "

Data Elements Entered	Received From
50. Judge	ADP Form 19
51. Institution Where Confined	" " 15
52. Release Reason	" " 15
53. Education Rehab Program	" " 18
54. Vocational Rehab Program	" " 18
55 Therapy	C & P Officer
56. Counseling	" " "
57. Number Months in Programs	ADP Form 18
58. New Skills Acquired in Inst.	" " 18
59. Monthly Salary·	" " 18
60. Accrued Wages	" " 18
61. Number of Escapes	" " 18
62. Last Escape Date	" " 18
63. Number of Absconds	" " 18
64. Last Abscond Date	" " 18
65. Cadre	" " 18
66 - 77. Conduct During 12 Previous Mos.	C & P Officer
78. Parole Eligibility Date	ADP Form 19
79. Full Term Date	" " 19
80. No. of Days Good Time Gained	" " 19
81. No. of Days Good Time Lost	" " 19
82. Warrant Issued	Warrant Squad
83. Technical Violation No.	
84. Offense Committed on Parole	Parole Board
85. Date Warrant Executed	ADP Form 19 Warrant Squad
86. Warrant Disposition Date	Warrant Squad

Data Elements Entered	Received From

87. Warrant Disposition Date — Warrant Squad

Preliminary Hearing
88. Multiple Date Flag
89. Next Eligibility Date
90. Last Hearing Date — Courts
91. Last Hearing Disposition
92. Last Hearing Code Number

Initial Hearing
93. Multiple Date Flag
94. Next Eligibility Date
95. Last Hearing Date — Courts
96. Last Hearing Disposition
97. Last Hearing Code Number

Rehearing Data
98. Multiple Date Flag
99. Next Eligibility Date
100. Last Hearing Date — Courts
101. Last Hearing Disposition
102. Last Hearing Code Number

Violation Hearing Data
103. Multiple Date Flag
104. Next Eligibility Date
105. Last Hearing Date — Courts
106. Last Hearing Disposition
107. Last Hearing Code Number

Continued Hearing Data
108. Multiple Flag Date
109. Next Eligibility Date
110. Last Hearing Date — Courts
111. Last Hearing Code Number
112. Last Hearing Disposition

113. Number of Days Under Parole Supervision — Parole Board
114. Degree of Supervision — Parole Board
115. Number of Times Paroled During Current Incarceration — Parole Board
116. Parole Officer Number — Parole Board
117. Inactive Supervision Date — ADP Form #19
118. Employment Upon Release — Parole Board
119. Hourly Wage Upon Release — Parole Supervision
120. Date of Last Interview — Parole Supervision
121. Date Paroled — Parole Board
122. Pre-Parole Date — Parole Board

Data Elements Entered	Received From
123. Date-Plan-Due	Parole Supervision
124. Date of Last Update	Computer
125. Date of Release	ADP Form #15
126. Short Term Date	ADP Form #19
Program Participation	
127. Program #1	
128. Date #1	
129. Program #2	
130. Date #2	Not Collected
131. Program #3	
132. Date #3	
133. Height	ADP Form #19
134. Weight	ADP Form #19
135. Eyes	ADP Form #19
136. Hair	ADP Form #19
137. OSR #	ADP Form 15
138. Fingerprint Class.	ADP Form #15
139. Fingerprint Reference	ADP Form #15
140. Zip Code	ADP Form #15
141. Commitment Date of Charge	Courts
142. Date of Transfer	ADP Form #2
143. Transfer Reason	ADP Form #2
144. Narcotic Addiction (Kind of Narcotic)	NTA
145. Institution From	ADP Form #1

ADP Name	Report Group and Title	Frequency
	Accounting	
COCANIP	Canteen Inventory and Price List	Monthly
COGUESH	Special Services Schedule	Annual
	Admissions	
COADTREP	Weekly Admissions, Transfers, and Releases	Weekly[1]
COCOURT	Admissions from a Specified Court	On request[2]
COMACITX	Lists All Inmates in the Community and Under the Department Supervision	Weekly
COPREADT	Dispositions of Previous Admissions for a Time Period	Exception[3]
COTYPOFP	Print Admissions for One Type of Offense for Any Given Period	Exception
	Age	
COAVERP	Average Age by Institution	On request
COELGVOT	Inmates Who Can Vote for First Time This (Any) Year	Exception
COMEDNP	Median Age of First Offenders by Institutions (Two Options)	On request
COPABOX	Convictions by Age Group -- Name Order With Age Group Totals	Exception
COPROFP	Age Group Population -- Profile	Exception
CONSENTP	Age Group Conviction Totals	Exception
	Birth	
CONATYP	Nativity Report	On request
COPULLUT	Lists Inmates of Foreign Nationality	Exception
	Dates	
COUARUP	Short-Term Date Forecast for the Coming Month	Monthly
COHOPRIN	Inmates Eligible for Parole	Monthly

(Continued)

ADP Name	Report Group and Title	Frequency
	Dispositions and Sentence	
COAVTIMP	Average Sentence by Offense Charged	On request
COCHARGP	Charge Report	On request
COGJDISP	Dispositions of Presently Incarcerated Inmates	Weekly
COLIFSET	Lists Inmates With Life and Death Sentences	On request
CONSENTP	Age Group Conviction Totals	Exception
COOFFX	All Sentenced Presently Active Charged Offenses	Exception
COTIMEP	Calculates Average Time Served for One Type of Offense	On request
COTIMEUP	Time Awaiting Disposition	On request
	Escapes	
COESCAP	Escape and Apprehension Report	Weekly[4]
	Federal Prisoners	
COMOVMP	Federal Prison Transfers	Weekly
COPROJP	Projected Federal Prisoners	Weekly
FEDPRI	Federal Prisoner Billing Listing	Quarterly
	Felons -- Misdemeanants	
COAVTIMP	Average Sentence by Offense Charged	On request
COGJDISP	Dispositions of Presently Incarcerated Inmates	Weekly
	Halfway Houses	
COMMCTYX	Lists All Inmates in the Community and Under the Department Supervision	Daily
	Identifiers	
COPRINX	Missing DCDC Numbers Between a Specific Low and High Number	Exception
COPRISP	Police Prisoners Report for Previous Month (WDC)	Monthly
POLICE	Police Prisoners Admitted to WDC	Monthly

(Continued)

ADP Name	Report Group and Title	Frequency
	Narcotics	
NARC	Daily Narcotics Surveillance	Daily
NARCLAB	Narcotics Surveillance Labels	On request
NARCMO	Monthly Narcotics Surveillance Report	Monthly
STAT1	Monthly Narcotics Surveillance Statistics	Monthly
	Offenses	
COALLCNT	Charge and Conviction Count Lists Offense Codes by Institution	Monthly
COAVTIMP	Average Sentence by Offense Charged	On request
COCHARGP	Charge Report	On request
COOFFX	All Sentenced Presently Active Charged Offenses	Exception
COPAROX	Convictions by Age Group. Name Order With Age Group Totals	On request
COROBP	Inmates Charged With a Particular Type of Offense	On request
CUTIMEP	Calculates Average Time Served for One Type of Offense	Quarterly
COTYPOFP	Print Admissions for One Type of Offense for Any Given Period	On request
COYTHP	Total Youth Acts by Offense	On request
	Parole	
COEXPRPT	Youth Parole Expirations	Monthly
COMACTYX	Lists All Inmates in the Community and Under the Department Supervision	On request
COMSTLST	Youth Parole Master Report	Monthly
COOFFRPP	Youth Parole Officer Report by Parole Officers	Monthly
COPRLBDP	Parole Board Hearing List	On request
CORELSEP	Monthly Projected Release Report	Monthly
COUNTLSP	Lists Youth Parolees by Their Supervisory Unit	On request
COVOLIAT	Persons Still in the Street With Outstanding Warrants Against Them	Monthly
YOUTHO	Youth Parole Supervision Release Report	Monthly

(Continued)

ADP Name	Report Group and Title	Frequency
	Personnel	
CORVAC	Correctional Officer Vacancy Listing	On request
	Population	
COALPHAP	Weekly Population Report. Inmate Name Order	Weekly
COGJDISP	Dispositions of Presently Incarcerated Inmates	Weekly
COPRISP	Police Prisoners Report for Previous Month (WDC)	Monthly
CORELADT	Census Bureau Reports	Annual
COWBEKP	Weekly Population Report. Name by Institution	Weekly
COYATOP	Total Inmates Under Youth Act	Monthly
POLICE	Police Prisoners Admitted to WDC	Monthly
COAKPOP	Weekly Population Report. Average by Institution	On request
STIT	Average Population by Institution	Weekly
	Profiles	
COHISINQ1	Pulls All Records Pertaining to an Inmate	On request
COHISINQ2	History Inquiry (Used with COHISINQ1)	On request
COINMPP	Inmate Profile Report. One Institution or Entire Department	On request
COPROFP	Age Group Population -- Profile	On request
	Releases	
COADTRRP	Weekly Admissions, Transfers, and Releases	Weekly[1]
COMACTYX	Lists All Inmates in the Community and Under the Department Supervision	
COPHANT	DCDC Release List for a Certain Period of Time	On request
CORELSEP	Monthly Projected Release Report	Monthly
CORLSEP	Types of Releases for a Specified Period	Monthly
	Religion	
CORELIGP	Religious Preference by All Inmates by Institutions	Monthly

(Continued)

ADP Name	Report Group and Title	Frequency
	Time	
COAVQIR2	Average Length of Stay by Most Serious Conviction	On request
COAVTIS2	Average Sentence by Offense Charged	On request
COAVTMT	Average Number of Months Incarcerated by a Particular Release Year	On request
COTIMEP	Calculates Average Time Served for One Type of Offense	On request
COTIMEUP	Time Awaiting Disposition (Two Options)	On request
	Transfers	
COADTRRP	Weekly Admissions, Transfers, and Releases	Weekly[1]
COMOVMP	Federal Prison Transfers	Weekly[4]
	Youth Programs	
CO5010E	Lists All 5010E Cases Active at Start of Any Month	Monthly
COYATOP	Total Inmates Under Youth Act	Weekly
COYTHP	Total Youth Acts by Offense	On request
	Other	
COARRESP	Lists Inmates in the Community Who Were Arrested on a New Charge	Monthly
COLOGIP	Weekly Terminal Usage Report	Weekly

1. Also has monthly option.
2. On request--report prepared on request as required, program on file.
3. Exception--nonscheduled report requires program modification.
4. Also prepared monthly.
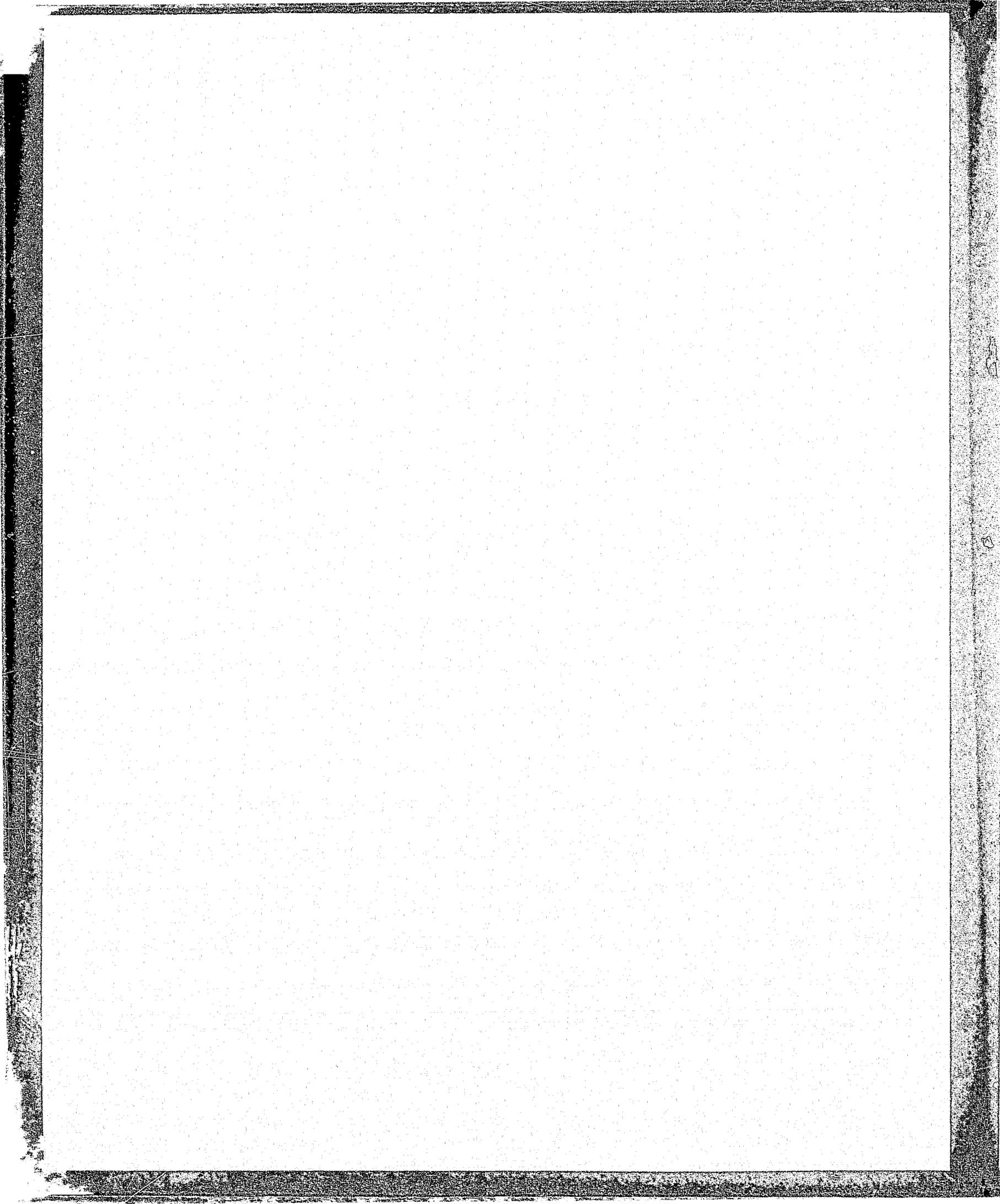
SUMMARY OF THE 1977 ADP WORK PLAN

1. Inmate Accounting System (CRISYS)

   A. Expand to include skills data
   B. Refine existing data base and procedures for entry
   C. Add more terminals to reach a broader spectrum of personnel
   D. Continue education process

2. Develop and Implement Food Inventory System

   Study and develop a system to produce monthly requirements for balanced
   meals, the cost of meals, frequency and volume of items used and reorder
   schedule.

3. Develop and Implement a meal ticket accounting system

4. Continue development of comprehensive management information system

5. Management & Administrative Statistics

   Initiate coding and numbering scheme to identify all equipment in the
   Department and set up the inventory data base. Determine preventive
   maintenance schedules and begin programming to produce necessary reports
   and information.

6. Reimbursable Housing for prisoners other than federal

   This would include a sub-system to account and bill for D.C. Prisoners in
   Federal institutions. Prisoners serving in Departmental facilities awaiting
   deportion by immigration authorities. Prisoners being held for other agencies
   such as Postal Authorities.

Areas to be studied further include:

° Standard 6.2, Uniform definitions should apply to all like data in all
  instructions and divisions of the corrections system.
  Standard procedures should be established and clearly outlined for
  recording, collecting, and processing each item of statistical data.

  Comment: As one of the results of a 99,893 Block grant award ending
  May, 1975, a standardized glossary of terms was produced.

° Standard 6.3, Expansion of Corrections Data Base.

  Comment: Expansion is under study now.

° Standard 6.5, Corrections Population and Movement.

  Comment: "Furlough" data are not yet included in CRISYS. Recommendation
  has been made that such data be included but the recommendation is being
  studied and has not been implemented yet. OBTS/CCH Development will
  encompass this effort.
° Standard 6.6, Corrections Experience Data

  Comment: All the items listed under this standard are being studied .

° In addition, the OBSCIS Committee report is being studied to match the
  existing CRISYS capability against the OBSCIS recommendations. It is
  expected that a special report will be issued. The report will also
  include the correctional module developed as part of the District's
  OBTS/CCH system.

CRISYS functions to store, update a nd retrieve data elements relevant to inmate
population, CRISYS interfaces with the Washington Area Law Enforcement System
(WALES), the Prosecutor's Management Information System (PROMIS), and the
D.C. Parole Board. It is anticipated that interface with the judicial branch will
be achieved in the near future.

SECTION VIII.   RELATED SYSTEMS

The data received from the Narcotics Treatment Administration, D.C. Department of Human Resources, insofar as criminal justice offenders are concerned is included for information only. NTA provides valuable assistance and information where drug-related violation cases are concerned.

The system for the D.C. Bail Agency is being developed at present and will be maintained on the computer located at the Metropolitan Police Department.

The system for the D.C. Parole Board is being proposed and will be developed and implemented in cooperation with the D.C. Department of Corrections. Development of this system was proposed as part of the District's OBTS/CCH Application.

NARCOTICS TREATMENT ADMINISTRATION
D.C. DEPARTMENT OF HUMAN RESOURCES

Functional Purpose:

The NTA system provides daily and weekly monitoring of crucial patient services
at the clinical level; aggregate data on program functioning for management
analysis, planning and decision-making; and data resources for research analysis
and evaluation.

Operational Status:

The system is being modified and is in the conversion process now.

