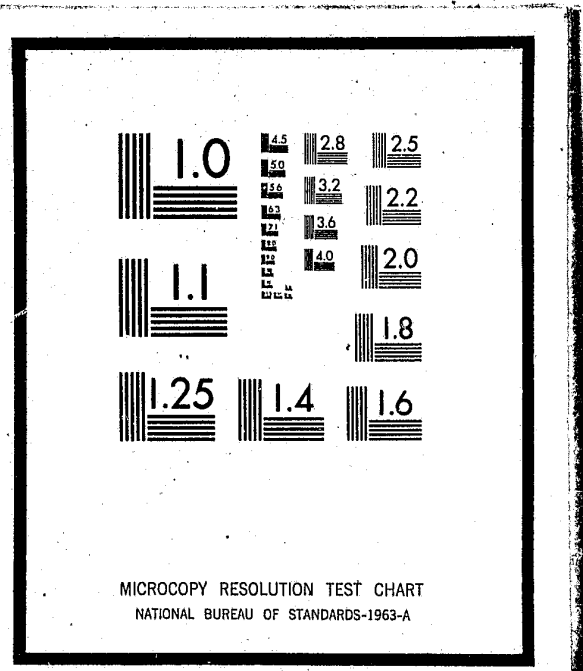


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**U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531**

Date filmed 10/20/75

PUBLICATION LIST (ANNOTATED)

Revised October 1974

American Justice Institute
Santa Clara Criminal Justice Pilot Program

SANTA CLARA CRIMINAL JUSTICE PILOT PROGRAM

A Project administered by the
American Justice Institute

PUBLICATIONS LIST (ANNOTATED)

Revised October 1974

About the Pilot Program . . .

In May 1970, Santa Clara County and the City of San Jose were jointly designated by the U. S. Department of Justice as the first of several demonstration areas in the nation which are participating in an intensive, scientific program to test and discover new methods for reducing crime in America.

The American Justice Institute, a non-profit agency in Sacramento, California, which has conducted research and developed numerous demonstration projects in the criminal justice field over the past fifteen years, has been awarded a grant by the National Institute of Law Enforcement and Criminal Justice to finance the five-year program.

Purpose of this document . . .

The Santa Clara Criminal Justice Pilot Program has produced this document to promote technology transfer and as a means for disseminating the results and content of Pilot Program activities.

The annotated publications list describes five different types of documents:

- 1.0 Pilot Program Research Reports - describing pilot research conducted by the Santa Clara Criminal Justice Pilot Program.
- 2.0 Pilot Program Progress Reports - periodic progress reports to LEAA and the California State Planning Agency (Office of Criminal Justice Planning) reporting progress of the Santa Clara Criminal Justice Pilot Program grant.

- 3.0 Demonstration Grant Applications - project applications developed to attract State Block funds or LEAA Discretionary funds. Only projects of a demonstration nature are listed. The Pilot Program staff has participated in the design of these projects. In certain cases, the American Justice Institute is also conducting the project evaluation.
- 4.0 Demonstration Project Final Reports - reports prepared by Project Directors of demonstration grants. Though not listed individually, Quarterly Progress Reports can also be made available. If separate from the Project Final Report, the Evaluation Report will contain a statement of the results of each demonstration project.
- 5.0 Articles and Papers - journal articles, papers and other reports prepared by the Pilot Program staff.

How to obtain copies of these reports . . .

Copies of these reports are available for dissemination. Please refer to the Appendix of this report for further information about how to obtain publications.

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1.0 PILOT PROGRAM RESEARCH REPORTS

- 1.1 *The San Jose Methods Test of Known Crime Victims.* Statistics Division Technical Services, Report #1, National Institute of Law Enforcement and Criminal Justice, National Statistical Service, LEAA, June 1972. (17 pages.)
U. S. Government Printing Office--1972 O-462-102.

The study reports the results of a personal interview survey of known victims of certain crimes--burglary, robbery, assault, larceny, and rape. During the San Jose Victimization Survey, certain known victims failed to report/recall an offense previously reported to the police. The study establishes the extent of the under-reporting which can be expected in a victimization survey. The research is an expansion and refinement of previous studies of memory bias related to victim recall undertaken in Washington and Baltimore by the U. S. Census Bureau. The study attempts to determine the optimum reference period for victim recall.

- 1.2 *The Feasibility of Constructing Baseline Offense Data in San Jose.* December 1970. (24 pages.)

The pre-test describes the early design work involved in developing the CAPER system (see 1.3). It examines the feasibility of collecting and processing police dispatch records, police complaint cards and police offense reports and analyzing these documents to create a profile of the crime problem in San Jose. The pre-test presents a specially designed form for collecting and coding key information for computer processing. It describes the procedures involved and the time and costs. A pre-test system is proposed to link complaint cards with offense reports.

- 1.3 *CAPER - Crime Analysis, Program Evaluation and Research, Baseline-Technical Report #3, March 1972.* (79 pages.)
NTIS #PB 213 661--\$3.00/.95.

CAPER provides a thorough description of a methodology for collecting, processing and analyzing offenses reported to the police. It is written for the layman, yet supporting technical material, including the coding structure, costs and procedures are included in the appendix. CAPER

provides "baseline data" for crime analysis and project evaluation purposes. It documents a successful system for describing the location and characteristics of crimes reported within any size or shape geographic area of the city.

- 1.4 *Crime in San Jose, Baseline-Technical Report #1*, November 1971. (116 pages.)
NTIS #PB 227 513/AS--\$9.00/microfiche not available.

Using the 1971 CAPER data base, this research report thoroughly analyzes the characteristics of crime in San Jose: location, type of premise, frequency, crime target, victim/offender relationship, victim/offender characteristics, violence, weapons, time of day, day of week, etc. This report provides an example of how crime analysis can lead to action programs to impact crime.

- 1.5 *Burglary in San Jose, Baseline-Technical Report #2*, November 1971. (114 pages.)
NTIS #PB 211 789--\$3.00/.95.

This is the second in a series of technical reports to describe and analyze crime patterns in San Jose. Using the 1971 CAPER data base, the report covers burglaries which occurred during a four-month period in 1971 as reported to the San Jose Police Department. Location, premise, crime target, victim/offender relationship, value, victim/offender characteristics, number of participants, day of week, time of day and other information is included. By organizing and interpreting such information, the study provides the underpinnings for the development of new and more effective crime control programs in San Jose. It pinpoints high crime areas and high risk burglary targets. This information provided a basis for developing new prevention strategies and intervention techniques. The data also provides baseline data to serve as a benchmark for measuring the performance of burglary reduction programs.

- 1.6 (a) *San Jose Police Department Records Study*, May 1971. (83 pages.)
(b) *Police Records Requirement Study (Santa Clara County)*, October 1971. (96 pages.)

