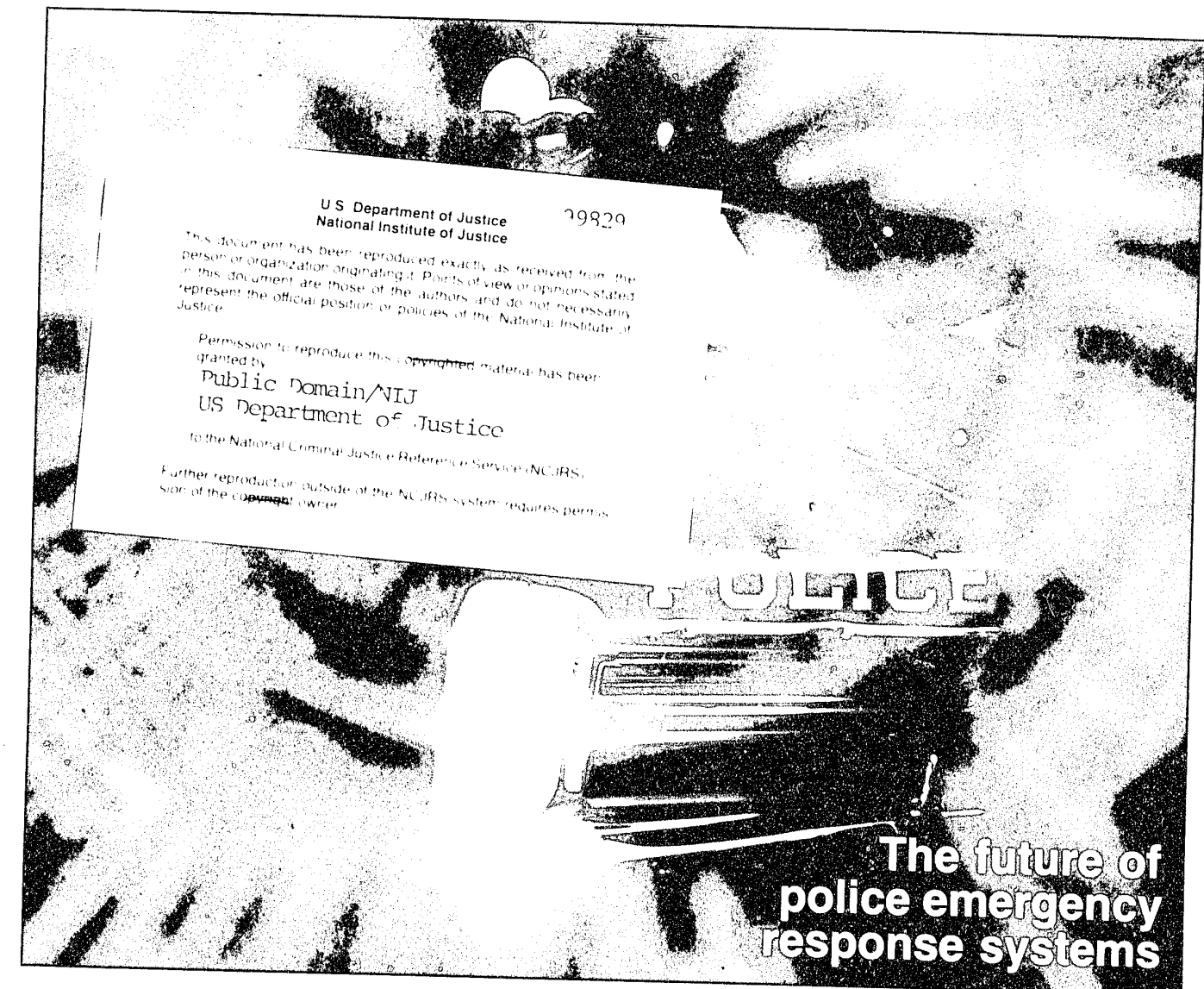


U.S. Department of Justice
National Institute of Justice

NIJ MF-1

NIJ **Reports**

Summaries of research reports to help
you keep up to date with advances
in your field of criminal justice



National Institute of Justice, NCJRS

SNL 100 M 1 1979

Director's notes

The criminal justice system is under enormous pressure to become more effective in protecting the public. Public reaction to recent incidents of armed resistance by citizens to crime warns us of the continuing and widespread crisis in credibility facing criminal justice.

Bombarded by the hard facts of 40 million crimes per year and the risk of criminal attack by persons already well experienced with the criminal justice system, many people are no longer seeking redress through that system. They refuse to report crimes or testify in criminal cases and are unwilling to pay increased taxes to support public criminal justice agencies.

Instead, they are becoming more active in their own protection. The rapid growth of neighborhood watch programs, increasing expenditures for personal protection, and the enormous growth in private security services document this escalating trend. Private security expenditures have recently climbed to more than double the annual amount spent on public Federal, State, and local law enforcement.

A recent report by the Bureau of Justice Statistics underscores why the public feels so vulnerable. Criminal justice agencies, coping with the sheer volume

of crime, tend to treat burglary as a routine occurrence. The public, on the other hand, is fearful—and with good reason. As BJS Director Steven R. Schlesinger notes, many victims are physically injured during burglaries.

The criminal justice system's first opportunity to demonstrate care for the victim is the response by the police officer. This important resource needs to be used to the best purpose.

By fine-tuning emergency response systems, police are in a better position to handle urgent calls—such as burglaries in progress—with greater effectiveness. Institute research has shown that better call classification and response systems can be designed that maintain citizen satisfaction while making the best use of scarce police resources.

In this month's feature article, Dr. Richard C. Larson outlines the role that technology can play in improving police emergency response systems. He discusses technological advances that can make it easier for police to obtain the information they need to respond appropriately to the variety of citizen calls for help.

As Dr. Larson points out, the potential of much technology has yet to be realized. Careful policy analysis is needed to determine how to get the most out of existing and new technology in helping criminal justice agencies prevent and deter crime.

This is perhaps the most urgent time in the past two decades for those seeking better ideas about what works in controlling crime and ensuring justice. For

researchers, it presents a significant opportunity to examine policies and provide credible alternatives.

If research is going to contribute, it has to provide knowledge that has the potential to inform and help resolve the criminal justice crisis. No matter how sound the methodology, if the research findings are not useful, they will not contribute to a more stable society.

This view has guided development of the National Institute of Justice research plan for 1985*. The plan invites the research community to focus on the critical issues before criminal justice and build on the knowledge already gained. The problems to be researched have a strong policy interest. If the resulting projects are good, then research may be able to provide policy alternatives that meet the public's need for greater security on their streets and in their homes.



James K. Stewart
Director
National Institute of Justice

*For information on how to order the Institute's 1985 Program Plan, see p. 21.

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The National Institute of Justice/NCJRS—the National Criminal Justice Reference Service—is the centralized national clearinghouse serving the criminal justice community since 1972. NCJRS also operates the Juvenile Justice Clearinghouse for the National Institute for Juvenile Justice and Delinquency Prevention, the Dispute Resolution Information Center for the Federal Justice Research Program, and the Justice Statistics Clearinghouse for the Bureau of Justice Statistics.

NCJRS maintains a steadily growing computerized data base of more than 75,000 criminal justice documents, operates a public reading room where researchers may consult the publications themselves, and offers complete information and referral services.

Among the wide array of products and services provided by NCJRS are custom searches, topical searches and bibliographies, research services, audiovisual and document loans, conference support, selective dissemination of information, and distribution of documents in print or microfiche.

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Research in action

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The future of police emergency response systems

by Richard C. Larson, Ph.D.

7:16 p.m.: A passerby notices two gunmen holding up a neighborhood liquor store. The passerby immediately notifies police of a crime in progress by calling 911—the standardized U.S. emergency number for police, fire, and ambulance—at a nearby phone booth. The 911 operator answers quickly.

As soon as the telephone connection is made, the caller's phone number and geographical location appear automatically on a digital display board above the operator, who is seated in front of a computer terminal. Within seconds, the operator ascertains that a felony is in progress and assigns top priority to the call by pressing the dispatch button on the computer terminal.

The computer at once locates the caller in police beat number five and uses up-to-the-second information on patrol unit locations in the city to determine that cars three and six are 2 to 3 minutes closer than the beat car, number five.

The computer immediately sends to cars three and six a digitally dispatched message which is displayed on a small television screen located just below the police radio in each patrol car. Approximately 15 seconds have elapsed between the 911 call and the dispatch of the two units.

The operator broadcasts the actual location of the incident over voice channel radio to the responding units. Car three arrives within 1 1/2 minutes, and car six within 2 1/2 minutes. The suspects in the case are arrested at the scene.

Is this scenario fact or fantasy?

Richard C. Larson is Professor of Electrical Engineering and Urban Studies at the Massachusetts Institute of Technology and co-director of the university's Operations Research Center. He is also founder and president of Public Systems Evaluation, Inc., of Cambridge, Massachusetts.

The 911 system is, of course, currently implemented in many cities nationwide. However, the two advanced features—Advanced Number Identification (ANI) and Advanced Location Identification (ALI)—described above are currently in use in only a few cities. The operator's ability to learn both the phone number and location of the caller depends upon those advanced features.

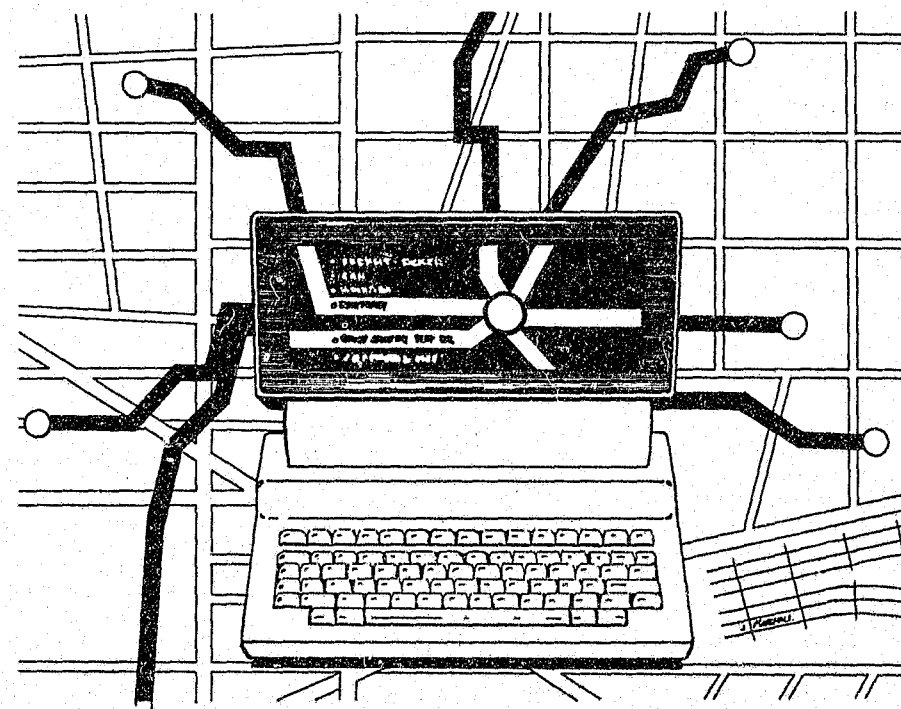
In front of the operator was a computer terminal, consisting of a display screen and keyboard. Using it, the operator accessed a high-speed digital computer, the heart of the Computer Aided Dispatch (CAD) system.

Although many American cities currently have some form of CAD system, no existing CAD system automatically integrates the identification capabilities of

an advanced 911 system (ANI and ALI)—a capability hypothesized in the scenario.

Using an Automatic Vehicle Locator (AVL) system, the computer determined units three and six were closer to the robbery than the designated beat car. It selected them for dispatch, relying on AVL's real-time location estimates of each patrol vehicle on the streets. To date, only three American cities have seriously tried to implement AVL systems. None has been linked automatically to the dispatching function in the way described above.

The capability to forward a digital dispatch order instantly to police vehicles requires integrating the CAD system with a Mobile Digital Communications (MDC) system. Each police car must be



New computer technology may bring about swifter, more effective response to emergency calls.

equipped with a mobile digital terminal and either one- or two-way digital communication capabilities between dispatcher and police cars. Digital systems are now used in a number of cities.

The scenario thus includes both fact and fantasy. It is fact that the technology for each of the components exists, and some parts of the scenario are implemented in departments throughout the country. It is fantasy to the extent that no department has yet integrated all the capabilities discussed into an operational system.

7:27 p.m.: Mrs. Jones calls 911 to report a break-in and theft at her home. The burglar has left the scene, and the actual crime could have taken place up to 10 hours earlier. Mrs. Jones is advised by the 911 operator that car nine, assigned to her neighborhood, is answering an earlier call for police assistance.

The department's busy time is just beginning, so she is given several options by the calltaker. She can schedule an appointment with car nine for the next morning or she can have car nine come to her home the same evening, but the anticipated delay estimated by the computer-aided dispatch system is 1 hour. Mrs. Jones chooses to wait an hour and see car nine the same evening.

