

NCJRS Acquisitions
Vicki Sullivan

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TRANSMITTAL FOR FINAL REPORTS AND OTHER GRANT PRODUCTS

National Criminal Justice Reference Service
National Institute of Justice

TO: Manager, NCJRS Acquisition Department

DATE: 2/6/96

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FINAL REPORT TITLE: Weed and Seed Data Collection Systems

OTHER DOCUMENTS PRODUCED FROM GRANT:

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Attached please find the Final Report for this grant.

TRANSMITTAL FOR FINAL REPORTS AND OTHER GRANT PRODUCTS

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Weed and Seed Data Collection Systems

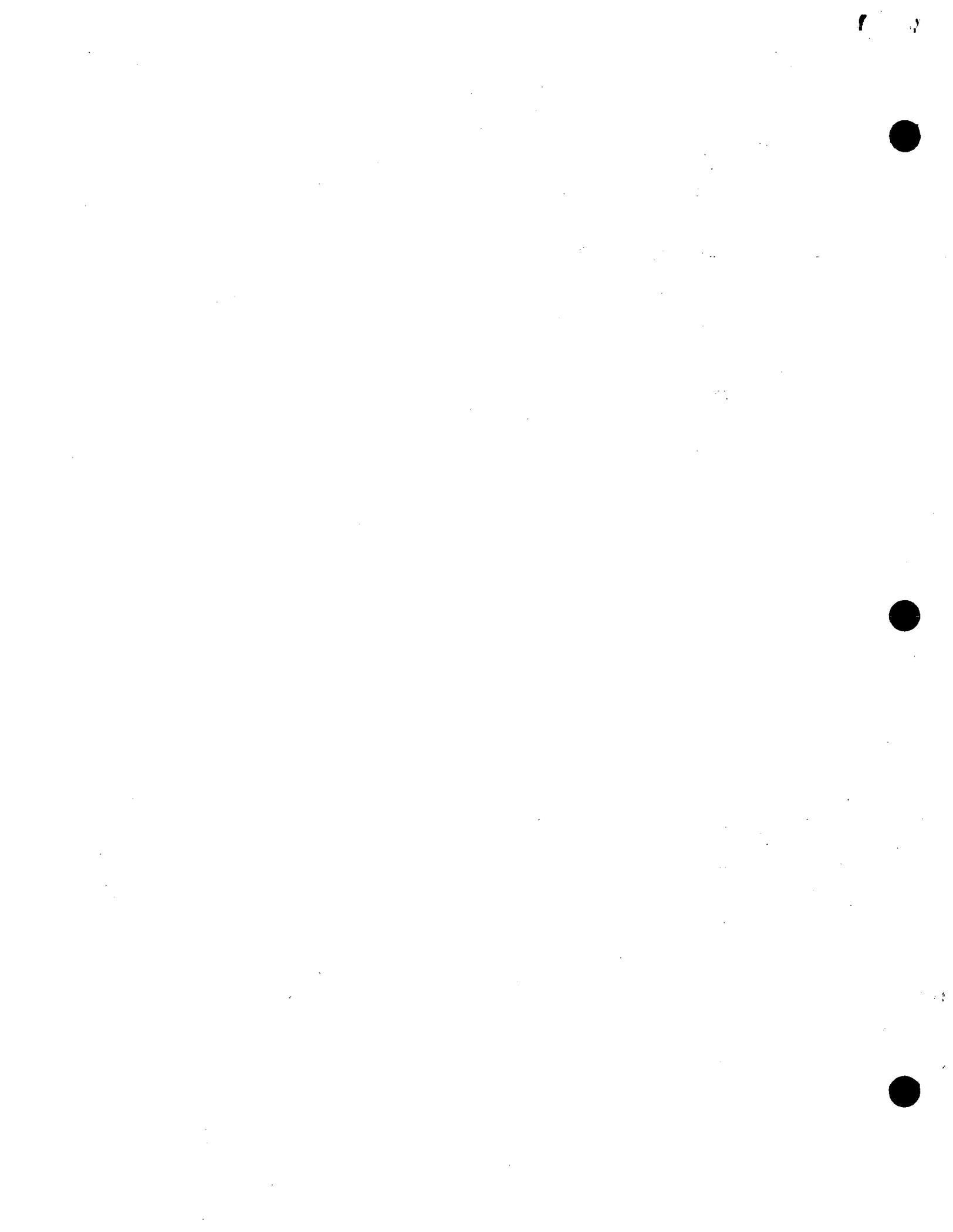
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ACQUISITIONS

**American Prosecutors Research Institute
by
John Schaaf, Director of Technological Resources**

October 12, 1995



I. Introduction

To assess the effectiveness and impact of any intervention program, a wide range of qualitative and quantitative data must be identified, collected, and analyzed. Given its multifaceted enforcement and rehabilitative approach, assessment of the Weed and Seed program requires a creative, multi-theoretical technique. While anecdotal or qualitative information is useful in describing details of program components, it provides an incomplete measurement source. Qualitative information should be bolstered through the collection of quantitative indicator data, which provide a unique measurement of the impact wrought by Weed and Seed enforcement and prosecution interventions.

As the National Institute of Justice (NIJ) funded a comprehensive evaluation of the Weed and Seed program, the need for reliable, accurate, and well-designed data collection and management systems in each of the primary program areas is obvious. APRI is the logical nexus for the development of a prosecution activities information system through its involvement in the large-scale implementation evaluation of the Weed and seed program (in conjunction with the Institute for Social Analysis and the Police Foundation), interaction with local prosecutors as the leading prosecution research and evaluation organization, and ability to gain access to prosecution information. By allowing APRI the opportunity to design and implement a prosecution activities data collection system, NIJ ensures that the resulting system is designed by an organization with first-hand, practical knowledge and technical expertise in the local prosecution area through its affiliation and close relationship with the National District Attorneys Association (NDAA). The data collected and analyzed will focus explicitly on local prosecution activities within the Weed and Seed program.

The prosecution data collected by the system will: 1) *provide preliminary benchmarks of program activities*, 2) *help prosecution officials assess the link between proposed strategies and eventual outcomes*, and 3) *will permit comparisons to pre-implementation enforcement and prosecution efforts*. Lastly, collection and analysis of

prosecution data will provide critical feedback to federal funding agencies and local Weed and Seed participant agencies. Evaluative feedback can be used to monitor implementation, assess preliminary impact, and guide formation of future prosecution Weed and Seed strategies.

II. Project Goals and Objectives

The primary goal of this project is to accurately measure prosecution-related activities and impacts of Weed and Seed programs on local prosecutor's offices in each of the nineteen sites through the design, development, and implementation of a computerized data collection system. To meet these goals, APRI addressed several objectives:

- *Identify appropriate data elements for inclusion in a prosecution database. Determine availability of data and obtain cooperative agreements in each Weed and Seed site.*
- *Design appropriate data collection forms (initially in hardcopy format) and implement data collection activities in all 19 sites to capture a variety of Weed and Seed prosecution-related information.*
- *Based on data elements designated for collection, program computerized data entry screens and database management package. Subsequent to completion of the programming activities, individual prosecutor offices will be furnished with data collection and database management software to facilitate the collection and submission of prosecution-related activities information to APRI.*
- *Collect and analyze quantitative and qualitative information regarding Weed and Seed defendants on an individual basis and in the aggregate.*
- *Development of products for dissemination of data analysis findings.*

The collection, analysis, and interpretation of prosecution data serves several purposes: 1) *implementation of enforcement and prosecution strategies can be monitored;* 2) *local, state, and federal officials can measure changes in adjudication processes resulting from Weed and Seed activities;* 3) *local prosecutors (and other Weed and Seed officials) can use the data as a feedback mechanism to refine future Weed and Seed policies and practices.*