These two reports detail the police records requirements of the City of San Jose and of the County as a whole. The San Jose report summarizes for the department its major records system problems and establishes priorities for their solution. A step by step procedure is established for record system improvement.

The countywide report was prepared following the San Jose report. It focuses on the importance of record operations in supporting field operations. It establishes the information required by police officers in order for them to effectively perform their mission in the field. Type of information, inter-agency accessibility and quality are combined into a set of system requirements to serve law enforcement needs countywide. The studies preceded development of a joint city/county police records improvement project which has been funded by LEAA Large City/Large County Discretionary funds (see 3.9).

- 1.7 *Sentenced Prisoners Released From Jail, July 1971*. (31 pages.)
NTIS #PB 225 355/AS--\$3.75/1.45.

The study analyzes the characteristics of 1,754 sentenced prisoners completing jail terms during the first quarter of 1971. Information includes sentencing court, type of conviction, offense, length of sentence, length of time served and individual characteristics of the offender such as age, sex, and ethnic group.

- 1.8 *Factors Leading to an Increase in Commitments to State Correctional Agencies From Santa Clara County*, October 1971. (108 pages.)
NTIS #PB 224 892/AS--\$7.75/1.45.

This study is a detailed analysis of the way the Santa Clara County Criminal Justice System processes and handles its serious adult and juvenile felony level offenders. The study provides an information base trending over an eleven-year period. It pinpoints

many factors which have led to an increase in County commitments to State correctional institutions. Sources and types of commitments are detailed. The effect of population growth within high risk age groups is presented. The research examines ways for the county to continue participation in the State Probation Subsidy Program in the face of increasing commitments. The information base provides key data to guide changes in county correctional programs.

1.9 *Court Processing of Felony Cases*, July 1971. (47 pages.)

This report was prepared as an "in-house" publication and distribution will be limited. All felony cases filed during January 1971 are examined in detail: arrest, pretrial release, preliminary hearings, Superior and Municipal Court actions, trial, sentencing probation officer recommendations, etc. The data served a diagnostic purpose and helped to identify areas for court improvement projects and for further research.

1.10 *Santa Clara County Criminal Justice Trends 1960-1970*, November 1971, revised May 1972. (246 pages.)

Criminal statistics contributed to the State Bureau of Criminal Statistics by police, courts and correctional agencies in Santa Clara County have been compiled in one source document. Data covers the eleven-year period, 1960-1970, with trends projected through 1975. Arrest and disposition trends are presented and interpreted. Juvenile and adult criminal justice practices are described. The initial report was prepared in cooperation with the Santa Clara County Regional Criminal Justice Planning Board and issued as part of the Comprehensive Criminal Justice Plan. The revised document serves as a model--as a source book as well as a planning document.

1.11 "Staffing, Expenditures: Santa Clara Criminal Justice System," *1972 Comprehensive Criminal Justice Plan*, Appendix C, Part III. November 1971. (66 pages.)

This data collection effort produced a planning and source book document which (a) defines the components of the Santa Clara County Criminal Justice System, (b) relates each component to the total system, and (c)

describes the staffing, expenditure and revenue of each component. City and County budgets, interviews and site visits provided the source data. Per capita costs for police, courts, and corrections are established. Trend lines are developed.

This report was produced in conjunction with the Regional Criminal Justice Planning Board and is part of the 1972 Comprehensive Criminal Justice Plan.

1.12 *A Catalog of Projects to Reduce Crime, Western Region*, November 1971. (95 pages.)
NTIS #PB 232 403/AS--\$8.00/1.45.

The objective of this pilot project was to identify LEAA funded projects in the Western LEAA Region (Region IX), which are promising examples of direct and specific crime reduction programs.

1.13 *Attitude Survey, San Jose Police Department* by M. D. Roberts, Ph.D., October 31, 1972. (20 pages.)

This attitude survey of members of the Police Department served to identify areas of departmental operation which needed improvement. The survey of the Department supplemented the P.O.S.T. survey (see 1.19) recommendations for needed organizational improvements and helped further to pinpoint areas for operational and policy changes.

Requests for information about the survey should be directed to the San Jose Police Department.

1.14 *Report on Santa Clara County's Correctional Facilities' Needs*, January 1972. (32 pages.)

A technical assistance report prepared by Howard Ohmart and Claud T. Smith of the American Justice Institute. Contract J-LEAA-014-71.

The American Justice Institute, through its technical assistance contract with LEAA, provided two consultants for several days to assist in the development of a study of the needs of the Sheriff's Department for expanded correctional programs and facilities. The consultants identified key problem areas which they recommended be given attention in the study design; they

made recommendations as to the staffing and organization of the study; and they provided an outline of the content of the proposed Request for Proposal (RFP). Their report provided the basis for the study design and RFP subsequently contracted to Space Utilization Analysis, Inc. (see 1.17).

- 1.15 *Juvenile Detention Needs in Santa Clara County: Past, Present and Future*, June 1972. (42 pages.)

A technical assistance report prepared by Howard Ohmart and Walter H. Busher of the American Justice Institute. Contract J-LEAA-014-71, California Request No. 556, AJI No. 33.

The American Justice Institute, through its technical assistance contract with LEAA, provided two consultants for five days to the Juvenile Probation Department to: (a) review existing data and standards to project Juvenile Hall requirements for five and ten years; (b) review planned diversion programs, assess their impact on detention requirements and suggest areas needing examination; (c) review facility requirements at the Hall for receiving-reception, medical, storage, housing, and classrooms; and (d) identify other facility needs or study requirements.

- 1.16 *Detention and Disposition Patterns of Pretrial Prisoners 1970*, June 1972. (99 pages.)

This study followed a systematic sample of every 40th booking into the Santa Clara County jail system for the year 1970. Individual bookings were tracked from time of booking to final court disposition. The report describes the dispositional patterns of various offense categories: how long they stayed in jail, how they get out, whether convicted or not; and if convicted, what types of sentences are imposed. The study quantitatively establishes baseline information about the processes of the system from booking through final disposition.

- 1.17 *Study of Program and Facility Requirements for Adult Detention and Corrections, Santa Clara County, California* by Space Utilization Analysis, Inc., December 1972. (228 pages.)

Utilizing County tax funds and planning funds provided by the Regional Criminal Justice Planning Board, Santa Clara County contracted with Space Utilization Analysis, Inc., to conduct a six-month study to determine the long range correctional facility and program needs for adults in the County through 1980. The Pilot Program made supportive services available to the County--one-half time Associate Director, Corrections, consultants, data processing, and data coders.

- 1.18 (a) *Regional Criminal Justice Planning: How Are Funding Priorities Established?* May 1973. (103 pages.)
NTIS #PB 224 699/AS--\$7.75/1.45.