At 8:27 p.m. car nine is handling another high-priority call and is still unavailable for Mrs. Jones. The computer has automatically recorded Mrs. Jones' phone number using the advanced number identification feature of 911. An operator calls Mrs. Jones and tells her an additional 15-minute delay is anticipated. Car nine is dispatched to Mrs. Jones' home within 13 minutes, arriving on the scene 4 minutes later.

This scenario shows how a CAD system can help operator and dispatcher manage the demand for police service. Mrs. Jones' call was assigned a lower priority than the first call, a felony in progress. But the police department also kept Mrs. Jones continually informed about the delays in responding to her call.

This scenario, too, is a mixture of fact and fantasy. It is a fact that researchers have successfully experimented with the management of demand in Wilmington, Delaware, and more recently in three



With computerized information at their fingertips, dispatchers can potentially verify the caller's location and select the responding patrol vehicle in an instant.

cities that tested a system of differential response to calls for service. This test, sponsored by the National Institute of Justice, found, among other things, that most callers seeking police assistance for nonurgent calls are satisfied with police response if they are told of any anticipated delay.

However, no police department has yet linked advanced Police Command and Control Communications (PCCC) technology with these and other concepts of managing police demand to form the "intelligent" command and control system discussed later in this article.

9:10 p.m.: Mr. Smith calls 911 and reports a domestic disturbance in the adjacent apartment. A husband and wife seem to be yelling at each other and throwing objects around the apartment. Approximately 3 minutes later, a dispatcher

sends a nearby police car to the scene. The car arrives in 7 more minutes.

Statistics have shown that 90 percent of similar incidents are successfully handled by the police within 30 minutes of arrival on the scene. In this case, when the dispatcher has heard nothing from the responding officer by 9:40 p.m., the 30-minute mark, she attempts to reach the officer by radio but fails to establish contact. Two additional patrol cars are then contacted and respond quickly.

They arrive to find the first officer dispatched badly injured by the husband and wife, who have turned on him. The newly arrived officers manage to subdue the husband and wife and call an ambulance for the injured officer.

In this situation, accurate statistics on the time required to answer various types

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of police calls alerted the dispatcher to a situation in which the officer's safety was jeopardized. The CAD system automatically tests for such circumstances after the initial elapsed 30 minutes and notifies the dispatcher via the display screen when the possibility of a problem arises. However, this potential capability of most current CAD systems is not widely implemented or used.

These hypothetical events illustrate some of the current and potential uses of new technology in collecting, verifying, and organizing the information needed for improved police dispatching and response to calls for service. In the past decade, emergency response technology has advanced considerably. In addition to CAD, innovations such as Mobile Digital Communications (MDC) and Automatic Vehicle Location (AVL) have given police departments at least the potential means for responding more effectively and efficiently to citizen demand.

The remainder of this article discusses these potential applications, both now and for the rest of this century. It also discusses how one type of new technology—automatic vehicle locator systems—was used to carry out research on policing that was not possible before the availability of such systems.

Intelligent CAD systems

An "intelligent" computer-aided dispatch system can be viewed as the "brains" of the police emergency response system. CAD acquires "sensory" information inputs from 911 calls and police mobile-to-base communications, and perhaps via Automatic Vehicle Locator information. Operators and dispatchers collect and digest the information from each request for police assistance and decide the time and type of dispatch of a police vehicle to the scene.

Critics of CAD systems have labeled them expensive electronic conveyor belts, used to shave a few seconds from police response time. Indeed, according to a national survey of command and control technology, virtually all major initial CAD implementations took the manual procedures in existence since the 1940's and merely automated them.

But this criticism is not unique to police services. Less extensive surveys of other service industries have shown that their initial computer-aided dispatch systems have also simply automated standard manual procedures.

Not surprisingly, those who wrote the design specifications for the first generation of police CAD systems did not foresee the unique capabilities of an online digital computer to assist police operators and dispatchers. Intelligent CAD systems make possible new processes that would take too long to perform manually because of extensive file searching or numerical computation.

Managing demand

CAD systems also offer greater options for managing service demands. Dispatchers must manage two lists: the backlog of unanswered police calls for service and the list of available police patrol cars in the dispatch area. Too many police dispatchers (with or without a CAD system) will send a police car to an incident in the dispatch area if at least one police car is available there. This policy often depletes all available police resources by assigning them with equal priority to all varieties of calls for service, stacking them only when all cars in a given area are simultaneously busy.

Guided by an intelligent CAD system, more and more low-priority calls could be deliberately delayed when cars become scarce. Then the remaining cars would be available as "insurance" for high-priority calls that might come in to the dispatcher. Rather than simply acting as an electronic conveyor belt, this system would assist in the correct prioritization and management of demand for police services.

As noted earlier, studies have shown that citizen satisfaction with police responsiveness depends more on fulfilled expectations than speed when it comes to response time. As we saw in one of the preceding scenarios, Mrs. Jones was kept informed of delays in responding to her call, an approach recommended by studies in a number of cities.

New technology can ease the task of informing callers about delays. NIJ-supported research is aimed at improving

such capabilities in the next generation of CAD systems. Research already in progress is developing a computer program based on the mathematical properties of queues. That program could be inserted into currently operating CAD systems to estimate delays in response. Other research is examining improved dual management of calls and patrol cars for police dispatchers. (This research is currently being carried out at M.I.T. under an NIJ grant titled "Proactive Real-Time Management of Scarce Police Patrol Resources.")

Getting the address right

Advanced computer-aided dispatch systems can also assist dispatchers with important details. It is often no trivial task for the operator to obtain the correct address. The caller is often distressed, and unable to enunciate street name and number, much less to give the correct spelling of the street name. In some cities and larger multijurisdictional CAD systems, two or more streets may have the same name.

Well-publicized tragedies have occurred when incorrect addresses were typed into CAD systems.

A woman residing in a village just outside Buffalo, New York, was brutally murdered by an intruder after being assured police assistance was on the way. Unfortunately, patrol units were dispatched to a duplicate address within the city of Buffalo, where the same street and number existed. Police were delayed 14 minutes, during which the break-in and homicide occurred.

The majority of police calls are of low priority or are noncriminal, but for the 5 or 10 percent that are urgent, police must have correct information and act on it swiftly. An intelligent CAD system would detect an ambiguous address or one that did not exist and could suggest to the operator questions to ask the caller regarding address verification.

Several currently implemented CAD systems have made major strides in "getting the address right," including the addition of hazardous address files, files containing information on repeat callers, dangerous situations, and the like.

Photo courtesy IACP



"Intelligent" computer-aided dispatch systems could lead to greater satisfaction with police response.

Telephone diagnosis

In addition to getting the address right, it is imperative that the calltaker determine the urgency of the situation so appropriate priority can be assigned to the response and appropriate police resources dispatched.

Much like the triage nurse in an emergency room, the calltaker must "diagnose" the "illness at the scene" and act accordingly. In health care, researchers are exploring the use of sophisticated computer programs to assist physicians in diagnosing patients with complex symptoms. Similar systems could be developed for law enforcement situations.

NIJ-supported research is underway that could make major strides in the area of diagnostic sequences. For example, barking dog complaints are traditionally given low priority. However, there are well-known cases in which a neighbor calling about a typically well-behaved dog barking at 3:00 a.m. was in fact reporting the assault and subsequent murder of the dog's owners.

Incorrect diagnosis of such a call can obviously have tragic consequences. An intelligent CAD system, recognizing this situation as ambiguous and possibly dangerous, will display to the calltaker a sequence of questions to further clarify conditions at the scene. Similar diagnostic sequences could be generated for other ambiguous calls, such as disturbances, noisy groups, and suspicious persons. The appropriate diagnostic sequence might be created by interviewing experts in the various areas, potentially marrying certain concepts of "expert systems" and modern decision analysis.

Research potential

The exploits of such fictional heroes as James Bond or, more recently, TV's Knight Rider, depend heavily on such technological wizardry as a computerized map inside the car, showing the exact location of that vehicle or another car.

These fictional cars containing Automatic Vehicle Locator (AVL) systems may be closer to reality than we think. Several manufacturers are working

on vehicle locator systems for police. One new technology is based on low-altitude, random-orbit satellites; another on computer-assisted dead reckoning. Detroit's "big three" auto manufacturers claim they will be able to offer AVL systems as a consumer option by the end of the decade. Projected cost per vehicle is \$2,000.

These technologies not only allow police to improve decisions about daily operations, but also enable researchers in some circumstances to undertake studies heretofore impossible. One such study experimented with patrols using an Automatic Vehicle Locator system.

The St. Louis Metropolitan Police Department, the frontrunner in vehicle locator technology in urban policing, installed a sophisticated citywide locator system in the 1970's. The National Institute of Justice took advantage of the St. Louis locator capability to take a new look at police preventive patrol.

While the study was primarily intended to test the experimental uses of AVL systems and certain computer-based mathematical models, it also produced substantive findings that added to our knowledge of how preventive patrol works in the real world.

Before the advent of Automatic Vehicle Locator, the only way to know what was happening in the field was for an observer to ride along in a patrol car. Besides being an expensive procedure, necessarily limited to a minority of patrol cars, it almost certainly changed the attitudes and perhaps the actions of the officers who were under observation.

Always present and relatively invisible, the AVL system:

- Enables researchers to monitor patrol patterns and compare them with an experimental design.
- Permits precise measurements of how often a patrol car passes a given point during any time period, enabling researchers to measure intensity of patrol in the experimental area.
- Permits researchers to monitor the work of dispatchers and quickly correct

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any deviations from the experimental design. (Dispatch procedures were not involved in this particular study.)

A number of conclusions can be drawn from the study:

Patrol appears to be random. The patrol time devoted to a given neighborhood varies greatly from day to day. There appears to be no simple relationship between patrol intensity and the known characteristics of an area, such as its crime rate or the number of citizen calls for service. Cars follow a random route so that future location of a patrolling police vehicle is not predictable. This finding is in sharp contrast to older foot patrol behavior, where officers were required to pass signposts at designated times during an 8-hour patrol. Such procedures created a high degree of predictability about the location of police.

There are certain relationships between crime and police location. The crime deterrent effect of police patrol cars has been debated for years, even decades. Studies of this issue have had to rely on aggregate measures of numbers of crimes and numbers of police cars in an area. This new study examined potential "micro-deterrent" effects of police cars, trying to learn if criminals consciously avoid nearby police cars when committing crimes. If the distance between a crime in progress and the nearest police car is larger than expected by "random chance," this would suggest that criminals consciously avoid patrol cars when committing crimes.

Researchers analyzed a sample in one police district of 117 verified crimes, potentially all of which were visible from the street. The sample was divided about evenly between property crimes and assaultive crimes. The exact breakdowns are shown here:

Crimes in the sample

	N Sample size
Property crimes	
Stealing	22
Burglary	15
Tampering	6
Attempted burglary	5
Attempted robbery	3
Auto theft	1
Total	52

Assaultive crimes	
Assault	13
Destruction of property	18
Shots fired/discharged	5
Disturbance	4
Flourishing of weapon	3
Rape	1
Robbery*	17
Hold-up*	1
Total	62

The study found that assaultive crimes appeared to be committed without regard to the whereabouts of patrol cars, while property crimes tended to be committed at enough distance to suggest deliberate avoidance of patrol cars.

These findings fit the picture of the property criminal as the rational, risk-averse "decisionmaker," whereas the assaultive criminal is the irrational, risk-prone individual, whose behavior might have been influenced by drugs or alcohol.

These findings are simply illustrative. The sample size was too small and the methods too crude to allow us to draw strong conclusions. Rather, the results point to the need for a more refined study in this area.

For example, even for property crimes that may be found to be committed farther from a police car than would be expected by random chance, one cannot immediately conclude that a certain number of crimes were never committed. The avoidance behavior may mean only that the crime is displaced or deferred until a later time. Research is needed to determine what fraction of such crimes are actually deterred, or only deferred or displaced.

Realizing technology's potential

Whether the potential of new technology will be realized is difficult to predict. The effectiveness of technology depends on the people using it. Several police departments have successfully integrated portions of such technology with concerns for personnel, training, morale, incentives, and reward structures.

*Robbery and hold-up were also categorized as property crimes, but the results of the analyses were not significantly changed.

But the implementation of new technology often encounters resistance or institutional inertia. To counteract resistance, police personnel in the emergency response system must be trained and motivated to use new technology in a creative, non-routine manner. Only then will its potential be fully realized.

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Dispute Resolution Information Center

The Cleveland Prosecutor Mediation Program

by Bradley M. Weiss

A unique mediation program in Cleveland, Ohio, helps citizens negotiate out-of-court settlements for disputes involving criminal misdemeanor charges. The program is sometimes referred to as "Hill Street mediation" because, like the police of television fame, the Cleveland mediators deal with interpersonal disputes that can erupt into violence. In 3 years, Cleveland's mediation program has evolved into one of the largest conflict resolution programs in the United States. Forty program staff members process an estimated 14,000 citizen complaints per year. Approximately 60 percent of these complaints are scheduled for mediation hearings.

