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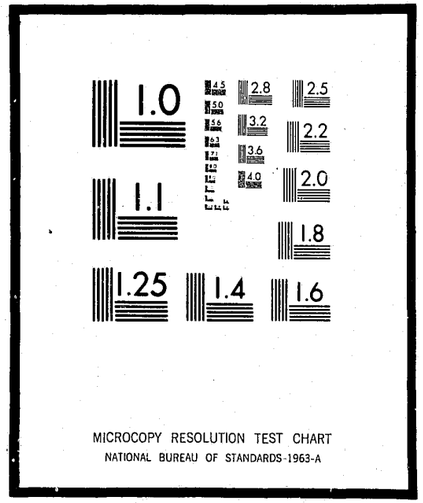

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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed 1/14/76

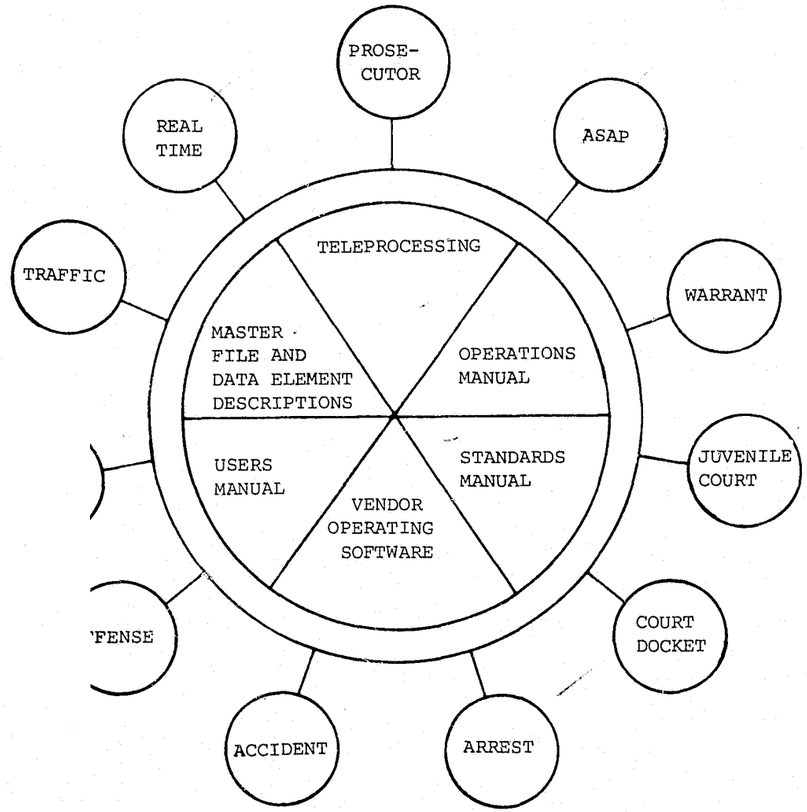
PREFACE

This documentation is one volume of a complete set of documentation for ALERT II under DOS. The documentation is modularized in order to minimize duplication of information and facilitate revisions. This modularization requires a brief understanding of each of the volumes for effective use.

The overall system concept of ALERT encompasses the use of three main files, a Name Index File, a General Purpose Index File and Master Data File. These files are utilized by the sub-systems as required and are therefore program independent.

ALERT II Documentation Relationships

The volume you are reading is represented by the shaded figure. The volumes contained in the large center circle serve all outlying sub-systems. The outlying sub-systems are independent of each other but are highly dependent on the center circle volumes.



012909

Systems and Programming Volumes

The systems and programming documentation is divided into 12 separate volumes. Normally these volumes represent an application, such as "Traffic." Two volumes represent special functions or groupings of support programs. An example of generalized support functions is Teleprocessing, in that it contains most of the TPD's used by the applications.

The sub-system volumes are made up of:

Sub-System Name	Brief Description	Program I.D.
Teleprocessing	TPD's and routines for other sub-systems	RA
Real Time	Background support programs and report preparation	RB, CB
Warrant	A Law Enforcement system that contains warrants, wants and warning information	JX
Traffic	A traffic ticket system that records the names of traffic violators as well as data about traffic incidences	CD
Dispatch	An information system for analysis of manpower workload and calls for service	CE
Arrest	A system that records individual arrests and provides statistical and historical information	CV
Accident	A vehicular accident system containing statistical and historical data about accidents	CJ, JJ
Offense	A system that records statistical and historical data about criminal incidences	CF
Court Docket	A Municipal Court docket system that prints the court dockets, officer notifications, and automatically generates warrants for failure to appear	JD

Sub-System Name	Brief Description	Program I.D.
Prosecutor	A Correction and Probation system allowing immediate access to case status	J3
Juvenile Court	An information system recording transactional data on juvenile offenders. This system involves highly restricted access of on-line data.	JM
ASAP	An information system serving the Alcohol Safety Action Program	JO

The systems and programming documentation is divided into two sections: (1) Systems documentation; (2) Program documentation for programs contained in the system. The table of contents directs the use of each volume. For ease of updating, the numbering scheme is modularized. Systems documentation will be referenced by SYS-XX with XX being page numbers within the systems documentation. Program documentation will be referenced by program number-XX, again the XX being pages within programs.

The program number is a critical reference tool. The first two digits represent which sub-system the program is included in (see above table). When a program creates a magnetic tape that tape is named "Program Number"-TX, with the X being "1" for the first tape it creates, "2" for a succeeding tape, etc. Reports are also numbered in the same manner using an "L" instead of a "T", "Program Number"-LX.

Two styles of record layouts are used in the documentation. One is a continuous single record layout (a Cobol FD is included) and the second is a multi-record, 132 character, layout.

The single record layout is for master files and the multi-record layout is for temporary work files. Typically, the work records are tape records that are used to write reports. The Master File layouts have detail data elements descriptions contained in the Master File and Data Element Description volume.

Operations Manual

The Operations Manual contains the Set-Up and Operating instruction for each program. Details of special control cards or date cards are described in the Special Instruction Section of the Set-Up document.

Users Manual

The Users Manual contains all information necessary for a user to use specific systems. It is important to know that CRT layouts and data element definitions and codes are contained in this Manual.

Standards Manual

The Standards Manual directs the creation, operation and modification of all systems, programs and documentation.

Master File and Data Element Descriptions

All records in the Master Files are represented by Record Layouts with Cobol FD statements. Data Element Descriptions for all Master File Data Elements are contained in this volume.

TABLE OF CONTENTS

SYSTEM DOCUMENTATION	INDEX NUMBER
System Overview	SYS-Ø2
System Flowchart	SYS-Ø4
SYSTEM PROGRAMS	SYS-Ø8
Magistrate Court Docket and Witness Notification	J31ØØ
Magistrate Court Docket Listing	J31Ø1
Witness Notification Labels	J31Ø2
Magistrate Court Criminal Report Tape	J31Ø3
Magistrate Court Criminal Report	J31Ø4

SECTION

DATE ISSUED

DATE REVISED

PROSECUTOR SYSTEM

INDEX NUMBER

SYS-Ø1

SECTION

DATE ISSUED

DATE REVISED

SYSTEM OVERVIEW

INDEX NUMBERS
SYS-Ø2

PROSECUTOR SYSTEM

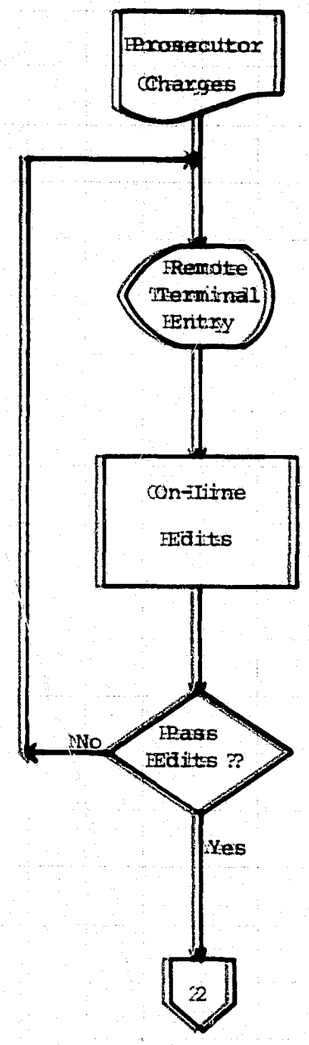
The computerized Prosecutor System was developed to provide automated Magistrate Court docketing as well as case disposition reporting. The system further yields address labels for all witnesses listed on the Magistrate docket, such that those persons may be notified of their necessary court appearance. The Prosecutor System is currently operational is available only to the Jackson County, Missouri Prosecutor's Office. Reports from the system (Magistrate Court Docket, Magistrate Court Criminal Report, or witness labels) are produced on an as-requested basis.

Input data for the Prosecutor System is developed from the prosecutor's formal filling of charges usually in conjunction with an arrest report. The input function is handled by prosecutor office personnel using remote CRT devices with all entry, modification, and cancellation functions performed in an on-line mode. Data entered into the ALERT system must pass on-line primary edits prior to being posted to the ALERT Master File. Once the data passes the edits, a Master File record is created and the appropriate file access indices are posted to the General Index File and Name Index File.

As output reports are requested, the General Index File is searched for Prosecutor System records and the Master File is accessed accordingly. Master File information is supplemented by the expanded charge literals from the Charge-Stat file and, in the case of the Magistrate Court docket, police officer identification information extracted from the Kansas City, Missouri Police Department Payroll Master File. A Magistrate Court docket tape and a witness notification label tape are then created from this information. A third output tape is created when the Magistrate Court Criminal Report is requested, the criminal report reflecting case disposition not shown on the docket schedule. All three tapes of the Prosecutor System are then used as input to programs which merely organize and print information from those tapes.