Regional Planning Unit recommendations determine which projects are funded by the State Planning Agency. This project was designed to learn more about how the Regional Planning Unit makes its decisions and to identify the determinants involved in ranking project priorities. RCJPB voting patterns on projects in the 1973 Comprehensive Plan provide the data base, along with characteristics of RCJPB members and characteristics of projects. Methodology is presented which derives minimum member disagreement over rankings and compares this indicator to actual project rankings.

A preliminary report was prepared for a Regional Planning Unit workshop on December 16, 1972. This report is titled:

- (b) *Preliminary Report, Regional Criminal Justice Planning Board 1973 Project Priority Assessment*, December 1972. (12 pages.)

- 1.19 *California Commission on Peace Officer Standards and Training, California Department of Justice, Management Survey of the San Jose Police Department*, Sacramento, November 1971.

The California Commission on Peace Officer Standards and Training was invited to conduct a comprehensive review of the organization and operations of the Department.

The P.O.S.T. report contains some 343 separate recommendations. These can be divided into the following groups: (1) items relating to organization, (2) items relating to manpower needs, (3) items relating to operations, (4) items requiring further study, and (5) items relating to meet and confer.

Copies of this report are not available at the Pilot Program office. Contact P.O.S.T. or the San Jose Police Department.

- 1.20 *CAPER Data Book, 1971, March 1973. (106 pages.)*
NTIS #PB 226 164/AS--\$10.50/1.45.

This report represents a source book designed to support "crime specific" planning, to serve as a reference document, and to provide specific, detailed information about 27,580 crimes in San Jose. It is a compilation of figures and tables showing the number of crimes, in selected crime categories, reported to the San Jose Police Department during 1971. These figures are shown in summary tables followed by more specific tables reflecting 1971 crime trends for robbery, assault, burglary, theft, petty theft, forgery, rape, other sex offenses, disturbing the peace and mischief.

- 1.21 *Predicting Arrestee Residence Rates, April 1973.*
(59 pages.)
NTIS #PB 225 425/AS--\$3.50/1.45.

This study concerns the problem of predicting differences among the census tracts of Santa Clara County, in terms of the percentage of adult residents arrested during the period March 1, 1972 to September 30, 1972. Two methods were used: (1) prediction based on patterns of social dimension scores from census tract groups. Three social dimensions were derived: (a) Older Residents and Housing, (b) Socio-Economic Deprivation, and (c) Family Life; (2) multiple linear prediction from 37 demographic measures. Thirty-seven census characteristics provided the demographic measures on which predictions of arrestee rates are based.

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- ~~1.22~~ *Jail Population Management: Diagnosing and Predicting Changes in Occupancy Levels, March 1973. (64 pages.)*
NTIS #PB 225 421/AS--\$3.50/1.45.

The purpose of this research project was to develop a population control model that would answer three questions: (1) given any number or type of bookings, how long will it take to "fill" the jail and when will overcrowding occur? (2) Is the overcrowding the result of an increase in the number of admissions, or is it the result of changes in the average length of stay? (3) What particular subset of prisoner types is creating the problem and how much of the problem can be attributed to each type of prisoner? This report provides a methodology to help answer these questions. It will permit jailers to begin controlling the intake and discharge of prisoners to prevent jail overcrowding.

- 1.23 *School Vandalism, August 1973. (109 pages.)*

Results of a literature search on school vandalism describes methods and approaches for combating school vandalism and provides recommendations for assessing proposals which focus on this objective.

- 1.24 *Adult Probation Needs Survey. An analysis of the needs and characteristics of men and women on adult probation in Santa Clara County, California; August 1973. (88 pages.)*
NTIS #PB 226 315/AS--\$6.50/1.45.

This study was designed to describe the characteristics of adult probationers and to systematically assess their needs. Probation Officers were asked to select a sample of their clients. They were then asked to rate the needs of those clients at the time, the relative strength of each need and the extent to which these needs were being met. Results point toward reorganization of department resources.

- 1.25 *Investigation, Control and Management System (ICAM)*, City of Sunnyvale, Department of Public Safety, October 1973. (115 pages.)

Investigation, Control and Management (ICAM) is a practical operational tool for measuring, monitoring, and managing the productivity of police manpower assigned to the apprehension of criminals. The report describes ICAM. The flow of apprehension activities is described and system performance measures and their use are defined and demonstrated. Detailed instructions and coding forms are appended to the report. The ICAM model is demonstrated using thirty example criminal cases.

- 1.26 *Profile '70: A Socio-Economic Data Book for Santa Clara County*, Social Planning Council of Santa Clara County, Inc., and County of Santa Clara Planning Department, August 1973. (290 pages.)

Profile '70 presents socio-economic data for each of the 210 census tracts in Santa Clara County. Data is also aggregated for each city and for the county as a whole. Sixty-four census data items and thirty-one non-census data items are presented for each census tract. Non-census data includes: Health/Vital Statistics, Juvenile Probation Referrals; Adult Arrests; County Registrar of Voters information; Land Use; Public Assistance; and miscellaneous data from the County Planning Department and the County Housing Authority. The report also contains a social area analysis of the County based upon a cluster analysis of the census data contained in the report.

- 1.27 *Crimes and Victims: A Report on the Dayton-San Jose Pilot Survey of Victimization*, U. S. Department of Justice, Law Enforcement Assistance Administration, National Criminal Justice Information and Statistics Service, Washington, D. C., June 1974. (199 pages.) U. S. Government Printing Office--1974 545-414/579 1-3.

During January 1971, surveys were conducted in a representative sample of private homes and commercial establishments in Montgomery County, Ohio and Santa Clara County, California. The subject of these surveys was the extent to which citizens and businesses in these two counties had been the victims of crime in the preceding year. This was a joint effort of the LEAA and

the Bureau of the Census to apply their victimological research methods to a general population sample. Statistical design, procedures, and data limitations are presented in a separate appendix, as are the survey instruments that were used.

- 1.28 *Robbery in San Jose*; to be published December 1974.

An in-depth description and analysis of 383 commercial and 311 non-commercial robberies reported to the San Jose Police Department during 1972. Describes the offense, offender, police response, and court and disposition processes of the criminal justice system.

- 1.29 *Coders' Manual*, Countywide CAPER Project, January 1974. (42 pages.)

A detailed manual for coding CAPER data. (See 1.3 for report which describes the CAPER System.)