The Mediation Program is modeled after two other well-established dispute resolution programs in Ohio—the Cincinnati Private Complaint Program and the Cleveland Night Prosecutor Program. In January 1985, the city of Cleveland took over responsibility for the program's funding from the Cleveland Foundation; the program is now a permanent part of the city's Law Department.

How the program works

For the most part, cases scheduled for mediation involve interpersonal disputes between neighbors, friends, co-workers, family members, lovers, and acquaintances. For instance:

A father and son are drinking together in the father's home when the son, who has a history of drinking problems, loses his temper and threatens his father. The father makes a complaint against the son for menacing.

As a result of mediation, the son apologizes to his father and promises not to drink with him again. After the father leaves, the mediator suggests that the son get help with his drinking problem. The son accepts a counseling referral and joins a treatment program.

Mediation is extremely effective in such disputes because the complaining parties usually have strong incentives to find ways to get along peacefully with one another. Mediation defuses hostilities between disputing parties before their conflict escalates into a violent, even life-threatening situation.

The mediator's goal is to have the parties themselves arrive at a mutually acceptable settlement. In the privacy of a room in the Prosecutor's office, each party tells his or her side of the case without interruption. The mediator helps the disputants suggest possible solutions to the problem. Once the parties have chosen a solution, the mediator records the settlement, reads it to the parties, and asks for their commitment to it. Two weeks later, the mediator calls to find out if the parties are adhering to their agreement. If they are not, prosecutors determine if warrants need to be issued.

Mediation requires considerable technical skill. Approximately 40 staff members, all second- or third-year law students, receive structured training during two intensive weekends.

Evaluation of the Cleveland program

The success of the Mediation Program in handling disputes was reflected in the Cincinnati Institute of Justice's (CIJ) study of the program, completed in April 1984. This independent evaluation compared a 12-month period of full operation (June 1982 through May 1983) of the Mediation Program to a baseline study of the Municipal Court System for the year 1980.

CIJ's analysis indicates that the program not only has met its objectives, but also has provided a beneficial service to the

community. In the baseline period, citizen-filed complaints that entered the Municipal Court required more than 105 days and 3 court appearances to reach final disposition. Under the new program, dispositions for cases that required a mediation hearing were reached within 15 days from the date the complaint was originally made.

The number of citizen-filed warrants entering Cleveland's court system on misdemeanor charges was reduced by more than 50 percent during the report period compared to the baseline year.

Citizen satisfaction high

The CIJ study indicated widespread user satisfaction with both the mediation process and outcome. Approximately 92 percent of the citizens who used the program felt that the mediator had been fair to both sides during the hearing; 85 percent were satisfied with the agreement reached; and 77 percent were still adhering to their settlements a year later.

As CIJ's report has shown, mediation can be a highly effective way of dealing with disputes; it should be one of the many options available when handling criminal as well as interpersonal disputes. The Cleveland Prosecutor Mediation Program has become an essential part of the Prosecutor's office and the city of Cleveland's justice system.

Bradley M. Weiss is Director of the Cleveland Prosecutor Mediation Program. The evaluation prepared by the Cincinnati Institute of Justice, Report on the Cleveland Prosecutor's Mediation Program, is available through the National Institute of Justice/NCJRS Document Loan Program (specify NCJ 94681). For more information about this and other mediation programs, contact the Dispute Resolution Information Center at 301-251-5194.

This article is one of a continuing series on initiatives and programs in the dispute resolution field. Guest authors are invited to submit articles for consideration. Articles cannot be returned, should not exceed 800 words, and may be edited as necessary. Submit articles to Dispute Resolution Information Center, Box 6000, Rockville, MD 20850.

NIJ Reports Criminal Justice Calendar of Events a program of the National Institute of Justice/NCJRS

Meetings & Conferences

April

Apr. 8-10 Sacramento, CA

Governor's Training Conference on Crime Victims. Contact: Office of Criminal Justice Planning, Community Services Branch, 1130 K Street, Suite 300, Sacramento, CA 95814 (916-324-9116).

Apr. 10-12 Greenvale, NY

5th Annual ASET Security Conference. Theme: Technological Change and Security Management. Fee: \$155. Contact: Dr. Joseph J. Grau, Long Island University, Department of Criminal Justice and Security Administration, Greenvale, NY 11548 (516-299-2467).

Apr. 18-19 Harper's Ferry, WV

Correctional Education Association Conference (Region II). Contact: Helen P. Miller, Maryland State Department of Education, 200 W. Baltimore St., Baltimore, MD 21202 (301-659-2580).

Apr. 21-24 Albany, NY

New York State Conference on Child Abuse and Neglect. Contact: Family Life Development Center, Dept. of Human Development and Family Studies, Cornell University, Ithaca, NY 14853 (607-256-7794).

Apr. 23-26 Leavenworth, KS

International Differential Treatment Association Annual Conference. Fee: \$265. Contact: W.C. Gustitus, St. Francis Boys' Home, Box 127, Ellsworth, KS 67439 (913-472-4453).

Apr. 25-26 Kansas City, MO

National Conference on Elderly Offenders. Contact: Cathleen Burnett, Dept. of Administration of Justice, University of Missouri, Kansas City, MO 64110 (816-276-1602).

Apr. 28-May 1 Colorado Springs, CO

Correctional Education Association Conference (Region IV). Contact: Jack Ludlow, Colorado Dept. of Corrections, Springs Office Park, 2860 S. Circle Dr., Suite 2200, Colorado Springs, CO 80906 (303-579-9580).

May

May 5-8 Farmington, CT

Middle Atlantic States Correctional Association Annual Conference. Contact: Warden George Bronson, Box 100, Somers, CT 06071 (203-566-7500).

May 8-10 McAfee, NJ

Correctional Education Association Conference (Region I). Contact: Mary Ann Salvatore, Youth Correctional Inst., Annandale, NJ 08801 (201-638-6191).

May 12-15 Lansing, MI

Correctional Education Association Conference (Region III). Contact: Wil Laubach, 2650 Fairway Dr., Jackson, MI 49201 (517-750-3591).

Workshops, Seminars, & Courses

April

Apr. 1-2 San Diego, CA

High Risk Incident Management. Fee: \$175. Contact: The Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204 (312-492-5476).

Apr. 1-2 San Francisco, CA

Contemporary Investigative Techniques. Tuition: \$350. Contact: Richard W. Kobetz & Associates, Ltd., North Mountain Pines Training Center, P.O. Box 1850, Winchester, VA 22601 (703-662-7288).

Apr. 1-2 Washington, DC

Crime Analysis. Fee: \$210. Contact: Jacob Haber, Washington Law Enforcement Seminars, University of Delaware, 2800 Pennsylvania Ave., Wilmington, DE 19806 (302-573-4440).

Apr. 1-5 Ft. Lauderdale, FL

Management of Police Juvenile Operations. Tuition: \$425 members, \$475 nonmembers. Contact: International Association of Chiefs of Police (IACP), 13 Firstfield Rd., P.O. Box 6010, Gaithersburg, MD 20878 (301-948-0922).

Apr. 1-5 Gainesville, GA

Arson for Profit. Contact: Institute of Public Service (IPS), Brenau Professional College, Gainesville, GA 30501 (404-534-6250).

Apr. 1-5 Reno, NV

Planning, Design, and Construction of Police Facilities. Tuition: \$425 members, \$475 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 1-Jun. 7 Evanston, IL

School of Police Staff and Command. Fee: \$1,600. Contact: see Apr. 1-2, The Traffic Institute.

Apr. 2-11 Glynco, GA

Advanced Arson For Profit Investigative Training Program. Fee: \$425. Contact: Federal Law Enforcement Training Center (FLETC), National Center for State and Local Law Enforcement Trainings, Glynco, GA 31524 (912-267-2345).

Apr. 3 Houston, TX

Introduction to Security Management. Fee: \$125. Contact: Criminal Justice Center Police Academy, Sam Houston State University, Box 2296, Huntsville, TX 77341 (409-294-1669).

Apr. 3-4 San Francisco, CA

Security Stress and Burn-out Management. Tuition: \$350. Contact: see Apr. 1-2, Richard W. Kobetz.

Apr. 8-9 Detroit, MI

Civil and Vicarious Liability. Fee: \$175. Contact: Paul Embert, 560 Baker Hall, Michigan State University, East Lansing, MI 48824-1118 (517-355-9648).

letterhead of the sponsoring organization at least 5 months before the event. Send a brief description of the program, with other pertinent information such as location, dates, and fees, to NCJRS Calendar of Events, Box 6000, Rockville, MD 20850.

Apr. 8-9 Wilmington, DE

Vice Control Seminar. Fee: \$250. Contact: Jacob Haber, University of Delaware, 2800 Pennsylvania Ave., Wilmington, DE 19806 (302-573-4440).

Apr. 8-12 Gainesville, GA

Human Resource Management in Public Safety. Contact: see Apr. 1-5, IPS.

Apr. 8-12 Jacksonville, FL

DWI Instructor. Fee: \$295. Contact: Director, Institute of Police Traffic Management (IPTM), University of North Florida, 4567 St. Johns Bluff Rd., S., Jacksonville, FL 32216 (904-646-2722).

Apr. 8-12 Wellesley, MA

Personnel Management. Contact: New England Institute of Law Enforcement Management, P.O. Drawer E, Babson Park, MA 02157 (617-235-1200).

Apr. 8-19 Jacksonville, FL

At-Scene Traffic Accident/Traffic Homicide Investigation. Fee: \$425. Contact: see Apr. 8-12, IPTM.

Apr. 9-10 Milwaukee, WI

Dangerous Motorcycle Gangs. Contact: Milwaukee Area Technical College, Police Training Center—South Campus, Attn: Ed Nowicki, 6665 South Howell Ave., Oak Creek, WI 53154 (414-768-5725).

Apr. 9-11 Washington, DC

Alcohol and Other Drug Misuse and Family Violence. Fee: \$200. Contact: Registration Coordinator, Johnson Institute, 510 First Avenue North, Minneapolis, MN 55403-1507 (612-341-0435).

Apr. 9-13 Cambridge, MA

Prosecution of Violent Crime. Contact: Registrar, National College of District Attorneys (NCDA), University of Houston Law Center, University Park, Houston, TX 77004 (713-749-1571).

Apr. 15-19 Jacksonville, FL

Microcomputer Workshop for Police Applications. Fee: \$425. Contact: see Apr. 8-12, IPTM.

Apr. 10-12 Scottsdale, AZ

Dynamics of Management for Security Professionals. Fee: \$300. Contact: Emily A. Wingert, Centurion Training Institute, P.O. Box 1578, Montclair, NJ 07042 (201-746-6103).

Apr. 10-12 Wilmington, DE

Public Safety Radio Dispatchers' Seminar. Fee: \$235. Contact: see Apr. 8-9, University of Delaware.

Apr. 12 Kent, OH

Rape and Sexual Abuse. Fee: \$35. Contact: Akron (YWCA) Rape Crisis Center, 146 S. High St., Akron, OH 44308 (216-253-6135).

Apr. 14-18 Denver, CO

Forensic Evidence. Contact: see Apr. 9-13, NCDA.

Apr. 15-17 Jacksonville, FL

Introductory Microcomputer Workshop for the Police Manager. Fee: \$295. Contact: see Apr. 8-12, IPTM.

Apr. 15-17 Tullahoma, TN

Automated Fingerprint Identification Systems. Fee: \$475. Contact: Sandra Shankle, Manager, Short Course Program, The University of Tennessee Space Institute, Tullahoma, TN 37388 (615-455-0631).

Apr. 15-18 San Antonio, TX

Vehicle Theft Investigation and Prevention. Tuition: \$375 members, \$425 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 15-18 Virginia Beach, VA

Telecommunication Operations and Management. Tuition: \$375 members, \$425 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 15-19 Gainesville, GA

Public Service Executive Officer Development. Contact: see Apr. 1-5, IPS.

Apr. 15-19 Hartford, CT

Standardized Field Sobriety Testing—Instructor Training. Tuition: \$425 members, \$475 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 15-19 Jacksonville, FL

Microcomputer Workshop for Police Applications. Fee: \$425. Contact: see Apr. 8-12, IPTM.

Apr. 15-19 Jacksonville, FL

Video Production Seminar for Police. Fee: \$325. Contact: see Apr. 8-12, IPTM.

Apr. 15-19 Louisville, KY

Crime Prevention/Loss Prevention in the Corporate Environment. Tuition: \$325. Contact: Admissions, National Crime Prevention Institute (NCPI), University of Louisville, Louisville, KY 40292 (502-588-6987).

Apr. 15-19 Louisville, KY

Physical Security: Advanced Locks and Locking Systems. Tuition: \$375. Contact: see Apr. 15-19, NCPI.

Apr. 15-19 Orlando, FL

Investigation of Sex Crimes. Fee: \$150. Contact: Robert L. Milke, Valencia Community College, P.O. Box 3028, Orlando, FL 32802 (305-299-5000).