SYSTEM FLOWCHART

FLOWCHART



DESCRIPTION

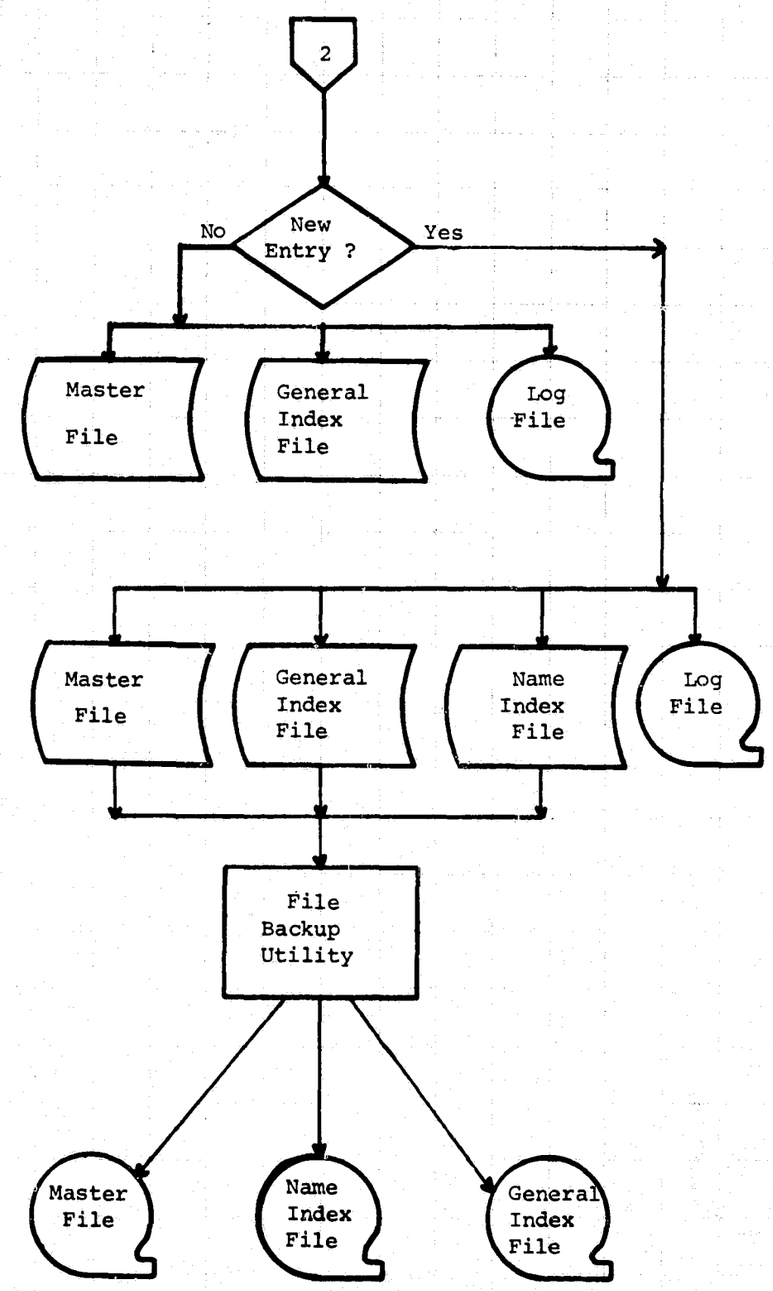
1Ø All Prosecutor System Entries Are Initiated Upon Formal Filing Of Charges.

2Ø Entries Passed Through Primary Edits And All Errors Are Redisplayed On Screen For Immediate Correction.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER SYS-Ø5

FLOWCHART



DESCRIPTION

3Ø The Names Of All Defendants, Witnesses, and Victims Are Entered Into The Computer Files In Conjunction With An Arrest Report. At This Point, The Computer Makes A Determination As To Whether These Names Have Been Entered Previously As A Result Of Some Other Police Action (Arrested, Victim of Offense, Traffic Ticket, etc.) Or Rather That This Is An Entirely New Name Entry.

4Ø If The Data Being Processed Concerns A Previously Entered Name, New Information Is Added To The Master File and The General Index File. The Transaction Is Also Entered On The Log File.

5Ø If The Entry Being Processed Is Entirely New, Information Is Added To The Master File, General Index File and The Name Index File. The Transaction is Entered On The Log File.

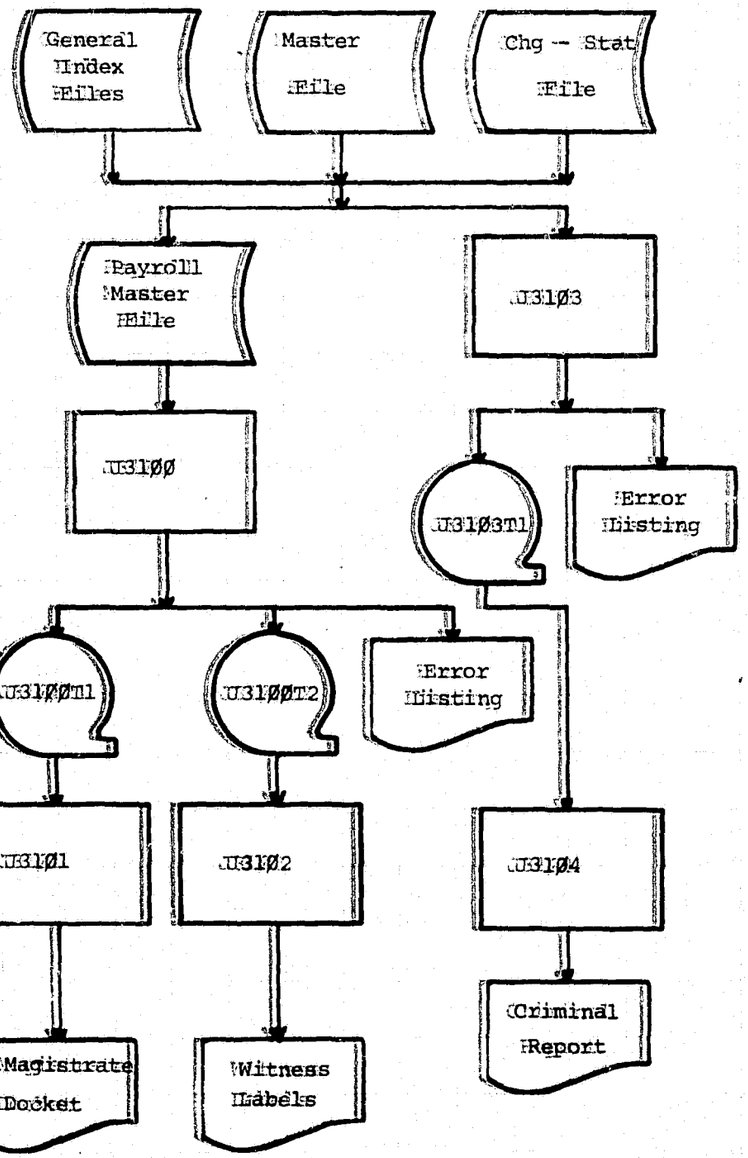
6Ø For Security Purposes As Well As Input To Other Programs, The Master File, General Index File, And Name Index File Are "Backed Up" On Tape.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER SYS-Ø6

SYSTEM FLOW CHART — Page 3 of 3

FLOWCHART	DESCRIPTION



7Ø General Index And Master File Information Is Supplemented By Expanded Charge Information From The Charge Stat File And Officer Identification From The Payroll File.

8Ø All Output Data Is Formatted To Tapes And Then Merely Dumped To The Printer.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER SYS-Ø7

SECTION

DATE ISSUED | DATE REVISED

SYSTEM PROGRAMS

INDEX NUMBER SYS-Ø8

PROGRAMMING DOCUMENTATION

SECTION

PROSECUTOR PROGRAMS

DATE ISSUED	DATE REVISED
January 16, 1973	

PROGRAM TITLE: MAGISTRATE COURT DOCKET AND WITNESS NOTIFICATION

DATE OPERATIONAL: January 16, 1973

PURPOSE: To create, as requested, the Magistrate Court docket tape and the witness notification labels tape to be used as input for the remaining Prosecutor System programs.

INDEX NUMBER

J31ØØ-Ø1

I. PROGRAM NARRATIVE

Input to this program is the ALERT General Index File, the ALERT Master File, the Charge Stat File and the Kansas City, Missouri Police Department Payroll File. Output is in the form of two tapes, the first tape representing the Magistrate docket information (J31ØØT1), and the second tape containing information for witness notification labels (J31ØØT2). Further output is an error listing (J31ØØL1) which contains identification of the following situations: invalid charge code, invalid police officer serial number, invalid witness record, no Prosecutor Office number on file, and no name on the Master File.

The existence of one of these criteria necessarily causes omission of that invalid data; however, the remainder of the record is written on the data tapes.

General program flow involves searching the ALERT General Index File for "PD" type records and when found, accessing the associated records within the Master File. Pertinent information is extracted from the Master File and supplemented by charge code expansion from the Charge Stat File and officer name and unit from the Payroll File. All created records are then sorted by record classification within defendant sequence number, within record type, within Prosecutor's Office Number so that duplicate records can be identified and deleted. At this point, the first tape is read as input to a second sort, changing the data format to structure a new sort key at the beginning of the record. Now the records are sorted by either circuit court number sequence or first defendant's name sequence on the basis of the control card specifications. Following this sort, the records are returned, coded fields are expanded, and every record is rewritten to the first tape in its final form. As witness records are encountered, they are additionally written to the witness notification tape, the second output tape to this program.

II. DETAILED DESCRIPTION

The Input Master File, General Index, Charge Stat and Payroll Master Files and the output tapes and print files are opened. A control card is accepted, edited for errors and if there are errors present, an error message is displayed upon the console and control is transferred to an abnormal end of job routine.