2.0 PILOT PROGRAM PROGRESS REPORTS

- 2.1 *Santa Clara Criminal Justice Pilot Program, Phase I Grant Application, Grant #NI-70-023. February 1970. (51 pages.)*
- 2.2 *First Interim Report, Santa Clara Criminal Justice Pilot Program. January 1971. (100 pages.)*
- 2.3 *Second Interim Report, Santa Clara Criminal Justice Pilot Program, August 1971. (220 pages.)*
- 2.4 *Final Report, Phase I, Santa Clara Criminal Justice Pilot Program. November 1971. (170 pages.)*
NTIS #PB 211 093--\$3.00/1.45.
- 2.5 *Santa Clara Criminal Justice Pilot Program, Phase II Grant Application, Grant #72-NI-09-0001. November 1971. (49 pages.)*
- 2.6 *First Quarterly Report, Phase II, Santa Clara Criminal Justice Pilot Program. April 14, 1972. (33 pages.)*
- 2.7 *Second Quarterly Report, Phase II, Santa Clara Criminal Justice Pilot Program. July 14, 1972. (30 pages.)*
- 2.8 *Third Quarterly Report, Phase II, Santa Clara Criminal Justice Pilot Program. October 14, 1972. (33 pages.)*
- 2.9 *Fourth Quarterly Report, Phase II, Santa Clara Criminal Justice Pilot Program. January 14, 1972. (22 pages.)*

- 2.10 (a) *Research In Progress, Santa Clara Criminal Justice Pilot Program. September 1973 revised. (85 pages.)*
NTIS #PB 224 576/AS--\$3.75/1.45.

The report presents one-page descriptions of all pilot research projects and all demonstration projects initiated since the beginning of the Pilot Program. Short summaries (one to two pages) of the results of completed demonstration projects are included as the projects are concluded.

- (b) *Research In Progress, Revised October 1974.*
To be published December 1974.

- 2.11 *Fifth Quarterly Report, Phase II, Santa Clara Criminal Justice Pilot Program. April 15, 1973. (20 pages.)*
- 2.12 *Sixth Quarterly Report, Phase II, Santa Clara Criminal Justice Pilot Program. July 15, 1973. (30 pages.)*
- 2.13 *Final Report, Budget Phase II, Santa Clara Criminal Justice Pilot Program. September 14, 1973. Three volumes: Volume I, Summary Report, (84 pages),*
NTIS #PB 230 956/AS--\$7.75/1.45.

Volume II, Research In Progress,
(same as publication 2.10);

Volume III, Publications List (Annotated);
(same as publication 5.4).
- 2.14 *Santa Clara Criminal Justice Pilot Program, Phase III Grant Application (September 1973 to May 1975), Grant #74-NI-09-0001; June 29, 1973. (82 pages.)*
- 2.15 *First Quarterly Report, Phase III, Santa Clara Criminal Justice Pilot Program; February 15, 1974. (36 pages.)*
- 2.16 *Supplemental Statement on Standards and Goals, November 30, 1973. (7 pages.)*

This report was prepared in response to an LEAA Special Grant Condition that the American Justice Institute prepare a supplemental statement which would describe

the Pilot Program's plans for implementing and achieving adoption of standards and goals.

- 2.17 *Proposed Dissemination, Technology Transfer and Technology Utilization Plan, January 1974. (21 pages.)*

Describes proposed dissemination, technology transfer and technology utilization plans of the Santa Clara Criminal Justice Pilot Program for the last year of the five-year program. The proposed plan was approved by LEAA Region IX.

- 2.18 *Second Quarterly Report, Phase III, Santa Clara Criminal Justice Pilot Program, May 15, 1974. (53 pages.)*

- 2.19 *Third Quarterly Report, Phase III, Santa Clara Criminal Justice Pilot Program, August 15, 1974. (35 pages.)*

3.0 DEMONSTRATION GRANT APPLICATIONS¹

- 3.1 *Santa Clara County Narcotics Bureau (51 pages.)*
Discretionary Large County Grant 1971-DF-678;
February 16, 1971 award - 15 months.
Second year OCJP Block Grant No. 1140;
June 1, 1972 - 15 months.
For Evaluation Report, see 4.3.

A special countywide bureau of fourteen specially trained officers provides undercover narcotics and dangerous drug enforcement services to all law enforcement jurisdictions within the County. Two bureau officers are assigned to an education program. The Bureau is administered by the Sheriff and operates under a Law Enforcement Drug Council composed of representatives of participating jurisdictions. The Program emphasis is on "large" scale dealers of drugs. The American Justice Institute is evaluating this Program.

- 3.2 *Combating Felonious Crimes by Citizen Involvement (86 pages.)*
Discretionary Large City Grant 1971-DF-677;
July 1, 1971 award - 15 months.
Evaluation Report available (see 4.7).

Citizens have been mobilized to combat felony crime. Citizen-police teams visit neighborhoods, distribute crime prevention information and establish lines of communication. A drug abuse center serves as a clearinghouse for drug information. Radio programming in Spanish attempts to reach high risk potential crime victims. INTASA is evaluating this Project.

¹In this section we have described certain significant demonstration projects which have been developed with assistance from the Pilot Program. They are program models. A number of other projects which are underway in Santa Clara County are not listed here. The Santa Clara County Regional Criminal Justice Planning Board, 110 East Gish Road, San Jose 95112, is responsible for Comprehensive Criminal Justice Planning in the Region. Either the Planning Board or the Pilot Program may be contacted for additional information about the Comprehensive Plan.

- 3.3 *Methadone Treatment and Rehabilitation Program* (155 pages.)
Discretionary Pilot "0" Grant 1971-DF-679;
February 28, 1971 award - 15 months.
Second year Discretionary Pilot "0" Grant 72-DF-09-0054;
July 1, 1972 award. Evaluation Report available
(see 4.4).

Five decentralized clinics are established to provide countywide methadone maintenance services to 1,000 opiate addicts in Santa Clara County. Medical research and social impact research designs are developed in a separate document. The American Justice Institute is evaluating this project. The major question is to determine if methadone serves to reduce crime, particularly property crime.

- 3.4 *Santa Clara County Pretrial Release Program* (56 pages.)
Discretionary Pilot "0" Grant 71-DF-701;
March 15, 1971 award - 15 months.
Evaluation Report available (see 4.2).

A "model" pretrial release program designed to release low risk arrestees on their own recognizance pending trial. The American Justice Institute is evaluating this project.

- 3.5 (a) *Detoxification and Rehabilitation Planning Center*
First application, 73 pages; second application,
92 pages.
OCJP Block Grant No. 1286 and Discretionary Grant
No. D-3124; April 1973 award - 8 months.

Two separate applications have been prepared; the first, which was later withdrawn, presents a plan for operation of a Detoxification and Rehabilitation Planning Center in the City of San Jose with the cooperation of Model Cities and the Salvation Army. The current application will provide countywide services to divert most public drunkenness offenders from the criminal justice system.

- (b) *Evaluation of an Alcohol Detoxification Unit in Santa Clara County* (21 pages.)