Data Elements: Entered	Received from
1. Urinalysis Results	a) NTA clinics
	b) Superior Court
	c) U.S. District Court
	d) Superior Court (Juvenile
2. Referrals to NTA from Criminal Justice System	a) Bail Agency
	b) U.S. District Court
	c) D.C. Superior Court
	d) Dept. of Corrections
	e) Dept.of Motor Vehicles
	f) Civil Committment
3. NTA Treatment Modality (Methadone Maintenance, Detoxification, Abstinence, & Urine Surveillance)	NTA Intake Unit
4. NTA Admissions	NTA Intake Unit
5. Age Data -- NTA Population	NTA Intake Unit

Outputs: From System	Received by	Used for
Criminal Justice Urinanalysis Reports	a) DHR Statistics & Evaluation Division	OCJPA
	b) Dept. Corrections	
	c) NTA C.J. Division	
Format for Quarterly Criminal Justice Statistics Report	DHR Statistics & Evaluation Division	

Equipment Used   Programming Languages Used

DHR Computer Facility at D.C. General Hospital   COBOL
All processing batch and off-line
IBM 370/145 under OS
512 K

WASHINGTON, D.C.
PROPOSED SYSTEM - RELATED AGENCIES
BAIL AGENCY

The functional purposes of the system are as follows:

1. Provide on-line access to existing information on the status of
   all defendants on conditional release from the U.S. District Court
   and D.C. Superior Court.

2. Provide more efficient notification of court appearance for defendants
   on pre-trial release.

3. Computerize data concerning compliance with release conditions to
   provide more efficient ways to identify condition violators.

4. Generate Rearrest reports for D.C. Superior Court and U.S. District
   Court.

5. Provide for evaluation and research projects.

6. Provide data for reliable statistical reporting.

7. Provide up-to-date information on defendants, such as change of address.

8. Provide court status and dispositions of defendants.

9. Supply information on defendants placed on pre-trial conditional release
   to the Metropolitan Police Department for updating their computerized
   files.

10. Provide the types of information on-line that is useful to the
    probation officer in performing his duties and to generate various
    reports dealing with persons under his supervision.

The Bail Agency has completed the design of an automated reporting system
to accomplish the above. Contractual services are currently being sought to
write computer programs which will implement the system. It is anticipated
that a contractor will be selected in November, 1975. Expected date for
the system to be operational is July, 1976.

I.   General System Description

        The purpose of the Bail Agency System is to provide
for online entry and display of Bail Agency data. It will
also provide for automatic updating of all open cases of a
defendant when he changes his address or employment or re-
ports in, acknowledges receipt of a court appearance notifi-
cation, or appears in court. The system will prevent data
entry from unauthorized terminals, edit input data for valid
information, and automatically generate a new bail number
each time a new case is entered for the first time. A change
function is provided to enable previously entered data to be
changed from a specially designated terminal.

        Because the Bail Agency System will run on the Police
Department computer, the Bail Agency terminals will have
access to the online data of WALES and other agencies which
also use the Police Department computer. The Bail Agency
System data format has been designed to be compatible with
that used on the Superior Court computer, so that eventually
some method may be worked out whereby the Bail Agency data
base could be updated using tape data supplied by the Superior
Court.

        Access to the Bail Agency data is via bail numbers,
MP ID number, or name and date of birth. When a bail number
is entered, only the data for the requested case is displayed.
When information is requested by MP ID number or name, date
of birth, the Police Department Alias and Number Index Files
will be used to find the defendant's Bail Agency records. If
the defendant has more than one Bail Agency case, a list of
all his cases will be automatically displayed, from which the
desired case may be selected.

        The system supports data entry, display and report
generation for the initial interview, supervision, and pro-
cessing. It provides for the entry of the initial data in
three steps: interview data (citation screen optional),
court records information, and verification/recommendations.

A Bail Agency Report will be automatically generated when all three groups of data have been entered.

The supervision section support includes the ability to display all information on file for a defendant and to enter address and employment changes, and reporting and log information. All open cases for a defendant will be updated with the change and reporting information, as mentioned above. In addition, reporting entries will be generated for all open cases when the defendant acknowledges receipt of a court appearance notification or appears at a scheduled court hearing.

Processing support provides for the ability to enter new court data and to activate court appearance notification from an online terminal. In addition, a daily court appearance list and a list of court appearance dates falling on Saturday and Sunday can be printed in batch mode in the computer room.

II. Operation of the System

The Bail Agency System is designed to be run on the Police Department computer 24 hours a day under CICS. Current plans include inserting pointers into the MP ID file records to point to a chain of one or more Bail Agency records for each defendant. In this way, the Police Department Alias and Number Index Files can be used to find a defendant's Bail Agency records with only minor modifications to the existing system.

A batch-type court appearance notifications program will be run online under CICS nightly when other online activity is low. It will read the entire Bail Record File and print about 300 notifications on a terminal printer located at the Bail Agency central office.

As Bail Agency records are added or updated, they will be written to a journal file on disk. The journal file will have two parts and when one section is full, the system will switch to the other part, giving the computer operator the opportunity to dump the first section to tape. The entire Bail Agency Data Base should be dumped to tape nightly.

The data base can then be restored by using utility programs to rewrite the files from the nightly dump tapes and then running a program to add subsequent updates from the journal tapes. The nightly dump of the Bail Record Data Set and the journal tapes will be time-stamped to ensure that they are used to restore the Bail Agency Data Base in the proper sequence.

ADDRNO - Pointer to defendants most recent address(s)

ADDRNOD - Address delete indicator

ADDRNOR - Address replace indicator

ADDRNOT - Address of notification indicator

ALIAS   - Alias

ARRFBI - FBI rap sheet indicator

ARROFF - Arresting officer

ARRRECC - Arrest charge (historical)

ARRRECD - Arrest date

ARRRECS - Arrest disposition

ATTELE - Attorney's telephone number

ATTRNY - Attorney

BAR   - Bail Agency Report switch

BONDAMT - Amount of financial bond

BONDPBY - Bond posted by

BONDPDT - Bond posting date

BONDTYP - Release conditions

BWRCHAR - Underlying MPD charge in bench warrant case

BWRDATE - Date of file of case on which bench warrant issued

BWREOQI - Bench warrant executed or quashed indicator

BWREX   - Date bench warrant executed or quashed

BWRISS - Date bench warrant issued

CADDRAN - Custodian's apt #

CCITY   - Custodian's address - city

CHARGE - Charges (alpha)