At the outset, the activities proposed under this project sought to answer several principal research questions:

- *How have Weed and Seed enforcement activities affected the local prosecutor's office, local law enforcement, and the courts ?*
- *What types of prosecution activities are being conducted in conjunction with the Weed and Seed program ?*
- *What is the local prosecutor's involvement level in Weed and Seed enforcement activities ?*

Within these three questions are a series of issues that focus on individual and aggregate offender characteristics. The collection and analysis will allow APRI to answer some specific questions such as:

- *What are the types and numbers of drug and firearms offenses/offenders generated through Weed and Seed enforcement efforts ?*
- *What prosecution-related activities are required to prosecute Weed and Seed offenses? What is the number and dollar value of Weed and Seed-related asset forfeitures pursued by local prosecutors' offices ? What offender detention actions are pursued by local prosecutors in Weed and Seed cases?*
- *What are the characteristics of Weed and Seed offenders ?*
- *What is the role of non-felony prosecution responses in Weed and Seed areas ? who is handling these cases ? What are the characteristics of the cases ?*
- *What are the types of Weed and Seed offenses in which local prosecutors are cross-designated by U.S. Attorneys' offices to pursue federal prosecutions ? What are the types and numbers of Weed and Seed cases referred to the U.S. Attorney for federal action ?*
- *How have Seeding programs affected the volume and characteristics of drug and violent crime cases prosecution by local prosecutors ?*

Data Collection Methods

The design and implementation of the Weed and Seed prosecution information system involved a series of inter-related steps. The following outlines the primary and secondary steps leading to the implementation of the Weed and Seed prosecution information system:

- **Develop a definition of what constitutes a Weed and Seed case**
- **Conduct needs assessment**
 - determine data elements to be collected
 - assess relative availability of data elements in each site
 - identify individual data collection/submission capabilities
 - obtain cooperative participation agreement from local prosecutors
- **System design activities**
 - design and produce two stage data collection approach
 - develop hardcopy and computerized collection system
- **Manual data collection instrument**
 - use during initial data collection efforts
 - capture information on Weed and Seed prosecutions
- **Computerized data collection program**
 - replace hardcopy format in all nineteen sites
 - pre-test in three Weed and Seed sites
 - contains data entry screens, instructions/definitions, and database
- **Data submission schedule**
 - submit to APRI on quarterly basis initially on hardcopy and later by computer diskette
- **Technical assistance - data collection**
 - assistance to prosecution staff in software installation and use
 - trouble - shooting of data entry/download problems
- **Data collection products**
 - hardcopy and computerized prosecution data
 - instruction and software installation manuals
 - technical assistance written summaries
 - frequency tables and preliminary statistical summaries

Development of Definition

The first step in developing the data collection and reporting system was to define what constitutes a Weed and Seed case. APRI defined, for data collection purposes, a Weed and Seed case as:

any felony or misdemeanor involving the distribution or possession of drugs and/or firearms, or involving violent criminal activities, committed within the confines of the Weed and Seed area (areas are defined by local Weed and Seed representatives)-- or the aiding/abetting or casting thereof.

By using this definition, APRI is able to focus on prosecution activities stemming from drug, drug related and violent crime activities within the delineated confines of Weed and Seed areas. As it is a major objective of the Weed and Seed program, elimination of drug and violent crime, the aforementioned Weed and Seed case definition places specific emphasis on those criminal activities. By restricting the case definition to offenses occurring within the Weed and Seed program boundaries, APRI hoped to make stronger, more definitive statements regarding enforcement and prosecution activities.

Needs Assessment - Hardcopy and Computerized Formats

Based on the Weed and Seed case definition, APRI research staff conducted a two stage needs assessment. The first stage was conducted in conjunction with the development of hardcopy, manual data collection forms. APRI initially limited the needs assessment from a sample of three Weed and Seed sites. The information collected, which is discussed in greater detail below, will aid in the creation (e.g., content and structure) of hardcopy data collection forms.

The second stage of the needs assessment expanded on the information gathering activities in all nineteen Weed and Seed sites. Due to the time consuming nature of assessment activities, it took APRI several months to complete the needs assessment of all participating local prosecutors' offices. In addition, to facilitate early data submissions and analyses, the second stage needs assessments paralleled the implementation of hardcopy data collection forms. The information derived from this stage was incorporated

into the computerized data collection and storage system, which included data elements contained in the hardcopy data collection forms.

Needs Assessment Tasks for Hardcopy Data Collection Format

The initial phase of stage one needs assessment required APRI's research staff to contact prosecution representatives from each Weed and Seed site to: 1) *resolve which data items are germane to Weed and Seed prosecution activities and should be included in the database*; 2) *determine the relative availability of data elements in each site*; and 3) *identify individual data collection/submission capabilities of the three sample sites*.

The information acquired augmented the design of the manual data collection forms. APRI staff limited stage one needs assessment to three sites in order to speed the design and implementation process of the hardcopy forms. In using a two-tiered approach, APRI sought to ensure early availability of certain data without compromising the integrity of the design and programming process for the computerized data collection and submission system.

Needs Assessment For The Computerized Data Collection System

Stage two needs assessment tasks required APRI staff to contact prosecution representatives from each Weed and Seed site to: 1) *verify appropriateness of currently collected data elements and identify additional data elements for inclusion in the database*; 2) *ascertain the relative availability of data elements in each site*; and 3) *identify individual data collection/submission capabilities of the remaining 16 sites*.

Cultivation of this needs assessment information was critical to developing the database. A well designed and programmed information system requires accurate assessment of potential users' activities and capabilities, and anticipation of potential implementation obstacles. Determining the capabilities to provide specific data and ability to implement a computerized information collection and retrieval system permitted APRI to design several safeguards. These safeguards include such design techniques as "pop-up" menus (which provide response options) which ensure data reliability and consistency and facilitate data entry speed.

The first step of the needs assessment required APRI determine the format, quantity, and the type of data collected by local prosecutors' offices. Institutionalized data collection systems existed in most, if not all, offices, but the level of computerization varied. Despite the variation of information systems, it was possible to design a computerized Weed and Seed database which complemented the existing prosecution systems.

System Design Activities

Upon completion of the identification of data elements, APRI designed the development of the data collection instrument in two stages. The first stage involved designing the manual (hardcopy instrument) for the sites to fill out and send back to APRI. The second stage involved the designing and programming of the computerized database to be used by the sites. The database includes a primary repository file for data aggregation/storage as well as a series of data entry screens for different data elements.

Manual Data Collection Instrument

Manual hardcopy data forms were used at the outset of data collection activities in each of the nineteen Weed and Seed sites. The information on the forms included (but was not necessarily limited) to the following items:

- *characteristics of offenders (including past criminal histories);*
- *type and number of drug offenses/offenders;*
- *type and number of firearms violations;*
- *type of weapons involved;*
- *number of asset forfeiture actions and dollar value;*
- *type and number of cases in which local prosecutors are cross-designated to pursue federal prosecutions;*
- *type and number of cases referred by local prosecutors to U.S. Attorneys for prosecution;*
- *bail and offender detention actions;*
- *indictment in state or federal venues; and*

- *sentencing information*

From the beginning, APRI anticipated that for the first several months of data collection activities, certain data types/definitions would not be obtained. In these cases, APRI proposed to make every attempt possible to collect the missing information. Several possible courses were proposed by APRI including working with the sites to set up mechanisms to collect the missing information. APRI also included with the instrument a comprehensive set of instructions which provided written information on the usage and definitions of the data elements (see appendix 1 and 2). The instructions were used as a method of ensuring that data consistency would be maintained across the nineteen Weed and Seed sites.