This is a proposed evaluation design for the Santa Clara County Mental Health Bureau's Alcoholic Detoxification

Project. It is designed to address the impact of the project on mental health and law enforcement. There will be investigations of the extent to which the program achieves the Detoxification Project's goals involved in diverting most public drunkenness offenders from the criminal justice system. Month-by-month measures of goal achievement will be taken, and data analysis will be performed. The analysis will include calculation of Mental Health Project costs versus Jail costs.

- 3.6 *Law Student Intern Program in Prosecutor Offices and Defender Offices* (23 pages.)
Discretionary Program H5 funds 71-DF-1025; March 1, 1971
award - 18 months.
Evaluation Report available (see 4.10).

This "model" prosecutor/defender internship program involves law professors and students with practicing prosecutors and defenders. It includes students at Stanford Law School and the University of Santa Clara Law School. California student practice rules allow students to take responsibility for actual cases, including necessary trial appearances, when supervised by an attorney.

- 3.7 *San Jose Police Program Planning Project* (33 pages.)
Discretionary Pilot "0" 1972-DF-0018; February 1971
award - 15 months.
Evaluation Report available (see 4.11).

This project provides the Chief of Police with a program planning staff composed of professional personnel with extensive experience and expertise in the fields of operations research, fiscal management and planning and personnel management and training. Functioning under the direction of the Police Chief and as a special staff unit, the group will conduct research and analysis efforts designed to provide the department with short, intermediate, and long-term plans and implementation schedules.

- 3.8 *Reducing Offenses Through Aerial Mobility--Project ROAM*
(92 pages.) This project was not funded.

This project application proposed joint City/County helicopter services focused on burglary, armed robbery

and malicious mischief. Project ROAM is directed toward determining cost-effectiveness of both regularly-scheduled and randomly-scheduled helicopter patrol and estimating their impact on the criminal justice system. The results of the experiment were to be evaluated by comparing the incidence of burglary, armed robbery and malicious mischief in test areas with their incidence in control areas.

- 3.9 *San Jose/Santa Clara County Police Records Improvement Program* (40 pages.) Discretionary Large City/Large County Grant 1972-DF-09-0032; May 1972 award - 15 months.

This joint City/County project will provide the necessary financial support for countywide improvement of police records. The project will centralize, index and automate operational police records. The grant was prepared following determination of police records requirements (see 1.6) and is closely integrated with the County's Criminal Justice Information Control (CJIC) Project (see 3.10).

- 3.10 *Criminal Justice Information Control (CJIC)* (127 pages.) Block Grant No. 0151; July 1970 award - 36 months.

CJIC is a computer-based information system to serve all the criminal justice agencies in Santa Clara County. Phase I, which has been completed, links agencies through 80 terminals, provides identification, criminal histories, court calendaring, and various reports. CJIC will track subjects in process from booking through disposition.

This project has been designed by Santa Clara County and participating law enforcement agencies. It was developed before the Pilot Program was started in Santa Clara County, and it is listed here because of its importance as a demonstration program. The Pilot Program works closely with CJIC and is utilizing the data base in pilot research.

- 3.11 *Contract Cities Law Enforcement Requirements Study* (51 pages.) Not funded--cities to finance with local funds beginning July 1, 1972 - 6 months. Evaluation Report available (see 4.9).

Four suburban cities in Santa Clara County contract for law enforcement services from the Sheriff. The cities are interested in determining what their law enforcement requirements are, what law enforcement delivery system will give them the highest cost-benefit ratio and be most acceptable to their citizenry wants and needs and the level of each kind of service it is willing to pay for.

- 3.12 *Juvenile Probation Drug Abuse Prevention Program* (53 pages.) Block Grant No. 0289-1970. Award date July 30, 1970 - 15 months. Project completed. Evaluation Report is available (see 4.1).

The Project demonstrated that a majority of juvenile drug abuse referrals to the Juvenile Probation Department can be handled at least as successfully under informal supervision involving early treatment than through existing probation procedures. It also sought to develop the capacity of other local public and private agencies to administer drug abuse prevention programs.

Program participants were randomly assigned to one of four groups--a control group and three model drug abuse prevention programs. The three models were (a) Education and Counseling, (b) Transactional Analysis, and (c) Psychodrama.

The American Justice Institute evaluated the Project. Following the one-year program period, the Department has integrated the most useful parts of the program into regular operations, using County funds.

- 3.13 *Juvenile Probation Day Care Program* (32 pages.)
Block Grant No. 0563; award July 1, 1971 - 12 months.
Second year OCJP Block Grant award October 1, 1972.
Evaluation Report available (see 4.8).

The Day Care Center bridges a gap in treatment for troubled youth whose needs for supervision are greater than those provided by normal probation with the child living at home vis-a-vis supervision provided by 24-hour institutional placement. The Day Care Center provides intensive individual counselling, education and recreation for youths who return to their homes in the evening.

The American Justice Institute is evaluating this project. Evaluation centers on comparing estimates of the Center's cost-benefits with those for institutional care of a comparable population.

- 3.14 *Ex-Convict Motivation and Recovery Center (X-MARC)* (41 pages.) Block Grant No. 0481; award April 1971 - 15 months.
Second year Block Grant award July 1, 1972;
Third year Block Grant award July 1, 1973.
Evaluation Report available (see 4.5).

The Ex-Squared Foundation, a coalition of ex-convicts, students, businessmen and correctional personnel assist parolees and ex-felons readjust through counselling, job placement, and assistance in housing after release from institutions. Teams visit local institutions to prepare men for release. A residential center is provided for men who leave jail and prison with few resources. The American Justice Institute is evaluating this project.

- 3.15 *Pre-Delinquent Diversion Program* (94 pages.)
Block Grant No. 0998E; award April 1972 - 15 months.
Second year Block Grant award July 1973.
Third year Block Grant award July 1974.
Evaluation Report available (see 4.12).

All 12 law enforcement jurisdictions in Santa Clara County will divert to community resources two-thirds of expected fiscal year 1972-73 pre-delinquent referrals to the Juvenile Probation Department. This is a major corrections diversion program model designed to significantly and demonstrably impact the juvenile justice system. The Juvenile Probation Department, as grantee, will subcontract with each police agency for diversion services, individually tailored to and controlled by local jurisdictions and utilizing local community resources. In addition to a base of financial support, each law enforcement jurisdiction is eligible to receive a financial subvention based upon their program performance. Field consultants and matching funds are provided by the Juvenile Probation Department and the California Youth Authority. Research is an integral part of the project. The American Justice Institute is evaluating this project.

- 3.16 *Development of Prevention Methodology by Burglary Offense Analysis* (41 pages.)
Block Grant No. 1434; award October 1973 - 12 months.

This burglary reduction program will concentrate on high crime geographic areas, high risk premises and certain specific property targets. These have been identified through CAPER, a pilot research project operating in San Jose.