Apr. 15-19 Sarasota, FL

Developing/Managing Crime Prevention Programs. Contact: Andrea Curro, Florida Crime Prevention Training Institute, The Capitol, Tallahassee, FL 32301 (904-487-3712).

Apr. 15-26 Glynco, GA

Computer Fraud and Data Processing Investigations. Fee: \$435. Contact: see Apr. 2-11, FLETC.

Apr. 16 Evanston, IL

Police Work Scheduling. Fee: \$95. Contact: see Apr. 1-2, The Traffic Institute.

Apr. 17-19 Huntsville, TX

Child Sexual Abuse/Exploitation. Fee: \$175. Contact: see Apr. 3, Sam Houston State University.

Apr. 18-19 Phoenix, AZ

Child Sexual Abuse and Treatment: Victims and Offenders. Contact: H. Jean Birnbaum, Forensic Mental Health Associates, 3 Ireland Rd., Newton Center, MA 02159 (617-332-0228).

Apr. 19-20 Sacramento, CA

Child Abuse and Neglect. Tuition: \$70. Contact: Dr. Jerome Leavitt, 5402 E. Ninth St., Tucson, AZ 85711 (602-748-2372).

Apr. 21-26 Chicago, IL

Caseload Management and Delay Reduction. Tuition: \$590. Contact: Institute for Court Management of the National Center for State Courts, Suite 210, 1624 Market St., Denver, CO 80202.

Apr. 22-23 Wilmington, DE

Intrusion Detection Systems. Fee: \$350. Contact: see Apr. 8-9, University of Delaware.

Apr. 22-24 Orlando, FL

Techniques for Detecting the Presence of Blood. Fee: \$150. Contact: see Apr. 15-19, Valencia Community College.

Apr. 22-24 Wilmington, DE

Police Interview and Interrogation. Fee: \$325. Contact: see Apr. 8-9, University of Delaware.

Apr. 22-25 Jacksonville, FL

Police Internal Affairs. Fee: \$295. Contact: see Apr. 8-12, IPTM.

Apr. 22-26 Gainesville, GA

Hotel/Motel Fire Prevention and Safety Management. Contact: see Apr. 1-5, IPS.

Apr. 22-26 Louisville, KY

Physical Security: Advanced Alarms and Electronic Security. Tuition: \$325. Contact: see Apr. 15-19, NCPI.

Apr. 22-26 Melbourne, FL

Death Investigation. Fee: \$75. Contact: Brevard Community College, Melbourne Campus, 3865 North Wickham Rd., Melbourne, FL 32935 (305-254-0305).

Apr. 22-26 New Orleans, LA

The Investigation of Shootings by Police Officers. Tuition: \$425 members, \$475 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 22-May 3 Evanston, IL

Supervision of Police Personnel. Fee: \$50. Contact: see Apr. 1-2, The Traffic Institute.

Apr. 22-May 10 Wellesley, MA

Command Training Program. Contact: see Apr. 8-12, New England Institute.

Apr. 23-25 Glynco, GA

Police Operations Leading to Improved Children and Youth Services I. Contact: see Apr. 2-11, FLETC.

Apr. 23-25 Houston, TX

Special Weapons and Tactics. Tuition: \$375 members, \$425 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 23-May 2 Glynco, GA

Advanced Law Enforcement Photography. Fee: \$420. Contact: see Apr. 2-11, FLETC.

Apr. 24-26 Orlando, FL

Combating Street Crime. Fee: \$140. Contact: see Apr. 15-19, Valencia Community College.

Apr. 25-26 Pittsburgh, PA

Bank Security Planning. Contact: Carol Matyka, Bank Administration Institute, 60 Gould Center, Rolling Meadows, IL 60008 (312-228-2360).

Apr. 28-May 1 Baltimore, MD

The Private Sector in Juvenile Justice. Contact: see Apr. 21-26, Institute for Court Management.

Apr. 28-May 1 Incline Village, NV

Representing State and Local Governments. Contact: see Apr. 9-13, NCDA.

Apr. 28-May 2 Orlando, FL

Trial Strategy and Techniques. Contact: see Apr. 9-13, NCDA.

Apr. 29-30 Chicago, IL

Hotel-Motel-Resort Security. Tuition: \$350. Contact: see Apr. 1-2, Richard W. Kobetz.

Apr. 29-30 Wilmington, DE

Tactical Approaches to Crimes in Progress. Fee: \$275. Contact: see Apr. 8-9, University of Delaware.

Apr. 29-May 1 Gainesville, GA

Officer Survival. Contact: see Apr. 1-5, IPS.

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NIJ Reports
Criminal Justice Calendar of Events
a program of the National Institute of Justice/NCJRS

Apr. 29-May 2 Dallas, TX

DWI Detection and Standardized Field Sobriety Testing. Tuition: \$375 members, \$425 nonmembers. Contact: see Apr. 1-5, IACP.

Apr. 29-May 3 Evanston, IL

Basic Hostage Negotiations. Fee: \$385. Contact: see Apr. 1-2, The Traffic Institute.

Apr. 29-May 3 Jacksonville, FL

Automated Crime Analysis. Fee: \$425. Contact: see Apr. 8-12, IPTM.

Apr. 29-May 3 Los Angeles, CA

Juvenile Justice Update. Contact: Delinquency Control Institute, University of Southern California, 3601 S. Flower St., Los Angeles, CA 90007 (213-743-2497).

Apr. 29-May 3 Philadelphia, PA

Management for Justice System Supervisors. Tuition: \$390. Contact: see Apr. 21-26, Institute for Court Management.

Apr. 29-May 23 Dallas, TX

School of Police Supervision. Tuition: \$350 members, \$550 nonmembers. Contact: Donald T. Shanahan, Director, Southwestern Law Enforcement Institute, P.O. Box 830707, Richardson, TX 75083 (214-690-2394).

May

May 1 Evanston, IL

Executive Institute for Suburban Chiefs. Fee: \$330. Contact: see Apr. 1-2, The Traffic Institute.

May 1-3 Jacksonville, FL

Police Media Relations. Fee: \$275. Contact: see Apr. 8-12, IPTM.

May 1-3 Louisville, KY

Crime Prevention for Administrators. Tuition: \$250. Contact: see Apr. 15-19, NCPI.

May 1-3 Orlando, FL

Bank Data Security Technical Symposium. Contact: see Apr. 25-26, Bank Administration Institute.

May 1-3 Orlando, FL

Managing the Detective Unit. Fee: \$125. Contact: see Apr. 15-19, Valencia Community College.

May 3-5 Orlando, FL

Elevated Victim Rescue Operations. Fee: \$75. Contact: see Apr. 15-19, Valencia Community College.

May 6-7 Washington, DC

Police Civil Liability. Fee: \$210. Contact: see Apr. 1-2, Washington Law Enforcement Seminars.

May 6-8 East Lansing, MI

Foot Patrol Seminar. Contact: see Apr. 8-9, Michigan State University.

May 6-10 Charleston, SC

The Latest in Hostage Negotiation Techniques. Tuition: \$425 members, \$475 nonmembers. Contact: see Apr. 1-5, IACP.

May 6-10 Gainesville, GA

Marine Patrol Techniques. Contact: see Apr. 1-5, IPS.

May 6-10 Jacksonville, FL

Executive Development Seminar. Fee: \$295. Contact: see Apr. 8-12, IPTM.

May 6-10 New Orleans, LA

The Public Information Function. Tuition: \$425 members, \$475 nonmembers. Contact: see Apr. 1-5, IACP.

May 6-10 St. Louis, MO

Death Investigators' Course. Fee: \$200. Contact: Mary Fran Ernst, St. Louis Medical School, Division of Forensic Pathology, 1402 S. Grand Blvd., St. Louis, MO 63104 (314-854-6500).

May 6-17 Louisville, KY

Crime Prevention Technology and Programming. Tuition: \$550. Contact: see Apr. 15-19, NCPI.

May 6-17 Orlando, FL

Homicide Investigation. Fee: \$495. Contact: see Apr. 15-19, Valencia Community College.

May 6-17 University Park, PA

Police Executive Development Institute. Fee: \$695. Contact: James R. Horner, Director, POLEX, S159 Human Development Building, The Pennsylvania State University, University Park, PA 16802 (814-863-0262).

May 7-8 Evanston, IL

High Risk Incident Management. Fee: \$175. Contact: see Apr. 1-2, The Traffic Institute.

May 7-9 Huntsville, TX

Police Control and Restraint Techniques Instructor Course. Fee: \$195. Contact: see Apr. 3, Sam Houston State University.

May 8-10 Wilmington, DE

Supervisory Principles for Communication Center Personnel. Fee: \$275. Contact: see Apr. 8-9, University of Delaware.

May 9 Wilmington, DE

Credit Card Crime and Fraud Seminar. Fee: \$195. Contact: see Apr. 8-9, University of Delaware.

May 9-10 Chicago, IL

Child Sexual Abuse Assessment and Treatment: Victims and Offenders. Contact: see Apr. 18-19, Forensic Mental Health Associates.

May 13-14 Wilmington, DE

Computer Crime: Detection and Investigation. Fee: \$350. Contact: see Apr. 8-9, University of Delaware.

May 13-16 Glynco, GA

Protective Operations Briefing. Fee: \$100. Contact: see Apr. 2-11, FLETC.

May 13-17 Anchorage, AK

Legal Issues and the Police Administrator. Tuition: \$425 members, \$475 nonmembers. Contact: see Apr. 1-5, IACP.

May 13-24 Baton Rouge, LA

Accident Reconstruction Course. Contact: Cliff Madsen, Louisiana State University Law Enforcement Program, Pleasant Hall, Baton Rouge, LA 70803 (800-225-5578).

May 13-24 Glynco, GA

Advanced Explosives Investigative Techniques Training Program. Fee: \$470. Contact: see Apr. 2-11, FLETC.

May 13-24 Glynco, GA

Computer Fraud and Data Processing Investigations Training Program. Fee: \$435. Contact: see Apr. 2-11, FLETC.

May 14-16 San Francisco, CA

Terrorism and the Nuclear Industry. Tuition: \$375 members, \$425 nonmembers. Contact: see Apr. 1-5, IACP.

May 14-17 Jacksonville, FL

Seminar for the Field Training Officer. Fee: \$325. Contact: see Apr. 8-12, IPTM.

May 14-23 Glynco, GA

Advanced Law Enforcement Photography Training Program. Fee: \$420. Contact: see Apr. 2-11, FLETC.

May 17-19 Oakland, CA

California Association of Criminalists Seminar. Contact: Chester Young, Oakland Police Dept., Criminalistics Laboratory, 455 Seventh St., Rm. 608, Oakland, CA 94607 (415-273-3387).

May 18-19 Orlando, FL

Kinesic Interrogation Techniques. Fee: \$195. Contact: see Apr. 15-19, Valencia Community College.

May 19-22 Washington, DC

Jury Management. Tuition: \$415. Contact: see Apr. 21-26, Institute for Court Management.

May 20-21 New York, NY

Arson Investigation and Physical Security for Health Care Institutions. Contact: International Association for Hospital Security, P.O. Box 637, Lombard, IL (312-953-0990).

May 20-22 Jacksonville, FL

Population Impact Analysis. Fee: \$250. Contact: see Apr. 8-12, IPTM.

May 20-24 University Park, PA

Police Supervisor In-Service Training Institute. Fee: \$310. Contact: Edwin J. Donovan, S159 Human Development Building, The Pennsylvania State University, University Park, PA 16802 (814-863-0277).

May 21-23 Evanston, IL

Legal Liability of Police Administrators. Fee: \$330. Contact: see Apr. 1-2, The Traffic Institute.

May 21-23 Glynco, GA

Child Abuse and Exploitation Investigative Techniques Training Program. Contact: see Apr. 2-11, FLETC.

May 21-24 Jacksonville, FL

Police Internal Affairs. Fee: \$295. Contact: see Apr. 8-12, IPTM.

Special Services & Programs

May 19-June 3

Criminal Justice Study Tour 1985. Fee: approximately \$1,850. The tour will visit police agencies in Germany, Holland, and France, and will visit both West and East Berlin. Contact: Prof. W.H. Copley, Dept. of Criminal Justice and Criminology, Box 10, 1006 11th St., Denver, CO 80204.

National Institute of Justice

SNI

Selective notification of information

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Courts

Management and operations. Court structure.
Bail and bond. Judicial process.

Criminal Sentencing in Transition

D.M. Gottfredson, ed.

Articles from a national conference on sentencing, sponsored by the National Institute of Justice in January 1984, argue that sentencing of convicted offenders is undergoing change. Trends over the last decade show legislative, judicial, and paroling initiatives in a number of jurisdictions that have increased markedly the determinacy with which sentences are set.

One article examines the impacts and implications of sentencing reforms, arguing that reform cannot focus on philosophical considerations alone but must give explicit consideration to prison capacity and the impact of new policies on prison populations. Another article analyzes North Carolina's determinate sentencing legislation and finds that it has decreased racial disparity without affecting court efficiency or increasing the prison population.

Other articles examine selective incapacitation, voluntary judicial guidelines in Maryland and Florida, sentencing reform in Minnesota, and the public's views of correctional reform.