Implementation of the Computerized Data Collection Instrument

(See Appendix 3 for detailed description of the database design and functions)

The implementation of the computerized database encountered problems which hindered sites from using it. Two main problems became apparent early on; 1) differences in data elements/definitions between states and, 2) fundamental incompatibilities between site information management systems and the "PC type" database. For example, several sites indicated that they already have an information management system and asked if the computerized database APRI was providing was able to import data from their system. In some cases, the question about dual data entry raised issues which were beyond the scope of this project and hindered the implementation of the computerized database. For example, in one site the issue of whether or not to use the computerized database was dual entry and compatibility. The site considered dual entry to be a major hinderance and a time consuming problem. If the database had the ability to import data from their management system then the site would consider using the database as a reporting mechanism. Although the database can import data from other systems, the problem is further hampered by the differences in data elements/definitions.

Data Collection

Right from the start of data collection activities, whether the site was using the copy forms or the computerized version, APRI encountered problems. The following section will discuss the difficulties APRI encountered during the data collection period of the grant. It is important to keep in mind that the underlying basis for the problems stems from the Weed and Seed program structure. In some cases, the prosecutor's office was not part of the initial Weed and Seed program design in their respective communities. In fact, in several Weed and Seed sites, the prosecutor office was not asked to be involved in the planning process.

Specific Data Collection Problems

A major problem in collecting the Weed and Seed data occurred early on in the data collection process. APRI requested prosecutor offices to submit quarterly data from the time the Weed and Seed program started. In nearly all cases, this request proved problematic. Most sites, by the time of the request, were already well into their respective Weed and Seed program. The request would require each site to go through back data and sort it out by quarter. Each and every site protested that this request would at the very least be difficult and time consuming. Some sites claimed that because they did not have any Weed and Seed funding, they could not take the time and the associated expense to back track through prior data. Some sites could not comply with the request because their tracking system did not have the capabilities to report the data by quarters. So, in the end, the sites which were willing to submit data did so by providing a cumulative total for the period from when the Weed and Seed program started through the date the data was submitted to APRI.

Another problem APRI encountered is the lack of uniform data elements and definitions. Although APRI made every effort to design and develop data collection instruments with universal data elements and definitions, it became clear early on that the sites have different data elements and definitions. In some cases, the process became a

an afterthought or a last minute add on. In these instances, the prosecutor's office usually didn't receive any piece of the Weed and Seed funding pie. This situation helped create the situation where when asked for data, the DA's office protested by saying, "we can't because we didn't get any funding."

How to Resolve The Data Collection Problem in the Future

In order to resolve these data collection/reporting issues it is vitally important to get the prosecutor's office involved in the Weed and Seed planning process in the respective cities. One way to accomplish this is to require the participation of the prosecutor in all future Weed and Seed funding. Not only should there be required participation there should also be monies given to the prosecutor for case tracking. By giving the prosecutor money for tracking Weed and Seed cases, the problems encountered by APRI will be addressed.

For the database to be used as a data collection and reporting system by the Weed and Seed sites major revisions to the data elements must take place. First and foremost, the data elements must be simplified. As mentioned earlier, data elements are a big contributor to the data collection problems APRI experienced. For example, instead of including subcategories of drug arrests, such as distribution, possession and manufacture, simplify the data element to combine these into the aggregate number of drug arrests. Data element simplification will go along way to assure the implementation of the database.

Appendix 1

WEED and SEED MONTHLY PROSECUTION STATISTICS

Prosecutor's Office Reporting: _____

Reporting Period: (Month) _____, (Year) _____

Weed and Seed Site: _____

Please refer to the accompanying Weed and Seed Information System definitions and directions for guidance in completing this form.

If you have additional questions or issues that require resolution, please contact Ken Coyle or John Schaaf at APRI (703-549-4401).

The items on the following pages should only reflect Weed and Seed prosecution activities during the reporting period.

1. PROSECUTION SUMMARY STATISTICS

1.1 # of new Weed and Seed cases **initiated** by local prosecutor's office during reporting period: _____

1.2 # of Weed and Seed cases **completed** by local prosecutor's office during reporting period: _____

1.3 # of Weed and Seed cases **deferred to** U.S. Attorney's Office for Federal prosecution by local prosecutor: _____

1.4 # of Weed and Seed cases **accepted by** U.S. Attorney's Office for Federal prosecution: _____

2. CASE SUMMARY ACTIVITIES

2.1 Total # of Weed and Seed defendants charged during reporting period: _____

2.2 # of W/S defendants charged with these types of criminal offenses:

- a) Drug Possession _____
- b) Drug Distribution _____
- c) Drug Manufacture _____
- d) Violent Personal: _____
- e) Property Offenses: _____
- f) Firearms violations: _____
- g) Other weapons violation: _____
- h) Continuing Criminal Enterprise violation: _____
- i) Other (specify): _____

2.3 # of W/S drug defendants **cited in 2.2**, whose offenses also included:

- Possession of Drug Paraphernalia _____
- Conspiracy/Attempt to Distribute _____
- School Zone violation _____
- Drug "King Pin" violation _____

2.4 # of defendants **cited in 2.2 & 2.3** with drug offenses for the following drug types:

<u>Drug Type</u>	<u>Offense type</u>		
	<u>Poss.</u>	<u>Dist.</u>	<u>Manufact.</u>
Cocaine	_____	_____	_____
Crack cocaine	_____	_____	_____
Heroin	_____	_____	_____
Marijuana	_____	_____	_____
Methamphet.	_____	_____	_____
Other (specify)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Type unknown	_____	_____	_____

3. DEFENDANT SUMMARY STATISTICS

3.1 Sex of Weed and Seed Defendants:

	# of	# of
	Female	Male
	_____	_____

3.2 Age of Weed and Seed Defendants:

	# of	# of
	Female	Male
a) 10-17	_____	_____
b) 18-25	_____	_____
c) 26-35	_____	_____
d) 35+	_____	_____
e) Unknown	_____	_____

3.3 # of Weed and Seed juveniles waived to adult court for charging and prosecution: _____

3.4 # of juvenile W/S defendants whose Weed and Seed offenses were gang-related: _____

3.5 # of W/S defendants charged with aggravating circumstances in their offense: _____

(Section 3 cont'd. at top of next column)

3.6 # of W/S defendants granted pre-trial release: _____

3.7 # of Weed and Seed defendants with prior criminal convictions for:

a) drug offenses	_____
b) firearms offenses	_____
c) violent crime offenses	_____

3.8 Dispositions of Weed and Seed cases:

a) # of Guilty	_____
b) # of Not Guilty	_____

3.9 # of Weed and Seed cases that were disposed by the following outcomes:

	# of cases
a) Dismissal	_____
b) Acquittal	_____
c) Guilty (plea/verdict)	_____
d) Pre-trial Diversion	_____
e) Probation before Judgment	_____
f) Other (specify)	_____
_____	_____
_____	_____

3.10 # of cases in which Weed and Seed defendant(s) Failed to Appear for courtroom proceedings: _____

4. SENTENCING SUMMARY ACTIVITIES

4.1 # of W/S defendants with enhancements filed at sentencing: _____

4.2 Total # of W/S defendants sentenced to:

a) Community Service: _____

b) Jail: _____

c) Prison: _____

d) Boot Camp: _____

e) Conventional Probation: _____

f) Intensive Supervision Probation: _____

g) Life Imprisonment: _____

h) Other: (specify) _____

4.3 Aggregate length of sentences imposed (in months):

a) Jail: _____

b) Prison: _____

c) Boot Camp: _____

d) Conventional Probation: _____

e) Intensive Supervision Probation: _____

f) Other: (specify) _____

g) Community Service (hrs) _____

4.4 Total number of fines imposed during reporting period: _____

4.5 Aggregate dollar value of fines imposed: _____

5. FORFEITURE SUMMARY ACTIVITIES

5.1 # of W/S forfeiture actions filed during reporting period: _____

5.2 # of W/S forfeiture actions sustained during reporting period: _____

5.3 # of each Weed and Seed asset type forfeited during reporting period:

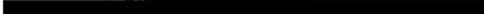
<u>Asset Type</u>	<u># of each</u>	<u>Total Dollar Value</u>
a) Financial Instruments:	_____	_____
b) Currency:	_____	_____
c) Vehicles:	_____	_____
d) Real Property:	_____	_____
e) Other (specify)	_____	_____
_____	_____	_____
_____	_____	_____

Appendix 2

**WEED and SEED PROSECUTION
ACTIVITIES DATABASE MANUAL**



Introduction



How to Use this Manual

This manual is designed to help you get familiar with the **Weed and Seed Database**. The manual will discuss installing Alpha Four software on your machine and the **Weed and Seed Database** in detail. In addition to the **Weed and Seed Database** certain features in Alpha Four will be discussed which will allow you to create databases for other needs.