A Burglary Analysis Unit (BAU) will be created to analyze the burglary reduction process (prevention, detection, identification, apprehension, prosecution, habilitation and the return of stolen property). Production rates, pre and post, will be developed. As the process is analyzed, the BAU will recommend, design and operationalize improvements in the burglary reduction process.

The project will start, however, with certain tactical programs which have proven to have impact; operation

scribe, code enforcement and development of an improved anti-burglary ordinance, security checks in high risk target areas, and operation FENCE (Field Enforcement Neutralizing Conversion Efforts). Research and evaluation are integral parts of the proposed project.

- 3.17 *Center for Urban Analysis: Criminal Justice Demonstrations* (55 pages.)
Discretionary Pilot "0" Grant 73-DF_09-0020;
May 1, 1973 award - 12 months.
Second year OCJP No. 1899-2; May 1, 1974 award - 12 months
(76 pages.)

This project is proposed to create a Service Center within County government, which can (a) aggregate geo-coded information into predefined geographic areas, (b) match user information to other existing County files, and (c) provide strong user support to teach users how to handle information and to help them use the Service Center. A number of specific criminal justice "projects" have been identified as candidates for demonstrating the utility of the Service Center during the first year.

- 3.18 *Countywide CAPER System* (43 pages.)
Discretionary Pilot "0" Grant 73-DF-09-0036;
June 22, 1973 award - 12 months.

CAPER has the capability to perform precise, scientific crime analysis. Police offense reports are coded, key-punched, processed, and stored so that specific crimes and related characteristics may be called out and plotted in any size geographical configuration. The objectives of the project are: (1) to implement a countywide system for crime analysis-program development-evaluation, (2) to promote multi-jurisdictional and regional crime reduction planning efforts, and (3) to test the utility, flexibility, and transportability of the CAPER System.

- 3.19 *Jail Population Management Project* (37 pages.)
Discretionary Pilot "0" Grant 73-ED-09-0008;
July 2, 1973 award - 12 months.

This project provides collection and analysis of data about the population of the jail so that overcrowding can be monitored, predicted, and eventually, controlled or prevented. The ultimate goal of this project is to improve the quality of justice; the subobjectives are: (a) to install data collection and analysis, (b) to use the data to identify overcrowding alternatives, and (c) to transfer the system to other jurisdictions. The project efforts consist of three steps: (1) manual data collection, coding, keypunching, and the computer production of "test" population reports, (2) automatic data and report production via the County's Criminal Justice Information Control System, and (3) identification and implementation of alternatives that will prevent jail overcrowding.

- 3.20 *Custody Classification Preprocessing Center* (60 pages.)
Discretionary Pilot "0" Grant 73-DF-09-0039;
73-ED-09-0007; June 22, 1973 award - 12 months,
Second phase discretionary grant is pending award.

This program addresses the overall goal of improving the quality of justice in Santa Clara County. The Pre-processing Center will provide: (1) arrest review by a Senior Police Field Supervisor, (2) a Deputy District Attorney to review and classify as to level and type of charge; (3) a Pretrial Release Specialist to obtain and verify OR (and citation) eligibility and/or to prepare court reports; and (4) a Crisis Intervention Worker for immediate diagnosis, referral and follow-up. The application of these services will basically determine the eligibility for booking in pretrial custody, charges, and social intervention needs. The American Justice Institute is evaluating this project.

- 3.21 *Jail Inmate Diagnosis, Classification and Treatment Project* (67 pages.) Block Grant Part E funds No. 1851-A; April 1, 1974 award - 12 months.

This project provides for the initiation of a diagnostic and classification service for adult inmates of the County Detention/Corrections System. A process will be established whereby each inmate's individual requirements will be diagnosed and determined and correctional prescriptions prepared to reflect the necessary and appropriate treatment. The project is being evaluated by an independent consultant.

- 3.22 *Service Measurement in Local Corrections* (109 pages.) Not funded.

This application was prepared in response to a national solicitation of the National Science Foundation for decision-related research in the field of Local Government Management. The proposal sought to engage in research directed toward developing and testing measures of effectiveness and productivity of correctional services.

- 3.23 *Differential Diagnosis and Treatment Program for Adult Offenders* (98 pages.) Block Grant No. 1912; July 1, 1974 award - 12 months.

This is the first year of a proposed three-year effort to significantly strengthen Adult Probation Services. The first year will strengthen investigative services for the courts--upgrade and expand individualized, diagnostic/treatment planning and court reporting functions; develop expanded treatment alternatives through use of Resource Coordinator and Volunteer Coordinator; develop classification schemes and workload and program standards. Second year efforts will be targeted on improving Probation Supervision Services. The third year will focus on institutionalizing the program and completing the evaluation. The project is being evaluated by an independent consultant.

- 3.24 *A Pilot Project to Aid the Judiciary in the Administration of Criminal Justice in Santa Clara County* (49 pages.) Discretionary Grant 74-DF-09-0036; June 28, 1974 award - 12 months.

A ten-member Joint Committee for Judicial Study, representing the County's 45 judges, will direct a twelve-month study to assist the County judiciary to: (1) conduct an examination of the role of the judiciary in the administration of criminal justice; (2) examine and formulate goals and standards; (3) review and examine programs; (4) strengthen communication within the judiciary, between the judiciary and the citizenry, and between the courts and both private and public agencies.

- 3.25 *Region IX Pilot City/County Dissemination Project* (45 pages.) Discretionary Pilot "0" Grant 74-DF-09-0038; June 28, 1974 award date - 12 months.

This project is designed to disseminate throughout the Western LEAA Region IX (California, Nevada, Arizona, Hawaii, Guam, American Samoa) the results of research and demonstration projects produced by the Santa Clara Criminal Justice Pilot Program. The project will also attempt to develop an improved dissemination methodology.

- 3.26 *Computerized Single Fingerprint Classification System* (17 pages.) OCJP Contract A1733-2; October 1973.

This project will test and demonstrate a computerized system for matching "latent" single fingerprints of known offenders in a computerized file. The system was developed by members of the San Jose Police Department as part of an earlier pilot research project. The demonstration grant will test and evaluate the system during a one-year period.

4.0 DEMONSTRATION PROJECT FINAL REPORTS¹

4.1 Juvenile Probation Drug Abuse Prevention Program (See 3.12 for project description.)

* (a) *Santa Clara County Juvenile Probation Department, Drug Abuse Prevention Project Final Report; November 1971.* Edwin T. Stafford, Jr., Director (32 pages.)

(b) *Juvenile Drug Abuse Prevention Project First Year Evaluation Report, November 1971.* John Pearson, American Justice Institute. (86 pages.)
NTIS #PB 232 426/AS--\$9.50/1.45.

* (c) *Recidivism Rates of First Time Juvenile Drug Offenders Experiencing Four Different Treatment Methods, by Robert J. Styer; January 1974.*

A Masters Thesis dealing with an 18-month follow-up of all first year program participants.