1984. 78 p. Footnotes. Figures. Tables. NCJ 95112

Availability: *Judicature*, V 68, N 4-5 (October-November, 1984), complete issue.

Development and Implementation of Bail Guidelines—Highlights and Issues

J.S. Goldkamp

Presents results of a study which examines the feasibility of developing guidelines as an approach to bail in the Philadelphia courts.

The guidelines development proceeded in two stages. The first stage attempts to describe current decision practices as well as the use of social science methods. In the second, prescriptive stage, guidelines governing future decision practices are implemented.

Judges in the Philadelphia Municipal Court decided to adopt bail guidelines for use by the entire court beginning in spring 1982. Results of the feasibility study and subsequent experiments suggest great promise for the guidelines strategy. The judges using the guidelines decided bail within the suggested range approximately 75 percent of the time; a dramatically more consistent approach to bail resulted than when guidelines were not used. Implications of the experiment are discussed.

1984. 54 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. Contract no.: OJARS-84-M-105. References. NCJ 95705

■ Check order no. 15.

Partial Payment of Filing Fees in Prisoner In Forma Pauperis Cases in Federal Courts—A Preliminary Report

T.E. Willing, Federal Judicial Center

Examines the procedure for partial payment of court filing fees by Federal prisoners in the Northern District of Ohio, Western Division. The goals of this innovation are to reduce the time spent reviewing in forma pauperis applications and to reduce the caseload by eliminating frivolous cases.

In the Northern District, the clerk lodges the complaint, the application for leave to proceed in forma pauperis, and an affidavit in support. The clerk then requests a statement of the prisoner's account from the institution, computes the partial filing fee based on deposits to the prisoner's account, and issues an order requiring partial payment.

The study suggests that the procedure has had little or no adverse impact on the clerk's office; the magistrate's time required for review appears to have been reduced. However, case filings do not appear to have declined, and the procedure does not seem to discriminate between frivolous and nonfrivolous cases. A court considering adoption of this procedure would find it helpful to review alternatives from other districts.

1984. 50 p. Appendixes. NCJ 95743

Availability: Federal Judicial Center, 1520 H Street, NW, Washington, DC 20005. Paperback free; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Role of Courts in American Society—The Final Report of the Council on the Role of Courts

*J.K. Lieberman, ed.,
Council on the Role of Courts*

Examines filings in Federal and State courts, identifies trends and changes in adjudicating activities, and focuses attention on what courts do and do not do effectively. The work that courts do is discussed in three categories: adjudicatory business, nonadjudicatory business, and tasks aiding adjudication.

Since 1950, case volume has increased at all judicial levels. In State courts, domestic cases have risen dramatically, and in the Federal district courts, case filings have climbed from 19 per 100,000 population in 1900 to 80 per 100,000 in 1980. Changes in doctrine, costs, and roles of individual judges have also occurred.

The report discusses essential characteristics of adjudication, functional and prudential criteria for determining the fitness of cases, ways to strengthen the capacity of society to resolve disputes, and the need for systematic judicial information, among other topics.

1984. 182 p. Tables. Appendixes. NCJ 95745

Availability: West Publishing Company, 50 West Kellogg Blvd., St. Paul, MN 55102. Paperback \$10.00.

Tangible Evidence—How To Use Exhibits at Trial

D.C. Siemer

Discusses the general evidentiary, procedural, and tactical requirements for the use of tangible evidence presented through the lawyer, the investigator or other "factfinder," and the witness.

The five classes of tangible evidence are addressed: physical objects; mechanical or "machine-made" representations of physical things or places, including photographs, x-rays, videotapes, movies, and sound recordings; "man-made" representations, including maps, diagrams, drawings, and models; "testimony aids," including charts, boards, slides, and sketches; and documentary evidence, including all forms of paper records.

The author examines the foundation required to have the evidence admitted,

as well as objections that may be available to the other side. Suggestions are provided for alternate actions if particular objections succeed, as well as technical information on how to create, construct, and shape exhibits.

1984. 330 p. Figures. Appendixes. NCJ 95473

Availability: Harcourt Brace Jovanovich, 757 Third Ave., New York, NY 10017. Book \$55.00.



Crime prevention/deterrence

Community involvement. Environmental design and security systems.

Community Crime Prevention—Benefits for Police Departments—A Seminar for Police Chiefs

Pennsylvania Commission on Crime and Delinquency, Bureau of Crime Prevention, Training and Technical Assistance

Presents a curriculum for a seminar to encourage the establishment of strong, well-planned crime prevention programs that will reduce crime and the fear of crime.

The seminar, designed for groups of 6 to 10 police chiefs, presents the fundamentals of crime prevention and shows the role of these strategies in crime control efforts. It describes the benefits derived from using crime prevention strategies and provides guidelines for establishing and strengthening community crime prevention.

The curriculum addresses specific benefits to police chiefs (job security, positive policing, success in crime control), to police departments (reductions in crime and more effective crime management), and to police and the community (improvement in community relations and economic conditions, establishment of official and citizen support, and enhanced quality of life).

A list of the range of services provided by Crime Watch staff to Pennsylvania communities also is included.

1984. 30 p. Charts. NCJ 95353

Availability: Pennsylvania Commission on Crime and Delinquency, P.O. Box 1167, Federal Square Station, Harrisburg, PA 17108. Document \$2.00.

Preventing Missing Children—A Parental Guide to Child Safety

G.S. Arenberg, C.R. Bartimole, and J.E. Bartimole, National Association of Chiefs of Police

Covers major reasons why children disappear, safety rules that parents should teach their children, school programs, identification safeguards, and what to do if a child disappears.

Initial chapters examine who kidnaps children and why, focusing on abductions by parents who have been denied custody and on child molesters. A discussion of runaways focuses on danger signs exhibited by children who are considering running away and signals that parents may send unconsciously to their children that can be misunderstood as rejection.

The book addresses broadening the definition of a stranger and ways to protect children at vulnerable sites like shopping areas, bus stops, and video-game parlors. The authors suggest that every school should have an absence call and check policy. The proper role of the police department in missing children investigations is discussed.

1984. 104 p. Resource list. Identification forms. NCJ 95792

Availability: Compact Books, Inc., P.O. Box 6263, Hollywood, FL 33021. Paperback \$6.95.

Youth Crime Watch—Taking Action

Citizens' Crime Watch of Dade County

Portrays the startup of a school Youth Crime Watch program. The program encourages and prepares students to be responsible and observant witnesses so they can help counter school crime. Dramatizations contrast responsible and irresponsible actions by youth witnessing a crime at school.

The presentation advises using a core group of youth to provide leadership; the core group will, in turn, involve other students. The emphasis is on being effective observers and witnesses rather than on intervening in or investigating crime.

16 mm videocassette, 13-1/2 minutes running time. Color. NCJ 95688

Availability: Citizens' Crime Watch of Dade County, 5220 Biscayne Blvd., Suite 200, Miami, FL 33157. Videocassette \$150; rental is available from the sales source. Not available from NCJRS.



Criminalistics and forensics

Crime labs. Forensic science.

Forensic Evidence and the Police—The Effects of Scientific Evidence on Criminal Investigations

J.L. Peterson, S. Mihajlovic, and M. Gilliland, Center for Research in Criminal Justice, University of Illinois

Describes the various uses of physical evidence in criminal investigations and the effects of such evidence on the solution of crimes and on the apprehension and prosecution of offenders. The study was based on 1,600 investigations in which physical evidence was collected and examined and on 1,100 cases where physical evidence was not used. Data were collected in four jurisdictions.

The authors explain the process that controls the recognition, collection, and examination of physical evidence and describe evidence from the 1,600 sample cases. They identify the most frequently collected types of evidence and discuss variables (such as the time lapse between discovery of the crime and its report to the police) that affect evidence gathering.

Characteristics of criminal incidents that help to explain the types and quantities of evidence collected are discussed, and rates of clearance, charging, and conviction are compared in the presence or absence of physical evidence. Evidence is shown to have a substantial effect on robberies (when there are no witnesses and no suspects) and burglaries (when a witness is located, but there are no suspects), but a negligible effect on assaults. Policy recommendations for police agencies are provided.

1984. 260 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. Grant no.: 80-NI-AX-0001. Tables. Figures. NCJ 95704

Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Document \$7.50, stock no. 027-000-01205-0; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free. *The Utilization of the Forensic Sciences in Police Investigations: A Review of the Literature*, a supplement to this report, is also available in free microfiche. Specify NCJ 88576.

Handbook of Forensic Science

U.S. Department of Justice,
Federal Bureau of Investigation

Guidelines on legally acceptable and practical procedures for collecting, preserving, and handling physical evidence. The manual aims to make crime scene investigators familiar with recent technological and scientific developments in modern crime laboratories.

An introduction outlines the services of the FBI Identification Division and of the FBI Laboratory and Technical Services Division, and lists the agencies to which these services are available. Services provided by the engineering, identification, and latent fingerprint sections of the FBI are also outlined.

Fifteen types of laboratory examinations conducted by the FBI are explained, together with their uses, the information they provide, limitations, and requirements for sample collection. An outline of procedures to use in collecting and preserving physical evidence covers the request for laboratory assistance, shipment of evidence, request for examination, report forms, handling of hazardous materials, identification and packing, and proper sealing of evidence.

1984. 138 p. Diagrams. Charts. NCJ 95271

Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Document \$5.00, stock no. 027-001-00034-3; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.



Dispute resolution

Criminal and civil arbitration, mediation, and conciliation (public and private, nonadjudicatory).

Family Mediation—Cooperative Divorce Settlement

J. Blades

Describes the opportunities divorce mediation provides for couples who choose mediation over litigation. The report surveys five different mediation

models—mediation by attorneys, mediation by mental health professionals, conciliation courts, team mediation, and structured mediation.

A historical overview of divorce mediation includes a discussion of the philosophical underpinnings of all mediation styles. Other topics covered include mediation rules and techniques, individual caucusing, children in the mediation session, the role of the nonmediating mental health professional, attorneys as mediators, signs of readiness to mediate, the legality of a mediation agreement, and selection of a mediator.

The discussion of each mediation style covers its basic features and particular benefits, using transcripts of mediations in progress. The final chapters provide sample forms and agreements.

1985. 248 p. Index. NCJ 95547

Availability: Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. Book \$25.95.



Institutional corrections (adult)

Management and operations. Classification of offenders. Jails. Prison disorders. Rehabilitation and treatment.

Correctional Treatment—Theory and Practice

C. Bartollas

Suggests that a new look at American correctional treatment is needed, because the trend in American corrections in the 1980's is toward a treatment model likely to be very different from the previous model.

The text first discusses the rehabilitative, justice-model, and utilitarian correctional philosophies, and the role of treatment within each. The author then examines community-based and institutional programs in juvenile and adult corrections, and considers common elements in effective programs and ways correctional treatment can be improved.

A section on correctional environments includes a discussion of elements that should be present to make those environments more compatible with treatment. It outlines the constitutional rights

inmates must have in these settings, considers why inmates succeed or fail, and explores how inmate characteristics affect receptivity to treatment.

Despite growing limitations on institutional programs, the author predicts that a more varied and sophisticated approach to treatment, geared to individual offenders, will be increasingly accepted.

1985. 319 p. Bibliography. NCJ 95517

Availability: Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. Book \$24.95.

Private Sector Involvement in Prison Services and Operations

C.G. Camp and G.M. Camp,
Criminal Justice Institute, Inc.

Presents results of a study undertaken to determine the extent, value, and potential of private sector (both for-profit and nonprofit) roles in corrections.

Twenty-one adult agencies, 15 juvenile agencies, and 12 agencies responsible for both adult and juvenile services reported 3,215 contracts with the private sector; the five agencies with the largest number of contracts are in California, South Carolina, Virginia, Arizona, and Connecticut.

Thirty-two types of services were reported, including food service, security, work release, transportation, and laundry. Approximately \$200 million is spent annually on these services. Administrators cited benefits of private sector contracting, such as staff savings, better quality of service, more efficient operation, better accountability, and reduced training requirements.

The document includes criteria for contracting and suggests several models for contracting the operation of an entire facility.

1984. 53 p. Sponsoring agency: U.S. Department of Justice, National Institute of Corrections. Grant no.: EX-3. Tables. Study instrument. Bibliography. NCJ 95589

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Correction

Library in the Correctional Setting (NCJ 93779), announced in the September issue, can be obtained for \$8.95 from Rue Chien Press, Box 52, Lyons GA 30436.



Juvenile justice system

Juvenile delinquency. Juvenile courts. Missing children.

Just Another Missing Kid—Parts 1 and 2

J. Zaritsky, Pyramid Films

Interviews with family members of a missing person eventually found to be a murder victim, and with criminal justice professionals and a private investigator, highlight the family's frustrations in trying to get police help. They also point to the ineffectiveness of the criminal justice system in various jurisdictions.

The 19-year-old victim is reported missing on a trip from Ottawa, Canada, to Colorado. The presentation traces the family's efforts to secure help from both Canadian and American police officials; the police base their refusal to help on lack of evidence that a crime has been committed.