CHGRPNO - Number of charge records

CHILDR - Number of children

CITACT - Citation action

CITARN - Arrest number

CITDIST — MPD district

CITDOW — Citation interview day of week

CITDUCT — Citation deductions

CITIT — Citation interview time

CITNUM — Citation number

CITPPA — Possible citation points — area

CITPPB — Possible citation points — Address

CITPPC — Possible citation points — family

CITPPD — Possible citation points — employment

CITPPE — Possible citation points — deductions

CITPPT — Possible citation points — tatal

CITREC — Citation recommendation

CITRECN — Citation reasons for not recommending release

CITSFT — Arresting officer's shift

CITVPA — Verified citation points — area

CITVPB — Verified citation points — address

CITVPC — Verified citation points — family

CITVPD — Verified citation points — employment

CITVPE — Verified citation points — deductions

CITVPT — Verified citation points — total

CORTHS — Court of hearing

CORTRM — Courtroom of hearing

CST — Custodian's street address

CSTATE — Custodian's state

CZIP — Custodian's zip code

DATEAKN — Date of acknowledgement

DATEBCH — Bond change date

DATEBGJ — Date case bound over to the grand jury

DATERWT — Date bench warrant issued

DATEBWQ - Date bench warrant quashed

DATEBWS - Bench warrant executed or quashed indicator

DATECOA - Date change of address

DATEEMP - Employment date

DATENOT - Date notification sent

DATERET - Date of return mail

DCALIEN - Alien indicator

DCFAM   - Other family relations in DC

DCTIME - Time in the DC area

DCTIMES - Lives steadily in DC area indicator

DCTRANS - Transient indicator

DETAINR - Detainer remarks

DISDATE - Disposition date

DISPOS - Disposition for charges in the instant case

DOB   - Date of birth

DOCKNO - Docket number in the instant case

DOMICL - Domicile indicator

EDUC   - Education

FADDR   - Former address

FADDRT - Time at former address

FDATE   - Filing date of interview

FEADDR - Former or concurrent employer's name and/or address

FECON   - Former or concurrent employment indicator

FECONT - Can contact former employer indicator

FEFT   - Former/concurrent employment full-time indicator

FEPAY   - Former/concurrent employment increment of pay

FESUPER - Former/concurrent supervisor's name

FESUPTL - Former/concurrent supervisor's telephone number

FETIME - Length of time at former/ concurrent employment

```
FETYPE   - Former/condurrent employment type
FILECD   - File closing date
FILECR   - Reason for closing file
FLAGS    - Flag messages for supervision
FLIVEW   - Former address name lived with
HERDATE  - Date of hearing
HERSOUR  - Source of hearing information
HERTIME  - Time of hearing
HERTYPE  - Type of hearing
HGT      - Height
INITCOA  - Initials of person making change of address
INITEMP  - Initials of person making change of employment
INTERV   - Interviewer
JUDGE    - Judge
KEY      - Charge/log data set record key field
LENGTH1  - Length field for bail record
LENGTH2  - Length field for records in charge/log data set
LNGBOND  - Length of bond record segment
LNGBWR   - Length of bench warrant history segment
LNGDATE  - Length of bench warrant record segment
LNGDETN  - Length of detainer remarks segment
LNGEMP   - Length of change of employment segment
LNGFLAG  - Length of flags segment
LNGLOG   - Length of log segment
LNGPBON  - Length of bond history segment
LNGPBRK  - Length of bond history remarks segment
LNGPERK  - Length of present employment remarks segment
LNGPPPF  - Length of probation/parole segment
LNGPTRK  - Length of Probation/parole remarks segment
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LNGRCOF – Length of recommendations (other) segment

LNGRC2E – Length of recommendations (other residence) segment

LNGRC3D – Length of recommendations (other employment) segment

LNGRLOF – Length of release conditions (other) segment

LNGRL2E – Length of release conditions (other residence) segment

LNGRL3D – Length of release conditions (other employment) segment

LNGRPT – length of reporting segment

LNGVRK – Length of verification remarks segment

LOCKUPN – Lock-up number

LOGCOND – Condition being entered in supervision log

LOGDATE – Date of log entry

LOGFLDA – Log field A

LOGFLDB – Log field B

LOGFLDC – Log field C

LOGGER – Person making log entry

LOGRMK1 – Log remarks (def #1)

LOGRMK2 – Log remarks (def #2)

LOGRMK3 – Log remarks (def #3)

MARLWC – Lives with children indicator

MARLWS – Lives with spouse indicator

MARSTAT – Marital status indicator

MCBEE – McBee number

MPID – MPID number

NADDR – New address (change)

NADDRAN – New address apartment number

NAMEF – First name and middle initial

NAMEL – Last name

NCITY – New address – city

NEMPLOY – New employment

NEWLOG - Need to create new log record switch

NLIVEN - C/O name for new address

NST   - New street address

NSTATE - New address - State

NTATEST - Test results of ock-up urine test

NTELE   - New telephone number

NZIP   - New zip code

PADDR   - Present address

PADDRAN - Present address apartment number

PADDRT - Time at present address

PAPCHAR - HPD papered charges

PAPCHNO - Multiple charge entry number

PAPCHSC - Superior court charge code

PBONDCH - Present bond charge

PBONDDB - Present bond, date due back

PBONDDT - Present bond, file date

PBONDJ - Present bond, judge

PBONDNO - Present bond docket number

PBONDRK - Present bond remarks

PBONDT - Present bond type

PBONDVI - Present bond, violation of conditions indicator

PCITY   - Present address city

PEADDR - Source of income

PECONT - Contact present supervisor indicator

PEFT   - Present employment full-time indicator

PEMPLOY - Presently employed indicator

PEPAY   - Present employment increment of pay

PEREMAR - Present employment remarks

PESUPER - Present employment supervisor's name

PESUPTL - Present employment supervisor's telephone number

PETIME - Time at present employment

PETYPE - Present employment type

PLANDL - Present address landlord

PLIVECO - Present address c/o indicator

PLIVECW - Lives with the complaining witness indicator

PLIVER - Lives with present - relationship

PLIVES - Lives at present address - steadily indicator

PLIVEW - Lives with at present address, name

PNTRCH * Pointer to first charge record

PNTRLG - Pointer to first log record

PNTRNCH - Pointer to next charge record

PNTRNLG - Pointer to next log record

POB   - Place of birth

PPPF   - Probation/parole indicator

PPPFADJ - Probation/parole adjustment

PPPFCH - Probation/ parole charge (MPD)

PPPFCJI - Probation/parole court of jurisdiction indicator

PPPFFR - Probation/parole starting date $\checkmark$

PPPFOFF - Probation/parole officer

PPPFTEL - Probation/parole officer's telephone number

PPPFTO - Probation/parole ending date $\checkmark$

PPRMK   - Probation/parole remarks

PROBA   - Drinking problem indicator

PROBAT - Drinking problem, treatment

PROBD   - Drug problem indicator

PROBDT - Drug problem, treatment

PROBMD - Date hospitalized for emotional problems

PROBMH - Where hospitalized for emotional problems
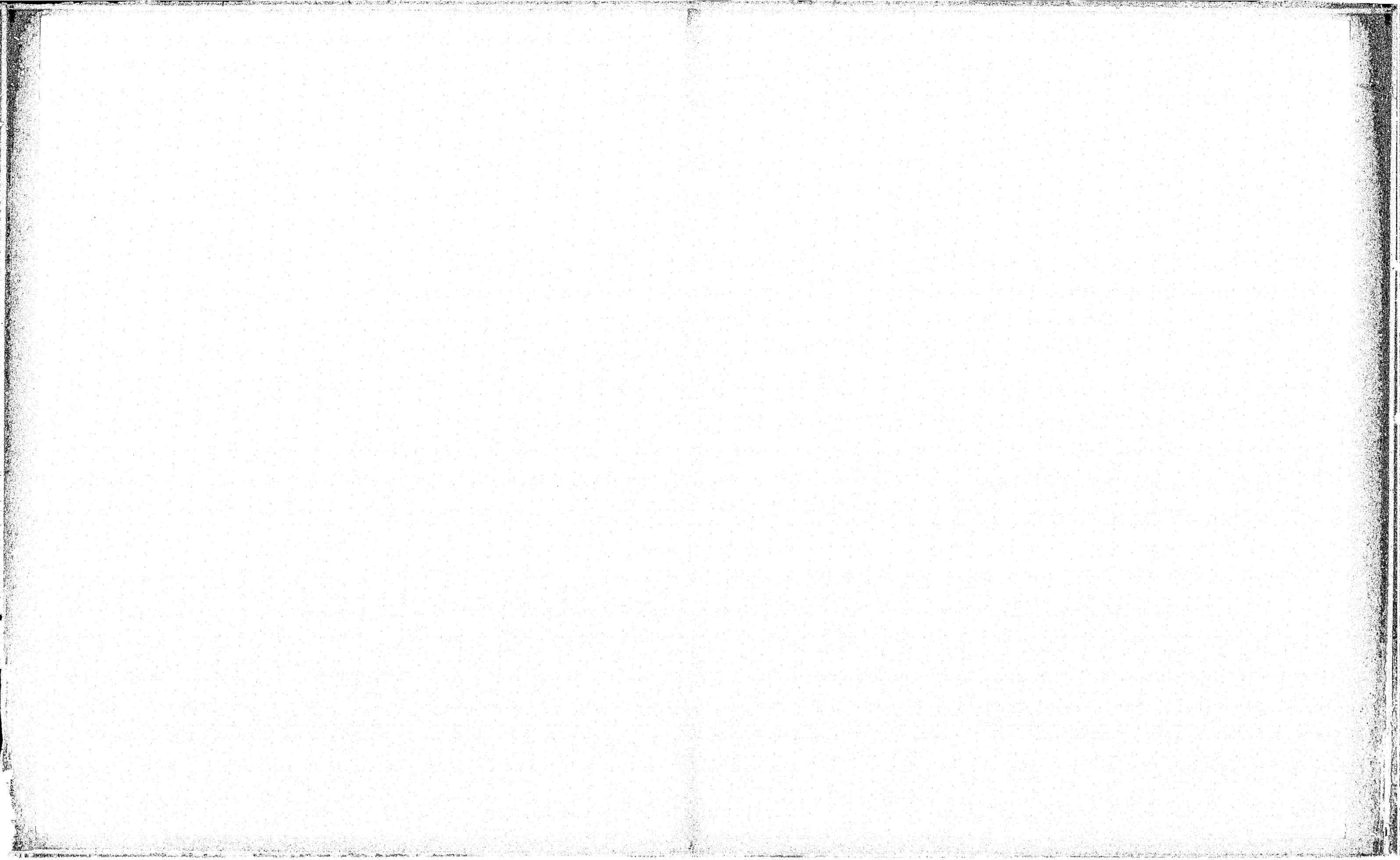
SWITC11 - Internal bit switch #11

SWITC12 - Internal bit switch #12

SWSEG1 - Internal segment switch #1

SWSEG2 - Internal segment switch #2

SWSEG3 - Internal segment switch #3

SWSEG4 - Internal segment switch #4

SWSEG5 - Internal segment switch #5

SWSEG6 - Internal segment switch #6

SWSEG7 - Internal segment switch #7

SWSEG8 - Internal segment switch #8

SWSEG9 - Internal segment switch #9

SWSEG10 - Internal segment switch #10

SWSEG11 - Internal segment switch #11

TOA   - Time of arrest

TOCASE   - Type of case

TOCOURT - Type of court

TOFILE   - Type of file

TOINTER - Type of interview

VDCFAM   - Verification - DC family

VDCTIME - Verification - time in DC

VFADDR   - Verification - former address

VFEADDR - Verification - fromer employment

VMARSTA - Verification - mrital status

VPADDR   - Verification - Present address

VPEADDR - Verification - present employment

VSCHOOL - Verification - school

VERIFR   - Verifier

VREMARK - Verification remarks

WGT   - Weight

WASHINGTON, D. C.
PROPOSED SYSTEM - RELATED AGENCIES
D. C. BOARD OF PAROLE

Functional Purpose:

The proposed system will:

1. Provide information required for effective management to each of the
   criminal justice agencies of the District of Columbia.

2. Provide relevant information to the planning groups of the various
   criminal justice agencies to insure or assist in effective and realistic
   planning.

3. Provide meaningful and accurate statistics on a periodical, but regular,
   basis to all local and federal government agencies, and to make such data
   available to the general public.

Objectives to be attained by implementation of the D.C. Parole information system
will include:

1. Compiling, collating and publishing source data presently available to the
   Board by ADP.

2. Compilation of various ADP programs that would permit the Board to
   generate meaningful data for any master plan, including the comprehensive
   criminal justice data system of the Office of Crime Analysis.

3. Collecting, coding, recording, tracking and reporting all significant data
   relating to all individuals under the jurisdiction of the Board of Parole.

4. A recent analysis of the data elements available for the proposed system are
   given in Table 1. A listing of report requirements is also given in Table 2
   and Table 3.

Table 1

CRISYS MASTER RECORD PAROLE ELEMENTS

Field	Field Name	Source	Input	Access	Update
85	Parole Eligibility Date	Sentence Computation (Face Sheet)	OADP-Jail	all terminals	all terminals (between 7:30 a.m.-5:30 p.m.)
86	Full Term Date	Sentence Computation (Face Sheet)	OADP-Jail	all terminals	all terminals (between 7:30 a.m.-5:30 p.m.)
87	Number of Days of Good Time Gained	Not Used	--	--	--
88	Number of Days of Good Time Lost	Not Used	--	--	--
89	Warrant Issued Code	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
90	Technical Violation Number	Not Used	--	--	--
91	Offense Committed on Parole	Not Used	--	--	--
92	Date Warrant Issued	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
93	Warrant Disposition Date	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
94	Warrant Disposition Code	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
95-114	Preliminary, Initial, Violation, and Continued Hearing Data	Not Used	--	--	--
	Multiple Data Flag	Not Used	--	--	--
	Next Eligibility Date	Not Used	--		--
	Last Hearing Date	Not Used	--	--	--
	Last Hearing Disposition	Not Used	--	--	--
	Last Hearing Case Number	Not Used	--	--	--
120	Number of Days Under Parole Supervision	Not Used	--	--	--
121	Degree of Supervision	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
122	Number of Times Paroled During Current Incarceration	Face Sheet	all	all	machine calculation
123	Parole Officer No.	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
124	Inactive Supervision Dt.	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
125	Employment Upon Release	Not Used	--	--	--
126	Hourly Wage Upon Release	Not Used	--	--	--
127	Date of Last Interview	Not Used	--	--	--
128	Date Paroled	Calculated on Field 152 (Date of Transfer)	all	all	OADP-Jail OADP-"H" Street
129	Pre-Parole Date	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
130	Date Plan Due	Inter-Institutional Transfer Order	OADP-"H" Street	all	all--through TPD-PARL
131	Not Used	Not Used	--	--	--
132	Date of Last Update	Internal Record Batch Update	--	--	--
133	Date of Release	Jail-court information jacket data	OADP-Jail	all	OADP-Jail
		OADP-Transfer Order	OADP-"H" Street	all	OADP-"H" Street
134	Short Term Date	Sentence Computation (Face Sheet)	OADP-Jail	all	all terminals (between 7:30 a.m.-5:30 p.m.)

Table 2

PAROLE BOARD INFORMATION REQUIREMENTS AT POINTS OF DECISION (ADULTS)

Point of Decision	Information Requirements
Initial Parole Hearing	Court Pre-Sentence Report Pre-Parole Progress Report (evaluation reports) Letters of Recommendation
Board Case Review	Court Pre-Sentence Report Pre-Parole Progress Report (evaluation reports) Change of Status or Information Update
Board Rehearing	Court Pre-Sentence Report Pre-Parole Progress Report (updated)
Rescind Effective Parole Date	Report on Violation Attitude and Adjustment Report
Board Violation Hearing (for CCC Violation)	Report on Violation Attitude and Adjustment Report Arrest Information (if arrested) Other Relevant Violation Information
Continued for Further Information	Arrest Information Bond or Detainer Information Any Change in Status
Parole Violation Review	Parole Progress Report Participation in Programs Violation Information (face sheet)
Warrant Not Issued; Continued Under Active Supervision	Disposition Information From Court
Warrant Issued (Detainer or Execute)	Disposition Information From Court Sentence of Court Warrant Packet
Board Review of Detainer Review	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court
Detainer Review and Report to Board	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court Warrant Packet
Revocation Hearing (Detainer Executed)	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court Warrant Packet
Revocation Hearing (Warrant Executed)	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court Warrant Packet
Board Rehearing	Pre-Parole Progress Report Summary of Revocation Hearing
Board Orders Inactive Supervision	Parole Supervision Report and Recommendations
Inactive to Active Supervision	Parole Supervision Report and Recommendations

Table 3

PAROLE BOARD INFORMATION REQUIREMENTS AT POINTS OF DECISION (YCA)

Point of Decision	Information Requirements
Recommendations [5010(e)]	5010(e) Study Report and Recommendations
Initial Parole Hearing	Court Pre-Sentence Report 5010(e) Report and Recommendations Classification and Progress Report
Parole Board Hearing	Court Pre-Sentence Report 5010(e) Evaluation Report Classification and Progress Report Summary of Hearing Examiner's Initial Hearing
Institutional Review Hearing (IRH)	Court Pre-Sentence Report 5010(e) Evaluation Report Classification and Progress Report Pre-Parole Progress Report (update) Institutional Staff Recommendations
Parole Violation Review	Parole Progress Report Participation in Programs Violation Information (face sheet)
Board Violation Hearing (for CCC Violation)	Report on Violation Attitude and Adjustment Report Arrest Information (if arrested) Other Relevant Violation Information
Warrant Not Issued; Continued Under Active Supervision	Disposition Information From Court
Warrant Issued (Detainer or Execute)	Disposition Information From Court Sentence of Court Warrant Packet
Revocation Hearing (Warrant Executed)	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court
Board Review of Detainer Review	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court
Detainer Review and Report to Board	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court Warrant Packet
Revocation Hearing (Detainer Executed)	Hearing Examiner's Summary and Recommendations Disposition Information From Court Sentence of Court Warrant Packet
Board Rehearing	Pre-Parole Progress Report Summary of Revocation Hearing
Board Orders Inactive Supervision	Parole Supervision Report and Recommendations
Inactive to Active Supervision	Parole Supervision Report and Recommendations

SECTION IX. COMPREHENSIVE DATA SYSTEM

In June 1972, the District of Columbia submitted its "Action Plan for the Development of a Comprehensive Criminal Justice Data System. In the Plan, it was stated that the basic organizational philosophy was that each criminal justice agency; i.e., the police, courts, prosecutor and corrections, would maintain responsibility for the operation of their systems.

The Office of Crime Analysis which is a division within the "state planning agency," the Office of Criminal Justice Plans and Analysis, is responsible for insuring that the necessary design modifications are implemented and for the continuing development of crime statistics. Such an approach enables each criminal justice agency to maintain its own organizational entity while at the same time providing the capability to collect data an' develop crime statistics for the entire criminal justice system in the District of Columbia.

STATISTICAL ANALYSIS CENTER

The Office of Crime Analysis, with the assistance of a grant from Law Enforcement Assistance Administration, has established a Statistical Analysis Center (SAC) which also will provide technical assistance to the District's criminal justice agencies. The objectives of the Statistical Analysis Center are:

    °   To provide a central location for the dissemination of statistics
        related to the criminal justice system;

    °   To provide technical resources required to analyze crime and
        crime-related programs;

° To provide general coordination of the entire compre-

hensive data system effort; and

° To provide a source of funds and technical assistance to

criminal justice operating agencies to be used in develop-

ing the components of the comprehensive data system.

After some initial delays in start-up, the Statistical Analysis
Center has been operational for slightly less than one year. Among
the activities planned or implemented during this time are:

1. Development, production, and dissemination of statistical reports
which are reliable and reflect a comprehensive view of the District's
crime patterns. In reaching this objective, the SAC will conduct
an analysis of existing and proposed reports of agencies, including

a) compilation of existing reports produced by line agencies.

b) compilation of other significant statistical crime reports
generated in the city.

c) review of the Quarterly Statistics Report (QSR) with recom-
mendations for upgrading and revision.

d) review and monitoring of relevant research activities which
concern the status of crime in the city, e.g., Bureau of
Social Science Research, Council of Governments, Urban
Institute, etc.

e) Production of a semi-annual crime statistics report for the
1st six months of 1975.

2. Pursue the further development of the CDS program, including

a) general coordination of information system development.

b) provide technical assistance through in-house SAC staff
and outside expertise when necessary.

c) apply for funding support of the MASS, UCR, and T/A components.

d) revise and update the Master Plan for Criminal Justice
Information Systems for 1976.

e) play a principal role in the development and implementation of the OBTS/CCH systems.