Organization

- **Installation of Alpha Four software**
- **Installation of Weed and Seed Database**
- **View/Enter Records in Weed and Seed Database**
- **Searching Weed and Seed data**
- **Printing Reports**
- **Exporting data**
- **Alpha Four Database Design**

General Installation Information

Program Requirements

To run Alpha Four you must have:

An IBM (or compatible) PC with at least 512K RAM (640K RAM is preferable). Additional memory beyond 640K in the form of expanded or extended memory will improve Alpha Four's performance.

If you want to run Alpha Four on a stand-alone computer you will need one floppy disk drive and a hard drive. DOS 2.0 or above is supported by Alpha Four.

If you wish to run Alpha Four on a machine connected to a local area network (LAN), the network must either Novell- or NetBios-compatible and must support the DOS 3.1 record and file locking protocols. Alpha Four can be run from diskless workstations connected to the network. Although Alpha Four can be run on a machine connected to a network, the copy APRI is providing you is a single user version.

Alpha Four supports the following video adapters: monochrome, hercules, CGA, EGA and VGA. With a VGA monitor you will have access to more color choices for the Alpha Four screens.

A printer is recommended but not required. Dot-matrix, letter quality and laser printers are supported by Alpha Four.

Technical Support

If you filled out your registration card and sent it into Alpha Software, you'll be able to receive technical support. You can ask questions about Alpha Four that cannot be answered by referring to the manuals. All questions about **Weed and Seed Database** will be addressed by APRI. For **Weed and Seed Database** technical support call John Schaaf or Ken Coyle at APRI, (703)549-4401.

Installing Alpha Four

Depending on the type of floppy drive, (i.e., 3.5" 1.44 meg, 3.5" 720K or 5.25" 1.2 meg) put the disk labeled "installation disk" in the appropriate drive.

Type the letter of the drive followed by a colon, (i.e., A: or B:). At the drive prompt, (i.e., a:> or b:>) type **setup**. An installation screen will appear. You will notice three boxes in the middle of the screen. If you have a color monitor you will see a red, a green and a blue box. If you see these colors use a cursor key to move to the **yes** box below the red colored square. Press the **return** or **enter** key and your installation will configure Alpha Four for a **color** monitor. If you see the three boxes with no color, use the cursor to move to the **no** box and press the **enter** or **return** key. This will configure Alpha Four for a **monochrome** monitor.

Next you will see a dialog box in the middle of the screen which asks you to select the drive path from which you will be installing Alpha Four from. If you are installing from **drive a:** you will see the path as indicating a:, if **b:** then the path will indicate b:. Pressing the enter key will accept the path shown.

Next you will see a screen that gives you a choice of **full installation, quick installation** and **exit to DOS**. Use your up or down cursor key to highlight **full installation** and press the **enter** or **return** key.

Next you will see a dialog box that asks you to indicate the path and directory of where you want Alpha Four to be installed. You will notice that Alpha Four creates a default path and directory, (i.e., **c:\alpha4v2**). Press the **enter** key to accept this default path. APRI recommends that you accept the default path.

Next you will see a configuration dialog box which requests that you indicate the format of dates, currency and numbers you will use. As you can see from the screen, there are four choices. The cursor should default to the **U.S.** box. Accept this by pressing the **enter** key.

Now you will see the installation program working. At the bottom of the screen you will notice a gauge that measures the percentage of installation completed. The computer will beep and a dialog box will appear that requests you to insert **disk 2** and press any **key** to continue. APRI recommends that you press the **space bar** to continue. The same will happen when **disk 3** is required. Follow the same steps that you did for disk 2.

Installation of Weed and Seed Database

When you opened up your Alpha Four software box APRI sent you, you noticed a black disk called **Weed and Seed Files**. This disk contains the nine (9) files you will need to use **Weed and Seed Database**. To install **Weed and Seed Database** you must first create a **subdirectory** under the Alpha Four directory. To do this, first type

at the c: prompt **cd\alpha4v2** and press the **enter** key. This takes you into the Alpha Four directory. You will notice on your screen that the prompt now appears as **c:\alpha4v2>**. Now we need to make the subdirectory where the **Weed and Seed Files** will reside. To do this at the prompt type **mkdir weed**. This command creates the subdirectory **Weed**. At this point change directory and go into the **Weed** directory. In order to do this make sure that you are still in the Alpha Four directory, (i.e., your screen prompt should look like this: **c:\alpha4v2>**). At the prompt type **cd Weed** and press enter. The screen prompt will look like **c:\alpha4v2\weed>**. This indicates that you are in the weed subdirectory. Now you will want to copy the files on the disk labeled **Weed and Seed Files**. To copy the nine files that comprise the Weed and Seed Database, at the prompt type **Copy A:*.*** or **Copy B: *.***, depending on the disk drive you have available. The computer will indicate when the copy process is done and tell you how many files are copied. Now check to see if all the files are copied, to do this type **dir** at the prompt. You will see a listing of files and it should include the following nine (9) files:

- **WEEDSEED.APP**
- **WEEDSEED.AS4**
- **WEEDSEED.ASC**
- **WEEDSD.INA**
- **WEED.AS4**
- **WEEDSD.UDN**
- **WEEDSD.IDN**
- **WEEDSD.RLN**
- **WEEDSD.DBF**

Each file that you see listed has specific functions. The file **WEEDSEED.APP** is the application design, **WEEDSEED.AS4** and **WEED.AS4** is the custom screens for the application, **WEEDSEED.ASC** is the ASCII export file, **WEEDSD.INA** is the form design, **WEEDSD.UDN** is the user definition file containing color settings and other user-specific settings, **WEEDSD.IDN** is the index definition file, **WEEDSD.RLN** is field rules and **WEEDSD.DBF** is the database file.

Starting WEED and SEED Database

You can start **WEED and SEED Database** by several methods. The first method is the recommended way to start the database. Make sure that you are in the root directory, your prompt on the screen will appear as **c:>**. If the prompt does not appear as this, type **cd..** as many times as needed for your prompt to appear as **c:>**. Once you are in the root directory type **cd\alpha4v2**. This will put you in the Alpha Four program directory. Type at the prompt **a4 c:\alpha4v2\weed -a=weedseed.app**, this will start the application called **Weed and Seed Database**. You'll notice that the database introduction screen will appear. The words Weed and Seed Database will appear on the screen.

Hit the space bar to continue, the database directory screen now appears. You'll notice that WEEDSD.DBF is already highlighted and on the bottom portion of the screen the database path is indicated. At this point simply press the enter key. The next screen will be the Weed and Seed Main Menu. Notice there are four choices you have. Each choice performs a specific function in the database. Let's first look at entering data in the database.