PROGRAMMING DOCUMENTATION

SECTION
PROSECUTOR PROGRAMS

DATE ISSUED
January 16, 1973

DATE REVISED

CTL-OK A COBOL "START" is performed on the General Index File at the beginning of the "PD" records and the sort file is initiated.

READ-GI reads the General Index File and selects records based on the criteria defined and the control card. A key is created to cause the Master File to be started at the associated name record.

READ-1-M reads the first record on the Master File and saves the master key, the ALERT number and the name portion of the record.

READ-M reads the Master File and checks to see if there are alias names present and if so, transfers control to an alias name save routine. All other records are bypassed until the prosecutor records are reached. At that time various prosecutor information is saved in a work area and control is passed to the appropriate paragraph.

WITNESS checks for duplicate witness records and if one is found, causes it to be bypassed. If the witness record is found to contain errors an error message is written on the printer, an error switch is set and the next Master File record is read.

BUILD-WIC moves the witness information to a work area, initializes the sort key, and releases this information to the sort file.

IS-ALIAS moves any alias name information to a work area.

WRITE-REC moves the Prosecutor's Office Number, the defendant's sequence number, the record classification, and the record type to the sort key. The defendant's name information and the circuit court number is then moved to a work area and is released to the sort.

ALIAS-LOOP causes all of the alias name information to be moved to the sort area and released to the sort file.

NO-ALIAS builds a sort key and moves the charge information and the police serial number information to a work area and then releases them to a sort.

BYPASS-PS causes various save areas to be zeroed out.

COMP-ERR causes the literal "NO PON ON FILE FOR ALERT NUMBER" followed by the ALERT number to be printed on the output listing. Various switches and save areas are re-initialized and control is passed to READ-GI which causes the next general index record to be read.

NO-MASTER causes the literal "NO NAME RECORD FOR" followed by the ALERT number to be printed on the output listing. Control is then passed to READ-GI which causes the next general index record to be read.

AB-EOJ causes the literal "ABNORMAL EOJ" to be displayed upon the console and the job is terminated.

At this point in the program the sort is initiated which causes the records to be sorted in record classification within defendant's sequence number, within record type, within prosecutors office number. After all of the records have been sorted, control is then passed to the following paragraph.

ELIM-DUPS returns the sorted record into a work area.

SETUP-NAME and WRITE-LOOP combine to move the information returned from the sort file to an output area, build a sort key and write a tape.

RETURN-LOOP returns the next record from the sort file and moves it to a work area. This paragraph then checks for duplicate records and bypasses them. Control is then passed to the appropriate paragraph determined by the record type.

SETUP-NAME2 moves the name information to a work area and control is passed to paragraph WRITE-LOOP.

SETUP-WIT moves witness information to a work area, builds a sort key and passes control to paragraph WRITE-LOOP.

SETUP-CHARGES initializes various switches and work areas.

READ-CHG moves the charge code to the nominal key of the Charge Stat File and reads the Charge Stat File randomly to obtain the expanded form of the charge. In the event of an invalid key, control is passed to paragraph PRT-INV-CHG. The expanded description of the charge and the sequence number of that charge is then moved to a work area and the output tape is written.

BUMP-CHGS causes the work area in which the charges are saved to be shifted down to allow the next charge to be processed.

PRT-INV-CHG causes the literal "INVALID CHARGE CODE" to be written on the output listing. Control is then passed to the paragraph BUMP-CHGS.

SETUP-POLICE, PS-LOOP, CHK-LOC, WRITE-POLICE and BUMP-PS combine to obtain each police officer's name, rank and unit by moving each officer's serial number to the nominal key of the Payroll Master File and reading this file randomly. In the event of an invalid key, the literal "INVALID POLICE SERIAL NUMBER" is written on the output listing and control is passed to the paragraph BUMP-PS. Each officer's information is then moved to an output area and the output tape is written.

END-PHASE1 simply closes the output tape.

PHASE1-EXIT after all records have been returned from the sort and processed, this paragraph causes control to be passed to the following paragraph.

PHASE-TWO opens the magistrate docket tape as input and initializes the sort.

READ-TAPE-2 reads the magistrate docket tape and releases each record to a sort.

CLOSE-TAPE-2 closes the magistrate docket tape.

READ-TAPE-2-EXIT initializes the sort, causes the records to be sorted in either circuit court case number or first defendant's name sequence depending upon the specifications of the control card.

BUILD-PRINT-FILE opens the output magistrate docket tape.

RETURN-FILE-2 returns the sorted records into a work area where it is determined if the record read is associated to the previous processed record. If not, four blank records are written on the output tape and the save areas are initialized. At this point, control is passed to the next paragraph. If the record is associated to the previous case, control is immediately passed to the next paragraph.

CHECK-4-TYPE passes control to the appropriate output processing paragraph depending on whether it is a name, charges, witness or police serial information record.

PRINT-NAME, CKAL and RELEASE-FILE-3 combine to format a name data line and generate a sort key and then write this information on the output tape. Control is then passed to paragraph RETURN-FILE-2.

PRINT-CHGS formats a charge information data line and generates a sort key. Control is then passed to paragraph RELEASE-FILE-3.

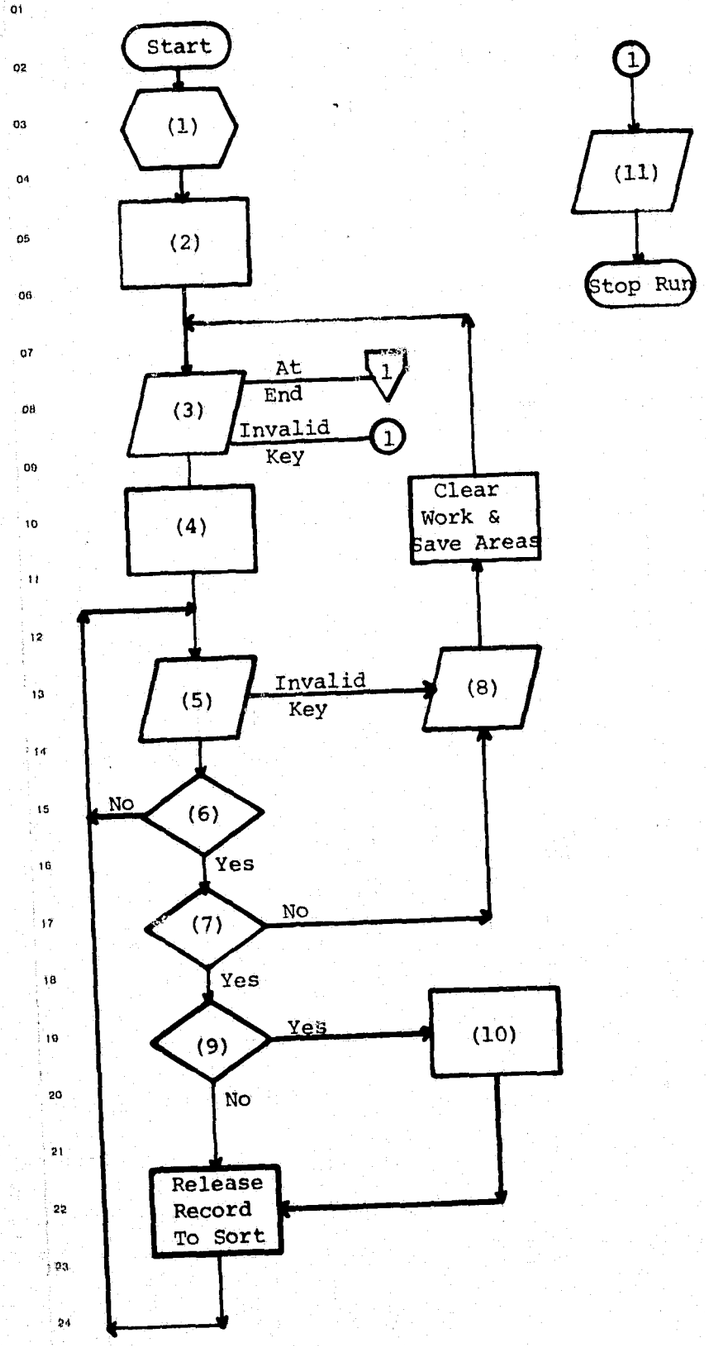
PRINT-WIT formats a witness data line for each witness record, generates a sort key and writes each of these records on the output tape. At this time the output witness tape is also written for each of these witness records. Control is then passed to paragraph RETURN-FILE-2.

PRINT-POLICE generates a police information data line and passes control to paragraph RELEASE-FILE-3.

END-PHASE-2. After all records have been returned from the sort and processed, this paragraph causes control to be passed to the following paragraph.

PHASE-THREE closes the output tapes and output printer and displays upon the console the literal "NORMAL EOJ J31ØØ".

FLOWCHART



DESCRIPTION

(1) Open Files, Accept Control Card, Clear Work Areas, General Housekeeping.

(2) "START" General Index File at "PD" Records.

(3) Read General Index File

(4) Build Master File.

(5) Read Master File.

(6) Name, Alias, or Prosecutor Record?

(7) Good Data?

(8) Display Error Message.

(9) New ALERT Number?