Since the OBTS/CCH system is being looked upon as the prospective focal point for systems and statistics coordination, the SAC staff will be heavily invested in efforts designed to bring these systems to fruition.

3. Review of the general concept of privacy and its impact upon the criminal justice system. The SAC will:

a) review and maintain current awareness of existing or proposed legislation relating to this issue.

b) produce issue papers summarizing the background and salient points, especially with respect to the local criminal justice community.

c) initiate OCJPA staff briefings on privacy and security.

d) conduct a privacy seminar consisting of leading line agency personnel who are impacted by this issue

e) if designated by the Chief Executive, assume responsibility for the development of the privacy plan for the District of Columbia which fulfills Department of Justice guidelines promulgated May 19, 1975.

f) coordinate the development of the Privacy Plan with the development of the OBTS/CCH systems.

4. Provide support services to OCJPA staff, including

a) data resources for specially designed research studies emanating from OCA.

b) the Planning Division and Standards and Goals staffs with information and technical assistance pertinent to their objectives.

c) data resources for project evaluation or issue analysis.

5. Undertake projects which relate to the general area of systems and statistics:

a) pursue the development of a PHILJIM data base, a modeling system designed to produce OBTS-like outputs.

b) initiate a study of the relationship between unemployment and crime.

c) develop a reporting system designed to monitor the association between crime and addiction. The measures include

    1) Number of overdose deaths
    2) Drug treatment programs population figures
    3) Quality of street heroin
    4) Urinanalysis results at Superior Court.

d) conduct preliminary investigations into data area vital to OBTS/CCH development, e.g., unique identifiers, uniformity of data elements, etc.

e) provide technical assistance and support to streamlining the data collection and reporting system of the Parole Board.

6. Prepare a system analysis and design of the District's juvenile justice data systems, with emphasis upon developing mechanisms for reporting juvenile crime statistics.

7. Develop an information service function within SAC which will consist of:

a) publication of monthly newsletter which highlights activities of the District's criminal justice community.

b) compilation of resources which bear on statistics and information systems, e.g., significant statistical studeis, computer documentation, bibliographics index of criminal justice systems, etc.

c) convening the research staff of the line agencies for periodic meetings to discuss and exchange ideas. A Research Council is being pursued composed of criminal justice Researchers in the District of Columbia which will address the quality of outputs produced by the OBTS/CCH system.

8. Special mention should be given to the role of SAC efforts to move the OBTS/CCH application through the LEAA grant process. The grant application was submitted on Feb. 1, 1975, and the LEAA review required that additional specifications describing the system be submitted. This additional effort entailed both a substantial systems work effort and renegotiation of funding requirements with the line agencies. The OBTS/CCH grant award was made on June 30, 1975.

UNIFORM CRIME REPORTS

The development of the Uniform Crime Reports will continue to be the responsibility

of the Metropolitan Police Department. The Office of Crime Analysis, Office of

Criminal Justice Plans and Analysis, will assist the Metropolitan Police Depart-

ment in instituting and following the reporting standards established by the

Federal Bureau of Investigation and the International Association of Chiefs of

Police for national crime reporting.

Determination is yet to be made as to whether additional funds will be needed to

improve reporting for UCR.

MANAGEMENT AND ADMINISTRATIVE STATISTICS SYSTEM

One of the major difficulties confronting City administrators is the lack of

accurate information on the costs to operate activities within criminal justice

agencies specifically related to law enforcement, the administration of justice,

and corrections. While it is possible to identify operating costs for each
criminal justice agency, it is not possible to segregate costs for criminal and
non-criminal activities. The lack of this type of information results in agency
and city administrators not being able to relate the expenditures of funds to
crime reduction, improvements in case processing, handling incarcerated individuals,
etc.

The initial problem to be addressed deals with determining the feasibility and
long-term costs of implementing a management and administrative statistics system
(MASS). In general, feasibility will be based on the ability of each criminal
justice agency to adopt the procedures inherent in such a system and the ability
of the District of Columbia to effectively respond to Federal requirements for
financial data.

As indicated above, the District of Columbia plans to study the feasibility of
developing and implementing a Management and Administrative Statistics System
as part of the activity of the SAC.

The goals are described below in two basic areas: The first area deals with the
potential long-range goals, assuming that feasibility of implementing a management
and administrative statistics system is proven. The second set of goals deals
with the aims outlined below.

That there is a need for accurate and meaningful cost information cannot be
questioned. The availability of such information can provide a significant
improvement in law enforcement, administration of justice, and/or corrections
activities. In order to obtain this information, existing accounting systems must
be significantly improved. In essence, the accounting systems must enable local
and national criminal justice system administrators to identify detailed areas in
which tax payers' funds have been expended in an effort to reduce crime. Such a

capability is essential to identifying (or at least estimating) the potential impact of changes in the expenditure pattern in future years. The current decision-making process relies primarily on educated judgment as opposed to benefiting from factual data that has been developed from an operating accounting system.

Within the District of Columbia, the decision to expend monies in specific areas related to the reduction of crime is based upon the assumption that the particular activity to be funded or expanded, will result in a reduction of crime. There is currently under development an increased capability to ascertain whether new or expanded activities have actually contributed to a reduction in crime. However, even with this capability, the City's Government is unable to ascertain the specific costs related to achieving a particular level of crime reduction. The development of a management and administrative statistics system will go a long way toward providing this capability.

Such a system as contemplated will have wide-spread impact on the entire organization of the government. While it is possible to tentatively identify some of those impacts, it would not be propitious for the government to proceed with a full-scale implementation effort until assuring itself that the problems associated with such an implementation can be effectively resolved. Due to this fact, the District of Columbia Government will be proposing a twelve-month effort which will result in the achievement of two primary goals: 1) the determination of whether or not it is feasible to develop such a system and 2) development of a general system description with the associated cost estimates for detailed design, implementation and future year operating costs.
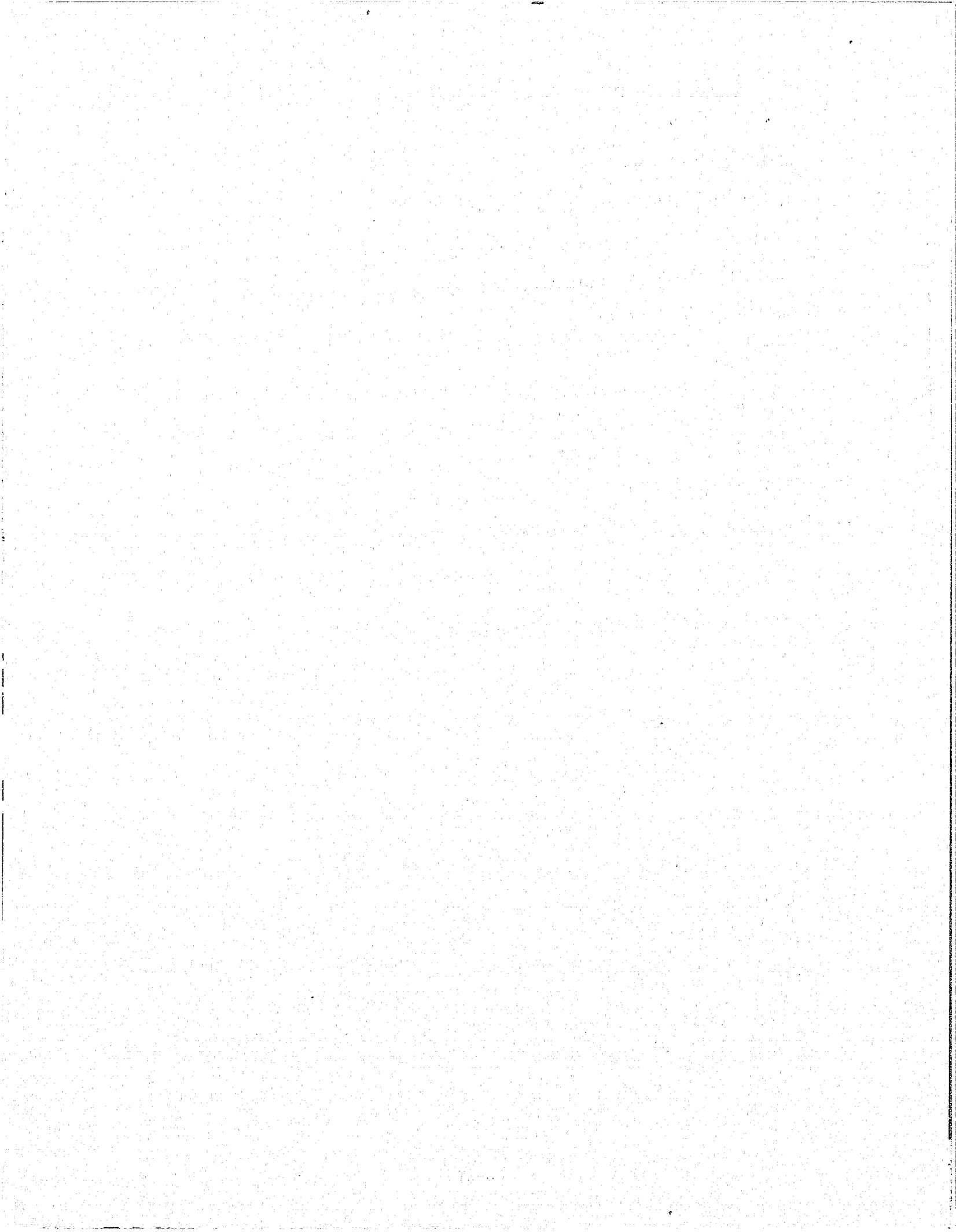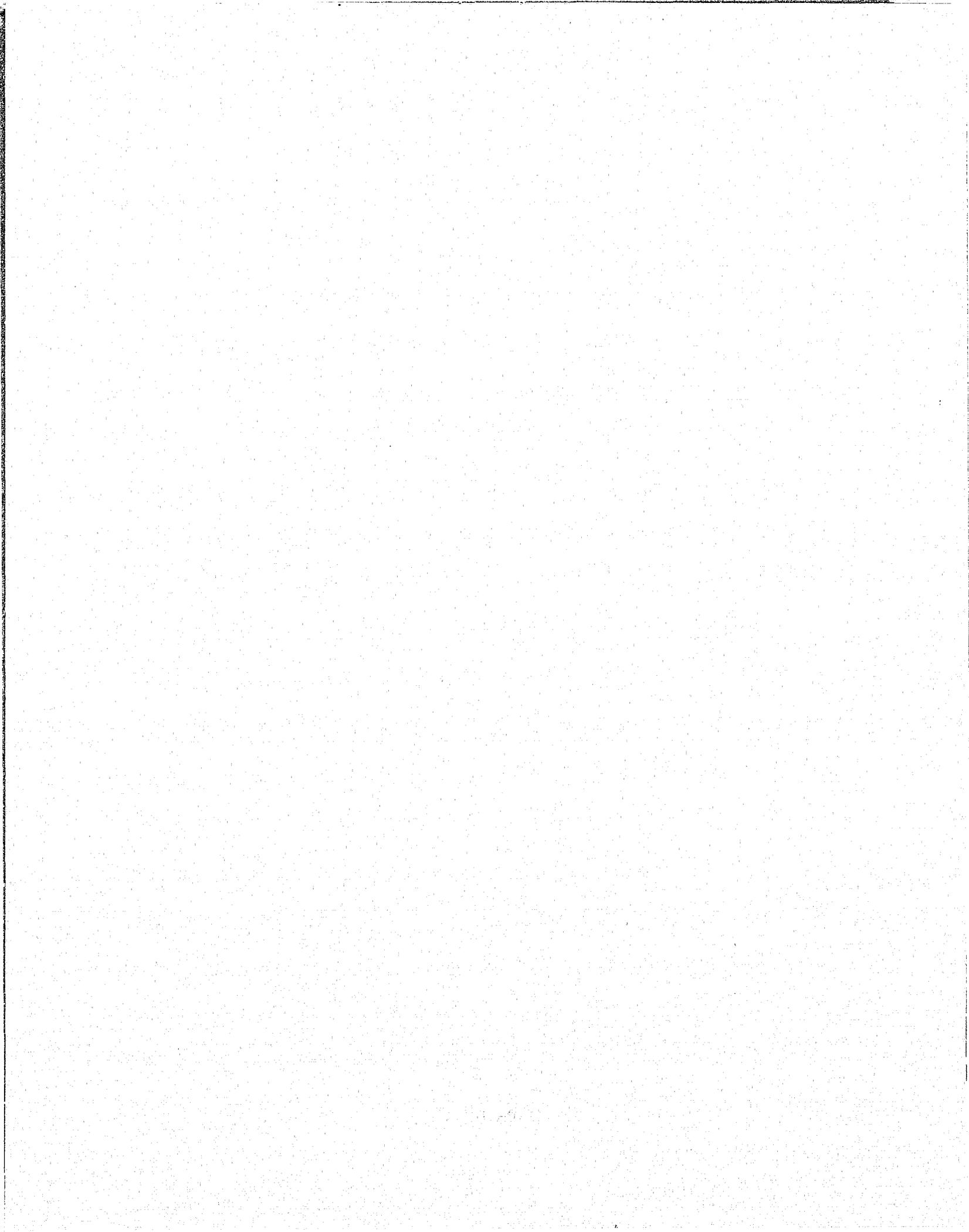
CARL D. COLEMAN, CHAIRMAN
H. ALBION FERRELL, VICE CHAIRMAN
JOSEPH H. CROSS, MEMBER
EARLE W. SIKLEY, PAROLE EXECUTIVE
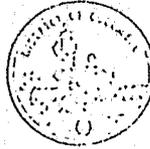
February 3, 1975

Mr. James M. Etheridge
Director, Office of Crime Analysis
1329 E Street, N.W.
Washington, D.C.   20004

Dear Mr. Etheridge:

This letter is in response to your request for a declaration of intent regarding the cooperation of the District of Columbia Parole Board in the Comprehensive Data Systems (CDS) program.

Due to the lack of resources, offender data on parole dispositions are not available in computerized form to the District's criminal justice information system.   The Parole Board is receptive to the CDS plans to integrate and coordinate the data collection efforts of each criminal justice agency in the city.   The intention, as we understand it, is to have each agency provide selective information which reflects the status of each offender at any stage of the criminal justice process.

This agency is in agreement with the significance and purpose of this effort and intends to lend its full support to its implementation.

                              Sincerely,
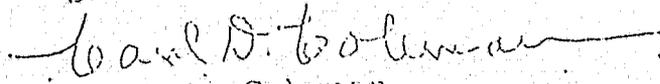
                              Carl D. Coleman
                              Chairman

CDC/sds
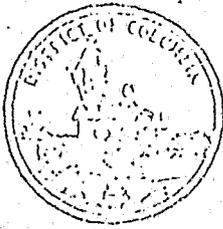
DEPARTMENT OF CORRECTIONS
Suite 1111
614 H Street, N.W.
Washington, D.C. 20001

January 24, 1975

Office of The Director

Mr. James M. Etheridge
Director
Office of Crime Analysis
1329 E Street, N. W.
Suite 200
Washington, D. C.   20004

Dear Mr. Etheridge:

This letter addresses the participation of the Department
of Corrections in the Comprehensive Data System (CDS)
plans for the development of a criminal justice information
system in the District of Columbia.

It is our understanding that the Office of Criminal
Justice Plans and Analysis, as part of its CDS plan, is
preparing a grant application to the Law Enforcement
Assistance Administration (LEAA) for beginning funding of
the Computerized Criminal History (CCH) and Offender-Based
Transaction Statistics (OBTS) systems. Part of that
effort entails upgrading the tracking and retrieval of
computerized information on offenders under the juris-
diction of the Department of Corrections, especially those
offenders released to the community, e.g., on furloughs,
work release, etc. For its part, this Department is
expected to submit data to these systems as part of the
CDS effort to improve the coordination between information
systems in the District's criminal justice community and
the quality of information available on all offenders.

This department is in agreement with these objectives and
will participate in there development.

Sincerely,
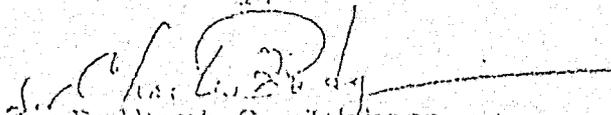
Delbert C. Jackson
Director

ADDRESS REPLY TO:
UNITED STATES ATTORNEY,
ROOM 5156-C
UNITED STATES COURT HOUSE BUILDING
3RD AND CONSTITUTION AVENUE N.W.

January 29, 1975

IN REPLY, PLEASE REFER TO
INITIALS AND NUMBER

Mr. Benjamin Renshaw
Director
Office of Criminal Justice
   Plans and Analysis
1329 E Street, N. W.
Room 516
Washington, D. C. 20004

Dear Mr. Renshaw:

       I am writing to you regarding the participation
of this Office in the Comprehensive Data System (CDS)
program of the District of Columbia.

       It is my understanding that the District of Columbia
Office of Criminal Justice Plans and Analysis is proposing
to seek funds from the United States Law Enforcement
Assistance Administration (LEAA) for implementation of
the CDS program in the District of Columbia. Under the
CDS program, LEAA hopes to develop in each state and the
District of Columbia a specific set of criminal data
system capabilities, including principally a computerized
criminal history system and a system for the statistical
tracking and analysis of offenders as they pass through
the criminal justice system from arrest through corrections.
I realize that the automated PROMIS (Prosecutor's Manage-
ment Information System) files of our Office constitute an
important cog in the District of Columbia CDS program for
two reasons: the ability to automatically update the com-
puterized criminal history arrest files with final disposi-
tion data, and the ability to furnish statistical data on
what happens to U. S. criminal matters in both the District
of Columbia Superior Court and the United States District
Court between arrest by police and incarceration by cor-
rections.   It is envisioned under the District of Columbia
CDS program that all principal components of the District
of Columbia criminal justice system including the police,
the D. C. and U. S. Courts, and the District of Columbia
Corrections Department will contribute data from their
internal automated files to the CDS program.

It is my understanding that the United States Attorney's Office, and the other principal agencies, must make some specific commitments with regard to participation in CDS in order for the District of Columbia Office of Criminal Justice Plans and Analysis to receive LEAA approval and funding for its CDS implementation plan. The commitments by this Office are, on the one hand, to furnish from its PROMIS files final disposition data for police arrest records (the planned computerized criminal history system) and statistical data for the offender tracking system, and, on the other hand, to update our automated PROMIS files to fully accommodate the CDS data requirements. The upgrading will be accomplished by installing in both the D. C. Superior Court and the U. S. District Court components of our Office the new ANSI/COBOL (American National Standards Institute, Common Business Oriented Language) version of PROMIS which is said to be in 100% compliance with the CDS program data standards. I assume that District of Columbia funds will be available for the additional systems development work to be performed to generate transactions from PROMIS for the offender tracking system.

The United States Attorney's Office supports the objectives of the CDS program, and pledges its cooperation in furnishing the required criminal data consistent with the security and privacy requirements of accused persons and of victims and witnesses. Furthermore, the United States Attorney's Office intends to install the new version of PROMIS both to comply with CDS requirements and to satisfy its own internal needs and objectives.

Sincerely,
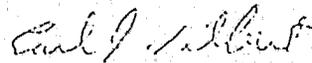
EARL J. SILBERT
United States Attorney

Harold H. Greene
    Chief Judge

December 29, 1972

Mr. Geoffrey A. Corbett
Office of Crime Analysis
1329 E Street, N. W.
Washington, D. C. 20004

Dear Mr. Corbett:

This letter is in response to your letter of November 28, 1972, in which you enclose a proposed draft of the Articles of Agreement for the Comprehensive Criminal Justice Data System.

I am unable to sign the Articles of Agreement, not because I disagree with specific items contained therein, but because I do not believe that it is in accordance with the principles of separation of powers for executive and judicial agencies to enter into formalized agreements for the provision of information.

As I have indicated previously, the Superior Court is willing to participate in the cooperative exchange of information with agencies of the Executive Branch and the Court is willing to provide the information suggested in the proposed Criminal Justice System Report recommended by the Research and Information Systems Subcommittee of the Criminal Justice Coordinating Board. We are not, as I have previously indicated, able to provide information concerning the actions of specific judges in the handling of cases. Additionally, it is impossible to provide the information you requested as to the reasons for continuing cases.

In agreeing to provide this information I would emphasize that the Court intends to participate only in an exchange of information for the benefit of the local criminal justice system, and is not interested in participating in any national information gathering effort. Indeed, I am skeptical of the constitutional validity of court participation in the development of national criminal history files. I would also insist that the results of any analysis of the information submitted to you by the Superior Court be presented to me for approval or disapproval prior to any public release. Finally, the Court preserves its right to withdraw from

this information exchange program at any time, in the event the above conditions are not complied with.

I hope that this letter of intent will provide you with a basis for moving ahead with the development of a comprehensive criminal justice system report.

Sincerely,
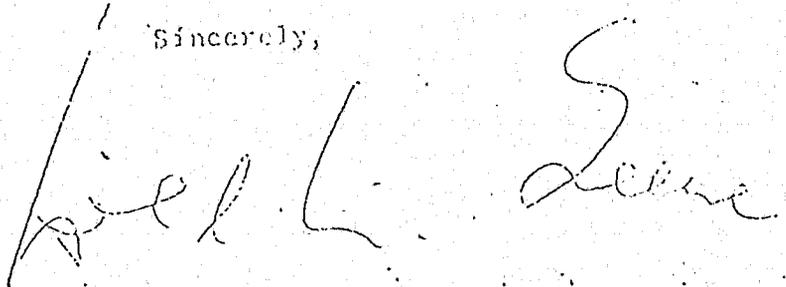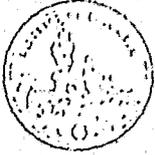
JAN 2 7 1975

Mr. James H. Etheridge, Director
Office of Crime Analysis
Office of Criminal Justice Plans
   and Analysis
1329 E Street, N.W., Suite 200
Washington, D. C. 20004

Dear Mr. Etheridge:

In response to your letter of January 23, 1975, regarding the
future development of criminal justice information systems in
the District of Columbia, this is to inform you of our intention
to participate in the LEAA Comprehensive Data System (CDS)
program.

As you know, the Metropolitan Police Department, with LEAA support,
has kept pace with the latest technological innovations in the
field of criminal justice. As part of this continuing effort, we
understand that our participation is requested in the development
of Computerized Criminal History (CCH) and Offender-Based
Transaction Statistics (OBTS) systems.

According to our discussions, it is anticipated that these systems
will be resident on the computer facilities operated by the
Metropolitan Police Department. From the standpoint of system
efficiency, data security, savings to the District Government,
and the fact that these two systems are closely interrelated,
we concur in this approach and will work with your staff in the
development of the systems once the grant activity begins.

It is understood that the OBTS system involves submission of data
from various components of the District of Columbia's criminal
justice system and that the overall role of coordination and
monitoring of the OBTS system will rest with the Office of Crime
Analysis (OCA) within your office. It is further understood
that the responsibility for the Computerized Criminal History
(CCH) system will rest with this Department.

The Metropolitan Police Department endorses the objectives of the CDS program according to the LEAA guidelines and reaffirms its intention to participate in the development of the CCH and OBTS systems.