Enter/View Records in Weed and Seed Database

You'll notice on the main menu of Weed and Seed that there is an entry for entering data into the database. Notice that "D", "E" and "R" in the first words of each menu item is highlighted. There are several ways you can get to each menu item. With the up and down cursor keys you can move from one menu item to the next. If you use this method of navigating around the different menu items, pressing the enter key will cause the highlighted item to function. Another way to navigate between menu item is to press the appropriate key for the letter that is highlighted.

At this point, to enter "**Weed and Seed data**" into the database press the **E** key on the keyboard. You should now be in the database data entry forms.

Weed and Seed Prosecution Activities

Prosecutor's Office Reporting: _____

Reporting Period: ___/___/___

Weed and Seed Site: _____

Please refer to the accompanying Weed and Seed Information System definitions and directions for guidance in completing this form.

If you have additional questions or issues that require resolution, please contact
Ken Coyle or John Schaaf at APRI (703)549-4401

↑ ↓ **C**hange **E**nter **B**rowse **F**ind **I**ndex **M**ainMenu **O**ptions **T**ools

Notice on the very bottom of the form there is a status line displaying key information.

You will see the word **View** to indicate that at the present moment you are in the view mode. To the right of **View** you see **Record 1**, indicating that you are at the first record in the database. To the right of **Record 1** you see **Page 1**, indicating that you are on the first page of record 1. Below the status line is eight (8) options, each with the first letter of the option highlighted. The eight options are:

- **C**hange
- **E**nter
- **B**rowse
- **F**ind
- **I**ndex
- **M**ainMenu
- **O**ptions
- **T**ools

To access any of these options press the highlighted key and the option function will operate.

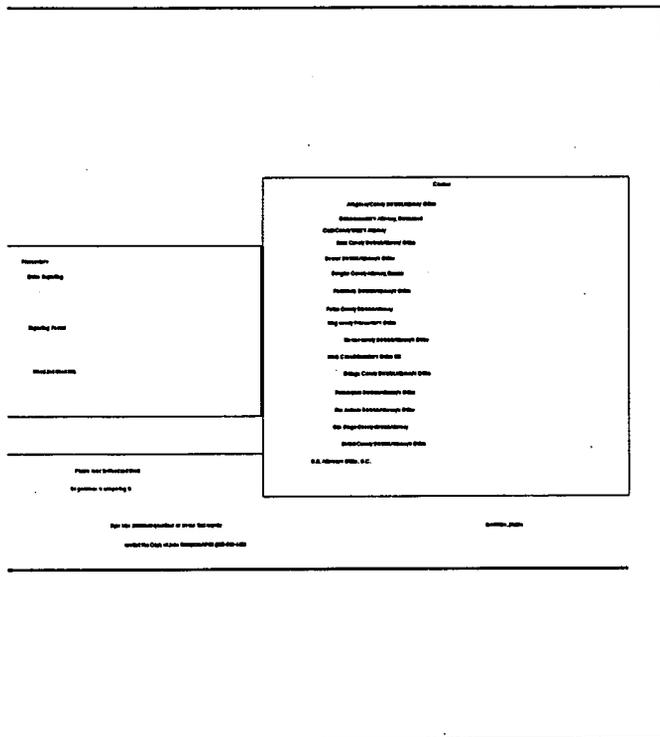
You can work with your data in four different modes.

- **View** mode allows you to view individual records using a form layout that you can customize.
- **Browse** mode allows you to view up to 20 records at a time in a tabular format, using a table that you can customize.
- **Change** mode allows you to edit existing records.
- **Enter** mode allows you to enter new records.

While you are working with your records, you can easily (with a single keystroke) between the various modes.

Now it is time to enter Weed and Seed data into the database. Use the keystroke method by pressing **E**.

Notice that a pop-up screen appears on the upper right of the screen labeled choices. Use the down arrow cursor key to move down the choices until your office is highlighted. Once the appropriate office choice is highlighted, press the enter key. This places the choice into the appropriate field. Once your field entry is complete you will be advanced to the next field.



ire 0

The cursor now appear in the reporting period field. Notice that a pop-up windows also appears. The window lists over two years of reporting dates. Notice that the date choices are always for the last day of the month. By definition, **reporting period will consist of one month, and will correspond to the calendar months (e.g., the first day of the reporting period = the first day of the calendar month, and the last day of the reporting period = the last day of the calendar month)**. To enter the reporting highlight the appropriate date and press enter. Notice that the highlighted date appears in the reporting field and the cursor is now in the Weed and Seed Site field.

The **Weed and Seed Site** field is where you enter the neighborhood designated as the Weed and Seed area. Please enter the name of the neighborhood in this field. Notice that if you do not enter the Weed and Seed neighborhood name you will get a pop-up windows which warns you that this is a required field. After you enter the required information, press enter and the cursor will move to the first field in the **prosecution summary statistics area**.

PROSECUTION SUMMARY STATISTICS DEFINITIONS

DEFINITION OF A WEED AND SEED CASE: *A Weed and Seed case is defined only as any offense in which an individual is charged with any felony or misdemeanor (or their equivalents if the state does not classify offenses as*

felonies or misdemeanors) involving the distribution or possession of drugs and/or firearms, or involving violent criminal activities (e.g., assault, sexual assault, battery, etc.), committed within the confines of the Weed and Seed area [areas are defined by local Weed and Seed representatives] --or the aiding/abetting or causing thereof.

The definition of what constitutes a Weed and Seed case also encompasses a limited number of criminal actions that are directly associated with, but do not occur within the confines of designated Weed and Seed area. this would include the investigation, arrest and prosecution of major narcotics distributors responsible for bringing significant quantities of narcotics into the Weed and Seed areas, but who do not reside or operate regularly within the Weed and Seed neighborhood confines.

For example, a stash house situated in a nearby neighborhood in which a significant amount of narcotics are stored for future distribution within the Weed and Seed area may be the target of Weed and Seed investigative, enforcement, and prosecution resources.

Notice that when the cursor is in a field, it shows a blinking zero. The database automatically fills in a blank field with a zero. For example, if there are no cases initiated during the reporting period, all you have to do is press enter and the field will be filled with a zero.

1.1 # of new Weed and Seed cases **initiated** by local prosecutor's office during reporting period: The number of cases generated by local Weed and Seed enforcement activities, which meet the Weed and Seed case criteria, and were accepted by the prosecutor's office for charging and prosecution after being reviewed and screened.

1.2 # of Weed and Seed cases **completed** by local prosecutor's office during reporting period: The total number of Weed and Seed cases for which a final disposition was reached during the reporting month. Final disposition can be achieved through sentencing, pre-trial diversion, probation before judgement, dismissal, no bill, acquittal, or other final outcomes.

1.3 # of cases **deferred to** U.S. Attorney's office for federal prosecution: Total number of Weed and Seed enforcement activities that were referred to the local prosecutor, and, upon review or pre-agreement, deferred to U.S. Attorney's office for federal prosecution.

1.4 # of cases **accepted** by U.S. Attorney's office for federal prosecution: Total number of Weed and Seed enforcement activities that were deferred to U.S. Attorney's office, and upon review accepted for federal prosecution.

CASE SUMMARY ACTIVITIES

2.1 Total # of weed and Seed defendants charged during reporting period: Of the Weed and Seed cases reviewed and accepted by the local prosecutor's office, which meet the Weed and Seed case criteria, the total number of defendants that were officially charged or indicted.

2.2 # of Weed and Seed defendants charged with these types of criminal offenses: Total number of Weed and Seed defendants charged by local prosecutor's office with each of the felony criminal offense categories (i.e., drug offenses, violent felonies, property crimes, firearm violations, other weapons violations, nuisance abatement offenses, etc). Use the "other" category to list any offense categories that are used to charge/indict Weed and Seed defendants.