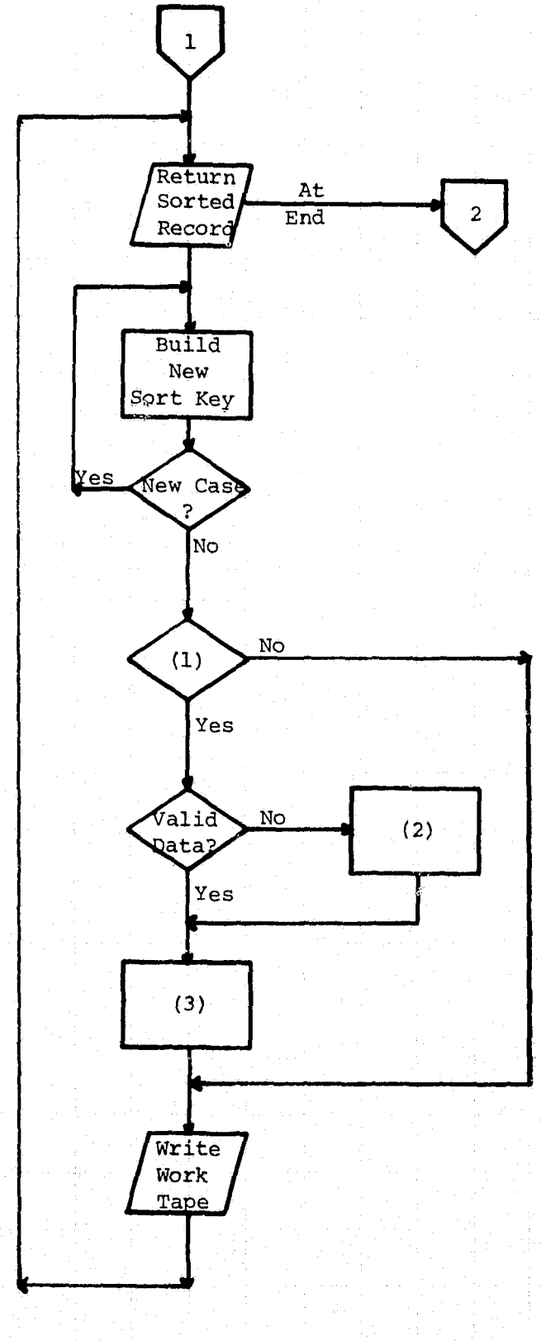
(10) Build New Sort Key.

(11) Display Error Message; Close Files.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER J31ØØ-Ø8

FLOWCHART



DESCRIPTION

(1) Name, Charges, Police Officer or Witness Record?

(2) Display Error Message.

(3) Move Information To Work Area.

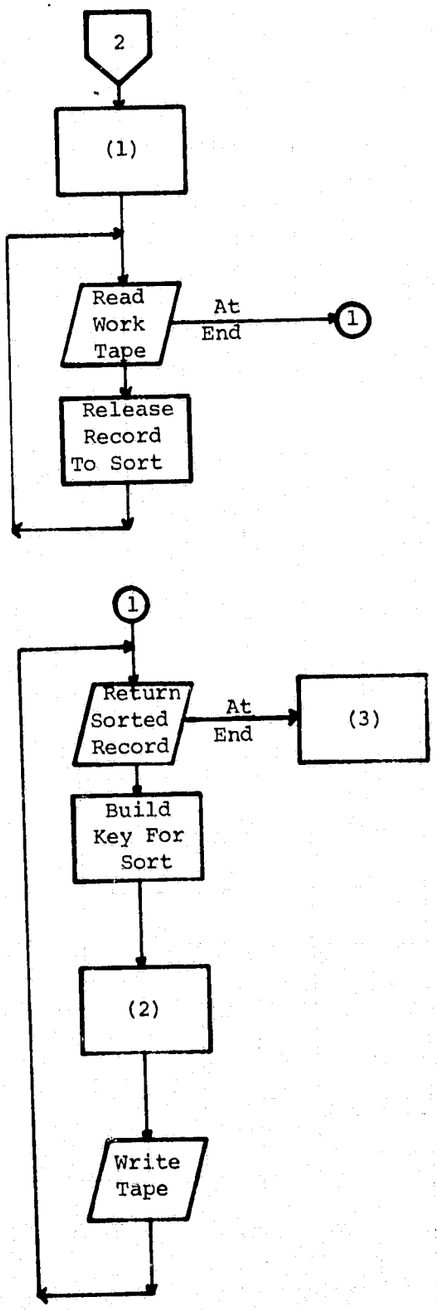
System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER J31ØØ-Ø9

SYSTEM FLOW CHART

Page 3 of 3

FLOWCHART



DESCRIPTION

(1) Close Work Tape And Open As Input.

(2) Format Data In Output Report Format.

(3) Close Files, Display 'End Of Job' Message And Stop.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER J31ØØ-1Ø

MAGISTRATE COURT DOCKET TAPE - J31ØØT1
WITNESS NOTIFICATION LABEL TAPE - J31ØØT2

EDP RECORD LAYOUT

NAME
AKA
DEFENDANT NO.
PROS. OFFICE NO.
COURT CASE NO.
FILLER
GEN. COLUMN NO.
GEN. LINE NUMBER
GEN. CASE NUMBER

WITNESS NAME
CHARGE
NAME (cont.)

(7-69)

INDEX NUMBER J31ØØ-11

PROGRAMMING DOCUMENTATION

SECTION
PROSECUTOR PROGRAMS

DATE ISSUED	DATE REVISED
January 16, 1973	

PROGRAM TITLE: MAGISTRATE COURT DOCKET LISTING

DATE OPERATIONAL: January 16, 1973

PURPOSE: To take information created by J31ØØ, Magistrate Court docket tape, format the information, print the docket listing, and write a tape which duplicates that listing.

INDEX NUMBER
J31Ø1-Ø1

I. PROGRAM NARRATIVE

Input to this program is the Magistrate Court docket tape (J31ØØT1) and output is the Magistrate Court docket listing (J31Ø1L1) and an output tape which duplicates that listing (J31Ø1T1). The input information is read into a Sort area where it is sorted by generated column number within generated line number within generated case number. Finally, the Sort records are returned and printed.

II. DETAILED DESCRIPTION

The input Magistrate docket tape and output printer are opened. A control card is accepted and edited for valid information. In the event errors are detected a literal "Invalid Control Card Job Canceled" is displayed upon the console and the job is terminated. Otherwise control is passed to the following paragraph.

CTL-OK moves various information from the control card to a work area which will later be used to print the heading on the output report. At this time a Sort file is initiated.

READ-TAPE reads the entire Magistrate docket tape and releases each record to the Sort.

CLOSE-TAPE simply closes the input Magistrate docket tape.

At this time the Sort is initiated and all records are sorted in generated column number within generated line number within generated case number. After all records have been sorted control is passed to the following paragraph.

PRINT-REPORT re-opens the Court docket tape as output, causes the heading routine to be performed and moves spaces to the print area. The first record is returned from the Sort file into a work area and save areas are initiated. Control is then passed to paragraph COMPARE-LINE-NO.

RETURN-LOOP returns all remaining records from the Sort file into a work area and compares the current generated case number to the previously processed case number. In the event that they are not equal control is passed to paragraph WRITE-IT. Otherwise control is passed to the following paragraph.

PROGRAMMING DOCUMENTATION

SECTION
PROSECUTOR PROGRAMS

DATE ISSUED
January 16, 1973

DATE REVISED

COMPARE-LINE-NO compares the current generated line number to the previously processed line number and if they are not equal control is passed to paragraph WRITE-IT. Otherwise control is passed to the following paragraph.

PLACE-IT passes control to the appropriate paragraph depending upon the contents of the generated column number.

PLACE-1 moves various case information and name information to a work area which will eventually be printed to the output report. At this time switches are set to indicate there is information to be printed and control is passed to paragraph RETURN-LOOP.

PLACE-2 moves the charge information to a work area to be eventually printed on the output report. Various switches are set to indicate there is information to be printed and control is passed to paragraph RETURN-LOOP.

WRITE-IT causes the output listing to be printed, work areas to be cleared out, switches initialized and saves various information to be used in later processing. A check is made to determine if the end of page has been reached and if so causes the heading routine to be performed.

EXIT-TO-COMP simply passes control to paragraph COMPARE-LINE-NO.

END-IT causes the last print line to be printed and closes the tape file and printer.

PRINT-REPORT-EXIT terminates the internal Sort and causes control to be passed to the following paragraph.

END-JOB causes the literal "Normal EOJ J31Ø1" to be displayed upon the console and then terminates the job.

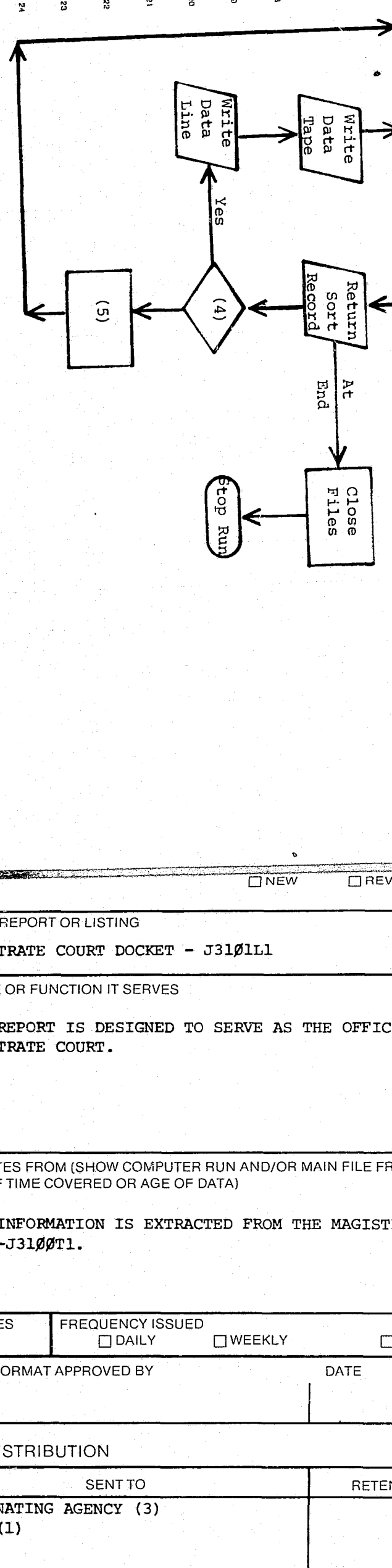
HEAD-ROUT causes the heading information to be printed on the output listing.