Sincerely,
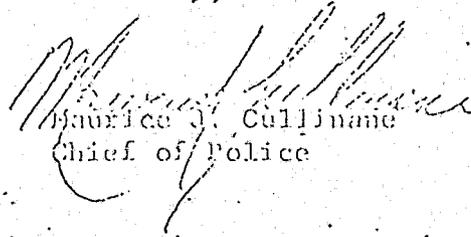
Maurice J. Cullinane
Chief of Police

Executive Committee
HONORABLE SPOTTSWOOD W. ROBINSON, III
HONORABLE JOHN H. PRATT
HONORABLE AUSTIN L. FICKLING
HONORABLE HAROLD H. GREENE
DAVID J. McCARTHY, Jr., Esquire

BRUCE D. BEAUDIN
DIRECTOR

JOHN A. CARVER
DEPUTY DIRECTOR
727-2911

January 24, 1975

Mr. James M. Etheridge
Director
Office of Crime Analysis
1329 E Street, N. W.
Washington, D. C.   20004

Dear Mr. Etheridge:

We understand that the Office of Criminal
Justice Plans and Analysis, in its efforts to
advance the Comprehensive Data System (CDS) plans
for the District of Columbia, is submitting a
grant application to the Law Enforcement Assistance
Administration (LEAA) for the development of the
Computerized Criminal History (CCH) and Offender
Based Transaction Statistics (OBTS) systems.

Please be advised that the Bail Agency supports
these efforts and expresses its intent to partici-
pate in the development of the above systems.

Yours truly,

Bruce D. Beaudin

I. GOALS

OBTS will provide agencies in the criminal justice system with the capability to identify individual offenders at each major step of the criminal justice process. The use of a common identification scheme within each agency will enable procedures to insure that data on individuals being transferred from one agency's records keeping system to another will be entered in an accurate and timely manner, in effect serving as a link between the independent information systems operated by components of Washington's Criminal Justice System.

Given these system characteristics, OBTS can accomplish dual objectives utilizing the same source data. The first objective is to increase capabilities of each agency in support of operational needs. The second objective is the development of accurate statistics which reflects the operation of the District's criminal justice system. The latter objective focuses on the individual offender tracking his processing from point of entry in the criminal justice system to point of exit.

While the District of Columbia has made significant strides in developing automated tracking systems, there is some disparity between the capabilities of various criminal justice operating agencies. The resources made available through this grant will enable the District to reduce or eliminate these disparities, as well as providing each agency with information on its effectiveness in processing offenders within the context of the entire criminal justice system.

Essential to any management process are valid data which accurately quantifies the activities of the system or process to be managed. The main impact of this project will be to provide more accurate readily accessible data related to one of the major requirement of each criminal justice agency, i.e., identifying individual offenders. From this, we envision improvement in the following areas within Washington's Criminal Justice System:

Criminal Justice Planning:

Integral to the planning process for a system is a traceable flow, perferably one that can be readily quantified at decision points throughtout the system. This is not presently available from Washington's Criminal Justice System. However, with the required linkages between the existing data information system called for by the Offender Based Transaction System (OBTS), the output of one agency and the input to the follow-up agency will become a "Transaction" within the offender based transaction file, one that will be quantified. Viewing the OBTS system as a planning model, it becomes an effective tool for understanding the criminal justice system. The model should provide insight into the concerns, ideals, and even expediencies which interact within the criminal justice system. These can be viewed differently at different decision points. For example, plea bargaining may be practiced by the prosecution to, in part, expedite the criminal justice process, while judges in the courts are granting numerous continuances in the interest of a fair trial, but at the expense of possibly increasing the backlog of cases.

The ability of each agency involved in the process to view the whole

system in its entirety is vital to understanding the impact of its activities

on the total system. As a result, the agencies can better plan improvements

which take into consideration the whole system, not just their own area of

responsibility.

Also, when action is taken toward the improvement of some segment or operation

within the criminal justice system, well conceived statistical reports (period-

ically produced) will identify areas where additional effort will be most

productive. The offender based transaction data base will be designed to

assure the highest flexibility for data aggregation.

The operation of the criminal justice system can be reviewed from many

perspectives. The capability to do this is essential. Because our data base

will be formatted in four dimensions–event, offender, agency, and process-

statistics can be generated using one or more dimensions as an index. This

data will be useful for a variety of operations and support decisions such

as resource and facilities planning, budget justification, administrative

reviews, etc.

System Evaluation

Evaluation is another essential step in the process of system management.

With new program alternatives identified and available funds to study and

test them, agencies are seeking a more sophisticated approach to manage

decision making in the area of program evaluation; both in choosing the

programs to pursue and in evaluating selected programs in process. In program effectiveness evaluation, cost benefit analysis is of primary concern. The practice of gathering system cost has been assisted by the use of program budgeting; the "benefit" phase of analysis can be improved through the arrays of statistical data which are the produce of the Offender Base Transaction System.

Systems Monitoring:

Improved program monitoring should result from implementation of the Offender Based Transaction System. Probation provides an illustration. The supervisory probation officer is faced with choosing among a large number of potential forms of community-based supervision. Halfway houses, group counseling, family counseling, and individual treatment. Data to support his choice are needed. Once a particular program is chosen, the manager needs a way of measuring its success with respect to whatever measures are selected. (Such as recidivism in various offender classes subjected to the program.)

Criminal Justice System Quality Control

As data are made available to fully describe the various criminal justice processes and their outcomes, normative statistics will be generated routinely to elect the point at which these processes are outside of acceptable data parameters. For instance, the assignment of a certain class of offender to particular programs assumes the attainment of certain results. The OBTS system will alert program and agency administration to sudden shifts in results so that they can uncover reasons and restructure activities.

Criminal Justice System Research:

Research is yet another area which will benefit from the data generated by the Offender Based Transaction System. The OBTS will provide a structured data base which lends itself to aggregation in a variety of ways. It offers the researcher capability to perform multi-dimensional analyses involving offenders, crimes, etc. and other groupings. It will also reduce the lengthy delays which attend the data gathering phases of many research efforts.

OBTS System Requirements

An OBTS application, if it is to be successful, must meet seven basic system requirements.

(1) Linkage - Since the information in an OBTS file contains the identity of individuals, unique identifiers used in concert must exist in order to trace offenders through stages of the criminal justice system.

(2) Compatibility - Two levels of compatibility are necessary in an OBTS system. Since multiple agencies are involved in the collection and submission of data, there are general requirements for some degree of computer compatibility. This is especially true of computer-to-computer interfaces. A second level of compatibility lies in data elements, where there are basic requirements for format agreements, consistency and uniformity of use, etc.

(3) Coordination - An OBTS system is a vastly complex system which monitors a very complex process - the administration of criminal justice. In order to track offenders, the various inputs and outputs of separate agencies must be synchronized to achieve operational utility.

(4) Timeliness - This system demands that status changes and update information be submitted within close proximity of the event occuring. The lack of timeliness is a serious threat to file integrity.

(5) Quality Control - The fact that an OBTS system collects data from different organizations in the criminal justice system requires that information passage be closely screened and edited.

(6) Security and Privacy - An OBTS file is generally an administrative record system, and therefore, it is subject to stringent measures protective of individual rights.

(7) User Consent - An OBTS system requires the full approval and understanding of the participating agencies, officials and impacted groups who are the beneficiaries of the system.

(8) Organizational Integrity - While the OBTS concept takes a holistic over-sight approach to the criminal justice system, a valid system can only be built by the design, in theory, and treatment, in practice, of each agency as independent and distinct entities.

OBTS In The District of Columbia Setting

The OBTS concept stresses agency interrelationships and common goals in its approach to improving the criminal justice system. This attempt at integration has met with difficulty in some states for legal, political, and systems reasons.

The District environment, in contrast, offers many advantages which can fit well into the mold of fashioning an OBTS system. First, unlike other states where there is an imposing network of criminal justice agencies and multi-plicity of jurisdictions, the District, in this case, is blessed with geographic concentration that sharply constricts the magnitude of an OBTS developmental effort. The District is treated as a state in the LEAA program.

Second, the District as a whole ranks among the most advanced of criminal justice systems in the country. The development of an OBTS system would further strengthen the city's reputation as a progressive innovator in criminal justice.

Third, the close relationship between the Office of Criminal Justice Plans and Analysis (OCJPA) and the operating agencies would suggest that the structure exists for the necessary coordination to implement an OBTS system. The Office of Crime Analysis (OCA), a division of OCJPA which has responsibility for the Comprehensive Data System (CDS) effort, of which OBTS is a part, works under the umbrella of the OCJPA and the Mayor's Criminal Justice Coordinating Board, and coordinates its functions with its parent agency.

The development of an OBTS system would have a significant impact on the operational capability and efficiency of line criminal justice agencies. From the standpoint of operations, the impact would be of two kinds. On the one hand, the information handling capability of some agencies will be dramatically altered. The Bail agency files, e.g., would convert from its manual system to immediate entry of information into computer files, with considerable savings in resources and greater information turnaround. The Parole Board would also be modernized to feed data into the Department of Corrections computer. When accomplished, these two inputs would close a significant information gap in the criminal justice system. On the other hand, some systems would be markedly enhanced. The addition of a CCH system to the array of existing police information systems is one example. Undoubtedly, the tracking of offenders released to the community would also be upgraded.

Any thoughtful approach to the implementation of an OBTS system takes into account the status of the existing systems environment. The local level of computer sophistication argues for an approach based upon system integration rather than system upheaval. Essentially, no major redesign of an existing

criminal justice system is necessary to launch an OBTS system. Rather, one of the major impacts of an OBTS system in the District would be the development of interfaces which takes advantage of existing operations. Nor is any shifting of computer hardware anticipated. Each component of the criminal justice system - police, prosecution, courts, and corrections - would be treated as autonomous units, both on an administrative basis and a record-keeping basis.

In the latter case, the OBTS file would be structured in segments, such that the record of any offender contains an arrest section, prosecution section, etc. Each segment is updated as the agency of jurisdiction produces information indicative of an offender's standing or final status at that moment in the system. This approach is consistent with the attempt to perserve the organizational integrity of each criminal justice component.

Two major information handling techniques would be utilized in processing OBTS data:

(1) extraction and (2) cross-file verification. Extraction refers to selecting data from each individual agency information system, e.g., Bail Agency, PROMIS, CRISYS, and inputting this data into the OBTS file. It is important to note that the integrity of existing systems would not be disrupted by such an arrangement; in fact, the task may be greatly simplified by developing internal software that would minimize system intervention. Cross-file verification refers to building methods of insuring that the data submitted by one agency is consistent with that data submitted by another agency. Thus, when an offender passes from the court to the correctional system, essential information from the intaking agency is compared and validated against the receiving agency,

in this case, corrections.

One of the cornerstones to the effective running of an OBTS system is the activity relating to quality control of information. The purpose of quality control, of course, is to build file integrity, that is, to construct and maintain a data base which stores and processes reliable and valid information for system users.

In addition to the technique of cross-file verification, other familiar techniques which serve the purpose of quality control are: computer edit programs, exception processing, purging, etc. In an OBTS system environment, two of the general system requirements which are especially important for quality control are timeliness and coordination. Since each criminal justice agency maintains an internal order consistent with its goals, the challenge of an OBTS system is to devise timely and coordinated flows of information which meet its functions while not disrupting effective ongoing procedures in operational criminal justice agencies.

The responsibility for maintaining quality control is central to the successful functioning of an OBTS system. Since OBTS encompasses all agencies, each agency should and would vouch for the reliability of its contributing part. A problem arises when a contributing organization assumes the responsibility for the information submitted by other agencies. In this situation the dual role created by one organization being, at once, system custodian and system contributor may be inconsistent with the concept of organizational integrity. In recognition of this issue, the 1966 Report of the President's Commission On Crime In The District of Columbia stated:

"The Commission recommends that a central Bureau of Criminal Statistics be established within the District of Columbia Government. We believe, however, that the proposed bureau in the District should be independent of all existing law enforcement agencies: (1) The Bureau must collect data from a number of equal and independent agencies (2) the Bureau will process data for, and assume some functions of, several agencies and correlate reports of all law enforcement agencies; and (3) since the envisioned Bureau will have some authority applicable to each of the reporting agencies, it seems preferable to create a new agency rather than to elevate any one to a predominant position over the others."[2]

Primarily from an economic point of view, it is sometimes thought that the OBTS file should be located in an operational criminal justice agency. It is often less costly, in terms of computer and personnel dollars, to build an OBTS system within the framework of an existing criminal justice system and utilize personnel long familiar with the problems of handling information relating to criminal justice. In such an arrangement, a further advantage is that the implementation of security and privacy safeguards are automatically extended from existing agency regulations.

Any development of an OBTS system must contend with these competing principles: the practical benefits, on the one hand, of building an OBTS file in a functional criminal justice environment, and the notion, on the other hand, that each participating agency in an OBTS system must be acknowledged as independent, discrete entities.

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[2] Report Of The President's Commission On Crime In The District of Columbia, U.S. Government Printing Office, Washington, D.C., 1966, p. 359-60.

General Summary

The foregoing discussion attempted to highlight the chief requirements and
central issues involved in the development of an OBTS system. Clearly, no
one OBTS system exists, applicable to all states or total criminal justice
needs. An OBTS system application must be rooted in the environment that is
the reason for its being and in the call for the improvements and modifica-
tions it is intended to bring about.

Appropriately, the following recommendations form the baseline from which
the OBTS system in the District setting may be developed into a viable
criminal justice tool.

Recommendation #1 - Since the OBTS concept is system-oriented, the District
application to LEAA should emphasize those areas which will improve the
quality of information for the District criminal justice system as a whole.
The principal capability that an OBTS system would bring, of course, is the