2.3 # of W/S defendants cited in 2.2 whose offenses include: Total number of Weed and Seed drug defendants who were also charged with "Possession of Drug Paraphernalia," "Conspiracy/Attempt to Distribute," "School zone Offenses," and "Drug 'King Pin' violations."

2.4 # of defendants cited in 2.2 & 2.3 with drug offenses for the following drug types: Total number of Weed and Seed defendants prosecuted by local prosecutor's office for each drug type (e.g., cocaine, crack, heroin, etc.) and drug offense category (e.g., possession, distribution, and manufacture). Please specify the drug type when using the "other" category.

DEFENDANT SUMMARY STATISTICS DEFINITIONS

3.1 Sex of Weed and Seed Defendants: The total number of males and females charged with a Weed and Seed criminal offense (i.e., defendants) during the reporting period. (the sum of the male and female categories should equal the number provided in 2.1).

3.2 Age of Weed and Seed Defendants: Provide the total number of male and female Weed and Seed defendants that fall into each age category.

3.3 # of Weed and Seed juveniles waived to adult court for charging and prosecution: the total number of juvenile offenders (i.e., under 18 years of age) who, by virtue of their offenses, have been waived by the prosecutor or the judiciary to adult court for charging and adjudication procedures.

3.4 # of Weed and seed cases that were gang-related: Of the Weed and Seed defendants charged by the local prosecutor's office, how many were confirmed by your office as street gang criminal activities (i.e., criminal offenses committed by gang members specifically in the furtherance of gang interests [for example, drug distribution], rather than criminal offenses that were committed by an individual who also happens to be a member of a street gang).

3.5 # of Weed and Seed defendants charged with aggravating circumstances in their offense: Total number of Weed and Seed defendants whose indictments included enhanced or aggravating circumstances (e.g., possession of a firearm, significant amounts of narcotics [statutorily defined within your state criminal code], school zone violation or other extenuating conditions) that enhance the seriousness of the primary criminal offense.

3.6 # of Weed and Seed defendants granted pre-trial release: Total number of Weed and Seed defendants who were released on their own recognizance of some form of bond/bail prior to initiation of trial or plea agreement.

3.7 # of Weed and Seed defendants with prior criminal conviction for: Total number of Weed and Seed defendants for which a prior criminal conviction history has been determined. Prior criminal convictions can include the following offense categories: drug offenses, firearms offenses, and violent crime offenses (e.g., assault, aggravated assault, robbery).

3.8 Disposition of Weed and Seed cases: For all weed and Seed cases indicated by the local prosecutor's office, provide the total number of defendants falling into the "guilty" or "not guilty" outcome categories.

3.9 # of Weed and Seed cases that were disposed by the following outcomes: Provide total number of Weed and Seed cases whose criminal prosecutions were completed by one of the following categories: dismissal, acquittal, guilty (pleas of\ r verdict), pre-trial diversion, probation before judgement, or "other". ***Cases in which the defendant pleads guilty to, or is found guilty of, at least one "Weed and Seed" charge is considered a case conviction.***

3.10 # of cases in which Weed and Seed defendant(s) Failed to Appear for courtroom proceedings: Provide the total number of Weed and Seed cases in which the defendant was documented as "FTA" (i.e., Failure to Appear) for prosecution stages such as arraignment, preliminary hearing, any motion hearings, trial proceedings, and other relevant court proceedings.

SENTENCING SUMMARY ACTIVITIES DEFINITIONS

4.1 # of Weed and Seed defendants with enhancements filed at sentencing: Total number of Weed and Seed defendants whose indictments included enhanced or aggravating circumstances (e.g., possession of a firearm, significant amounts [statutorily defined] of narcotics, school zone violation), which resulted in additional sentencing penalties --through mandatory minimum sentences or statutorily granted, upward departures imposed by the judiciary at time of sentence.

4.2 Total number of Weed and Seed defendants sentenced to: Please provide the total number of Weed and Seed defendants that were sentenced to each of the sanctioning categories. Use the "other" category to identify additional sentencing options used in your jurisdiction.

4.3 Aggregate length of sentences imposed (in months): Please provide total number of months to which Weed and Seed offenders were sentenced for each sanctioning option. (Community service sentences should be measured in "numbers of hours.")

4.4 Total # of fines imposed during reporting period: Indicate the number of defendants who received some form of monetary fine as part of their sentence.

4.5 Aggregate dollar value of fines imposed: Please provide the cumulative dollar amount of all fines imposed on Weed and Seed offenders.

FORFEITURE SUMMARY ACTIVITIES DEFINITIONS

5.1 # of Weed and Seed forfeiture actions filed during reporting period:m Please provide a total for all forfeiture actions filed by the local prosecutor's office in Weed and Seed cases during the reporting period.

5.2 # of forfeiture actions completed during reporting period: total number of forfeiture actions in weed and Seed cases which were successfully completed by the prosecutor's office.

5.3 # and total dollar value of each asset type forfeited in weed and seed cases during reporting period: total number of each asset type that were obtained by the prosecutor's office as a result of successfully completed asset forfeiture proceedings during the reporting period. Asset types include: 1) financial instruments, 2) currency; 3) vehicles; 4) real property; and 5) "other" assets. Prosecutor's office should provide total dollar value for each asset type (e.g., if 4 vehicles were seized during the reporting period, prosecutor should provide cumulative dollar value of all four).

Locating/Searching Records

To locate a record, select **Options** from either the View or Browse mode menu. You'll notice a popup window appears in the top right side of the screen:

OPTIONS

define Range	R
Delete record	Alt-D
Undelete record	Alt-U
Locate a record	L
one-time search/sort	A
Search and Replace	
Choose a new form	
Edit the current form	
Switch databases	W

The *Locate a record* command lets you perform a more general search in any field. To locate a record press "L" to select *Locate a record* or you can use the cursor to highlight *Locate a record*. Press enter and you will notice a popup entitled Locate:

Locate
Search for : _____

Enter the search string at the prompt and press ENTER, (Do not enclose the string in quotes). Alpha Four now displays the Field Selection screen. Select which fields Alpha Four should search. To select a field, highlight the field and press ENTER. As fields are selected, a marker appears to the left of the fieldname. When you have made all your selections, press F10 (Continue). Alpha Four begins searching through the database and stops at the first record that contains the search string.

Select Next locate to find the next matching record or Exit locate to exit the search. You can use the Change or Options command on any matching record. After the change is finished, the locate continues.

Please note the following points about using *Locate a record* command:

- You can abort the search at any time by pressing SPACEBAR.
- Alpha Four only searches through those records that fall within the range defined by your current range setting.
- To search for a blank field, enter a space at the prompt for the search string.
- Alpha Four will find occurrences of the search string anywhere within a field.

Searching and Replacing Field Values

The **Search and replace** command lets you perform a global search-and-replace operation on a database, much like you can in a word processor. For example, say that you have made a mistake in entering data in the length of sentences imposed field. Mistakenly, you entered years instead of months. You highlight the **Search and replace** command and press ENTER. You will see the following popup appear on your screen:

Search and Replace
Search for : _____ Replace with: _____

Enter the string you want to search for and press Enter. Now enter the replacement string and press ENTER. You will now see the field selection screen appear. Highlight as before the fields you what to change and press F10 (Continue). A popup like the following will appear:

Search and Replace
Verify each replacement : Yes No

Highlight no and press ENTER. When the search and replace procedure is done the database will beep and tell you that no more matches are found. In the example we discussed, say you entered i year instead of 12 months. You would enter 1 in the search for field and 12 in the replace field, press ENTER and select the appropriate fields, press F10 and highlighting no to verification. The selected fields with 1's will be replace with 12's.

Printing Reports

From the Weed and Seed application menu highlight print reports and press ENTER.

