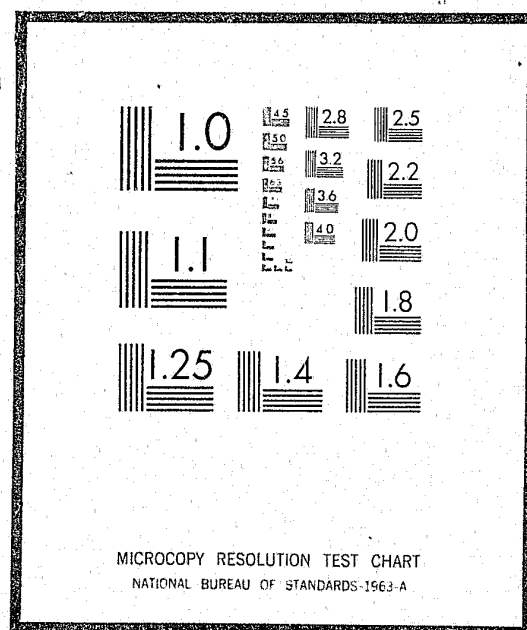


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ACQUISITIONS

DESIGN SPECIFICATIONS  
COMPUTERIZED PERSONNEL  
DATA SYSTEM  
MINNESOTA PEACE OFFICERS  
TRAINING BOARD

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FOREWORD

This report documents a brief study of the law enforcement personnel data base of the Minnesota Peace Officers Training Board, (MPOTB), that was requested by the Executive Director, Carl V. Pearson, under the LEAA Police Technical Assistance Program. The request was processed through the Minnesota Governor's Commission on Crime Prevention and Control and authorized by the Chicago Regional Office of the Law Enforcement Assistance Administration. The study was performed under the existing national contract (J-LEAA-016-72) with the Westinghouse Justice Institute (WJI) which, under this contract, provides technical assistance to police agencies throughout the country. Mr. Paul Kraahel, a consultant under contract to WJI, performed this assignment as prescribed by LEAA.

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## 1. INTRODUCTION

### 1.1 Background

The Minnesota Peace Officers Training Board (MPOTB) was created to coordinate and upgrade the quality of law enforcement personnel employed in Minnesota. The MPOTB now maintains a manual file listing about 60 percent of the peace officers in the state. The file contains information concerning the professional experience, education, and training of individual officers. A Law Enforcement Assistance Administration (LEAA) grant has been approved to convert this manual file to a computerized data base.

Mr. Carl V. Pearson, Executive Director of the MPOTB requested assistance through the LEAA Police Technical Assistance Program to advise him on conversion to a computerized system. On-site analysis and assistance was provided from July 9 through July 12, 1973. This report documents the Consultant's approach, findings, conclusions and recommendations.

### 1.2 Intent of the Study

At the present time, the State of Minnesota does not have a consolidated data base that describes the background, training, and professional qualifications of law enforcement personnel in the state required by the MPOTB to plan and develop training programs to upgrade personnel quality. Additionally, such data can be used to provide information to the State Legislature and local law enforcement agencies. The intent of this study was to review present implementation plans for the development of the computerized data base and, where appropriate, to make recommendations.

### 1.3 Approach

The LEAA consultant's approach was as follows:

- (1) Reviewed project history and current status with Mr. Pearson.
- (2) Gathered and reviewed pertinent documentation.
- (3) Met with representatives of the Minnesota Information Systems Division and the State Planning Agency for the Governor's Crime Commission to determine the requirements and to discuss implementation plans.

- (4) Determined if similar systems (e.g., personnel systems) are used by the State that may be converted for use by the Minnesota Peace Officers Training Board.
- (5) Contacted LEAA officials for standards, guidelines, or similar systems development effort in this area.
- (6) Prepared preliminary recommendations and reviews with Mr. Pearson.
- (7) Finalized recommendations and prepared this report.

## 2. FINDINGS AND CONCLUSIONS

2.1 The justification for converting the existing manual system to a computer system is based primarily on the requirements of the (MPOTB) and other state agencies (see Appendix A). It should also be emphasized that the system will be able to provide information to local officials on:

- o Comparative strength of their department to other cities of similar size.
- o Comparative information on age, rank, and training of personnel.
- o Additional planning information for training and recruitment.

2.2 The Minnesota Peace Officers Training Board's manual file on law enforcement personnel is incomplete. Additionally, the updating procedure (Law Enforcement Quarterly Report) does not report all relevant changes in an officer's status. Data gathering and reporting from the local law enforcement agencies to MPOTB must be improved if the computerized system is to produce accurate reports.

2.3 In some cases, local police departments do not cooperate in supplying information to MPOTB.

2.4 The file (manual and computer) consists of two categories of information: (1) data describing the officer's name, age, rank, etc., and (2) data describing his professional experience and training. LEAA standards and guidelines have not been established for either category.

2.5 The State Information Systems Division has an Educational Personnel System that has data elements similar to the MPOTB requirements. File layouts and control procedures may be similar but conversion of the Educational Personnel System to MPOTB specifications is not practical.

2.6 The raw data for this system will come from MPOTB and local law enforcement agencies. In general, the personnel supplying the data will not be familiar with computer systems or data collection techniques.

2.7 Based on MPOTB requirements, an on-line system does not appear to be justified at this time. The file will be updated on a quarterly basis and the turnaround requirements for special reports is 48 hours.

2.8 File security is important to MPOTB and local agencies. Dissemination of all data should remain under the control of MPOTB. Integration of the MPOTB data into any other state criminal justice data base should require the approval of MPOTB.