4.2 Santa Clara County Pretrial Release Project (See 3.4 for project description.)

(a) *Pretrial Release Program in an Urban Area; Final Report, Santa Clara County Pretrial Release Program.* Ronald J. Obert, Director; American Justice Institute, evaluator. February 1973. (136 pages.)
NTIS #PB 232 426/AS--\$9.50/1.45.

(b) *Program Performance Report; Santa Clara County Pretrial Release Program, First Half 1972-73 Fiscal Year (7/1/72 - 12/31/72).* Ronald J. Obert, Director (10 pages.)

¹There is a considerable length of time between development of a project application and conclusion of the project period; therefore, most of the projects listed under 3.0 are still in progress.

4.3 County Narcotics Bureau Project

(See 3.1 for project description.)

(a) *Santa Clara County Narcotics Bureau Evaluation, June 1971 - December 1972.* (54 pages.) American Justice Institute, evaluator; February 1973. Stan Shaver, Director
NTIS #PB 224 701/AS--\$5.00/1.45.

(b) *Santa Clara County Narcotics Bureau Evaluation, Final Report for the County, July 20, 1973.* (113 pages.) American Justice Institute, evaluator; August 1973. Stan Shaver, Director

4.4 Methadone Treatment and Rehabilitation Program

(See 3.3 for project description.)

(a) *First Year Evaluation Report: Social Evaluation and Impact Study of Santa Clara County Methadone Treatment and Rehabilitation Program.* (255 pages.) American Justice Institute, evaluator; October 1972. NTIS #PB 227 582/AS--\$6.50/1.45.

(b) *Second Year Evaluation Report: Social Evaluation and Impact Study of Santa Clara County Methadone Treatment and Rehabilitation Program.* (82 pages.) American Justice Institute, evaluator; October 1973.

4.5 Ex-Convict Motivation and Recovery Center (X-MARC)

(See 3.14 for project description.)

(a) *First Year Final Report, Ex-Convict Motivation and Recovery Center (X-MARC), July 1, 1971 - June 30, 1972.* (49 pages.) American Justice Institute, evaluator; October 1972. Jerry Rooney, Director
NTIS #PB 225 112/AS--\$4.75/1.45.

X (b) *Second Year Final Report, Ex-Convict Motivation and Recovery Center (X-MARC) Evaluation, July 1, 1972 - June 30, 1973.* (60 pages.) American Justice Institute, evaluator; August 1973. Jerry Rooney, Director

4.5 Ex-Convict Motivation and Recovery Center (X-MARC) cont.

(c) *Third Year: Final Report, Ex-Convict Motivation and Recovery Center (X-MARC) Evaluation, July 1, 1971 - June 30, 1974. (58 pages.)*
American Justice Institute, evaluator; August 1974.
Jerry Rooney, Director

4.6 Alcoholism Prevention and Education Project

Alcoholism Prevention and Education Evaluation Report. (51 pages.)
American Justice Institute, evaluator; July 1972.

4.7 Combating Felonious Crimes by Citizen Involvement Project

(See 3.2 for project description.)

(a) *Combating Felonious Crimes by Citizen Involvement Evaluation Report; C. A. Gebeleian and J.L. Poage, INTASA, Inc., IRP-71-01, September 1972; 1120 Crane Street, Menlo Park, California. (88 pages.)*
NTIS #PB 231 595--\$8.00/1.45 (includes a and b).

(b) *Drug Education Program Component; Wade W. Schroeder, June 30, 1972. (44 pages.)*
See a for NTIS number.

4.8 Juvenile Probation Day Care Treatment Program

(See 3.13 for project description.)

(a) *First Year Santa Clara County Day Care Center Evaluation, November 1972. (64 pages.)*
American Justice Institute, evaluator.
NTIS #PB 225 421/AS--\$3.50/1.45.

(b) *Second Year Santa Clara County Day Care Center Evaluation, August 1973. (84 pages.)*
American Justice Institute, evaluator.

* (c) *Third Year: Final Report Santa Clara County Day Care Center Evaluation, August 1974. (84 pages.)*
American Justice Institute, evaluator.

sent to NTIS 6/12/75

4.9 Contract Cities Study Final Report

(See 3.11 for project description.)

A Police System for the Cities of Cupertino, Monte Sereno, and Saratoga, February 28, 1973. (117 pages.)
American Justice Institute.

4.10 Law Student Intern Program In Prosecutor Offices and Defender Offices Project

(See 3.6 for project description; see 5.12 for law journal article describing this project.)

Law Student Intern Program in Prosecutor Offices and Defender Offices Final Report, June 14, 1973. (220 pages.)

4.11 San Jose Police Department Program Planning Project

(See 3.7 for project description.)

Evaluation of the San Jose Police Department Program Planning Project. Kren and Associates, August 1973. (10 pages.)

4.12 Pre-Delinquent Diversion Program

(See 3.15 for project description.)

* (a) *Santa Clara County Pre-Delinquent Diversion Project, July 1, 1972 - June 30, 1973. (140 pages.)*
Part I - Project Director's Report
Part II - Evaluator's Report
American Justice Institute, evaluator; August 1973.
Ray Nielsen, Director ~~PB 239 676/AS~~ PB 239 676/AS

* (b) *Research and Evaluation Study of the Santa Clara County Pre-Delinquent Diversion Program, Second Year Evaluation; July 1, 1973 - June 30, 1974. (79 pages.)* American Justice Institute, evaluator; August 1974.

PB-239 678/AS

5.0 ARTICLES AND PAPERS - Santa Clara Criminal Justice Pilot Program

- 5.1 *A Classification of Strategies of Approach to Criminal Justice Planning*, presented by Robert C. Cushman at the Third Pilot Cities Conference in Albuquerque, New Mexico, August 17, 1971. (7 pages.)
- 5.2 *The Pilot Cities Experience* by Robert C. Cushman appears on pages 36-66 of *The Change Process in Criminal Justice*, Criminal Justice Monograph, U. S. Department of Justice, Law Enforcement Assistance Administration, National Institute of Law Enforcement and Criminal Justice, June 1973. The monograph consists of papers on related topics presented at the Fourth National Symposium on Law Enforcement Science and Technology, May 1-3, 1972. Available from Government Printing Office No. 2700-00191; \$2.35.
- 5.3 *LEAA's Pilot Cities--A Model for Criminal Justice Research and Demonstration* prepared by Robert C. Cushman for the *San Diego Law Review*, Vol. 9, Issue 4, June 1972. (76 pages.)
- 5.4 (a) *Publications List (Annotated)* - Santa Clara Criminal Justice Pilot Program.
Revised September 1973.
NTIS #PB 224 746/AS--\$3.00/1.45.
- (b) *Publications List (Annotated)* - Santa Clara Criminal Justice Pilot Program; no charge.
Revised October 1974.
- 5.5 *The Criminal Justice Pilot Program and the Regional Criminal Justice Planning Board: A Relationship Based on Research* by Robert V. Ragsac, Santa Clara County Regional Criminal Justice Planning Board; BR-72-03, August 10, 1972. (50 pages.)