Exporting Data from the Database.

In order to export the data from your database, first you need a formatted disk in drive A. Once you have placed the disk in Drive A, from the Weed and Seed application menu highlight Export Data and press ENTER. Everything is automatic and will

download the data from your database to a file on the floppy disk in drive A. Once the download procedure is completed, send the disk to APRI. Please address the package to John Schaaf, Director of Technological Resources.

Appendix 3

Computerized Data Collection

The second data collection stage involved the designing and programming of the computerized data collection instrument. The initial design of the database was based on the needs assessment finding and incorporated all of the data elements derived from the manual forms.

Running Weed and Seed Database

Weed and Seed database runs from menus. The user can issue all commands and enter all data by selecting items from either pull-down menus or by typing the information into the data field.

Loading Weed and Seed Database

To load the Weed and Seed database, the following steps are required:

1. Turn on the computer and after the operating system boots up, go to the \Alpha4v2 directory and type **a4 c:\alpha4v2\weed -a=weedseed.app**. Once this is completed the Weed and Seed database title screen will appear:

WEED and SEED DATABASE

**For Programming Technical Assistance Call John Schaaf,
American Prosecutors Research Institute, (703) 549-4401**

To continue past the initialization screen press the space bar. Pressing the space bar will provide access to the Weed and Seed **Main Menu** screen. It is here where the user interacts with the database. For example, highlighting the command **Enter Data/Records**, causes the system to enter the data entry mode. The **Main Menu** screen appears to the users as follows:

MAIN MENU

Current database : _____ **Records in database :** _____
Primary Index : by Record Number

Download Data to a File
Print Reports
Enter Data/Records

Highlighting any one of the three menu items, *Download Data to a File*, *Print Reports* or, *Enter Data/Records* will cause the appropriate function to start.

Enter Data/Records

The users may enter data into the Weed and Seed Database by scrolling down and highlighting the **Enter Data/Records** function from the Main Menu and pressing the enter key. Doing this results in starting the data entry functions programming into the database. The following screen appears:

Weed and Seed Monthly Prosecution Statistics

**Prosecutors's
Office Reporting:**

Reporting Period:

Weed and Seed site:

Please refer to Weed and Seed Information System definitions and directions for guidance in completing this forms.

If you have additional questions or issues that require resolution, please contact Ken Coyle or John Schaaf at APRI (703) 549-4401

View		Record:		DEL		Page :1	
Change	Enter	Browse	Find	Index	MainMenu	Options	Tools

Upon entering this screen, the user will notice that there are several commands on the bottom of the screen, *Change, Enter, Browse, Find, Index, MainMenu, Options* and *Tools*.

Regardless of the mode in which the user is working in, a status line displaying key information appears at the bottom of the screen. These commands will allow the user to:

- View individual records,
- Browse records, displaying up to 20 records in a tabular format,
- Enter new records,
- Change existing records,
- Search for particular records,
- Search and replace values in fields and,
- Mark records as deleted and un-mark them

The programming and design of the database will allow the user to work with data in four different modes:

- View mode allows the user to view individual records using a form layout that the user can customize.
- Browse mode allows the user to view up to 20 records at the time in a tabular format, using a table layout already pre-designed.
- Change mode allows the user to edit existing records.
- enter mode allows the user to enter new records.

While the user is working with the records, they can switch easily with a single keystroke between the various modes.

Pressing the key **E** allows the user to enter data into database, and in particular in a new record. When the *enter* command is encountered the database will automatically

display a new record devoid of any information. The following screen will appear to the user when they use the *enter* command:

Prosecutor's Office Reporting:	Allegheny County District Attorney's Office
Reporting Period:	Commonwealth's Attorney, Richmond, VA
Weed and Seed Site:	Dane County District Attorneys's Office
	Denver District Attorney's Office
	Douglas County Attorney, Omaha NE
	Fort Worth County District Attorney
	Orange County District Attorney's Office
	Philadelphia Dis

Please refer to Weed and Seed information for guidance in completing this forms.

If you have additional questions or issues contact Ken Coyle or John Schaaf at APRI at (703) 549-4401

Enter **Record : #** **Page : 1**

Formal name of the prosecutor's office
F2 Options F10 Save Esc Forget F3 Choices

Once the *enter* command executes, a pop-up window appears in the upper right hand corner of the screen, as shown in the above illustration. The pop-up window is used as a means of providing the user with an alternative way of entering data. Highlighting the appropriate office name and pressing the enter key places the data in the record field. For example, when the user executes the *enter* command, the cursor is placed in the first data field, the name of the prosecutors office, and that action causes the pop-up window with the list of all nineteen Weed and Seed sites to appear. After the highlighted data option, in this case the prosecutor's office, is placed in the data field, the cursor is automatically placed in the next data field. Where appropriate, pop-up data windows automatically appear once the cursor is placed in the respective data field associated with the pop-up.

The next page of the database contains data fields relating to *Prosecution Summary Statistics and Case Summary Statistics*:

<p>1. Prosecution Summary Statistics</p> <p>1.1 # of new Weed and Seed cases initiated by local prosecutor's office during reporting period: _____</p> <p>1.2 # of Weed and Seed cases completed by local prosecutor's office during reporting period: _____</p> <p>1.3 # of Weed and Seed cases deferred to U.S. Attorney's Office for Federal prosecution by local prosecutor: _____</p>	<p>1.4 # of Weed and Seed cases accepted by U.S. Attorney's Office for Federal prosecution: _____</p> <p>2. Case Summary Activities</p> <p>2.1 Total # of Weed and Seed defendants charged during reporting period: _____</p>
--	--

The design and programming of the database automatically places a blinking zero in the data field when the cursor is placed in the field. For example, if there are no cases initiated during the reporting period, all the user has to do is press the *enter* key and the field will be filled with a zero.

The third page of the database continues with **Case Summary Statistics**:

<p>2.2 # of W/S defendants charged with these types of criminal offenses:</p> <p>a) Drug Possession _____</p> <p>b) Drug Distribution _____</p> <p>c) Drug Manufacture _____</p> <p>d) Violent Personal _____</p> <p>e) Property Offenses _____</p>	<p>2.3 # of W/S drug defendants cited in 2.2 whose offenses also include:</p> <p>Possession of Drug Paraphernalia _____</p> <p>Conspiracy/Attempt to Distribute: _____</p>
--	---

f) Firearms Violations	_____	School Zone Violation:	_____
g) Other Weapons Violations	_____	Drug "King Pin" Violation	_____
h) Continuing Criminal Enterprise Violations	_____		
i) Other	_____		

The fourth page of the database continues with *Case Summary Statistics* and starts the grouping of *Defendant Summary Statistics*:

2.4 # of defendants cited in 2.2 and 2.3 with drug offenses for the following types:				3. Defendant Summary Statistics	
	Offense Type			3.1 Sex of Weed and Seed Defendants	
Drug Type	Poss.	Dist.	Manufact.	# of Female	# of Male
Cocaine	_____	_____	_____	_____	_____
Crack Cocaine	_____	_____	_____		
Heroin	_____	_____	_____		
Marijuana	_____	_____	_____		
Methamphet	_____	_____	_____		
Other (specify)	_____	_____	_____		
Type Unknown	_____	_____	_____		
				3.2 Age of Weed and Seed Defendants	
				# of Female	# of Male
				_____	_____
				a) 10-17	_____
				b) 18-25	_____
				c) 26-35	_____
				d) 35+	_____
				e) unkwn	_____

The fifth page of the database continues with *Defendant Summary Statistics*:

3.3 # of Weed and Seed juveniles waived to adult court for charging and prosecution: _____	3.7 # of Weed and Seed defendants with prior criminal convictions for: a) drug offenses _____ b) firearms offenses _____ c) violent crime offenses _____
3.4 If you answered 3.3, indicate the number of juvenile W/S defendants whose Weed and Seed offenses were gang-related: _____	3.8 Disposition of Weed and Seed cases:

<p>3.5 # of W/S defendants charged with aggravating circumstances in their offense: _____</p> <p>3.6 # of W/S defendants granted pre-trial release: _____</p>	<p># of guilty _____</p> <p># of not guilty _____</p> <p>3.9 How were dispositions achieved for Weed and Seed cases:</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"># of cases</td> </tr> <tr> <td>Dismissal</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Acquittal</td> <td style="text-align: right;">_____</td> </tr> </table>		# of cases	Dismissal	_____	Acquittal	_____
	# of cases						
Dismissal	_____						
Acquittal	_____						

The sixth page of the database continues with *Defendant Summary Statistics* and introduces *Sentencing Summary Activities*.