ability to track offenders through the various stages of the criminal
justice process. Priority would be given to those areas of the system where
tracking information needs improvements. Criminal histories file, of course,
would be implemented. Several other areas may be parole board dispositions, com-
puterization of bail agency information, and offenders released to the
community, including probationers, furloughs, and halfway house participants.

Recommendation #2 - The application for LEAA funding is considered to be a joint effort in the concurrent development of Computerized Criminal History (CCH) and OBTS systems. There is some overlap in these systems and LEAA has traditionally treated them as joint projects. The development of both systems should be designed and coordinated to avoid duplication of effort and unnecessary use of resources. Additionally, the two systems should complement one another whenever possible while serving their own ends.

Recommendation #3 - The data base for the CCH and OBTS systems should be located on the computer system of the Metropolitan Police Department (MPD). (See Exhibit 1). The CCH program, for obvious reasons, has been the province of the law enforcement agencies. By placing the OBTS file on the same computer system, several advantages accrue: (1) coordination between CCH and OBTS files are maximized; (2) it is cost-effective, since computer hardware and software start-up costs are minimized; (3) and computer security and privacy is enhanced.

Recommendation #4 - The responsibility for the development, management, coordination, and quality control of the OBTS system should rest with the OCJPA and, within it, OCA. Normally, the OBTS file is maintained at the state-level agency in an oversight posture receiving data from various local and regional agencies. In the District's "city-state" environment, the OCA is

EXHIBIT III. CBTS/CCH GENERAL SYSTEMS FLOW

YPD

Bail Agency

CORRECTIONS
| Institutions | Community Corrections | Parole |

PROBATION SYSTEM

YPD Computer Facility

CBTS/CCH File

YPD Data Base

Bail Agency Data Base

Corrections Data Base

Judicial Processing File

IX-23
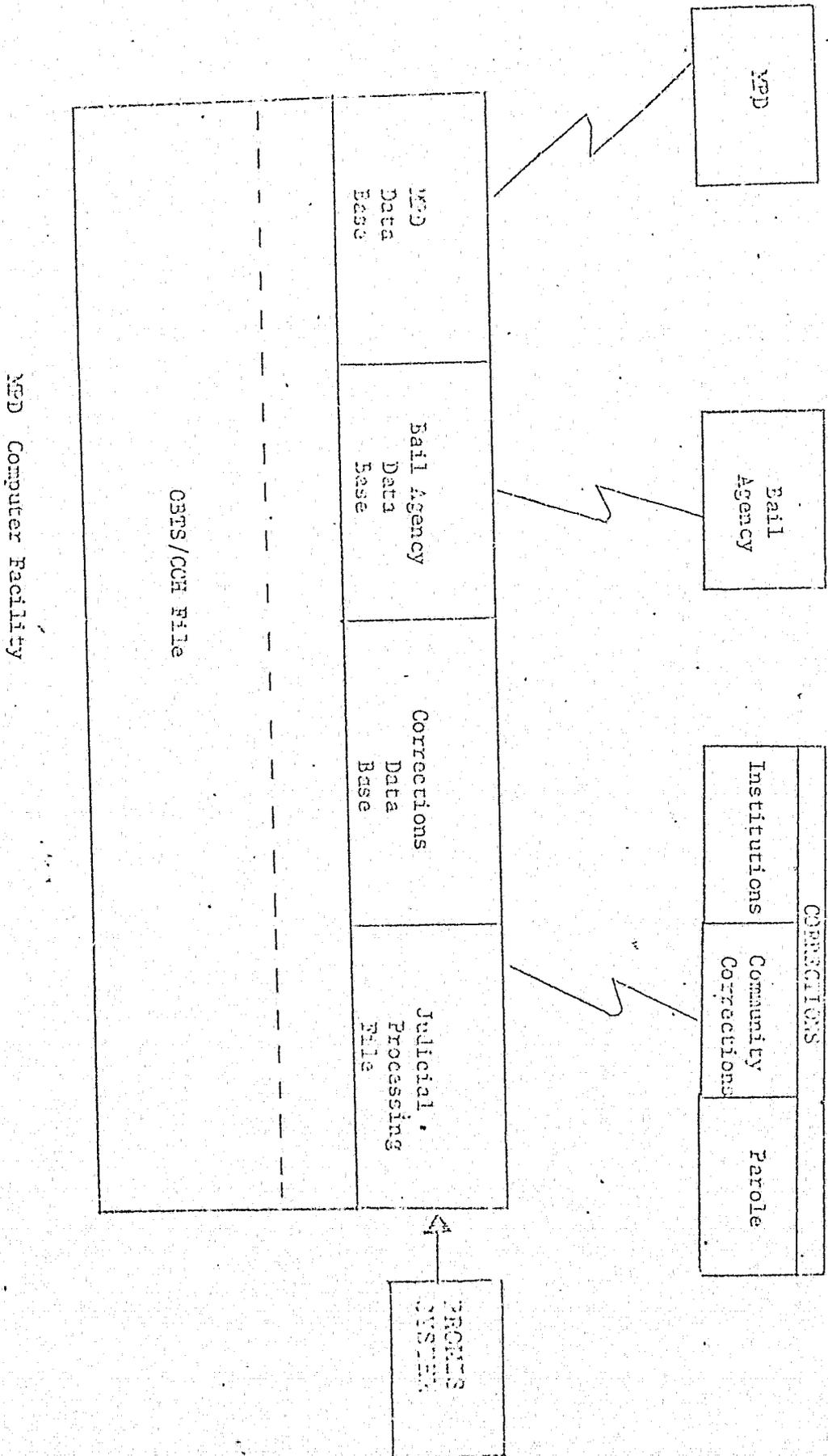
assigned to prepare plans for information systems integration. No single entity, in most states, has responsibility for this broad and technical capability. A unit sufficiently removed from day-to-day operational problems to preserve a longer-range perspective on system development is required. The precise location of the unit within the administrative structure in each state should be decided by each state. If not placed in the state criminal justice planning agency (SPA), it would at least maintain close liaison with the SPA ; and some unit of government, with credible independence, must undertake the task of conducting the analysis and synthesis of available data to make the information meaningful to potential users."

Recommendation #5 - In recognition of the special considerations posed for participation of the courts in the OBTS approach, articles of agreement should be drawn which specify the role of the courts in such a system, what information the courts may want to provide, to whom and how often the information is provided. Constructive discussions should be pursued as to what benefits the courts may expect from participation in any OBTS system.

Recommendation #6 - In readiness for the development of an OBTS system, such steps should be taken as are necessary to guarantee the rights of individual privacy. Since an OBTS system cuts across many systems and proposes to establish a central although limited data base, review of existing privacy and security practices as well as recommendations about future regulations should be forthcoming. Such deliberations would put the District in consonance with the activity of many other states considering such action.

EXHIBIT 1.

INFORMATION DISSEMINATION ROLE OF STATISTICAL ANALYSIS CENTER
(SAC) IN OBTS/CCH SYSTEMS
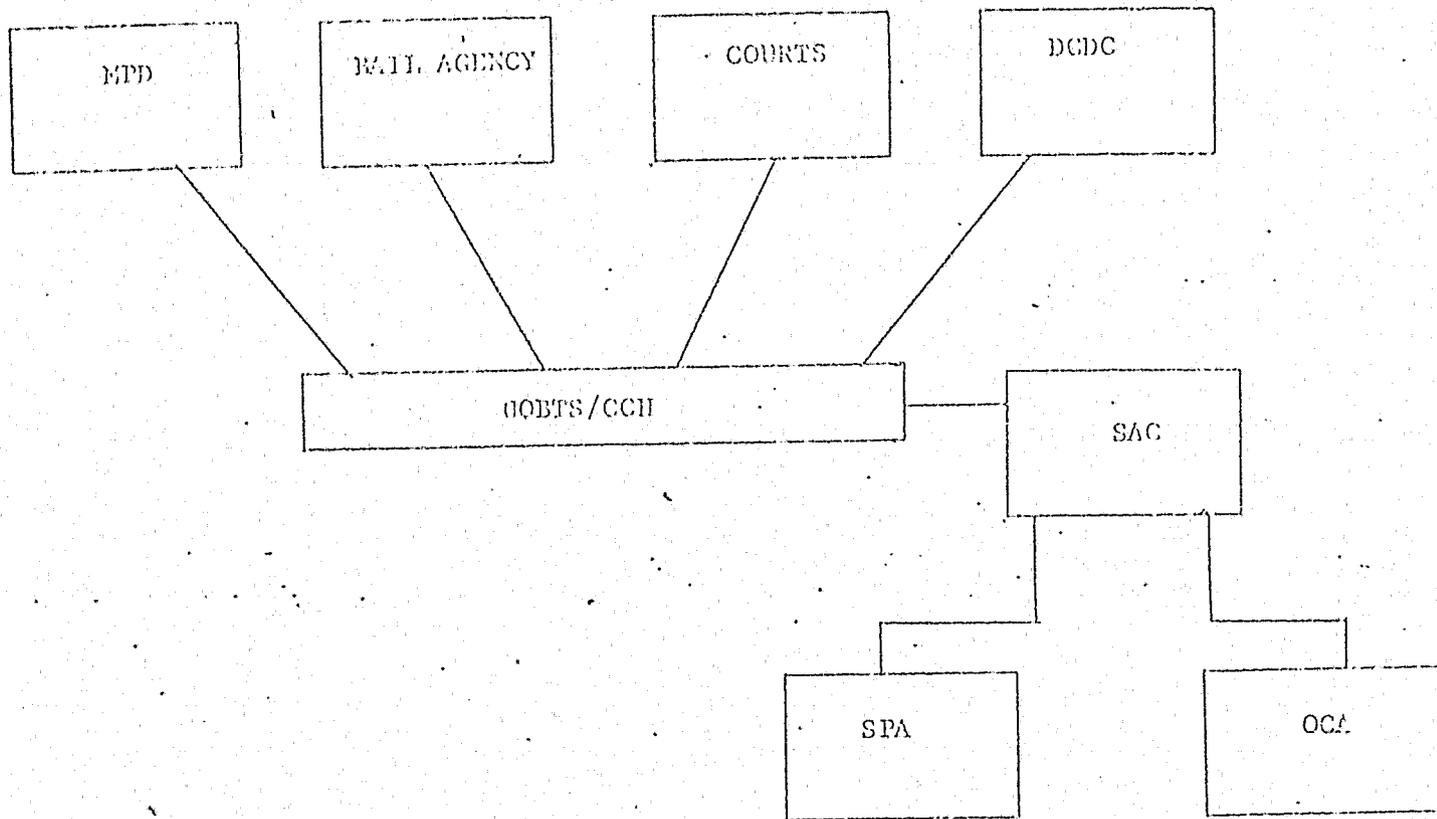
Organizational Alignment: Office of Crime Analysis with
Respect to State Planning Agency (SPA), SAC, & OBTS/CCH Systems
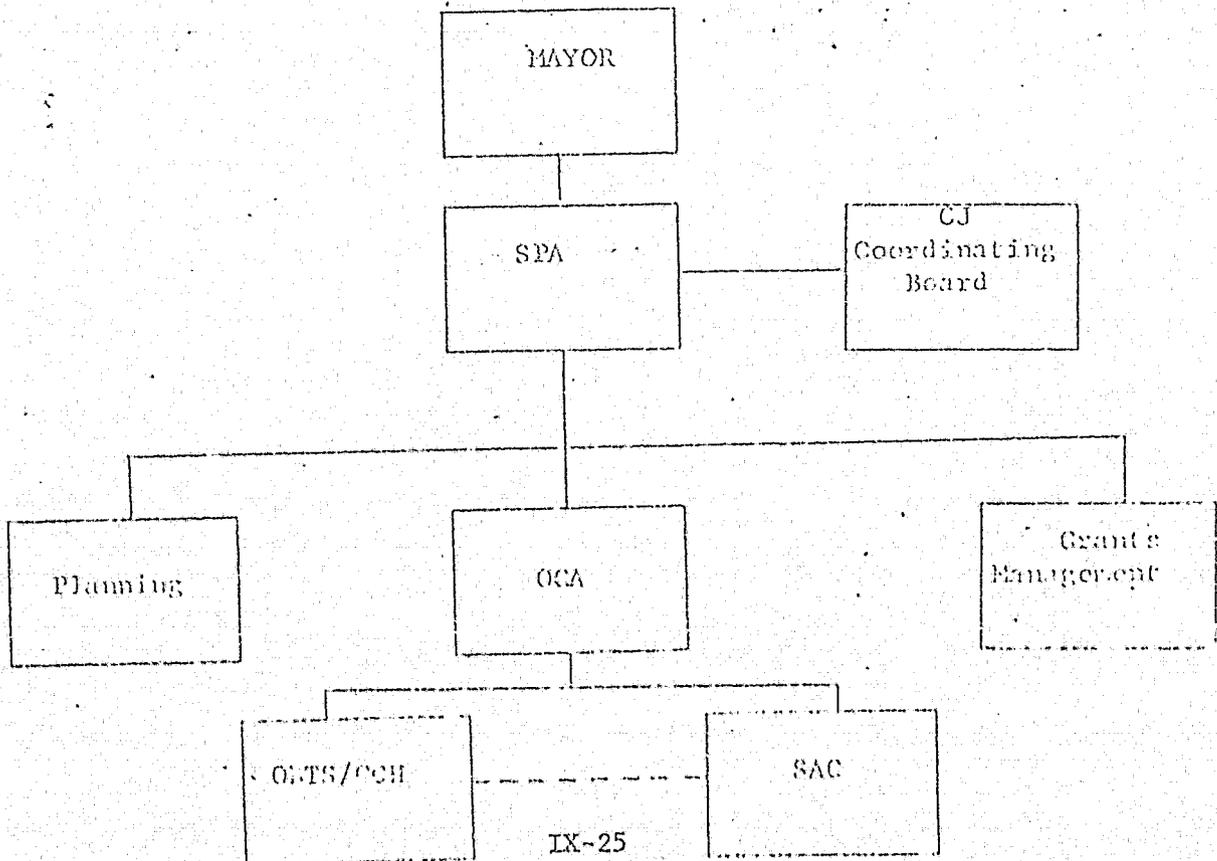
In conclusion, the impact of an OBTS system should provide the following benefits:

1). Upgrade the operational efficiency of criminal justice agencies in the system

2) Provide the greater coordination between agencies

3) Result in substantial financial saving to the District government by improved allocation of resources.

4) generate meaningful and comprehensive statistics on the criminal justice system as a whole

5) result in better planning and research efforts

6) reduce crime as a net effect

3.7 Data Element Listing
(Estimated)

Identification Segment	Number and Character Type A = Alpha N = Numeric
PDID #	8/N
OBTS #	7/N
CCH #	8/N
FBI #	8/N
SS #	8/N
Name	25/A
Sex	1/N
Race	1/N
DOB	6/N
Place of Birth	2/A
Date Record Established	6/N
Date Last Update	6/N
Arrest Segment	
Arresting Precinct	1/N
Date of Arrest	6/N
Charged Offense - Most Serious	4/N
Police Disposition	1/N
Disposition Date	6/N

Bail Agency Segment

Bail #	6/N
Lockup #	6/N
D.C. Residency	1/N
Probation-Parole-Conditional Release	1/N
Arraignment Recommendation	1/N
Release Order Information	1/N
Release Conditions	1/N
Personal Promise	1/N
Money Bond Amount	6/N
Unsecured Appearance Bond	1/N
Cash Bond and % Deposit	4/N
Surety Bond	1/N
Supervisory Custody	1/N
Continued Cases	1/N
Continued Hearing Date	6/N
Bound Over to Grand Jury at Superior Court D.C. (date)	6/N
Criminal #	6/N
Indicted (Orig.) Superior Court D.C. (date)	6/N
Indicted #	6/N
Indictment Charge	4/N
Felony Cases and Date	
Indictment Charge	4/N

Arraignment	1/N
Date Due	6/N
Trial	
Indictment Charge	4/N
Court Date	6/N
Continued To (date)	6/N
Judicial Segment	
PDID #	8/N
Original Court Case #	8/N
Current Court Case #	8/N
Status of Charges	1/N
Status of Case	1/N
Misdemeanor/Felony	1/N
Felony Reduced	1/N
Offense Location	
Offense House #	5/N
Offense Street Code	4/N
Offense Quadrant	3/A
Offense Date	6/N
Offense Time	4/N
Arrest Location	
Arrest House #	5/N
Arrest Street Code	4/N
Arrest Quadrant	3/A
Arrest Time	4/N

Court Appearance Type	1/N
Warrant Jurisdiction	2/N
Reporting Date	6/N
Processing Date	6/N
Grand Jury Processing Date	6/N
Grand Jury Action Date	6/N
Grand Jury Action Reason	1/N
Grand Jury Continued Date	6/N
Grand Jury Original	1/N
Reindictment Processing Date	6/N
Reindictment Action Date	6/N
Reindictment Action Reason	1/N
Reindictment Continued Date	6/N
Breakdown Processing Date	6/N
Breakdown Action Reason	1/N
Breakdown Action Proceeding Point	1/N
Jury/Non-Jury Demand	1/N
Arraignment Plea	1/N
Defense Attorney Type	1/N
Continuance Summary	
Last Action Processing Date	6/N
Next Continued Date	6/N
Last Action Date	6/N
Last Action Reason	1/N

Court Reporter Type	1/N
Warrant Jurisdiction	2/N
Papering Date	6/N
Presentment Date	6/N
Grand Jury Processing Date	6/N
Grand Jury Action Date	6/N
Grand Jury Action Reason	1/N
Grand Jury Continued Date	6/N
Grand Jury Original	1/N
Reindictment Processing Date	6/N
Reindictment Action Date	6/N
Reindictment Action Reason	1/N
Reindictment Continued Date	6/N
Breakdown Processing Date	6/N
Breakdown Action Reason	1/N
Breakdown Action Proceeding Point	1/N
Jury/Non-Jury Demand	1/N
Arraignment Plea	1/N
Defense Attorney Type	1/N
Continuance Summary	
Last Action Processing Date	6/N
Next Continued Date	6/N
Last Action Date	6/N
Last Action Reason	1/N

Last Action Proceeding	1/N
Last Action Party	1/N
Combined Case #	6/N
Final Disposition Summary	
Final Processing Date	6/N
Final Action Reason	1/N
Final Action Date	6/N
Final Action Proceeding	1/N
Final Disposition	1/N
Defendant Evaluation	
Residence	1/N
Length of Residence	1/N
Employment Status	1/N
Type of Employment	1/N
Relationship to Victim	1/N
Conditional Release	1/N
Release Type	1/N
Override	1/N
Charge Suffix	2/N
Charge Type	1/N
Case #	6/N
Sequence #	1/N
Re-Paper Reasons	1/N
SEARCH Charge Code	9/N

ESD Charge Code	4/N
Court Charge Code	4/N
Final Disposition Information	
Final Action Date	6/N
Final Action Reason	1/N
Final Action Proceeding	1/N
Final Defense Attorney	1/N
Court Plea Charge Code	4/N
Date Final Disposition Entered	6/N
Sentencing Continued Date	6/N
Sentencing Processed	1/N
Sentencing Information	
Sentencing Date	6/N
Sentencing Recommended	
Confinement Period	9/N
Confinement Type	1/N
Special Program Period	4/N
Special Program Type	1/N
Fine	6/N
Suspended Period	6/N
Probation Period	6/N
Probation Type	1/N
Action Date	6/N
Continuance Type	1/N
Action Reason	1/N

Action Proceeding	1/N
Action Party	1/N
Last Confined Date	6/N
Defense Attorney Type	1/N

DCDC Data Elements

DCDC #	6/N
Status (Active or Inactive)	1/N
Commitment Status	1/N
Pending Action	1/N
Prisoner Type	1/N
# Times Committed	2/N
Alias Used (Yes or No)	1/N
Institution Where Confined	4/N
Last Movement Type	2/N
# Escapes (Institution)	2/N
Last Escape Date	6/N
# Absconds	2/N
Last Abscond Date	6/N
Date of Release	6/N
Last Furlough Date	6/N
Length of Furlough	3/N
Furlough Type	2/N
Furlough Final Disposition	2/N
Originating Location (Inst, Halfway House)	1/N

Destination	12/N
First Furlough Date	6/N
# Furloughs (Cumulative)	2/N
Halfway House Location	2/N
Entry Date	6/N
Reason for Separation	2/N
Previous Correctional Location	2/N
Referral Source (Originating Agency) if other than DOCC Institution	2
Exit Date	6/N
# Halfway House Transfers	2/N

Parole Segment

Parole Eligibility	6/N
Projected Release Date	6/N
# Days Good Time Gained	4/N
# Days Good Time Lost	4/N
Warrant Issued Code	1/N
Technical Violation #	2/N
Offense Committed on Parole	4/N
Date Warrant Executed	6/N
Warrant Disposition Date	6/N
Warrant Disposition Code	1/N

Preliminary Hearing Date

Multiple Date Flag	1/N
Next Eligibility Date	6/N
Last Hearing Date	6/N
Last Hearing Disposition	1/N
Last Hearing Case #	9/N

Initial Hearing Date

Multiple Date Flag	1/N
Next Eligibility Date	6/N
Last Hearing Date	6/N
Last Hearing Disposition	1/N
Last Hearing Case #	9/N

Rehearing Date

Multiple Date Flag	1/N
Next Eligibility Date	6/N
Last Hearing Date	6/N
Last Hearing Disposition	1/N
Last Hearing Case #	9/N

Violation Hearing Date

Multiple Date Flag	1/N
Next Eligibility Date	6/N
Last Hearing Date	6/N
Last Hearing Disposition	1/N
Last Hearing Case #	9/N

Continued Hearing Data	
Multiple Date Flag	1/N
Next Eligibility Date	6/N
Last Hearing Date	6/N
Last Hearing Disposition	1/N
Last Hearing Case #	9/N
# Days Under Parole Supervision	4/N
Degree of Supervision	1/N
# Times Paroled Under Current Sentence	1/N
Parole Officer #	2/N
Date Released From Parole	6/N
Employment, Upon Release	2/N
Appeal Segment	
Sentence Affirmed	1/N
Sentence Reversed	1/N
Sentence Reversed and Remanded	1/N
Sentence Affirmed in Part, Reversed in Part	1/N
Appeal Dismissal	1/N
Appeal Granted	1/N
Certiorari Granted	1/N
Certiorari Denied	1/N
Motion for New Trial Affirmed	1/N
Motion for New Trial Denied	1/N
Date	6/N

INTRODUCTION

In its efforts to maintain high standards related to criminal record-keeping practices, the District of Columbia has focused considerable attention on the issues of privacy and security. Toward this end, the Statistical Analysis Center (SAC) has undertaken various efforts in the areas of privacy and security.

These efforts include to date:

1) A preliminary compilation of the District of Columbia's criminal justice agencies' record-keeping practices and statutes, executive orders and case laws as they relate to privacy and security.

2) Monitoring of Federal developments - i.e., executive, legislative, and judicial guidelines and regulations in this area is on-going.

3) Briefings have been delivered to the District of Columbia Criminal Justice Coordinating Board on the general issues of privacy and security in criminal justice information systems and the impact and implications of the Department of Justice regulations on Criminal Justice Information Systems promulgated in the _Federal Registry_ on May 20, 1975.

4) An analysis of the above mentioned regulations has been distributed to the criminal justice community. The analysis takes a more in-depth look at the regulations and attempts to provide some interpretative background for initial discussions of the privacy impact.

5) A three-part series of papers has been developed on the concept of privacy, information systems, and criminal justice. The first paper serves as an introduction and background into the general issues of privacy, security and confidentiality.   The second paper highlights the impact of these issues in the area of criminal justice (in process). The third paper which is in the process of being developed focuses directly on the District of Columbia criminal justice system in regard to privacy and security issues.

In devising a comprehensive plan to meet recent Department of Justice Regulations, it is the intent of this project to address a number of issues relating to the protection of privacy with respect to criminal justice information. The first issue to be addressed is the scope of such an effort. What agencies should it cover? What kinds of records? What aspects of the records?

The second issue is administration and enforcement. Many possible courses of action may be used, among them are the creation of a central agency or board to administer and enforce policy, a decentralized approach which would vest implementation authority in the criminal justice agency, a monitoring system which would establish some form of general oversight in an independent body, a less formalized approach which would insure enforcement through individual law suits, or the adoption of criminal penalties to promote compliance.

A third issue is press access. One of the most thought-provoking aspects of the privacy concept is the attempt to achieve a proper balance between an individual's right to privacy and the public's right to know. To the extent that an access policy can be formulated with regard to criminal histories, this issue will come under the purview of the plan.

Another issue surrounds individual access to records. Accessibility procedures are required in various areas, e.g., rap sheets, correctional records, investigative records, etc. There is an extensive requirement for audit trials in the regulations and the scope and design of such linkages to satisfy the final plan will be fully explored.

A fifth regards statutes of limitations of criminal justice records. Although the regulations do not stipulate archieval requirements generally, the issue of sealing and expungement is often confronted in serious discussions given to privacy and criminal justice. This issue is being considered by Congressional committees contemplating a national criminal justice privacy bill. In addition, a ruling by the Chief Judge of this city's Superior Court requiring expungement of an arrest record is presently under appeal and promises to have considerable impact on whatever policies may be adopted (United States v. Hudson, Superior Court D.C., Criminal No. 49590-74, February 19, 1975).

The issue of access to criminal histories by non-criminal justice agencies is of vital concern for civil liberties. Regulation in this area is generally acknowledged; however, the form and extent of regulation raises many questions. This area represents one of the more formidable tasks in the development of a comprehensive privacy plan.

Lastly, the issue of arrest records can be singled out as a significant area for review. The recent regulations make explicit requirements for arrest records. The plan will consider these stipulations and review existing policies to justify and support the positions adopted as part of the final state plan.

A. Objective

The objective of the District's efforts will be to provide the support for the development of a Privacy and Security Plan for criminal justice information systems in accordance with the LEAA regulations implementing section 524(b) of the Omnibus Crime Control and Safe Streets Act, as

amended. Comprehensively, the plan will encompass all criminal justice record systems, both manual and automated, which are impacted by the Department of Justice regulations as promulgated in the Federal Registry on May 20, 1975 (hereafter referred to as Department of Justice regulations).

The effort will entail an in-depth review and elaborate documentation of the existing formal and informal policies as they relate to collection, processing, retention, and dissemination of criminal history information. The documented policy will be examined, in great detail, in light of accordance or discordance, as the case may be, between the District's information standards as related to the right of privacy and the standards set forth in the Department of Justice regulations.

The scope of this effort will extend to all components of the criminal justice system. Each component will be reviewed separately, including the Metropolitan Police Department, the Department of Corrections, the Parole Board, the Bail Agency, and the Superior Court. The initial phases of the review will seek to determine those record-keeping systems which are of appropriate concern to the project's mission. In addition, the intent of

the plan will be to include those Federal agencies who by mandate or practical impact participate substantially in the District's administration of justice. The Federal presence is extensive and includes such agencies as the U.S. Attorney's Office, U.S. Marshall's Office, U.S. Park Police, and the U.S. District Court. Since compliance with the District's Privacy Plan will be voluntary with regard to Federal Agencies, articles of agreement assuring coordination and uniformity of application will be sought.

Lastly, the plan will cover pseudo-criminal justice agencies which perform administration of justice functions as well as other functions, and are not traditionally considered to be intrinsic components of the criminal justice system. The Department of Human Resources, e.g., maintains a large scale narcotics treatment program in which virtually fifty percent of its referrals are from the criminal justice sector. While the treatment records of narcotics patients are protected by Department of Health, Education, and Welfare (HEW) confidentiality regulations, the review will look into the privacy responsibilities and practices of the criminal justice personnel dealing with such records. In addition, in view of their increasing emphasis, assorted diversion programs will be identified and reviewed.

The primary objective of this project will be accomplished by submission of the Plan to LEAA on or before December 16, 1975.