Page 1 of 1

SYSTEM FLOW CHART

FLOWCHART

DESCRIPTION



(1) Open files, accept control card, save control data, general housekeeping.

(2) Sort by generated column number within generated line number within generated case number.

(3) Re-open tape as output.

(4) Done building output line?

(5) Move data to output line

System No.	System Title:	Revision Date:	Revised By:
Date Prepared:	Prepared By:		
Date Approved:	Approved By:		

INDEX NUMBER J31Ø1-Ø4

☐ NEW ☐ REVISION—SHOW WHY IN 'COMMENTS'

TITLE OF REPORT OR LISTING

MAGISTRATE COURT DOCKET - J31ØlLl

PURPOSE OR FUNCTION IT SERVES

THIS REPORT IS DESIGNED TO SERVE AS THE OFFICIAL DOCKET OF THE MAGISTRATE COURT.

ORIGINATES FROM (SHOW COMPUTER RUN AND/OR MAIN FILE FROM WHICH DATA IS DEVELOPED AND SPAN OF TIME COVERED OR AGE OF DATA)

THIS INFORMATION IS EXTRACTED FROM THE MAGISTRATE COURT DOCKET TAPE -J31ØØTl.

NO. COPIES	FREQUENCY ISSUED ☐ DAILY ☐ WEEKLY ☐ MONTHLY ☒ AS REQUESTED	
DESIGN FORMAT APPROVED BY	DATE	RELEASE PERIOD

COPY DISTRIBUTION

SENT TO	RETENTION	DISPOSITION
1 ORIGINATING AGENCY (3)		
2 FILE (1)		
3		
4		
5		
6		

COMMENTS

INDEX NUMBER J31Ø1-Ø5

DETAILED EXPLANATION OF DATA (WHEN PRINTED CAPTIONS ARE NOT SELF EXPLANATORY)

THE HEADING OF THE MAGISTRATE COURT DOCKET LISTING SHOWS THE JUDGE FOR WHOM THAT DOCKET WAS PRINTED AS WELL AS THE DATE AND COURT TIME. EACH BLOCK OF DATA ON THE LISTING REPRESENTS THE COURT CASE NUMBER FOLLOWED BY THE PROSECUTOR'S OFFICE NUMBER, THE DEFENDANT NUMBER, THE DEFENDANT'S FULL NAME, THE CHARGE, AND TO THE EXTREME RIGHT A LIST OF ALL WITNESSES AND THEIR ADDRESSES. ANY ALIAS NAMES SHOWN ON THE FILE ARE PRINTED UNDER THE REAL NAME AND PRECEDED BY THE LITERAL "AKA".

CONTINUE ON REVERSE SIDE

MAGISTRATE COURT DOCKET
AUGUST 03, 1972 9:00 AM PAGE 3
THURSDAY

J31011.1
HONORABLE ROBERT W BERREY III

EMPLOYMENT VIOL 4715700 MO
KANSAS CITY

9239882 MO
KANSAS CITY

4715700 MO
KANSAS CITY

FRAUD CRED CD TX
FORT WORTH

KS
GARDNER

INDEX N
J31

PROGRAMMING DOCUMENTATION

SECTION
PROSECUTOR PROGRAMS

DATE ISSUED	DATE REVISED
January 16, 1973	

PROGRAM TITLE: WITNESS NOTIFICATION LABELS

DATE OPERATIONAL: January 16, 1973

PURPOSE: To produce a listing of address labels to be used in notification of all witnesses associated with the Magistrate Court docket.

INDEX NUMBER
J31Ø2-Ø1

SECTION

PROSECUTOR PROGRAMS

PROGRAMMING DOCUMENTATION

DATE ISSUED

January 16, 1973

DATE REVISED

I. PROGRAM NARRATIVE

Input to this program is the witness notification tape (J31ØØT2) containing the witness name and address information.

The output listing (J31Ø2L1) is address labels to be used for witness notification which is printed on special address labels.

II. DETAILED DESCRIPTION

The input witness label tape and output printer files are opened. A literal "Mount Two Up Labels in Printer" is displayed upon the console. Control is then passed to the following paragraph.

ASK-AGAIN causes the literal "Enter YES When Printer is Ready" to be displayed upon the console. This paragraph does not release control until the response "YES" is received from the operator at which time control is passed to the following paragraph.

PRINT-AL causes a dummy set of address labels to be printed for printer alignment. At this time the literal "If Printer is Aligned Properly Enter YES Any Other Response Prints Another Alignment Label" to be displayed upon the console. A response by the operator of "YES" allows control to be passed to the following paragraph.

READ-LOOP reads the input tape twice into two separate work areas, and moves the information to the print area and causes the address label to be printed. This paragraph is repeated continuously until the entire input tape has been read. At that time control is passed to the following paragraph.

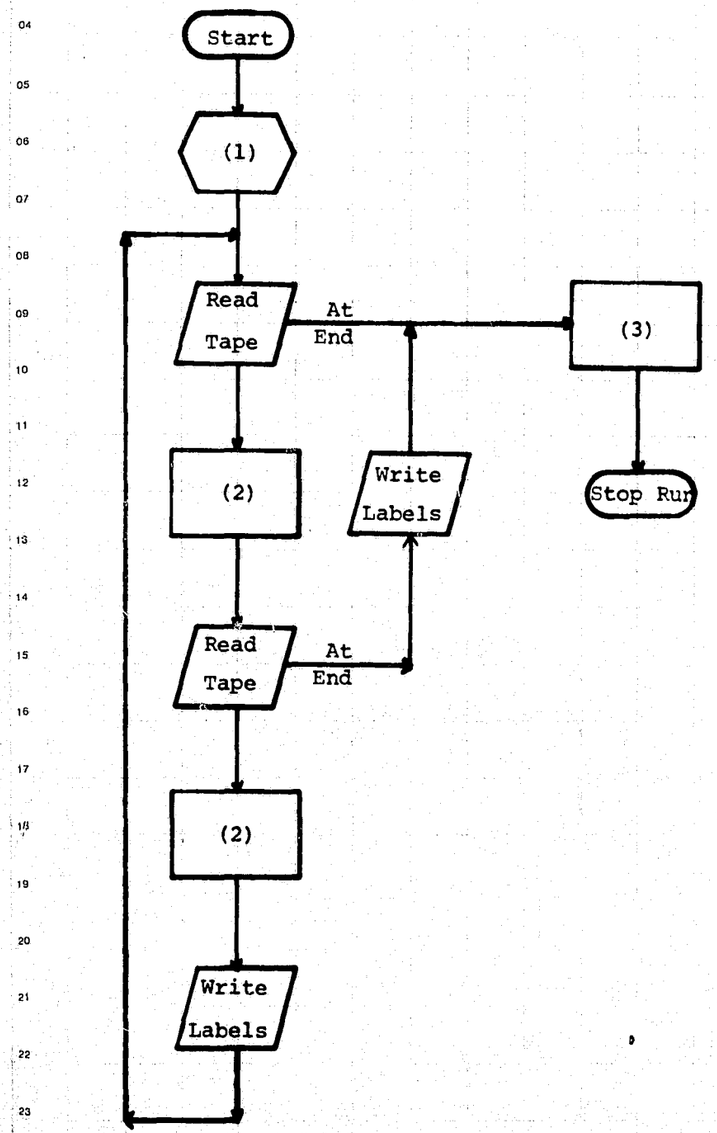
FINISH-UP causes the final address labels to be printed. Control is then passed to the following paragraph.

ALL-DONE closes the input tape and output printer and causes the literal "Normal EOJ - J31Ø2" to be displayed upon the console.

SYSTEM FLOW CHART

Page 1 of 1

FLOWCHART



DESCRIPTION

(1) Open Files, Notify Operator To Mount And Align Lable Forms, Clean Work Areas, General Housekeeping.

(2) Move Data To Print Line.

(3) Close Files, Display Normal End Of Job.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

DESCRIPTION OF COMPUTER REPORT OR LISTING

DATE	ID NO.

☐ NEW ☐ REVISION—SHOW WHY IN 'COMMENTS'

TITLE OF REPORT OR LISTING

MAGISTRATE COURT WITNESS NOTIFICATION LABELS - J31Ø2L1

PURPOSE OR FUNCTION IT SERVES

THIS LISTING IS DESIGNED TO PRINT MAILING LABELS FOR ALL WITNESSES INVOLVED IN CASES SCHEDULED BEFORE THE MAGISTRATE COURT.

ORIGINATES FROM (SHOW COMPUTER RUN AND/OR MAIN FILE FROM WHICH DATA IS DEVELOPED AND SPAN OF TIME COVERED OR AGE OF DATA)

THIS INFORMATION IS EXTRACTED FROM THE WITNESS NOTIFICATION LABEL TAPE - J31ØØT2.

NO. COPIES	FREQUENCY ISSUED
	☐ DAILY ☐ WEEKLY ☐ MONTHLY ☒ AS REQUESTED

DESIGN FORMAT APPROVED BY	DATE	RELEASE PERIOD

COPY DISTRIBUTION

	SENT TO	RETENTION	DISPOSITION
1	ORIGINATING AGENCY (3)		
2	FILE (1)		
3			
4			
5			
6			

COMMENTS

INDEX NU
J31

DETAILED EXPLANATION OF DATA (WHEN PRINTED CAPTIONS ARE NOT SELF EXPLANATORY)

J31Ø2L1 PRINTS STANDARD MAILING ADDRESS LABELS "TWO UP".