- 5.6 *Pilot Program Reports Progress* prepared by Robert C. Cushman for publication in *In Brief*, the Santa Clara County Bar Association Journal, Vol. 9, No. 3, pages 23-26. March 8, 1973. (4 pages.)

- 5.7 *Memorandum on the "Jail Problem"*; Advice to the County Executive and Advice to the Sheriff. April 1973. (78 pages.)
NTIS #PB 231 761/AS--\$7.75/1.45.

This paper was designed to familiarize County officials with the issues and options to be considered in future program and facility plans for improving County Corrections. It examines the purposes of the County pretrial jail then presents research data which indicates the actual performance of the system with respect to these purposes. It sets the pretrial jail into a perspective where it is part of a jail system and also part of a corrections system. The paper concludes with a review of possible alternative courses of action.

- 5.8 *Citizen Advisory Commissions*, a paper presented by Craig G. Broadus to the National Conference on Christians and Jews, Issues in Justice Seminar, Santa Clara County, September 26, 1973. (14 pages.)
- 5.9 *The Future of the American Police*, a paper presented by Victor Cizanckas to the National Conference of Christians and Jews; Issues in Justice Seminar, March 28, 1974. (9 pages.)
- 5.10 *Police Reports and Victimization Survey Results: An Empirical Study*, by Dr. M. K. Howard, April 1974. (18 pages.)

Dr. Howard presents the results of research which tests the assumption that the characteristics of crimes reported to the police are representative of the larger number of similar offenses reported through victimization surveys conducted in the same geographic area. Using robbery events as an example, the research produced no differences between police offense reports and victimization survey data for commercial robberies. Differences were observed in personal robbery cases but only in terms of victim's race and time of occurrence.

APPENDIX

HOW TO OBTAIN COPIES OF PUBLICATIONS

Availability of Publications . . .

The availability of these publications varies for each of the five types of documents.

Pilot Program Research Reports (1.0) and Pilot Program Progress Reports (2.0) are produced in quantity and disseminated within the budgetary limitations of the Pilot Program. Priority for dissemination is given to cognizant LEAA and State Planning Agency representatives, San Jose/Santa Clara County officials and other units of local government in the United States.

In addition, copies are also forwarded to the Director, Technology Transfer Division, National Institute of Law Enforcement and Criminal Justice; the National Criminal Justice Reference Service; and the National Technical Information Service. These offices are responsible for national dissemination. The complete address of each is presented below:

Paul Cascarano, Director
Technology Transfer Division
National Institute of Law Enforcement and
Criminal Justice of Law
Law Enforcement Assistance Administration
Washington, D. C. 20530

National Technical Information Service
5285 Port Royal Road
Springfield, Virginia 22151

National Criminal Justice Reference Service
Law Enforcement Assistance Administration
955 L'Enfant Plaza, S. W., Room 1207
Washington, D. C. 20024

Many Pilot Program reports have been entered into the National Technical Information Service. If the publication is available from NTIS, the order number can be found next to the citation for the report. This number begins with "PB." Prices are also indicated; the first price is for hard copy, and the second price is for microfiche. The National Criminal Justice

- 5.11 *How Should Crime Statistics Be Presented? Comments,* by Dr. M. K. Howard, November 1973. (11 pages.)

This staff paper recommends suggested methods for presenting data to answer three questions: (1) How much crime is there? (2) What is the risk of becoming a victim? (3) How serious is the crime problem? The paper was prepared in response to a request from the California Office of Criminal Justice Planning.

- 5.12 *The Clinical Defense Seminar: A Methodology for Teaching Legal Process and Professional Responsibility,* prepared by Elizabeth Rose Bird for the *Santa Clara Lawyer*, Vol. 14, No. 2, Winter 1974, pages 246-279; School of Law, University of Santa Clara, 1974. (34 pages.)

A law review article which describes the Project: Law Student Intern Program in Prosecutor Offices and Defender Offices. (See 3.6 for citation to project application; see 4.10 for citation for project final report.)

- 5.13 *Where to Publish Results of Criminal Justice Research and Demonstration Projects: A Dissemination Resource for Authors,* by Dr. M. K. Howard, June 1974. (64 pages.)

This publication has been prepared as a resource to persons who wish to prepare and publish an article on some aspect of criminal justice, and who need information about where to get it published. Section I contains an alphabetical listing of each publication by title. Section II contains more detailed information, including the name of a contact person, address, format, editorial policy, size of circulation, substantive area, lag time, and instructions.

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Reference Service index should also be consulted to determine availability of Pilot Program publications.

Copies are also forwarded to the LEAA Regional Office and the Office of Criminal Justice Planning, though they at present are not set up to disseminate copies of these publications.

Copies of individual Demonstration Grant Applications (3.0) are on file at the Pilot Program Office, as are Demonstration Project Final Reports (4.0), and Articles and Papers (5.0). The unit of local government grantee for each of these projects is not normally in a position to make copies of these documents available for distribution. Copies of our articles and papers are not produced in quantity.

If copies are not available from the National Technical Information Service or NCJRS, copies can be obtained in one of two ways:

1. The funding agency (LEAA or the State Planning Agency) may elect to make copies available. (Be sure to include correct title and grant number in your request to them.)
2. The Pilot Program will provide xerox copies of these documents to units of local government or departments thereof, if the requestor is willing to reimburse the American Justice Institute for the xerox costs (3¢ per page). The Pilot Program will absorb labor costs and the cost of mailing the document(s) BOOK RATE. If other than book rate mailing is required, please include in your check enough money to cover postage and make it clear in your request that you wish the document(s) to be mailed OTHER THAN BOOK RATE.

CHECKS SHOULD BE MADE OUT TO THE AMERICAN JUSTICE INSTITUTE TO COVER THE COST OF XEROX AND POSTAGE OTHER THAN BOOK RATE. Please indicate on the check "for Pilot Program Publications." Xerox costs will be reapplied back into the Project's publication account. No income will accrue to the American Justice Institute.

Where the supply of Pilot Program Research Reports (1.0) and Pilot Program Progress Reports (2.0) are exhausted, persons requesting these documents will be advised that the original printing has been depleted. They should

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contact the Federal offices responsible for nationwide distribution, or if necessary follow the procedure outlined in (2) on page 34.

Please direct your requests to:

Publications
Santa Clara Criminal Justice Pilot Program
106 East Gish Road
San Jose, California 95112

Telephone information is available by
calling (408)299-2087.

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