B. RESPONSIBILITIES

The development of the plan will represent a joint effort among all participating criminal justice agencies. The agency designated by the chief executive of the District of Columbia, Mayor Walter E. Washington, as having primary responsibility for plan development has not been made at this time. The designated agency will insure that each agency's efforts are supportive of the project's objective, i.e., development of a feasible plan in accord with the prescribed requirements. This agency will specifically assume the following functions: provide general guidance for the project; administer grant monies; provide technical assistance; review the progress of the project and make appropriate recommendations for action to the Policy Advisory Group, the Criminal Justice Coordinating Board, the Mayor, and the City Counsel; and coordinate the actual development and preparation of the written plan.

In view of the intensive and extensive efforts required to review existing informational policies and practices on privacy and security and the time limitations imposed by these regulations, viz, submission of a completed plan by December 16, 1975, the SPA will obtain contracted services to assist in this endeavor. These contracted resources will be utilized to assist in reviewing the operating criminal justice agencies' record-keeping practices as they relate to privacy and security. Based upon this review, the contractor

will develop a summary of his findings and recommendations in the form of a report which, subject to the advice and consent of the District Government officials, will represent the broad specifications of this state's privacy plan for criminal justice. Thus, the overall project responsibility will rest with the SPA, a designated agency, and outside professional services will be contracted directly by this agency. See budget detail for specific allocation of in-house and outside resources.

TASKS

The tasks to be supported with the funds sought under this grant will be restricted to those necessary activities directly related to plan development. The tasks necessary to meet the program objective, submission of a viable plan will include: First, an in-depth survey and subsequent documentation of all applicable criminal justice agencies' manual and automated criminal history record keeping systems. The District's Master Plan for Information Systems, submitted to LEAA as part of its comprehensive plan, will be a primary source reference here. Items specifically to be reviewed in detail are as follows:

a) Each record keeping system will examined in respect to its procedures to ensure accuracy and completeness of data, and random auditing of these records will be undertaken to ascertain the overall level of accuracy and completeness of the agency's records.

b) Each agency will be examined to determine dissemination practices for criminal justice and non-criminal justice agencies. The review will include the types of agencies and other authorized personnel who may receive such information, the purposes for which such information may be disseminated, the type of agreements or procedures required by the agency for release of information, and recording procedures maintained by the agency on agencies and individuals who have received such information.

c) Each record-keeping system will be examined in light of security capabilities and practices. All system's storage facilities, personnel policies, and practices will be reviewed to ascertain the existing security

level. In addition, automated systems will be reviewed for dedication
and their technical software and hardware capabilities.

d) Each agency's practices involving the right of the individual to access
and review his record will be determined. Specifically, identification re-
quirements, administrative review and appeals procedures, and notification
practices for corrected information will be examined.

e) Appropriate agencies will be examined as to their practices for submitting
dispositions to the FBI, especially in respect to the average length of time
it may take for the submitting agency to notify the FBI after a disposition
occurs.

f) All agencies sealing and purging procedures will be reviewed. Although
the regulations do not require such documentation, it seems important to
delineate practices in this regard. In view of the pending Federal legis-
lation and recent judicial attention, mandatory sealing and purging
requirements may be forthcoming. Moreover, the District of Columbia may
decide to incorporate such requirements within its plan.

In addition to review and documentation of the criminal justice agencies
practices and policies as outlined above (a - f), a similar review and com-
pilation of existing statutes and executive orders relevant to privacy
and security will be undertaken.

After the overall task of review and documentation of existing practices
and policies, both formal and informal, is completed, the District's
information standards will be examined in light of the Department of Justice

regulations. Points of compliance and non-compliance will be identified. From this review and analysis, recommendations for proposed operating procedures and necessary legislative and executive actions will be developed. These recommendations will take into consideration the total criminal justice system. Thus, the operating and effected criminal justice agency personnel, the contracted service personnel, and the SPA will all contribute to the development of these recommendtions. The Office of Crime Analysis will coordinate this phase and be responsible for conveying the recommendations for action to the Policy Advisory Groups, the Criminal Justice Coordinating Board, the Mayor, and the City Council.

Feasible steps to implement these recommendations in accordance with the Department of Justice regulations will be initiated by the appropriate parties. Lastly, the plan, which will take into account all the previous tasks, will be prepared in final form including certification and submitted to LEAA for approval.

Finally, it should be noted that any State privacy plan would be remiss which does not consider the current legislative efforts of the Congress to carve a criminal justice privacy act. As part of the activity of this project, SAC personnel will remain apprised of Congressional developments. Should a privacy bill for criminal justice become law, as is anticipated, the requirements of the bill as they impact on the District Government will be taken into account prior to the finalizing of the District's plan and with a full consideration for the eventual position adopted by the city government with respect to privacy and security.

EXHIBIT 1   PROJECT MILESTONES

Grant Submitted

1) Design Project
2) Assemble Existing Regulations and Identify Impacted Agencies
3) Convene CJ Personnel

Develop contract

LEAA Award Contract *

Award Contract *

Review and Analysis of Impacted Agencies

Develop Recommendations and Prepare final Report

Submit Plan For Review to SPA, CJ Board, and Mayor

* Submit Final Plan to LEAA

July 1   July 15   Aug 1   Sept 1   Oct 1   Nov 1   Dec 1   Dec 15

Phase 1   Phase 2   Phase 3

STATUTE OR EXECUTIVE ORDER TO PERFORM CRIM. JUSTICE FUNC.	TOTAL AGENCY OR SUBUNIT OR GOV'N AGENCY PERFORMS CRIM. JUST. FUNC.	NAME OF GOV'N AGENCY IF SUBUNIT	% CRIMINAL JUSTICE CLIENTS OF TOTAL	BUDGET ALLOCATED FOR CRIMINAL JUSTICE FUNC. = 50% OR MORE	CLIENT JUVENILE -J- ADULTS.	EXCHANGE CRIMINAL HISTORY INFORMATION WITH OTHER D.C. CJ AGENCIES	RECEIVED LEAA FUNDS SINCE JULY, 1973 FOR COLLECTION STORAGE, OR DISSEMIN. OF CRIM. HIST. RECORD INFORMATION
stat.	Total	–	100%	100%	J & A	Yes	Yes
stat.	Total	–			J & A	Yes	
stat.	Total	–	100%	100%	J & A	Yes	
stat.	Total	–	100%	100%	J & A	Yes	
stat.	Total	–	100%	100%	J & A	Yes	
stat.	Total	–	100%	100%	J & A	Yes	Yes
	Total	–	100%	100%	A	Yes	
	Total	–	100%	100%	J	Yes	
	Total	–	100%	100%	A	Yes	
stat.	Total	–	100%	100%	J & A	Yes	
stat.	? only civil	–	?	?	A	?	
stat.	Total	–	100%	100%	A	Yes	?
stat.	Total	–	100%	100%	J & A	Yes	?
stat.	Total	–	100%	100%	J & A	Yes(?)	?
stat.?	Total	–	100%	100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes
stat.	Total	–	?	100%	A	Yes	Yes
stat.	Total	–	100%	.100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes
stat.	total	–	100%	100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes
stat.	Total	–	100%	100%	A	Yes	Yes ?
?	Sub	DHR	?			Yes	
?	Sub	DHR	?			Yes	
?	Sub	DHR	reg.treatment 50%/1st	offender 100%/ 100%	J & A	Yes ?	
?	Sub	DHR				Yes	
?	Sub	DHR				Yes	
stat.	–	–				Yes	
?	Sub	St.E's				Yes	
stat.	Total	–	100%	100%	A	Yes	–
?	Total	–	100%	100%	A	Yes	?
?	Total	–	100%	100%	A	Yes	
stat.	Total	–	100%	100%	A	Yes	
stat.	Total	–	100%	100%	? J & A	Yes	Yes
?	Sub.	CCJPA	100%	100%		? Yes	Yes
?	Sub.	CCJPA		?		Yes	Yes
no contract	Total	–	95%	? 95%	A	Yes	
no contract	Total	–	100%	100%	A	Yes	
no contract	Total	–	100%	100%	A	Yes	
no contract	Total	–	100%	100% ?	A	Yes	
private	Total?	–	50%	90%	A	Yes	
stat	Total	–	100%	100%	A & J	Yes	?

Existing D.C. Statutes

In the District of Columbia, the issue of security and privacy, some of
the regulations in effect as they relate to criminal justice information
and records already include:

A. POLICE RECORDS

Title 4, Police and Fire Departments of the D.C. Code, contains the fol-
lowing requirements in connection with police records:

"Section 4-134. Records - General complaint files - Lost, missing, or
stolen property - Personnel records of police.

"The Commissioner of the District of Columbia shall cause the Metropolitan
Police force to keep the following records:·

"(1) General complaint files, in which shall be entered every complaint
preferred upon personal knowledge of the circumstances thereof, with the
name and residence of the complainant;

"(2) Records of lost, missing, or stolen property;

"(3) A personnel record of each member of the Metropolitan Police force,
which shall contain his name and residence; the date and place of his
birth; his marital status; the date he became a citizen, if foreign born;
his age; his former occupation; and the dates of his appointment and
separation from office, together with the cause of the latter;

"(4) Arrest books, which shall contain the following information;

"(a) Case number, date of arrest, and time of recording arrest in arrest book;

"(b) Name, address, date of birth, color, birthplace, occupation, and marital status of person arrested;

"(c) Offense with which person arrested was charged and place where person was arrested;

"(d) Name and address of complainant;

"(e) Name of arresting officer; and

"(f) Disposition of case; and

"(5) Such other records as the District of Columbia Council considers necessary for the efficient operation of the Metropolitan Police force."

"Section 4-134a. Central Criminal Records

"(a) In addition to the records kept under section 4-134, the Metropolitan Police force shall keep a record of each case in which an individual in the custody of any police force or of the United States marshal is charged with having committed a criminal offense in the District (except those traffic violations and other petty offenses to which the District of Columbia Council determines this section should not apply). The record shall show—

"(1) the circumstances under which the individual came into the custody of the police or the United States marshal;

"(2) the charge originally placed against him, and any subsequent changes in the charge (if he is charged with murder, manslaughter, or causing the death of another by the operation of a vehicle at an immoderate speed or in a careless, reckless, or negligent manner, the charge shall be recorded as "homicide");

"(3) if he is released (except on bail) without having his guilt or innocence of the charge determined by a court, the circumstances under which he is released;

" (4) if his guilt or innocence is so determined, the judgment of the court;

" (5) if he is convicted, the sentence imposed; and

4 (6) if, after being confined in a correctional institution, he is released therefrom, the circumstances of his release.

(b) The Attorney General, the Corporation Counsel, the United States Commissioner for the District, the clerk of the district court, the clerk of the Superior Court of the District of Columbia; and the Director of the Department of Corrections shall furnish the Chief of Police with such information as the Commissioner of the District of Columbia considers necessary to enable the Metropolitan Police force to carry out this section. (June 29, 1953, 67 Stat. 100, ch. 159, title III, § 362; July 29, 1970, Pub. L. 91-358, title I, § 155(a), 84 Stat. 570.) [1]

§ 4-131b. Reports by independent police.

Reports shall be made to the Chief of Police, in accordance with regulations prescribed by the Commissioner of the District of Columbia, of each offense reported to, and each arrest made by, any other police force operating in the District. (June 29, 1953, 67 Stat. 100, ch. 159, title III, § 303.)

§ 4-131c. Notice of release of prisoners.

(a) Whenever the Board of Parole of the District of Columbia has authorized the release of a prisoner under section 24-204, or the United States Board of Parole has authorized the release of a prisoner under section 24-206, it shall notify the Chief of Police of that fact as far in advance of the prisoner's re-lease as possible.

(b) Except in cases covered by subsection (a) of this section, notice that a prisoner under sentence of six months or more is to be released from an institution under the management and regulation of the Director of the Department of Corrections shall be given to the Chief of Police as far in advance of the prisoner's release as possible. (June 29, 1953, 67 Stat. 100, ch. 159, title III, § 304.)

§ 4-135. Records open to public inspection.

The records to be kept by paragraphs (1), (2), and (4) of section 4-134 shall be open to public inspection when not in actual use, and this requirement shall be enforceable by mandatory injunction issued by the Superior Court of the District of Columbia on the application of any person. (R. S., D. C., § 389, June 29, 1953, 67 Stat. 99, ch. 159, title III, § 301(b); Aug. 20, 1954, 68 Stat. 755, ch. 778, § 2; July 29, 1970, Pub. L. 91-358, title I, § 155(c)(13), 84 Stat. 571; Oct. 25, 1972, Pub. L. 92-543, § 1, 86 Stat. 1108.)

✻ ✼ ✻

§ 4-137. Preservation and destruction of records.

All records of the Metropolitan Police force shall be preserved, except that the Commissioner of the District of Columbia, upon recommendation of the major and superintendent of police, may cause records which it considers to be obsolete or of no further value to be destroyed. (R.S., D.C., § 390; June 11, 1878, 20 Stat. 107, ch. 180, § 6; June 29, 1953, 67 Stat. 99, ch. 159, title III, § 301(c).)

B. JUVENILE RECORDS

Title 16, Particular Action, Proceedings and Matters of the D.C. Code, contains the following requirements in connection with juvenile case records:

" *Section*§ 16-2330. Juvenile case records; confidentiality; inspection and disclosure

"(a) As used in this section, the term "juvenile case records" refers to the following records of a case over which the Division has jurisdiction under section 11-1101(13):

"(1) Notices filed with the court by an arresting officer pursuant to this subchapter.

"(2) The docket of the court and entries therein.

"(3) Complaints, petitions, and other legal papers filed in the case.

"(4) Transcripts of proceedings before the court.

"(5) Findings, verdicts, judgments, orders, and decrees.

"(6) Other writings filed in proceedings before the court, other than social records.

"(b) Juvenile case records shall be kept confidential and shall not be open to inspection; but subject to the limitations of subsection (c), the inspection of those records shall be permitted to—

"(1) judges and professional staff of the Superior Court;

"(2) the Corporation Counsel and his assistants assigned to the Division;

"(3) the respondent, his parents or guardians, and their duly authorized attorneys;

"(4) any court or its probation staff, for purposes of sentencing the respondent as a defendant in a criminal case and the counsel for the defendant in that case;

"(5) public or private agencies or institutions providing supervision or treatment or having custody of the child, if supervision, treatment, or custody is under order of the Division;

"(6) the United States Attorney for the District of Columbia, his assistants, and any other prosecuting attorneys involved in the investigation or trial of a criminal case arising out of the same transaction or occurrence as a case in which a child is alleged to be delinquent; and

"(7) other persons having a professional interest in the protection, welfare, treatment, and rehabilitation of the respondent or of a member of his family, or in the work of the Superior Court, if authorized by rule or special order of the court.

"Records inspected may not be divulged to unauthorized persons. The prosecuting attorney inspecting records pursuant to paragraph (6) of this subsection may divulge the contents to the extent required in the prosecution of a criminal case, and the United States Attorney for the District of Columbia and his assistants may inspect a transcript of the testimony of any witness and divulge the contents to the extent required by the prosecution of the witness for perjury, without, wherever possible, naming or otherwise revealing the identity of a child under the jurisdiction of the Division.

"(c) Notwithstanding subsection (b), the Superior Court may by rule or special order provide that particular items or classes of items in juvenile case records shall not be open to inspection except pursuant to rule or special order; but, in dispositional proceedings after an adjudication, no item considered by the judge (other than identification of the sources of confidential information) shall be withheld from inspection (1) in delinquency or need of supervision cases, by the attorney for the child, or (2) in neglect cases, by the attorney for the child and an attorney for the parent, guardian, or other custodian of the child.

"(d) The Superior Court may by rule or special order provide procedures for the inspection or copying of juvenile case records by persons entitled to inspect them. No person receiving any record or information pursuant to this section may publish or use it for any purpose other than that for which it was received without a special order of the court.