When the victim's van is finally traced, various criminal justice agencies fail to pursue the investigation. The agencies fail to cooperate across jurisdictional boundaries and, when the perpetrator is finally caught, they fail to render justice according to the nature of the crime. Criminal justice professionals as well as family members express their frustration at the system's inability to meet accepted standards.

1981. 90 minutes. Two 3/4-inch videocassettes. NCJ 95537

Availability: Pyramid Films, Box 1048, Santa Monica, CA 90406. Videocassettes \$450; rental is available from the sales source. Not available from NCJRS.

Runaway Children and the Juvenile Justice and Delinquency Prevention Act—What Is the Impact?

U.S. Department of Justice,
Office of Juvenile Justice and Delinquency Prevention

Suggests that the Federal deinstitutionalization mandate had the unintended consequence of preventing the juvenile justice system from effectively protecting runaways.

Although deinstitutionalization reduced the total of status and noncriminal offenders in secure facilities by 88.2

percent over the last 5 years, it has often meant releasing young people to the exploitation of the streets. Many runaways are arrested and eventually enter the criminal justice system, no longer as status offenders but as criminal offenders, facing charges for crimes committed in order to survive.

By intervening at an earlier point, the document suggests, the law enforcement system could help keep these children from subsequent criminality. Many runaway and homeless children need to be confined, if only for their own protection.

States that have adopted deinstitutionalization will continue to carry it out with or without Federal funding; however, the removal of blanket deinstitutionalization requirements will allow States the latitude to protect local runaways more effectively.

11 p. Footnotes. List of resources. References. NCJ 95235

■ Check order no. 25.



Law enforcement

Criminal investigation. Internal affairs. Management and organization. Resource allocation. Patrol functions. Traffic functions. Private/security police.

Calling the Police—Citizen Reporting of Serious Crime

W. Spelman and D.K. Brown,
Police Executive Research Forum

Findings of a 3-year study in four jurisdictions unequivocally support conclusions reached by the Kansas City Police Department in its 1977 study of police response to serious crimes. Kansas City police found that rapid response may be unnecessary for three out of every four serious crimes reported.

Citizen reporting time, not police response time, most affects the possibility of on-scene arrest. When citizens delay

Prosecutorial Decisionmaking: A National Study, recently out of stock from NCJRS, is now available under our fee-for-service program. Order no. 19 on the back cover order form.

in reporting crimes, efforts to reduce police response times have no substantial effect on arrest rates. Most serious crimes reported to the police are discovery-related crimes for which there is virtually no chance for response-related arrests.

When citizens do not report crimes immediately, it is because they decide to call the police only after they have taken some other action, because they have trouble communicating their reports to police, or both. Police must offer good reasons for citizens to report immediately, reasons that will override citizens' inclinations to delay. The document evaluates various programs and services designed to reduce response time in light of these findings.

1984. 249 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. Grant no.: 78-NI-AX-0107. Tables. Figures. References. NCJ 82276

Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Document \$7.50, stock no. 027-000-01208-6; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Public Policy and Police Discretion—Processes of Decriminalization

D.E. Aaronson, C.T. Dienes,
and M.C. Musheno

Examines how police and other public officials translate the law "on the books" into the law in action. Case studies of decriminalization of public drunkenness in three cities demonstrate the impact of police discretion on policy goals.

The authors introduce a process-oriented perspective on public policy (i.e., the law encompasses implementation by bureaucrats as well as formulation by policymakers) and use it to analyze police discretion in implementing formal rules. They review rationales for decriminalization of victimless crimes, emphasizing that reformers' aims often are not congruent, later creating opportunity for bureaucratic discretion.

Case studies in Washington, D.C., St. Louis, and Minneapolis explore impacts of decriminalization: a decrease in the number of inebriates handled by the public sector and a change in the character of the inebriate population.

SNI

Selective notification of information,
National Institute of Justice/NCJRS

The book assesses the effects of decriminalization efforts on police perceptions of their role ("social service" vs. "law enforcement") and how these perceptions affect police discretion. Final chapters suggest ways policymakers can respond to bureaucratic discretion and how administrators can use sanctions and incentives to influence and direct bureaucratic discretion in general and police discretion in particular.

1984. 500 p. Tables. Footnotes. Index. NCJ 94836

Availability: Clark Boardman Company, Ltd., 435 Hudson St., New York, NY 10014. Book \$25.00.



Offenses

Classification of crime. Domestic violence. Racketeering. Gambling. Organized crime. Riot control and urban disorders. Terrorism. Victimless crimes.

Killer Arson

D. Jackson and R. Jewell,
Film Communicators

Using interviews and summary narrative, this film portrays arson as a crime against persons as well as property, discusses the major causes of arson (insurance fraud and emotionally troubled juveniles), profiles professional and juvenile arsonists, and suggests approaches for preventing and countering arson.

Interviews with firefighters and the wives of victimized firefighters emphasize the painful loss of life from arson. Interviews with residents of inner city apartment buildings, some of whom had been repeatedly displaced by fires, also show arson's threat to life as well as to family possessions and shelter.

Insurance investigators generally maintain that insurers' profits may even be enhanced by arson, since costs are passed on as higher premiums. Insurance executives, however, argue that arson is a financial threat to insurers.

The film concludes with suggestions for ways to counter arson through community organization, particularly in inner city areas. An accompanying book provides instruction on how to prepare for a court appearance in an arson case.

1981. 16 mm., 38 minutes running time. Color. NCJ 95689

Availability: Film Communicators, 11136 Wedington St., North Hollywood, CA 91601. Film \$545; rental is available from the sales source. Not available from NCJRS.

Study of Government-Subsidized Housing Rehabilitation Programs and Arson

A. Pisani, New York City Arson Strike Force

Presents findings of a study of four housing rehabilitation programs in New York City that attempted to determine if a relationship existed between such programs and arson. Possible methods were analyzed by which these programs could be subject to arson-for-profit activities.

A comparative analysis was conducted for each program against a control sample. With respect to the Section 8 Substantial Rehabilitation Rent Program, privately owned (vs. city-owned) buildings in certain neighborhoods were more likely to have had at least one fire of suspicious origin. These findings imply, according to the author, that some building owners may have promoted fires through neglect or intent to force tenants to vacate, then prepared their buildings for substantial rehabilitation at increased rentals to wealthier tenants.

The document also analyzes fires in buildings assisted under the Participation Loan Program, the J51 Tax Exemption and Abatement Program, and the Article 8A Rehabilitation Loan Program.

Recommendations are given for administrative and statutory changes in the programs where a significant relationship to arson was found. Special attention to evaluating applicants before certification and granting of loans was particularly emphasized.

1984. 20 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. Grant no.: 81-IJ-CX-0033. NCJ 96019

■ Check order no. 16.



Reference and statistics

Reference material. Statistics.

Adult Correctional Services in Canada, 1982-83

Centre for Justice Statistics, Canada

Presents data for the years 1978-83 describing Canadian adult correctional services in the provincial, territorial, and Federal sectors.

Total government expenditures on adult corrections during 1982 and 1983 amounted to approximately \$1.1 billion—a 15-percent increase from the previous year's total. From 1982 to 1983, there were approximately 287,000 admissions to either custody or community supervision.

Inmates admitted to provincial custody were typically 25 years old, and one-third of all admissions were for default on fines. The median age of Federal inmates was 28 years; they were typically incarcerated either for robbery or breaking and entering. Female offenders constituted 16 percent of all admissions to provincial probation.

1984. 205 p. Published in English and French. Figures. Tables. Maps. NCJ 95367

Availability: Ministry of Supply and Services, 123 Slater St., Ottawa, Ontario, Canada K1A 0S5. Paperback \$10.60; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Crime in the United States, 1983—Uniform Crime Reports

U.S. Department of Justice,
Federal Bureau of Investigation

Describes the Uniform Crime Reporting Program—a nationwide cooperative venture of nearly 16,000 city, county, and State law enforcement agencies that covers 97 percent of the total U.S. population. A discussion and statistics on offenses, offenders, and law enforcement personnel are provided.

Collectively, the agencies participating in the program experienced a 5-percent decrease in violent crime and a 7-percent decrease in property crime since 1982. Geographically, declines in the overall

Crime Index were reported in all regions for the same 2-year period. In the Northeastern States, the decrease was 8 percent; in the Southern States, 7 percent; and in both the North Central and the Western States, 6 percent.

1983. 395 p. Charts. Tables. Appendixes. NCJ 95515

Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Document \$9.00, stock no. 027-001-00035-1; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Law Enforcement Officers Killed and Assaulted

U.S. Department of Justice,
Federal Bureau of Investigation

Details the circumstances and weapons involved in killings of and assaults on law enforcement officers in the United States during 1983.

Figures and data tables cover felonious line-of-duty killings of Federal, State, and local law enforcement officers having full arrest powers, as well as accidental deaths occurring in the line of duty. Assault data are also given for criminal justice officials employed by the U.S. Departments of the Interior, Justice, and the Treasury, the judicial branch, and the U.S. Postal Service.

Data indicate the location of fatal firearms wounds, type of weapon, type and size of firearm, distance between victim and offender, date and time of day, officer's type of assignment, and disposition of known assailants.

61 p. Uniform Crime Reports, 1983. NCJ 95498

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Selected Trends in Canadian Criminal Justice

Solicitor General of Canada,
Statistics Division, Programs Branch

Provides an overview of a number of major trends related to the Canadian criminal justice system. During the period 1962-81, total offense rates in Canada almost tripled. Violent crimes remained a small proportion of the

total—less than 7 percent—while property crimes were approximately 50 percent of the total.

The document includes data from the Canadian Urban Victimization Survey on numbers and types of crimes reported to the police in major cities and results of a Gallup National Survey on citizens' perceptions of the courts and sentencing. Other topics treated include the risk of victimization and the victimization rates of women for certain crimes.

1984. 93 p. Graphs. Tables. References. A French version is available. NCJ 95415

Availability: Solicitor General of Canada, 340 Laurier Ave., West, Ottawa, Ontario, Canada K1A 0P8. Document \$6.30; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

State Court Caseload Statistics—Annual Report, 1980

National Center for State Courts

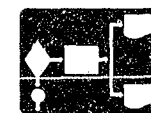
Provides State court caseload summary statistics for appellate courts, including both courts of last resort and intermediate appellate courts, and trial courts in the 50 States, the District of Columbia, Guam, and Puerto Rico.

Statistical profiles are presented for each State, containing a chart depicting the organization of the court system, the jurisdiction and route of appeal for each court, the number of judges, and types of trials. A set of tables containing case-related data received from each State court or court system is also included.

1984. 494 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. Grant no.: 83-BJ-CX-K018. Appendixes. Figures. Tables. NCJ 95475

Availability: National Center for State Courts, Publications Dept., 300 Newport Ave., Williamsburg, VA 23185. Paperback \$20.25; price includes postage and handling.

You can call the Justice Statistics Clearinghouse toll free at 800-732-3277 From Maryland and metropolitan Washington, D.C., call 301-251-5500.



System policy and planning

Costs of crime. Financial management. Laws and statutes. Planning and evaluation. Privacy issues.

Federal Aid to Criminal Justice—Rhetoric, Results, Lessons

J.K. Hudzik et al.,
National Criminal Justice Association

Traces the origins of the Law Enforcement Assistance Administration (LEAA) and the phases of its development from 1968 until 1982, when LEAA was phased out.

The authors examine the events and forces that were particularly important in shaping the 1968 Safe Streets and Crime Control Act and the kaleidoscope of LEAA administrative arrangements and policies that evolved. The LEAA program in the States between 1968 and 1980 is scrutinized, with focus on the formal and informal administrative structures and procedures adopted by States and State planning agencies.

Although the volume concludes that LEAA did not achieve all that its proponents hoped, it discusses numerous advances in criminal justice prompted by the LEAA initiative, including the development of criminal justice personnel through education and training programs as well as the increased use of technology. Papers on the LEAA legacy within specific criminal justice components are included.

1984. 331 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. Grant no.: 83-CJ-AX-K004. References. Tables. Figures. NCJ 95436

Availability: National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

Quest for Quality

R.H. Ward and V.J. Webb,
Joint Commission on Criminology and Criminal Justice Education and Standards

Presents results from a 5-year study undertaken to determine minimum standards for higher education in criminology and criminal justice. The historical development of criminology is traced,

and issues in criminal justice education are explored.

The authors address methods of implementing minimum standards, including specialized accreditation, voluntary peer review, standards for program development, and professionalization. They emphasize the role of the academic administrator and the importance of financial resources in laying the foundation for a good program.

Curricula from various institutions are described and eight core courses identified: introduction to criminal justice, criminology, criminal law, criminal procedure, juvenile delinquency, elementary statistics, the judicial process, and the correctional process. The authors explore demographic and educational characteristics of criminal justice majors. Recommendations are included for administrators, faculty, and students, and for curriculum development.

1984. 225 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice, Office of Criminal Justice Education and Training. Grant no.: 79-CD-AX-0001. References. Tables. Illustrations. NCJ 95516

Availability: University Publications, 340 East 19th St., New York, NY 10003. Book \$19.00.