### 3. RECOMMENDATIONS

3.1 Legislation should be enacted to require local law enforcement agencies to supply the (MPOTB) with information concerning:

- o Existing personnel
- o New employees
- o Quarterly updates on all employees.

The information should be submitted in accordance with procedures developed by the Information Systems Division based on the guidelines presented in Recommendation 2 and approved by the MPOTB.

3.2 The computer data base should contain two general categories of information: (A) Basic personnel data (name, age, etc...), and (B) professional experience and training (rank, training history, etc...). Both categories should be updated quarterly.

#### 3.2.1 Basic Personnel Data

Representative data elements for this category are:

- Name of officer
- Department name
- Rank

- Date of rank
- Date of birth
- Date employed
- Marital status
- Number of children
- Veteran status
- Education
- Previous law enforcement experience
- Height, weight, eyes, hair, sex
- Salary (hour, month)
- Part time/full time
- Pension type
- Inactive code (death, dismissal, resigned, retired).

### 3.2.2 Professional Experience and Training

There are four methods of classifying data in this category:

Special skills (e.g., pilot, K9, marksman)

Standard Minnesota classes (e.g., basic, traffic, management, etc.)

Special classes (e.g., FBI, SPI, etc.)

Special areas (e.g., arrest techniques, auto theft, ethics, courts, drunkometer)

Considering the requirements of MPOTB, the available data, and the lack of standardization, the following data structure is recommended: Professional experience and training data for each officer should be collected and retained according to the following two general categories:

#### 3.2.2.1 Standard Minnesota Training Course

| Course      | School | Length | Grade | Date |
|-------------|--------|--------|-------|------|
| Basic       |        |        |       |      |
| Refresher   |        |        |       |      |
| Supervisory |        |        |       |      |
| Traffic     |        |        |       |      |



#### 3.2.2.2 Special Experience and Training

FBI  
Southern Police Institute  
Pilot  
Typing  
First Aid Instruction  
Interrogation  
Other

The data collection form (similar to present MPOTB Law Enforcement Personnel Inventory form) should be in three sections:

Basic Personnel Data  
Standard Minnesota Training Classes  
Special Experience and Training

All information should be updated quarterly. Encoding should be the responsibility of the local law enforcement agency with training and assistance provided by MPOTB and ISD.

#### 3.2.3 Additional Considerations

- (a) Considering present system update and turn-around requirements, the initial system should not be on-line. Any future plans for an on-line system should be subjected to a cost/benefit analysis.
- (b) Access to computerized data should be under the control of MPOTB.
- (c) Integration of MPOTB data with any other criminal justice data base should require MPOTB approval.



APPENDIX A

Excerpts from Application for Grant  
Minnesota Governor's Commission on Crime  
Prevention and Control

#### A.1 Statement of the Problem

The State of Minnesota lacks a readily accessible, comprehensive data base that adequately describes characteristics of law enforcement personnel. Such data are necessary to support quantified analysis of law enforcement needs in terms of selection standards, training, mobility, distribution of specialized skills, and other characteristic variables. Descriptive data are also needed to support law enforcement planning efforts at local, state, and regional levels.

Presently, manual records are maintained by the Peace Officer Training Board (POTB) that describe personal and academic characteristics of each officer who completes training courses sponsored by the Bureau of Criminal Apprehension (BCA). (See Exhibit A) These records number approximately 3,000, which represents approximately 55% of the state's law enforcement officers. The files are updated quarterly through reports filed with the Peace Officer Training Board by individual police and sheriff's agencies (Exhibit B) and through data forms completed by questionnaire format. (Exhibit C) Maintenance of the manual files consumed approximately 50% of a clerk's time annually. Because of the volume of paper that must be processed before useful information can be extracted, the files are virtually unusable for planning or research purposes, or for developing legislative programs.

The effect is that the Peace Officer Training Board and the BCA are restricted in planning and developing training programs that meet specific needs of individual police recruits, such as various levels of training to meet requirements of both high school and college graduate recruits. In addition, local law enforcement agencies are restricted in their knowledge of such information as rank distribution, salaries, and education levels, or minimum recruitment standards in other comparable departments and agencies.

The Peace Officer Training Board was created within the office of the Attorney General by the Legislature for the purpose of upgrading the quality of law enforcement in the state. Its activities include advising the Attorney General regarding training requirements, certain recruitment standards, and the development of new training programs. The Board has been responsible for initiating studies and surveys regarding training schools and the Bureau of Criminal Apprehension in the development of advanced in-service training programs. The Peace Officer Training Board has conducted the following LEAA-sponsored projects: Basic Training Reimbursement; Expansion of Service; Criminal Justice Intern Program; and Instructor Training.

## A.2 Goals and Objectives

The overall goal of this project is to expedite the accessibility of information on selected personal and professional characteristics of all law enforcement officers in the state in order to plan appropriate training programs and for other research purposes on an as-necessary basis.

The objectives are:

1. To identify the agency, rank, tenure, recruitment method, education level, training, skills, experience and compensation level of each law enforcement officer in the state.
2. To incorporate the above information into a computerized data file.
3. To maintain the data file in such a manner as to have the above information available and accurate on a quarterly basis.
4. To utilize the above information in evaluating past and current training programs and in developing new programs.
5. To provide criminal justice agencies and planners with a data base on which to build system improvement recommendations.

The project encompasses seven major phases:

1. Design of data collection instruments
2. Data collection
3. System design
4. Program design and coding
5. System implementations (includes training of personnel, transfer of data into system, and debugging of system)
6. System operation and maintenance
7. Incorporation of system into MINCIS

(NOTE: The remainder of Phase 3, all of Phases 4 and 5, and the first year's operation and maintenance are included within the scope of this project.)

**END**

7. 10. 1944