CONTINUE ON REVERSE SIDE

[redacted]

INDEX NUMBER
J31Ø2-Ø5

PROGRAMMING DOCUMENTATION

SECTION
PROSECUTOR PROGRAMS

DATE ISSUED	DATE REVISED
January 16, 1973	

PROGRAM TITLE: MAGISTRATE COURT CRIMINAL REPORT TAPE

DATE OPERATIONAL: January 16, 1973

PURPOSE: To create, as requested, the Magistrate Court criminal report tape and data error listing to be used as input for J31Ø4.

INDEX NUMBER
J31Ø3-Ø1

I. PROGRAM NARRATIVE

Input to this program is the ALERT General Index file, the ALERT Master file, and the Charge Stat file. Output is in the form of a tape representing the Magistrate Court criminal report information (J31Ø3T1) and an error listing (J31Ø3L1) which contains those records for which an invalid charge code was present or there was no Prosecutor Office number on file.

General program flow involves searching the ALERT General Index file for "PD" type records and when found, accessing the associated records within the Master file. Pertinent information is extracted from the Master file and supplemented by charge code expansion from the Charge Stat file. All created records are then sorted by record classification within defendant sequence number, within record type, within Prosecutor's Office number so that duplicate records can be identified and deleted. At this point, the tape is read as input to a second Sort, changing the data format to structure a new Sort key at the beginning of the record. Now the records are sorted by either Circuit Court sequence or First Defendant's name sequence on the basis of control card specifications. Following this Sort, the records are returned, coded fields are expanded, and every record is rewritten to the tape in its final form.

II. DETAILED DESCRIPTION

The input Master file, the General Index file, Charge Stat file and the output tape and print files are opened. A control card is accepted, edited for errors and if there are errors present, an error message is displayed upon the console and control is transferred to an abnormal end-of-job routine.

CTL-OK performs a COBOL "START" on the General Index file at the beginning of the "PD" records and the Sort file is initiated.

READ-GI reads the General Index file and selects records based on the criteria defined on the control card. A key is created to cause the Master file to be started at the associated name record.

READ-1-M reads the first record on the Master file and saves the Master key, the ALERT number, and the name portion of the record.

READ-M reads the Master file and checks to see if there are alias names present and if so, transfers control to an alias name save routine. All other records are bypassed until the prosecutor records are reached. At this time, it is determined if the prosecutor records are disposition, remark, or continuance records. One of the three following paragraphs is then transferred to depending on which of these three type records is encountered.

WRITE-CONT is transferred to when a prosecutor continuance record is encountered. This paragraph then moves appropriate information from the Master file record to work areas and control is transferred to RELEASE-REC1.

WRITE-REMARK is transferred to if a prosecutor remarks record is encountered. This paragraph then transfers Master file information to a work area and control is passed to RELEASE-REC1.

WRITE-DISP is transferred to when a prosecutor disposition record is encountered. This paragraph then transfers information from the Master file record to work areas and control falls through to the next paragraph.

RELEASE-REC1 releases the Sort record and returns control to READ-M.

IS-ALIAS is transferred to when an alias name record is encountered and moves any alias name information to a work area.

WRITE-REC moves the Prosecutor's Office number, the defendant's sequence number, the record classification, and the record type to the Sort key. The defendant's name information and the Circuit Court number is then moved to a work area. Control was transferred to this paragraph to handle the first Master file record encountered on a new ALERT number. Control is passed from this paragraph either to NO-ALIAS or the following paragraph depending upon the existence or non-existence of an alias record.

ALIAS-LOOP moves all saved alias names to the Sort work area and releases those alias Sort records one at a time until all alias' have been released to the Sort. Control then falls through to the next paragraph.

NO-ALIAS moves information to the Sort work area building a Sort key, moves charge information to the Sort area, and releases the record to the Sort. At this point an action switch is checked to verify that some action has been taken. If not the literal "NO ACTION TAKEN" is moved to the Sort work area and that no action record is released to the Sort. If an action was taken, control will be passed to the following paragraph.

BYPASS-PS re-initializes the action switch and various save areas. Control is then transferred back to READ-GI which reads the General Index file.

COMP-ERR is the paragraph transferred to when an invalid Prosecutor Office number is experienced in any of the following paragraphs: WRITE-CONT, WRITE-REMARK, WRITE-DISP, and WRITE-REC. This paragraph then causes an error message to be printed on the output listing. Various switches and save areas are then re-initialized and control is passed to READ-GI which causes the next General Index record to be read.

NO-MASTER is an error routine paragraph which is transferred to when no Master file name record is found for the ALERT number passed from the General Index file. This paragraph displays an error message on the output listing and transfers control to READ-GI.

AB-EOJ is the abnormal end-of-job error routine which is transferred to in the case of an invalid key when attempting to "START" the General Index file. This paragraph causes a message to be displayed upon the console and the run to be terminated.

The above paragraphs are repeated until all input records are exhausted. At this point in the program, the Sort is initiated which causes the records to be sorted by record classification within defendant's sequence number, within record type, within Prosecutor's Office number. After all of the records have been sorted, control is then passed to the following paragraph.

ELIM-DUPS returns the sorted records into a work area.

SETUP-NAME and WRITE-LOOP combine to move the information returned from the Sort file to an output area, build the Sort key, and write the first tape record.

RETURN-LOOP returns the next record from the Sort file and moves it to a work area. This paragraph then checks for duplicate records and bypasses them. Control is then passed to SETUP-NAME2 if the record encountered is a name record, SETUP-ACT if the record encountered is an action record, or SETUP-CHARGES if the record encountered is a charge record.

SETUP-NAME2 moves name information to a work area and control is passed to the paragraph WRITE-LOOP.

SETUP-CHARGES moves charge information to a save area as well as re-initializing charge save areas. Control then falls through to the next paragraph.

READ-CHG moves the charge code to the nominal key of the Charge Stat file and reads that file randomly to obtain the expanded form of the charge. In the event of an invalid key, control is passed to the paragraph PRT-INV-CHG. The expanded description of the charge and the sequence number of that charge is then moved to a work area and the output tape is written.

BUMP-CHGS causes the work area in which the charges are saved to be shifted down to allow the next charge to be processed.

PRT-INV-CHG causes the literal "INVALID CHARGE CODE" to be written on the output listing. Control is then passed to the paragraph BUMP-CHGS.

SETUP-ACT moves disposition action information to a work area, builds a Sort key and passes control to paragraph WRITE-LOOP.

The above paragraphs from WRITE-LOOP through SETUP-ACT are repeated until the last record is returned from the Sort. At that point control is transferred to the following paragraph.

END-PHASE1 simply closes the output tape.

PHASE1-EXIT is an exit paragraph that causes control to be released from this portion of the program and transferred to the following paragraph.

PHASE-TWO causes the same tape that was just closed to be rewound and reopened as input for the second phase of this program. The Sort file is also initiated for the second phase.

READ-TAPE-2 reads the input tape into a work area and at end transfers control to the paragraph entitled CLOSE-TAPE-2. The record is then released from the work area to the Sort and control is returned to the beginning of the paragraph. This continues until the entire tape has been read and released to the second Sort and at that time control falls through to the following paragraph.

CLOSE-TAPE-2 closes the input tape and transfers control to the following paragraph.

READ-TAPE-2-EXIT is an exit paragraph which activates the Sort and the records are once again sorted - this time by either Circuit Court case number or first defendant's name sequence depending upon specifications contained in a control card.

BUILD-PRINT-FILE opens the same tape once again, only this time it is output.

RETURN-FILE2 returns the sorted records into a work area and at end control is transferred to the paragraph entitled END-PHASE-2. A check is made to determine if record that has just been read is associated to the record that has previously been read and if not, save areas are re-initiated and control is logically passed to the next paragraph. If the record is associated to the previous record, this paragraph determines if the record is a charge record or a disposition record and passes control to either PRINT-CHGS or PRINT-ACT, respectively. If it is neither of these, then it is necessarily a name record and control will fall through to the next paragraph.

PRINT-NAME builds a record key for name records, builds a print line, and passes control to the next paragraph.

CKAL checks to see if the name record passed is an alias name and if so inserts the literal "AKA" into the write line.

RELEASE-FILE-3 writes the output tape from the Sort record and write line just built. Control is then returned to RETURN-FILE2.

PRINT-CHGS is transferred to when a charge record is encountered in RETURN-FILE2. This paragraph builds a charge line and then transfers control to RELEASE-FILE-3.

PRINT-ACT builds a key and transfers control to PRINT-CONT, PRINT-REMARK, or PRINT-DISP, depending upon whether the record is a continuance, remark, or disposition record, respectively. If the record is none of these three, control is transferred to RELEASE-FILE-3 where it is written as is.

PRINT-CONT builds a continuance output line and transfers control to RELEASE-FILE-3.

PRINT-REMARK builds a disposition remark output line and transfers control to RELEASE-FILE-3.

PRINT-DISP creates a nominal key and reads the Charge Stat file for the expanded charge description. If an invalid key is encountered, a literal is moved to the charge area and control is passed to the next paragraph.

CHG-SAVED moves literals into the charge output line and determines whether or not a guilty status is indicated. If a guilty status exists, control is transferred to the following paragraph. Otherwise control returns to RELEASE-FILE-3.

GUILTY formats the appropriate final disposition information by moving literals to the output line and control passes to the following paragraph.

WRITE-SENT writes that record on the output tape, and then proceeds to build a "sentence" output line. Control then falls through to the following paragraph.

CHK-CONC checks sentence concurrence and inserts the appropriate literals to indicate that status. Control then falls through to the following paragraph.