Technology/ systems

Communications equipment. Explosives and weapons. Information systems software. Police equipment. Security systems. Standards.

NIJ Standard for Control Units for Intrusion Alarm Systems

U.S. Department of Commerce,
National Bureau of Standards

Establishes performance requirements and test methods for intrusion alarm control units used in protecting residential or commercial premises. Upon actuation of an intrusion sensing device or the detection of a trouble condition, the control unit may emit a local audible alarm or transmit an alarm signal to a police department or central station.

Performance characteristics addressed are those that affect the reliability of the device, particularly those that affect susceptibility to false alarms and resistance to tampering.

1984. 19 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. References. NCJ 95397

Availability: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Document \$1.75, stock no. 027-000-01198-5; National Institute of Justice/National Criminal Justice Reference Service Microfiche Program, Box 6000, Rockville, MD 20850. Microfiche free.

NIJ Standard for Crash Helmets

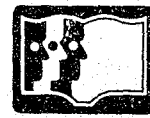
U.S. Department of Commerce,
National Bureau of Standards

Standards specify requirements and methods of testing for crash helmets worn by drivers and passengers of surface vehicles. This revision of the previous standard changes the impact attenuation requirement, deletes the requirement for wet testing, modifies the requirement and test method for peripheral vision limits, and clarifies test methods and test equipment requirements.

The standards include requirements for sampling, user information, labeling, construction, peripheral vision, impact attenuation, penetration resistance, and retention system.

1984. 15 p. Sponsoring agency: U.S. Department of Justice, National Institute of Justice. References. NCJ 95310

■ Check order no. 17.



Victim services

Victim/witness advocacy. Victim/witness research. Victim compensation. Public education. Victim/witness assistance.

Abuse of the Elderly—A Guide to Resources and Services

J.J. Costa

Twelve chapters discuss senior citizens as victims of crime and focus on resources and services for the elderly. The volume describes the abuse of family members, ranging from financial exploitation to

verbal assault and physical battering, and its extent, estimated at about 500,000 elderly men and women per year.

Characteristics of the victim and the abuser and factors that contribute to the abuse, such as dependency or stress, are discussed. Fear of crime has a greater impact upon the aged than crime itself; data reveal victimization rates for the elderly to be lower than for any other age group over 12.

Crime prevention suggestions and programs for senior citizens are presented, as are State and area agencies on aging and education and training materials. A comprehensive bibliography is included.

1984. 284 p. Figures. Tables. References. NCJ 95695

Availability: Heath Lexington Books, 125 Spring St., Lexington, MA 02173. Book \$28.50.

Batterers Anonymous—Self-Help Counseling for Men Who Batter Women

J.M. Goffman

Describes Batterers Anonymous (BA), a self-help program designed to completely eliminate batterers' physical and emotional abuse of women. The program is informally structured to provide an open, permissive, and comfortable atmosphere where participants are able to work out an individualized program for control of their problem.

Steps that must be achieved by batterers include regularly attending and participating in BA meetings, examining and understanding their need to act violently, and admitting their inability to solve their problems alone. Battering is considered a learned behavior; alternative behaviors and ways to increase personal effectiveness through the appropriate management of anger and stress are suggested.

The author also discusses legal aspects of spouse abuse, factors that help to perpetuate abuse, and personality traits of batterers. Suggestions for starting and promoting a BA group are provided.

1984. 56 p. References. Test questions. Promotional materials. NCJ 95599

Availability: B.A. Press, 1295 North "E" Street, San Bernardino, CA 92405. Book \$9.95 U.S.; \$12.00 Canada.

Preventing Sexual Abuse—Activities and Strategies for Those Working With Children and Adolescents— Curriculum Guides for K-6, 7-12, and Special Populations

C.A. Plummer

Contains instructions, curricula, and lesson plans to assist teachers, nurses, counselors, and related practitioners in developing child sexual abuse prevention programs.

Specific topics include program implementation in a school and in a community setting, as well as parent involvement. Successful programs are ensured by maximum community support, clear definition of goals, ongoing evaluation, well-trained instructors, a focus on safety, a plan for continued implementation, commitment to report suspected child abuse, and community ownership of the prevention program.

1984. 158 p. Sponsoring agency: U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect. Grant number 90-CA-817A-101. Appendixes. NCJ 94817

Availability: Learning Publications, Inc., P.O. Box 1326, Holmes Beach, FL 33509. Paperback \$19.95.

Sexual Exploitation—Rape, Child Sexual Abuse, and Workplace Harassment

D.E.H. Russell

Examines the prevalence and causes of rape, child sexual abuse, and sexual harassment in the workplace, with emphasis on social and psychological characteristics of rapists and victims.

The author discusses prevailing forms of heterosexual rape, females as rapists, and homosexual rape. Several typologies of rapists are analyzed. A four-factor model suggests preconditions that allow rape to occur: a predisposition or desire to rape, reduction of internal inhibitions, reduction of social inhibitions, and diminished ability of the victim to resist or avoid the rape.

The "gender gap" among perpetrators of child sexual abuse is detailed, and factors reducing internal and social inhibitions against such abuse and against sexual harassment in the workplace are discussed.

1984. 308 p. Sponsoring agencies: National Institute of Mental Health; National Center on Child Abuse and Neglect. Grant nos.: R01MH 28960; 90-CA-813/01. Figures. Tables. References. NCJ 95744

Availability: Sage Publications, Inc., 275 South Beverly Dr., Beverly Hills, CA 90212. Book \$28.00; paperback \$14.00.



White collar crime

Detection and investigation. Fraud. Abuse of public moneys. Computer crime. Consumer fraud. Environmental offenses.

Corporate Criminal Liability— A Treatise on the Criminal Liability of Corporations, Their Officers and Agents

K.F. Brickey

Applies general principles of corporate law to the corporate setting and analyzes critical components of liability under major Federal criminal statutes.

The author considers the development of corporate accountability for crime and the principles governing the attribution of criminal acts and intent to the corporate entity. Also addressed are the circumstances under which corporate officers and agents may incur personal criminal liability for conduct on behalf of the corporation.

Liability under the general Federal conspiracy statute and the Racketeer Influenced and Corrupt Organizations Act is explored. Securities fraud, mail fraud, various forms of sensitive domestic payments, major tax crimes, corporate slush funds, the Foreign Corrupt Practices Act, and the implications of making false statements and keeping false records are also discussed.

1984. 1,383 p. Issued in three numbered volumes. References. NCJ 95040

Availability: Callaghan and Company, 165 North Archer Ave., Mundelein, IL 60060. Book \$190.00.

Report on Computer Crime— Task Force on Computer Crime

American Bar Association

Discusses the roles of the public and private sectors in combating computer

crime, based on a broad survey of corporations, governments, and criminal justice personnel.

The most significant types of computer crime were reported to be the use of computers to steal tangible or intangible assets, the destruction or alteration of data, the use of computers to embezzle funds, the destruction or alteration of software, and fraud.

Responses regarding steps taken to prevent and deter computer crime, assessments of the most effective responses, comments regarding potential Federal law, data tables, and appendixes presenting the survey instrument and American Bar Association recommendations are included.

1984. 82 p. NCJ 95114

Availability: American Bar Association, Criminal Justice Section, 1800 M Street, NW., Washington, DC 20036. Paperback \$5.00.

Report on the Study of EDP-Related (Electronic Data Processing) Fraud in the Banking and Insurance Industries—EDP Fraud Review Task Force

American Institute of Certified Public
Accountants

Discusses auditors' concerns with electronic data processing (EDP)-related fraud and the results of two surveys that focused on 119 EDP-related fraud cases in the banking and insurance industries.

In almost all cases, the fraud occurred during normal transaction processing cycles, in both batch and online systems. Most frauds were perpetrated in the input area; in some cases, there appears to have been no attempt at concealment, and in others, names and addresses were altered to divert normal customer correspondence.

Most perpetrators in the banking industry were either data entry clerks or loan officers. In the insurance industry, they were either claim processors or policy service clerks. In most cases, people uncovering the frauds were within the company; in about one-fourth of the cases, customer complaints led to fraud detection.

1984. 32 p. Appendixes. Tables. NCJ 95590

Availability: American Institute of Certified Public Accountants, 1211 Avenue of the Americas, New York, NY 10036. Paperback \$3.00.

Announcing...

Bureau of Justice Statistics slide presentation

Criminal justice policymakers, educators, students, and the general public have responded enthusiastically to the Bureau of Justice Statistics' *Report to the Nation on Crime and Justice*. This groundbreaking publication is now available as a slide presentation for only \$24.45—check no. 22 on the order form. Parts of the slide show based on individual chapters of the full report are also available; contact NCJRS Customer Service for a price list.

New forensics document available

Forensics—When Science Bears Witness, a brief and useful summary of recent developments in this rapidly evolving field, has just been published by the National Institute of Justice/NCJRS. The booklet includes appendixes listing agencies, organizations, and newsletters in the forensics field. Single copies may be obtained free from NCJRS while supplies last. Order no. 26 on the back cover.

The document is also available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The price is \$1.50; specify stock no. 027-000-01202-7.

Crime in the United States available in microfiche

The FBI's Uniform Crime Reporting Program now offers microfiche copies of its annual publication, *Crime in the United States—Uniform Crime Reports*, for the years 1960 to 1983. The 24-issue set costs \$40 and can be ordered by writing the Uniform Crime Reporting Section, Room 7437, Federal Bureau of Investigation, Washington, DC 20535. Checks or money orders should be made payable to the Federal Bureau of Investigation. Inquiries regarding the purchase of specific editions also can be directed to the above address.

Answers to common questions about the NCJRS fee-for-service program

The NCJRS fee-for-service program is now nearly 3 years old. During this period, people have become accustomed to using many new products and services, most of them available for a fee. Below we answer some commonly asked questions about this program.

Q. Why does NCJRS charge for products and services?

A. In recent years, Federal Government clearinghouses have been required to recover the costs of providing services. The aim is to reduce the taxpayer burden. Each product and service in the NCJRS fee-for-service program is carefully priced to respond to this government requirement and to ensure continuing access by users to the information they need.

Q. Can I order materials and have NCJRS send me a bill?

A. No. NCJRS, like most Federal agencies or Government-sponsored information centers, is not authorized to issue credit to users. We must receive payment before we can provide service, but we offer flexible means of payment: deposit accounts, purchase orders for qualified agencies, MasterCard or Visa, checks, money orders, or cash.

Q. What credit cards does NCJRS accept?

A. NCJRS accepts VISA and MasterCard from both domestic and foreign users.

Q. From whom does NCJRS accept purchase orders?

A. Any Federal, State, or local government agency may use purchase orders when requesting fee-for-service materials.

NCJRS also accepts purchase orders from public and private schools, colleges, and universities.

Q. Can I use my GPO deposit account for ordering documents from NCJRS?

A. No, you should start a special NCJRS deposit account. An initial deposit of \$50 (US\$100 for international users) will open the account.

Q. Does NCJRS accept payment in foreign currency?

A. No. All payment must be in U.S. dollars, via cash, check, VISA or MasterCard, or deposit account.

Q. May I send payment to the reference specialist who took my order?

A. The reference specialist answers your questions or accepts your requests but cannot process payments. Please address your payments to Department F so that we may process your order quickly and efficiently.

Q. May I order fee-for-service products by telephone?

A. Yes. You may choose to telephone us if you pay with a charge card or deposit account. Our NCJRS Customer Service line makes it easy for requesters to order both free and fee products. Simply call 800-851-3420 or, if you are in Maryland or metropolitan Washington, D.C., call 301-251-5500.

Q. Do you have a price list?

A. Yes. Simply call NCJRS Customer Service to have one sent to you. If you need information not listed in the brochure, give us a call. Your request may lead to a useful new product or service.

Want to borrow a document from NCJRS?

See page 11 for details concerning our new fee-for-service Document Loan Program.

National Institute of Justice announces research agenda for 1985

Solicited Research Programs—Fiscal Year 1985 is now available to practitioners and researchers interested in participating in the Institute's 1985 research program. Available free from NCJRS, the program plan describes National Institute of Justice research priorities and provides details concerning individual programs in:

- Violent criminal behavior
- Drugs, alcohol, and crime
- Crime control theory and policy
- Classification, prediction, and methodology development
- Victims of crime
- Crime prevention
- Police efficiency and effectiveness
- Court effectiveness: reducing delay
- Corrections: prisons and jails
- Visiting fellows program
- Graduate research fellowships
- Summer research fellowships

The document details application procedures for these programs and for unsolicited research.

To receive your free copy of *Solicited Research Programs*, order no. 32 on the back cover.

New primer helps police use research

A grant from the National Institute of Justice has led to the publication of *Using Research: A Primer for Law Enforcement Managers*, designed to help police managers benefit from criminal justice research.

The book describes research concepts, methods, and terminology so law enforcement managers can evaluate and apply existing research. It also tells them what they need to know to conduct their own research on issues of importance to their agencies.