(e) No person shall disclose, inspect, or use records in violation of this section. (Added July 29, 1970, Pub. L. 91-358, § 121(a), title I, 84 Stat. 539.)"

" Section 8 16-2331. Juvenile social records; confidentiality; inspection and disclosure

"(a) As used in this section, the term "juvenile social records" refers to all social records made with respect to a child in any proceedings over which the Division has jurisdiction under section 11-1101(13) including preliminary inquiries, predisposition studies, and examination reports.

"(b) Juvenile social records shall be kept confidential and shall not be open to inspection; but, subject to the limitations of subsection (c), the inspection of those records shall be permitted to—

"(1) judges and professional staff of the Superior Court and the Corporation Counsel and his assistants assigned to the Division;

"(2) the attorney for the child at any stage of a proceeding in the Division, including intake;

"(3) any court or its probation staff, for purposes of sentencing the child as a defendant in a criminal case, and, if and to the extent other presentence materials are disclosed to him, the counsel for the defendant in that case;

(4) public or private agencies or institutions providing supervision or treatment, or having custody of the child, if the supervision, treatment, or custody is under order of the Division; and

(5) other persons having a professional interest in the protection, welfare, treatment, and rehabilitation of the respondent or of a member of his family, or in the work of the Division, if authorized by rule or special order of the court.

Records inspected may not be divulged to unauthorized persons.

(c) Notwithstanding subsection (b), the Superior Court may by rule or special order provide that particular items or classes of items in juvenile social records shall not be open to inspection except pursuant to rule or special order; but, in dispositional proceedings after an adjudication, no item considered by the judge (other than identification of the sources of confidential information) shall be withheld from inspection (1) in delinquency or need of supervision cases, by the attorney for the child, or (2) in neglect cases, by the attorney for the child and an attorney for the parent, guardian, or other custodian of the child.

(d) The Superior Court may by rule or special order provide procedures for the inspection or copying of juvenile social records by persons entitled to inspect them. No person receiving any record or information pursuant to this section may publish or use it for any purpose other than that for which it was received without a special order of the court.

(e) No person shall disclose, inspect, or use records in violation of this section. (Added July 29, 1970, Pub. L. 91-358, § 121(a), title I, 84 Stat. 540.)

§ 16-2332. Police and other law enforcement records

(a) Law enforcement records and files concerning a child shall not be open to public inspection nor shall their contents or existence be disclosed to the public unless a charge of delinquency is transferred for criminal prosecution under section 16-2307, the interest of national security requires, or the court otherwise orders in the interest of the child.

(b) Inspection of such records and files is permitted by—

(1) the Superior Court, having the child currently before it in any proceeding;

(2) the officers of public and private institutions or agencies to which the child is currently committed, and those professional persons or agencies responsible for his supervision after release;

(3) any other person, agency or institution, by order of the court, having a professional interest in the child or in the work of the law enforcement department;

(4) law enforcement officers of the United States, the District of Columbia, and other jurisdictions when necessary for the discharge of their current official duties;

(5) a court in which a person is charged with a criminal offense for the purposes of determining conditions of release or bail;

(6) a court in which a person is convicted of a criminal offense for the purpose of a presentence report or other dispositional proceeding, or by officials of penal institutions and other penal facilities to which he is committed, or by a parole board in considering his parole or discharge or in exercising supervision over him; and

(7) the parent, guardian, or other custodian and counsel for the child.

(c) Photographs may be displayed to potential witnesses for identification purposes, in accordance with the standards of fairness applicable to adults.

(d) No person shall disclose, inspect, or use records or files in violation of this section. (Added July 29, 1970, Pub. L. 91-358, § 121(a), title I, 84 Stat. 541.)

§ 16-2333. Fingerprint records

(a) The contents or existence of law enforcement records and files of the fingerprints of a child shall not be disclosed by the custodians thereof, except—

(1) to a law enforcement officer of the United States, the District of Columbia, or other jurisdiction for purposes of the investigation and trial of a criminal offense; or

(2) pursuant to rule or special order of the court.

(b) When a child is transferred for criminal prosecution under section 16-2307, law enforcement records and files of his fingerprints relating to any matter so transferred shall be deemed those of an adult.

(c) No person shall disclose, inspect, or use records in violation of this section. (Added July 29, 1970, Pub. L. 91-358, § 121(a), title I, 84 Stat. 542.)

§ 16-2334. Sealing of records

(a) On motion of a person who has been the subject of a petition filed pursuant to section 16-2305, or on the Division's own motion, the Division shall vacate its order and findings and shall order the sealing of the case and social records referred to in sections 16-2330 and 16-2331 and the law enforcement records and files referred to in section 16-2332, or those of any other agency active in the case if it finds that—

(1) (A) a neglected child has reached his majority; or

(B) two years have elapsed since the final discharge of the person from legal custody or supervision, or since the entry of any other Division order not involving custody or supervision; and

(2) he has not been subsequently convicted of a crime, or adjudicated delinquent or in need of supervision prior to the filing of the motion, and no proceeding is pending seeking such conviction or adjudication.

(b) Reasonable notice of a motion shall be given to—

(1) the person who is the subject of the petition;

(2) the Corporation Counsel;

(3) the authority granting the discharge, if the final discharge was from an institution, parole, or probation; and

(4) the law enforcement department having custody of the files and records specified in section 16–2332.

(c) Upon the entry of the order, the proceedings in the case shall be treated as if they never occurred. All facts relating to the action including arrest, the filing of a petition, and the adjudication, filing, and disposition of the Division shall no longer exist as a matter of law. The Division, the law enforcement department, or any other department or agency that received notice under subsection (b) and was named in the order shall reply, and the person who is the subject matter of the records may reply, to any inquiry that no record exists with respect to such person.

(d) Inspection of the files and records included in the order may thereafter be permitted by the Division only upon motion by the person who is the subject of such records, and may be made only by those persons named in the motion; but the Division in its discretion may, by special order in an individual case, permit inspection by or release of information in the records to persons having a professional interest in the protection, welfare, treatment, and rehabilitation of the person who is the subject of the petition or other members of his family.

(e) Any adjudication of delinquency or need of supervision or conviction of a felony subsequent to sealing shall have the effect of nullifying the vacating and sealing order.

(f) A person who has been the subject of a petition filed under this subchapter shall be notified of his rights under subsection (a) at the time a dispositional order is entered and again at the time of his final discharge from supervision, treatment, or custody.

(g) No person shall disclose, receive, or use records in violation of this section. (Added July 29, 1970, Pub. L. 91–358, § 121(a), title I, 84 Stat. 542.)

§ 16-2335. Unlawful disclosure of records; penalties

Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person in violation of sections 16-2330 through 16-2334, shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than $250 or imprisoned not more than ninety days, or both. Violations of this section shall be prosecuted by the Corporation Counsel in the name of the District of Columbia. (Added July 29, 1970, Pub. L. 91-358, § 121(a), title I, 84 Stat. 543.)

C. PHYSICAL SECURITY

The physical security of computer hardware in the District of Columbia is as follows:

- The Metropolitan Police Department computer and related equipment are housed in the headquarters building of the police where only authorized personnel are admitted. The D.C. Department of Corrections system, Corrections Records Information System (CRISYS) also is on the police computer as well as on-line portions of the Office of U.S. Attorney's Prosecutor's Management Information System.

- Information systems operated by the D.C. Superior Court are maintained on equipment in one of the court buildings where only authorized personnel are permitted ingress and egress. The proposed D.C. Bail Agency System will be maintained on Metropolitan Police Department Equipment.

Other security measures currently enforced include:

All terminals accessing police data are in accordance with security and privacy guidelines established by the FBI-NCIC.

Correctional Records Information Systems (CRISYS) -

The AUTH Program (user written) is used to provide security for the update portion of CRISYS. It allows for different functions. Included are locking and unlocking terminals, displaying terminal and operator lists, adding and deleting terminals and/or operators.

To access any function of "AUTH" the operator must input an authorized Social Security Number. Inquiries for the AUTH Program includes the: 1) unlocking terminal, 2) locking terminal, 3) displaying all terminals in system, 4) displaying all operators in system, 5) resetting terminal for new operator, 6) adding operators to system, 7) deleting of operators, 8) adding terminals, 9) used to change the authorization level for certain Social Security numbers.

In addition to the above security measures all terminals are located in secured areas and equipped with key locks.

All functions of DCDC's system have and will be designed to allow for easy modification to comply with the future security and privacy regulations cited at the National SEARCH Symposium.

Prosecutor's Management Information Systems (PROMIS) –

1) Terminals are accessed only by authorized personnel of the United States Attorney's Office or the Metropolitan Police Department.

2) Data is not released without prior approval of the United States Attorney.

3) When data is released for statistical purposes, witness and defendant identification is excluded.
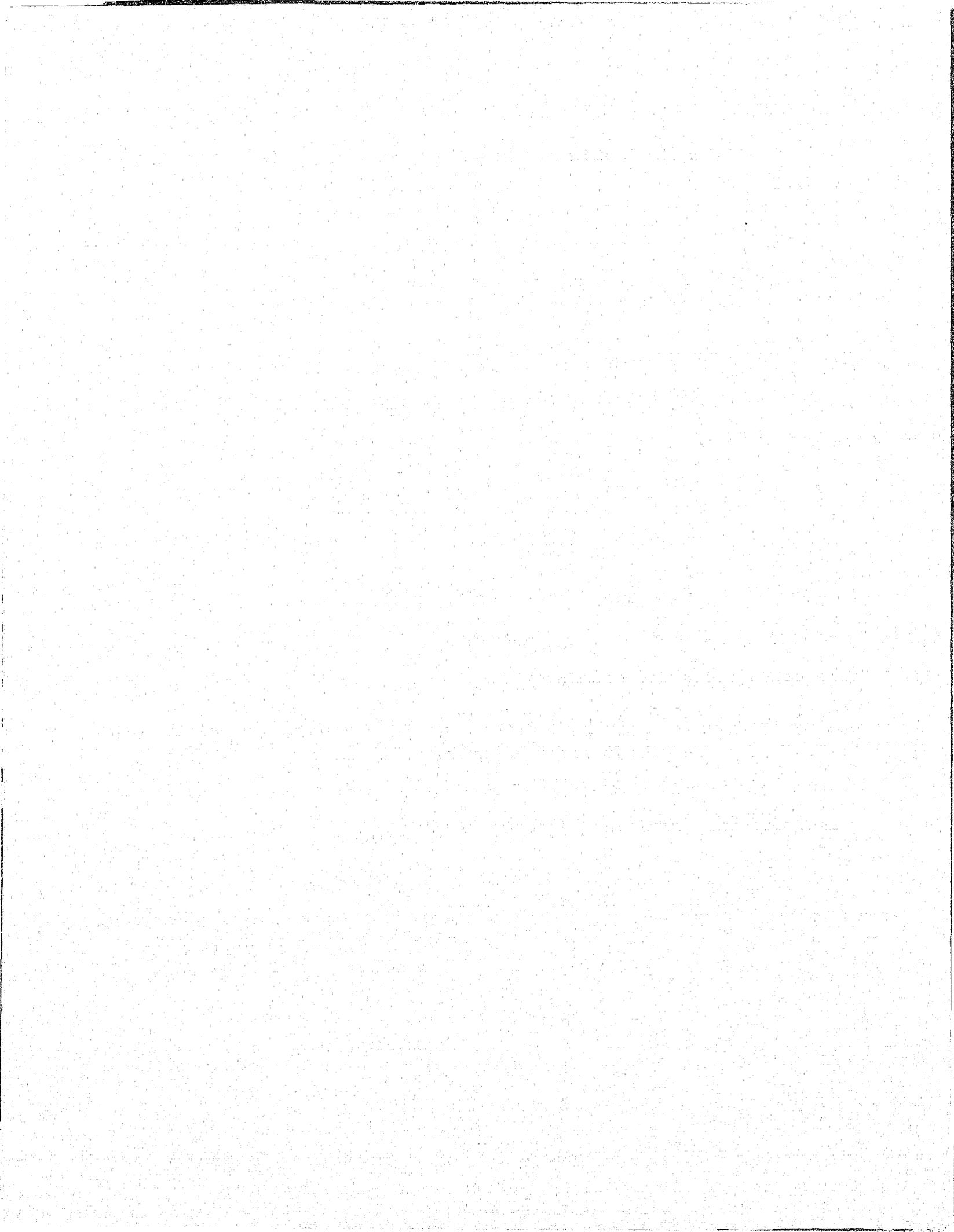
E. EMPLOYEE SECURITY

The Policy Advisory Group will study the need to establish uniform standards for the hiring, retention and continuous training of employees working with criminal justice information systems. Standards such as pre-employment investigations and security clearances should be considered and agreed to by all the criminal justice agencies involved.

Finally, the District of Columbia will abide by security and privacy regulations as enacted by the Congress and guidelines as established by the Law Enforcement Assistance Administration.

SECTION XI. MULTI-YEAR IMPLEMENTATION AND FUNDING PLAN

This Section provides estimates of costs for the components of the D.C.
Comprehensive Data System and other criminal justice information
systems that probably will require monies available through the Law
Enforcement Assistance Administration. Monies for the implementation of
the "new" Prosecutor's Management Information System in the U.S.
Attorney's Office for D.C. is not included since it is being paid for
from appropriated monies for the U.S. Department of Justice.

G L O S S A R Y   O F   T E R M S

A

APS: Automated Personnel System (operated by the Metropolitan Police Department).
ALC: Computer programming language.
AUSA: Assistant U.S. Attorney.

B

Bail: Process by which an accused is released into the community by the court either
        by promising to return and to obey certain conditions, posting cash or a surety
        bond, or being released to the custody of a third person.

Batch processing: Data that are processed in sequential or serial fashion; i.e., data
                    consisting of similar items or transactions that have been specially
                    sorted and "batched" for processing purposes.

C

Central Complaint No.(CCN): A number assigned to complaints received by the Police
        Department.

Central Processing Unit (CPU): The part of a computer system that controls instruction
        execution and internal memory.

COBOL: Common Business Oriented Language - a computer programming language

Computerized Criminal History (CCH): Record or records of an individual during each
        stage she/he is involved in the criminal justice process.

Core: Internal Memory of computer - consists of minute components made from a special
        ferromagnetic ceramic material capable of storing one bit of data in magnetized
        form.

Criminal Justice Information System - CJIS: Systems involving information from criminal
        justice agencies such as police, prosecutor, courts, probation, corrections, and
        parole.

CRISYS: Corrections Records Information System.
CRT: Cathode ray tube
CULPRIT: Police information system that is a generalized retrieval system that can
        be used on sequentially organized files.

D

DCDC: D.C. Department of Corrections.

Digital Computer: A device capable of performing a series of internally stored instructions such as arithmetic or logical operations.

Direct access devices: Devices that may be directly or remotely connected to a computer and are capable of accessing on-line computer files and other system components; e.g., a terminal.

Disk pack: Removable temporary storage device used on a disk drive (on which data is actually recorded).

DMV: D.C. Department of Motor Vehicles

F

FASTER: A computer programming language.

Felony: Serious crime defined in the District of Columbia as carrying a penalty of more than one year imprisonment.

FORTRAN: A computer programming language.

H

Hardware: Equipment involved in a computer configuration; e.g., reader, printer, etc.

M

Memory: A device to hold information.

MILES: Maryland Information Law Enforcement System

Misdemeanor: Those crimes in the District of Columbia that have a penalty of less than one year imprisonment.

Modem: Data Converter needed at each end of telephone line for each control unit in the system.

N

National Crime Information Center - NCIC: A computerized network allowing interchange of information of participating law enforcement agencies with the Federal Bureau of Investigation.

NLETS: National Law Enforcement Teletype System.

Nolle, Nolle Prosequi: Process by which prosecutor informs the court that the government will no longer prosecute the case against a defendant.

No-Paper: Term used in the District of Columbia which indicates the prosecutor has rejected the charges against the defendant which have been presented by the police.

NTA: Narcotics Treatment Administration.

O

OBTS: Offender Based Transaction Statistics.
OCA: Office of Crime Analysis.
OCJPA: Office of Criminal Justice Plans and Analysis, the criminal justice"state planning agency"
On-line files: Files held in some auxiliary storage devices that are directly connected to and accessible to a computer.

P

Parole: Liberation of a prisoner, conditional upon good behavior, prior to the end of the maximum sentence imposed upon that person.
PDID: Police Department Identification Number (based on fingerprints)
PL-1: A computer programming language.
Probation: Upon finding a defendant guilty, the judge may sentence him to a period of probation - which is part of a correctional sentence.
PROMIS: Prosecutor's Management Information System.

S

Software: Computer programs and supporting documentation such as flow charts, program listings, etc.

T

TCU: Transmission Control Unit - device used on computer and other remote teleprocessing system and controls transmission of data across telephone lines to and from terminals and computer.
Terminal: An input-output device that may be connected to the computer directly or at some remote location.

U

USAO: U.S. Attorney's Office.

V

VIN: Vehicle identification number.

W

WALES: Washington Area Law Enforcement System.

Y

YDID - Youth Division Identification Number (assigned to juvenile offenders by Youth Division, Metropolitan Police Department.)

| | | FISCAL YEAR | | | | | |
| Agency | Project | 1975 | | 1976 | | 1977 | |
		Block	Discretionary	Block	Discretionary	Block	Discretic...
Metropolitan Police Department	Command/Control System	170,000		250,000		75,000	
Metropolitan Police Department	OBTS/CCH				170,078		170,000
Metropolitan Police Department	Moderization of MPD Criminal Records	50,000					
Department of Corrections	OBTS/CCH				292,040		250,000
Board of Parole	OBTS/CCH				38,130		35,000
Bail Agency	Automated Record System	40,000		80,000			
Bail Agency	OBTS/CCH				35,000		35,000
Office of Crime Analysis	SAC/TA/MASS		169,000		150,000		150,000
Office of Crime Analysis	OBTS/CCH				223,575		200,000
Office of Crime Analysis	Juvenile OBTS Development	18,000		30,000*			150,000**
Superior Court	Management Information System Development	69,305		80,000			

* This figure has not been approved by the Mayor's Criminal Justice Coordinating Board and its allocation is still up for review.

** It should be noted that the availability of Discretionary Funds for Juvenile Information systems is currently disallowed as a matter of Federal Policy.

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