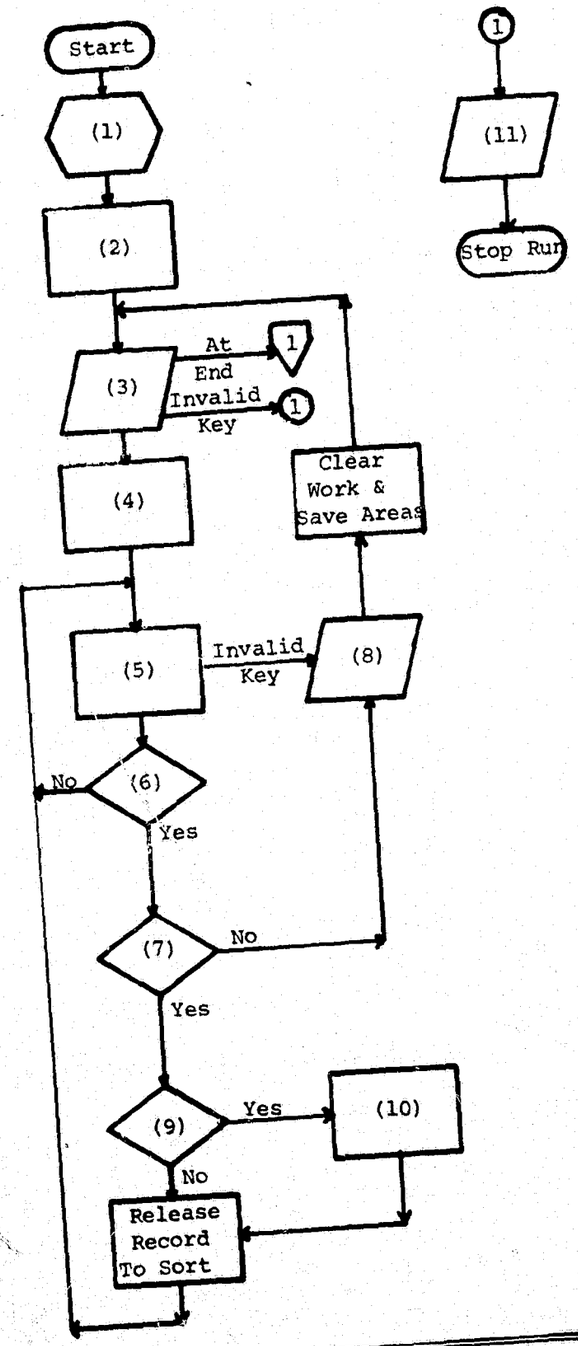
WRITE-CONC writes the sentence output record and passes control to the following paragraph.

CHK-FINE checks to see if a fine was imposed and if so formats an output line describing the type and amount of fine. If a fine was not imposed, control is immediately passed to the following paragraph.

CHK-PSI checks to see if a pre-sentence investigation was ordered and if so builds an output line indicating such and transfers control to RELEASE-FILE-3. If an investigation was not ordered control is passed to RETURN-FILE2.

END-PHASE-2 and PHASE-THREE combine to exit the Sort routine, close all files, display normal end-of-job, and stop the run.

FLOWCHART



DESCRIPTION

(1) Open Files, Accept Control Card, Clear Work Areas, General Housekeeping.

(2) "START" General Index File at "PD" Records.

(3) Read General Index File.

(4) Build Master File Key.

(5) Read Master File.

(6) Name, Alias, Or Prosecutor Record?

(7) Good Data?

(8) Display Error Message.

(9) New ALERT Number?

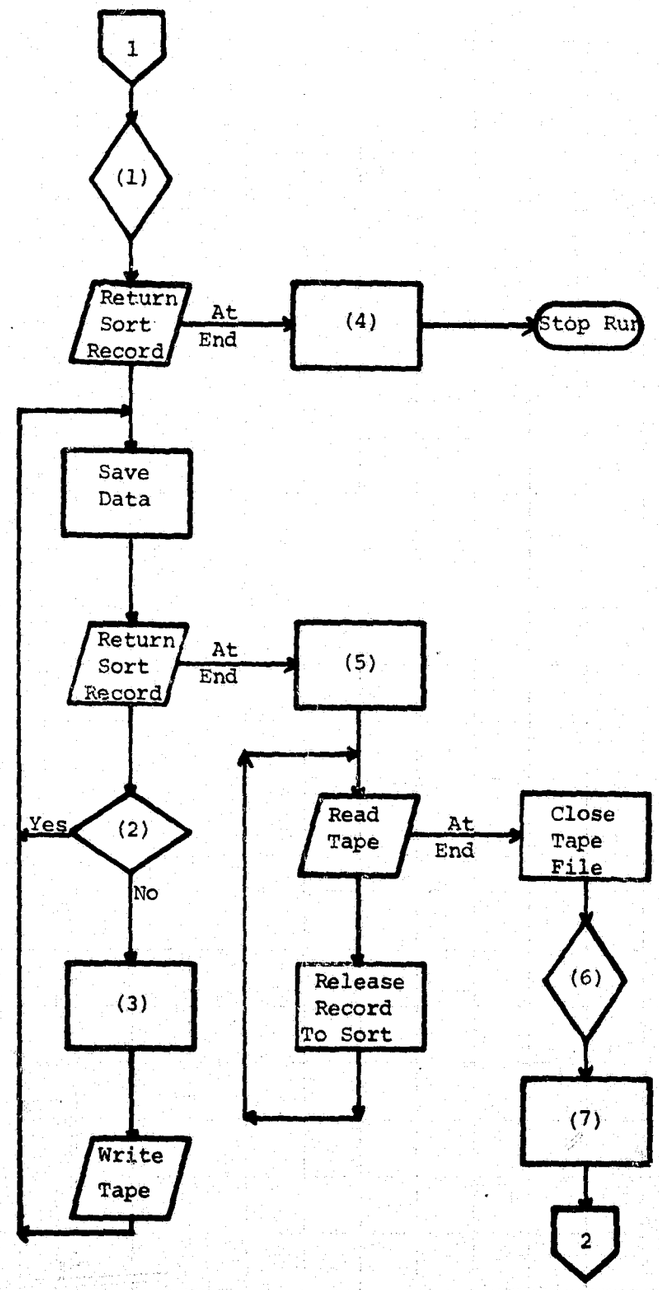
(10) Build New Sort Key.

(11) Display Error Message; Close Files.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER J31Ø3-Ø8

FLOWCHART



DESCRIPTION

(1) Sort Records By Record Classification Within Defendant's Sequence Number Within Record Type Within Prosecutor Office Number.

(2) Duplicate Record?

(3) Move Data To Output Area Building A New Sort Key.

(4) Display Error Message And Close Files.

(5) Close Tape As Output, Rewind, And Reopen As Input.

(6) Sort By Circuit Court Case Number or First Defendant's Name Sequence Depending Upon Control Card Specifications.

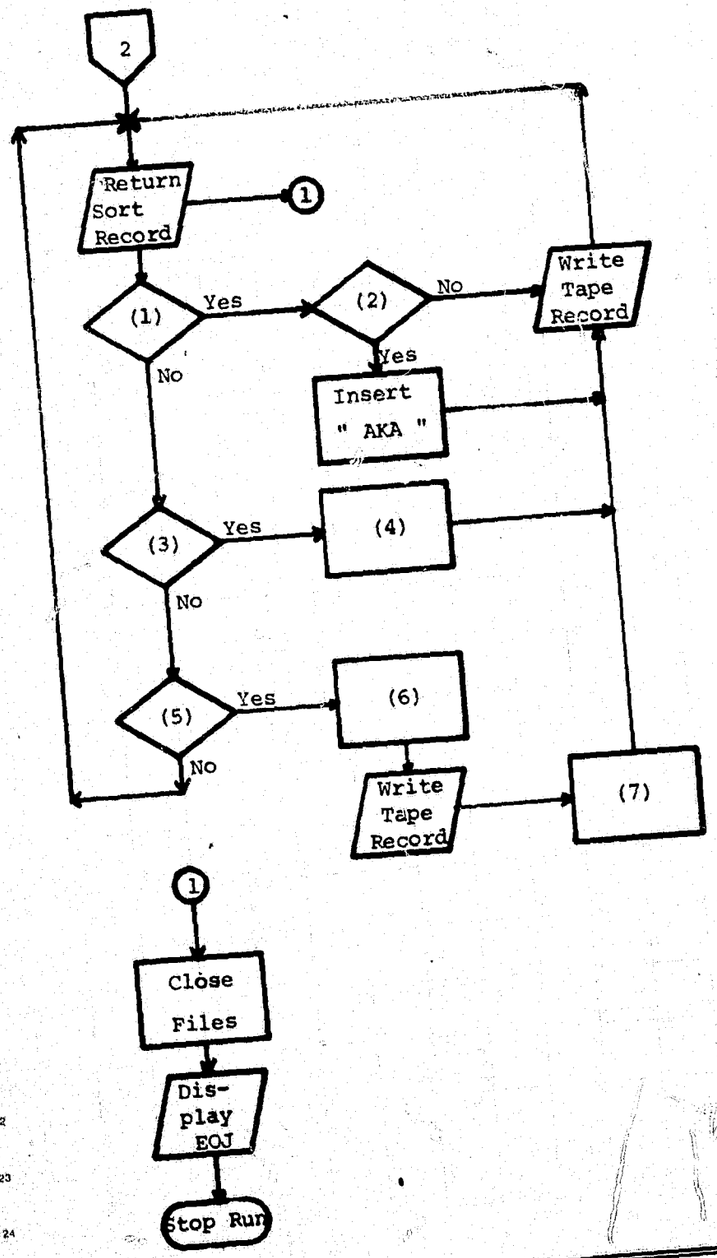
(7) Reopen Tape As Output File.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER J31Ø3-Ø9

SYSTEM FLOW CHART

FLOWCHART



DESCRIPTION

(1) Name Record?

(2) Alias?

(3) Charge Record?

(4) Build Charge Output Line.

(5) Action Record?