Using Research can be purchased from Police Executive Research Forum, 2300 M Street, NW., Suite 910, Washington, DC 20037, for \$10.00 plus shipping and handling.

New audiovisual catalogs

Two new audiovisual resource guides—*Audiovisual Bibliography: 16 mm Films—A Listing of Criminal Justice Films From the NCJRS Collection* and *Audiovisual Bibliography: 3/4" Videotapes—A Listing of Criminal Justice Videotapes From the NCJRS Collection*—are now available for \$17.50 each. Each catalog contains descriptions, with ordering information, of more than 100 films or videotapes.

Supplies are limited. To order, check the order form on the back cover. Both catalogs are also available in microfiche for \$4.00 each; write the NCJRS Microfiche Program, Box 6000, Rockville, MD 20850 and specify NCJ 96399 (for films) or NCJ 96400 (for videotapes).

ANNOUNCING: The NCJRS Monthly Accessions List

Receive early notice of new publications that are about to be entered into the NCJRS data base.

Subscribe to the *NCJRS Monthly Accessions List*. It is the equivalent of being on the first notice list of major publishers in the criminal justice field.

Librarians, researchers, and practitioners can use the lists to keep abreast of what's new among their colleagues and commercial publishers. Each month, benefit from the work of NCJRS information specialists. They screen more than 150 journals, books, research reports and papers, proceedings, audiovisual materials, and manuscripts to select documents for inclusion in the NCJRS collection.

Reap the benefits of their work.

You can receive the *NCJRS Monthly Accessions List* in five fields of interest:

- law enforcement
- courts
- corrections
- crime prevention
- juvenile justice

Enter your 12-month subscription now. The cost is \$84 per subject or order all five for \$378—that's a 10 percent discount.

Use the form on the back cover to place your order.

Law enforcement	\$ 84	order no. 02
Corrections	\$ 84	order no. 03
Courts	\$ 84	order no. 04
Crime prevention	\$ 84	order no. 05
Juvenile justice	\$ 84	order no. 06
All five subjects	\$378	order no. 07

 ncjrs information services

Announcing...

Some tips to callers of NCJRS

If you call NCJRS during the day and are put on hold, or if you get a busy signal, please call back. The peak periods for Customer Service are 10 a.m. to noon and 1 to 4 p.m. Remember, NCJRS

Customer Service is now available from 8:30 a.m. to 8:00 p.m. EST.

Should NCJRS Customer Service close early because of an emergency such as a

snowstorm, you can leave your message on the telephone answering machine by calling 301-251-5500. You can also use this service after hours and during holidays.

NCJRS's executive book service has three more *Books in Brief* ready for you to order...

... summarizing significant works in criminal justice for you, the busy criminal justice administrator, legislator, or executive.

Beyond Crime: Law Enforcement Operational and Cost Data

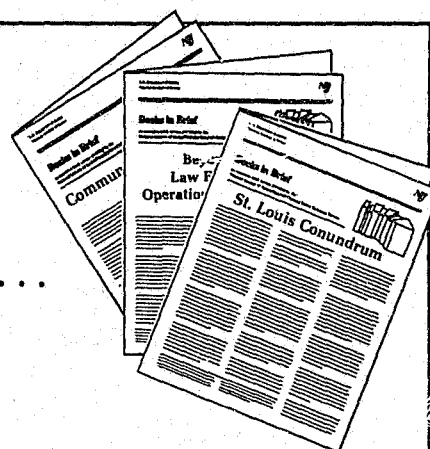
by Mark Cuniff, for the Bureau of Justice Statistics and the National Association of Criminal Justice Planners. Tells how 53 law enforcement agencies actually plan their operations and spend their money. It can help you improve the efficiency of your own operation.

Community Work Service With Felons—A Final Report and Guide to Developing New Local Programs

by Jack Worel, Dennis Wynne, and Robert Kigin, for Alternative Behaviors Associates, Inc. A step-by-step guide for developing a cost-effective alternative to incarceration, based on an actual demonstration from a Minnesota district court.

St. Louis Conundrum—The Effective Treatment of Antisocial Youths

by Ronald A. Feldman, Timothy E. Caplinger, and John S. Wodarski. Published by Prentice-Hall. Presents the results of a unique and successful program that integrated



antisocial youth into prosocial peer groups. The 3-year study involving 1,000 youths offers policymakers important findings on dealing with juvenile delinquents.

It's not too late...

... to order the first three *Books in Brief* announced in the January issue of *NIJ Reports*. Use the order form on the back cover to order all 6 or to sign up for the 1985 series of 12.

New:

Beyond Crime	\$ 7.00	order no. 08
Community Work Service With Felons	\$ 7.00	order no. 09
St. Louis Conundrum	\$ 7.00	order no. 10

Previously announced:

All They Can Do Repeat Offender Program	\$ 7.00	order no. 11
Experiment	\$ 7.00	order no. 12
Success on Parole	\$ 7.00	order no. 13

The entire series of 12	\$77.00	order no. 14
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NIJncjrs information services

Bureau of Justice Statistics documents available free from NCJRS

Copies of two BJS Bulletins and two Special Reports may be ordered free from NCJRS:

Tracking Offenders: The Child Victim describes preliminary results of a pilot study addressing the processing of offenders against children. An update of a November 1983 BJS Bulletin, *Tracking Offenders* presents data showing that although offenders against children are prosecuted and convicted more often than other offenders, they are incarcerated less often and receive shorter sentences. NCJ 95785

Household Burglary, BJS's Bulletin based on 10 years of data from the National Crime Survey, offers information that can be used by citizens and enforcement officials to develop a profile of households at risk of being burglarized. NCJ 96021

A BJS Special Report titled *The Prevalence of Guilty Pleas* uses computerized data from prosecutors to describe the ratio of guilty pleas to trials. It addresses such topics as the plea process itself and the relationship of pleas to case selectivity, sentences, and time in the system. NCJ 96018

Pretrial Release and Misconduct is a Special Report that presents statistics derived from the BJS Federal Justice Statistics data base. The report focuses specifically on the Federal justice system and provides information on the use of bail, the use of pretrial detention, and the extent of misconduct by persons released under bail. NCJ 96132

To order your free copies of these BJS documents, use the order form on the back cover.

Justice expenditure and employment survey data available

Just a reminder that *Justice Expenditure and Employment in the United States 1971-79*, is available free from NCJRS. First announced in *NIJ Reports* in May 1984, the BJS report presents statistics on trends in public expenditure and employment for police protection, judicial activities, legal services and prosecution, public defense, corrections, and other criminal justice activities.

The data are extracted from a series of annual reports titled *Expenditure and Employment Data for the Criminal Justice System*, which present the data in much greater detail for the 50 States and major counties and urban areas. NCJ 92596

Use the order form on the back cover to obtain your free copy.

New Research in Brief offerings

The latest additions to the National Institute of Justice's Research in Brief series are now available. To order your free copies, check the order form on the back cover.

Expanding Sentencing Options: A Governor's Perspective, by Pierre S. du Pont IV, examines an accountability-based alternative sentencing system developed by the Delaware Sentencing Reform Commission. NCJ 96335.

The Forensic Use of Hypnosis, by M.T. Orne, D.F. Dinges, and E.C. Orne, summarizes the relevant scientific knowledge on hypnosis, discusses both hypnotic techniques and problems with courtroom use, and suggests guidelines for forensic use of hypnosis. NCJ 96336.

New Criminal Justice Directory

A Network of Knowledge, the Fifth Edition of the Directory of Criminal Justice Information Sources, can be ordered from the Government Printing Office. More than 150 entries describe national and regional organizations that provide such information services as data base searches, document dissemination, reference services, and technical assistance to the criminal justice field. Each entry includes an address, telephone number, and contact person as well as a brief description of the organization's services.

To order *A Network of Knowledge*, write Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Specify stock no. 027-000-01212-4; the price is \$5.50. A free microfiche copy is available from the National Institute of Justice/NCJRS Microfiche Program, Box 6000, Rockville, MD 20850. Specify NCJ 96031.

Managing Correctional Resources

Our limited supply of *Managing Correctional Resources—Economic Analysis Techniques*, announced in the January issue, has been exhausted. Due to the interest level, however, the document now is available through the National Institute of Justice/NCJRS fee-for-service program. To order, check no. 18 on the back cover.

Attention practitioners and researchers!

You now have at least 11 1/2 hours per day to access NCJRS Customer Service. All 800 lines and 301-251-5500 are available from 8:30 a.m. to 8:00 p.m. EST. Our toll-free numbers are:

National Institute of Justice/NCJRS
800-851-3420
Justice Statistics Clearinghouse
800-732-3277
Juvenile Justice Clearinghouse
800-638-8736

Now, your own library on Alternative Dispute Resolution—

in economical, space-saving microfiche!

NCJRS's newest SLIM (Selected Library in Microfiche) brings you the full text of 155 documents about arbitration, mediation, and other dispute resolution techniques to resolve conflicts.

See what others are doing to resolve disputes between landlords and tenants, neighbors, employers and employees, and among juveniles, families, and residents in communities experiencing racial or ethnic tension.

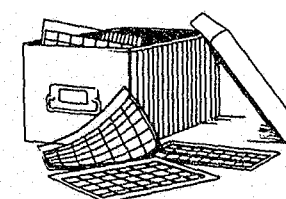
The Dispute Resolution Information Center/NCJRS has prepared this SLIM package to provide the best information on current trends and techniques in this increasingly important field.

Instant access to thousands of pages of information

Comprehensive research studies, evaluation reports, program reports, journal articles, and unpublished, hard-to-find literature—all are yours for easy reference, completely indexed by title, author, and subject. A paper copy of the indexes for ease of scanning also is available. And all for only \$126.

To order your own Alternative Dispute Resolution library in microfiche, packaged in a sturdy box and sent to you first class, check order no. 01 on the back cover.

NIJncjrs information services



Announcing...

New Prison Crowding and Police Practices Program Data Bases

The National Institute of Justice/NCJRS asks your help in identifying candidate programs for two new program data bases—Prison Crowding and Police Investigative Practices. NCJRS will build these comprehensive data bases incrementally over the next 18 to 24 months by collecting information on specific groups of programs that can have an impact on prison crowding and police investigative practices.

Each data base will contain information on specific types of programs. For the initial step, NCJRS will concentrate on collecting information on the following two types of programs:

1. *Private sector programs in corrections*, operated by nongovernmental organizations (both profitmaking and nonprofit), under contract, to provide traditional correctional services. Information on

these programs will be entered into the Prison Crowding Program Data Base.

2. *Crime analysis programs*, providing systematic analysis of crime patterns and trends to help operational and administrative personnel plan and deploy resources for the prevention and suppression of criminal activities. Information on these programs will be entered into the Police Investigative Practices Program Data Base.

For each program entered, we will include information such as program name, location, staff, budget, program elements, clients served, and publications and reports available.

New program types will be added to the data bases, with the second round of data collection planned for June 1985. Community alternatives (for the Prison

Crowding data base) and career criminal investigative programs (for the Police Investigative Practices data base) are possible new program types to be added this year.

The data bases will serve as an automated program catalog and directory for NCJRS users. Each will be coded and indexed to allow custom searches and retrieval of targeted information.

NCJRS staff have been informally collecting information about private sector initiatives and crime analysis programs, but we need your help in identifying programs. Please complete the form on the next page and return to NCJRS so that we can follow up on your suggestions.

As these data bases develop, look for future announcements in *NIJ Reports*. Our thanks for your assistance.

Telephone NCJRS at these numbers between 8:30 a.m. and 8 p.m., EST:

- NCJRS Customer Service: 800-851-3420
- Juvenile Justice Clearinghouse: 800-638-8736
- Justice Statistics Clearinghouse: 800-732-3277

Callers in Maryland, the local Washington, D.C., area, and outside the continental United States should call 301-251-5500.

After 8 p.m. call 301-251-5500 to order free documents or to leave a message on our answering devices for next-day followup by a specialist.

Or write National Institute of Justice/
NCJRS
Box 6000
Rockville, MD 20850

If you found this publication informative...

Why not share it
with your colleagues?

Should they want copies of their own,
call 800-851-3420 or 301-251-5000,
or write:
National Institute of Justice/NCJRS
Box 6000
Rockville, MD 20850

Mailback form for submitting information on program data bases described on opposite page

☐ Private sector corrections program

Program name _____

☐ Crime analysis program

Agency _____

Address _____

City _____ State _____ ZIP _____

Contact person _____

Telephone number () _____

☐ Private sector corrections program

Program name _____

☐ Crime analysis program

Agency _____

Address _____

City _____ State _____ ZIP _____

Contact person _____

Telephone number () _____

Instructions: Please indicate the type of program by checking the appropriate box to the left and then provide us with as much information as you have. NCJRS information specialists will contact the person you identify to obtain additional information and make it available to others in the field through the program data bases. If you have more than two programs, please note them on the available blank space. Thank you.

After providing the information requested above, fold and tape as indicated, and affix first-class postage or enclose in an envelope and mail to the address below.

FOLD, TAPE, AND MAIL. DO NOT STAPLE.

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