(6) Build Continuation, Remark, or Disposition Line.

(7) Build Guilty, Fine, And Sentence Information Line.

System No.	System Title:	Revision Date:	Revised By:
Date Prepared:	Prepared By:		
Date Approved:	Approved By:		

INDEX NUMBER J31Ø3-1Ø

E D P RECORD LAYOUT

MAGISTRATE COURT CRIMINAL REPORT TAPE - J31Ø3T1

NAME						
AKA						
DEFENDANT NO.						
PROS. OFFICE NO.						
COURT CASE NO.						
FILLER						
GEN. COLUMN NO.						
GEN. LINE NUMBER						
GEN. CASE NUMBER						

WITNESS NAME						
CHARGE						
NAME (cont.)						

REDEFINITION:

ACTION						
ACTION TYPE						
FILLER						
GEN. COLUMN NO.						
GEN. LINE NUMBER						
GEN. CASE NUMBER						

ACTION (cont.)						

INDEX NUMBER

D. (7-69)

[redacted]

PROGRAMMING DOCUMENTATION

SECTION
PROSECUTOR PROGRAMS

DATE ISSUED	DATE REVISED
January 16, 1973	

PROGRAM TITLE: MAGISTRATE COURT CRIMINAL REPORT

DATE OPERATIONAL: January 16, 1973

PURPOSE: To take information created by J31Ø3, Magistrate Court criminal report tape, format the information, and print the criminal report listing.

INDEX NUMBER
J31

I. PROGRAM NARRATIVE

Input to this program is the Magistrate Court criminal report tape (J31Ø3T1) and output is a Magistrate Court criminal report listing. The input information is read into a Sort area where it is sorted by generated column number within generated line number within generated case number. Finally, the Sort records are returned and printed.

II. DETAILED DESCRIPTION

The input Magistrate criminal report tape and output printer is opened. A control card is accepted and edited for valid information. In the event errors are detected a literal "Invalid Control Card Job Canceled" is displayed upon the console and the job is terminated. Otherwise control is passed to the following paragraph.

CTL-OK moves various information from the control card to a work area which will later be used to print the heading on the output report. At this time a Sort file is initiated.

READ-TAPE reads the entire Magistrate criminal report tape and releases each record to the Sort.

CLOSE-TAPE simply closes the input Magistrate criminal report tape.

At this time the Sort is initiated and all records are sorted in generated column number within generated line number within generated case number. After all records have been sorted control is passed to the following paragraph.

PRINT-REPORT causes the heading routine to be performed and moves spaces to the print area. The first record is returned from the Sort file into a work area and save areas are initiated. Control is then passed to paragraph COMPARE-LINE-NO.

RETURN-LOOP returns all remaining records from the Sort file into a work area and compares the current generated case number to the previously processed case number. In the event that they are not equal control is passed to paragraph WRITE-IT. Otherwise control is passed to the following paragraph.

COMPARE-LINE-NO compares the current generated line number to the previously processed line number and if they are not equal control is passed to paragraph WRITE-IT. Otherwise control is passed to the following paragraph.

PLACE-IT passes control to the appropriate paragraph depending upon the contents of the generated column number.

PLACE-1 moves various case information and name information to a work area which will eventually be printed to the output report. At this time switches are set to indicate there is information to be printed and control is passed to paragraph RETURN-LOOP.

PLACE-2 moves the charge information to a work area to be eventually printed on the output report. Various switches are set to indicate there is information to be printed and control is passed to paragraph RETURN-LOOP.

WRITE-IT causes the output listing to be printed, work areas to be cleared out, switches initialized and saves various information to be used in later processing. A check is made to determine if the end of page has been reached and if so causes the heading routine to be performed.

EXIT-TO-COMP simply passes control to paragraph COMPARE-LINE-NO.

END-IT causes the last print line to be printed and closes the tape file and printer.

PRINT-REPORT-EXIT terminates the internal Sort and causes control to be passed to the following paragraph.

END-JOB causes the literal "Normal EOJ J31Ø4" to be displayed upon the console and then terminates the job.

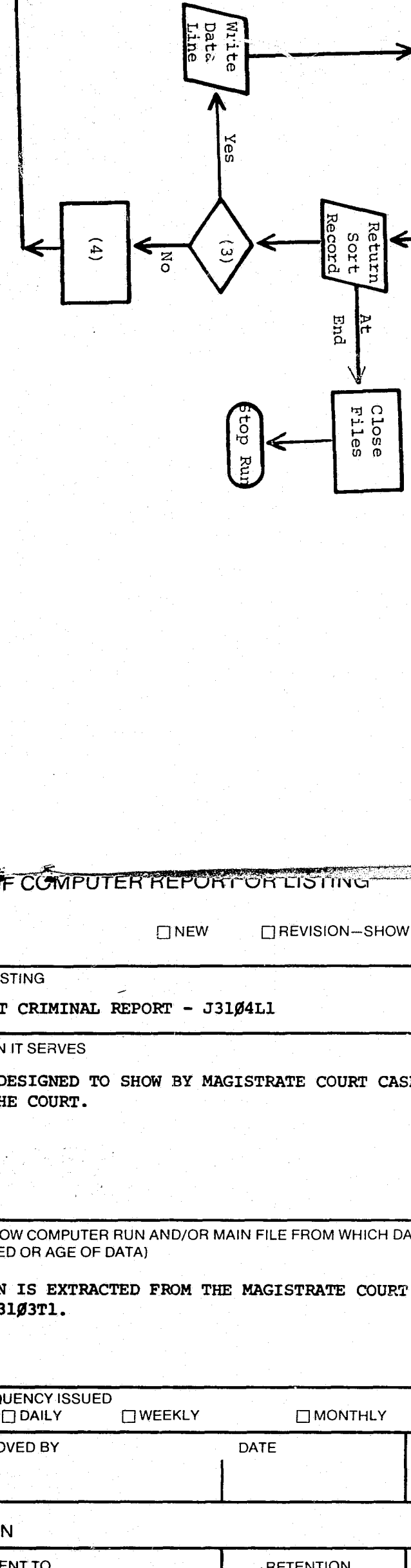
HEAD-ROUT causes the heading information to be printed on the output listing.

SYSTEM FLOW CHART

Page 1 of 1

FLOWCHART

DESCRIPTION



(1) Open files, accept control card, save control data, general housekeeping.

(2) Sort by generated column number within generated line number within generated case number.

(3) Done building output line?

(4) Move data to output line.

System No.	System Title:		
Date Prepared:	Prepared By:	Revision Date:	Revised By:
Date Approved:	Approved By:		

INDEX NUMBER J31Ø4-Ø4

DESCRIPTION OF COMPUTER REPORT OR LISTING

DATE

☐ NEW ☐ REVISION—SHOW WHY IN 'COMMENTS'

TITLE OF REPORT OR LISTING

MAGISTRATE COURT CRIMINAL REPORT - J31Ø4L1

PURPOSE OR FUNCTION IT SERVES

THIS REPORT IS DESIGNED TO SHOW BY MAGISTRATE COURT CASE THE DISPOSITION TAKEN BY THE COURT.

ORIGINATES FROM (SHOW COMPUTER RUN AND/OR MAIN FILE FROM WHICH DATA IS DEVELOPED AND SPAN OF TIME COVERED OR AGE OF DATA)

THIS INFORMATION IS EXTRACTED FROM THE MAGISTRATE COURT CRIMINAL REPORT TAPE - J31Ø3T1.

NO. COPIES	FREQUENCY ISSUED ☐ DAILY ☐ WEEKLY ☐ MONTHLY ☒ AS REQUESTED	
DESIGN FORMAT APPROVED BY	DATE	RELEASE PERIOD

COPY DISTRIBUTION

SENT TO	RETENTION	DISPOSITION
1 **ORIGINATING AGENCY (3)**		
2 **FILE (1)**		
3		
4		
5		
6		

COMMENTS

DETAILED EXPLANATION OF DATA (WHEN PRINTED CAPTIONS ARE NOT SELF EXPLANATORY)

THE HEADING OF J31Ø4L1 DISPLAYS THE JUDGE FOR WHOM THE REPORT IS BEING PREPARED AND THE DATE THAT THE CASES WERE HEARD. EACH DATA BLOCK CONTAINS AN INITIAL LINE OF THE COURT CASE NUMBER, THE PROSECUTOR OFFICE NUMBER, THE DEFENDANT'S NUMBER, THE DEFENDANT'S NAME, AND THE CHARGE. SUBSEQUENT DATA LINES REPRESENT ANY KNOWN ALIAS' PRECEDED BY THE LITERAL "AKA" AND THE DISPOSITION TAKEN BY THE COURT.

CONTINUE ON REVERSE SIDE

INDEX NUMBER J31Ø4-Ø5

J3104L1 MAGISTRATE COURT CRIMINAL REPORT
[redacted] THURSDAY AUGUST 03, 1972 PAGE 1

[redacted] RAPE

PROBABLE CAUSE BOUND OVER TO CIRCUI T COURT

[redacted] BURGLARY 2D DG

PROBABLE CAUSE BOUND OVER TO CIRCUI T COURT

[redacted]

NO ACTION TAKEN

[redacted] STATUTORY RAPE

CAPIAS ISSUED

[redacted] STEAL MOT VEH

DISMISSED BY STATE
DISMISSED BY STATE

[redacted] STEAL UNDER 50

PLED GUILTY SENTENCED TO COUNTY JAIL FOR 01 YRS 00 MOS 00 DAYS

[redacted] EMPLOYMENT VIOL

CONTINUED 08/24/72 BY COURT

[redacted] FRAUD CREDIT CD

PROBABLE CAUSE BOUND OVER TO CIRCUI T COURT

[redacted] BURGLARY 2D DG

WAIVED PRELIMINARY HEARING BOUND O VER TO CIRCUIT COURT

END