<p>(3.9 continued)</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"># of cases</td> </tr> <tr> <td>Guilty</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Failure to Appear</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Pre-trial Diversion</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Probation before Judgment</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other - Specify</td> <td style="text-align: right;">_____</td> </tr> </table> <p>4.0 SENTENCING SUMMARY ACTIVITIES</p> <p>4.1 # of W/S defendants with enhancements filed at sentencing: _____</p>		# of cases	Guilty	_____	Failure to Appear	_____	Pre-trial Diversion	_____	Probation before Judgment	_____	Other - Specify	_____	<p>4.2 Total # of W/S defendants sentenced to:</p> <table style="width: 100%;"> <tr><td>a) Community Service</td><td style="text-align: right;">_____</td></tr> <tr><td>b) Jail</td><td style="text-align: right;">_____</td></tr> <tr><td>c) Prison</td><td style="text-align: right;">_____</td></tr> <tr><td>d) Boot Camp</td><td style="text-align: right;">_____</td></tr> <tr><td>e) Conventional Probation</td><td style="text-align: right;">_____</td></tr> <tr><td>f) Intensive Supervisor Probation</td><td style="text-align: right;">_____</td></tr> <tr><td>g) Life Imprisonment</td><td style="text-align: right;">_____</td></tr> <tr><td>h) Other (specify)</td><td style="text-align: right;">_____</td></tr> </table> <p>4.3 Aggregate length of sentences imposed (in months)</p> <table style="width: 100%;"> <tr><td>a) Jail</td><td style="text-align: right;">_____</td></tr> <tr><td>b) Prison</td><td style="text-align: right;">_____</td></tr> </table>	a) Community Service	_____	b) Jail	_____	c) Prison	_____	d) Boot Camp	_____	e) Conventional Probation	_____	f) Intensive Supervisor Probation	_____	g) Life Imprisonment	_____	h) Other (specify)	_____	a) Jail	_____	b) Prison	_____
	# of cases																																
Guilty	_____																																
Failure to Appear	_____																																
Pre-trial Diversion	_____																																
Probation before Judgment	_____																																
Other - Specify	_____																																
a) Community Service	_____																																
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g) Life Imprisonment	_____																																
h) Other (specify)	_____																																
a) Jail	_____																																
b) Prison	_____																																

Page seven of the database continues with *Sentencing Summary Activities* and introduces *Forfeiture Summary Activities*:

<p>(4.3 continued)</p> <table style="width: 100%;"> <tr><td>c) Bootcamp</td><td style="text-align: right;">_____</td></tr> <tr><td>d) Congenital Probation</td><td style="text-align: right;">_____</td></tr> <tr><td>e) Intensive Supervision Probation</td><td style="text-align: right;">_____</td></tr> <tr><td>f) Other - specify</td><td style="text-align: right;">_____</td></tr> </table>	c) Bootcamp	_____	d) Congenital Probation	_____	e) Intensive Supervision Probation	_____	f) Other - specify	_____	<p>5. FORFEITURE SUMMARY ACTIVITIES</p> <p>5.1 # of W/S forfeiture actions filed during reported period: _____</p> <p>5.2 # of W/S forfeiture actions sustained</p>
c) Bootcamp	_____								
d) Congenital Probation	_____								
e) Intensive Supervision Probation	_____								
f) Other - specify	_____								

<p style="text-align: center;">g) Community Service Hours ___</p> <p>4.4 Total number of fines imposed during reporting period: \$ _____ .00</p> <p>4.5 aggregate dollar value of fines imposed: \$ _____ .00</p>	<p style="text-align: center;">during reporting period: _____</p> <p>5.3 # of each W/S asset type forfeited during reporting period:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;"># of each</th> <th style="width: 30%; text-align: center;">Dollar Value</th> </tr> </thead> <tbody> <tr> <td>Asset Type</td> <td></td> <td></td> </tr> <tr> <td>Financial Instruments</td> <td style="text-align: center;">___</td> <td style="text-align: center;">\$ _____ .00</td> </tr> <tr> <td>Currency</td> <td style="text-align: center;">___</td> <td style="text-align: center;">\$ _____ .00</td> </tr> <tr> <td>Vehicles</td> <td style="text-align: center;">___</td> <td style="text-align: center;">\$ _____ .00</td> </tr> </tbody> </table>		# of each	Dollar Value	Asset Type			Financial Instruments	___	\$ _____ .00	Currency	___	\$ _____ .00	Vehicles	___	\$ _____ .00
	# of each	Dollar Value														
Asset Type																
Financial Instruments	___	\$ _____ .00														
Currency	___	\$ _____ .00														
Vehicles	___	\$ _____ .00														

Page eight of the database continues with *Forfeiture Summary Activities*:

(5.3 continued)		
	# of Each	Dollar Value
d) Real Property	___	\$ _____ .00
e) Other (specify)	___	\$ _____ .00

At this point, at the end of the record, the bottom of the screen presents the user with several options:

Change	ENTERnext record	F10Continue	EscExit without saving
--------	------------------	-------------	------------------------

If the user presses the *Enter* key, the database bring up the next record. Notice that this record is blank and is ready to accept data entry. Pressing the *F10* key causes a new function menu to appear at the bottom of the screen:

Change	Enter	Browse	Find	Index	MainMenu	Options	Tools
--------	-------	--------	------	-------	----------	---------	-------

From here, the user can access the main menu, rebuild indexes, browse the database and find specific records.

Downloading The Raw Data From The Database

From the *Main Menu* the user is presented with an option of downloading data from the database to a file:

MAIN MENU

Current Database :

Records in database :

Primary Index : by record Number

Download Data to a File

Print Reports

Enter Data/Records

Export Data to a ASCII File

Invoking this command will cause the data to be transferred to a ASCII file on a floppy disk. This function was added to the database to help facilitate the transfer of the data within the individual Weed and Seed databases to APRI. This action happens automatically and the user doesn't interact with the software other than putting a floppy disk in one of the disk drives. Once the data is downloaded to a file on the floppy disk, the user is automatically put back into the *Main Menu* screen.

Once APRI receives the data from the Weed and Seed site, the data is uploaded into a similar database. This database is the "master" repository for all of the data from the individual Weed and Seed sites.

Print Reports

The database also provides the user with the ability to print reports/summaries of all the data contain in the database. The report function was designed to provide the user with the widest latitude possible in reporting the data from the database. The user has complete report design functions which will provide customized reports. Highlighting

Print Reports and pressing the enter key will cause the user to enter the *Print Options* screen:

Print Options

Report

Mail Labels

Form

Browse Table

Letter

Using the reports function the user can:

- design up to 26 reports for the database
- design reports that are up to 240 columns wide
- Visually lay out reports by positioning fields and text on the screen
- Create calculated report fields from existing fields
- Calculate totals, running totals, sub-totals, averages, and other summary fields
- Group related records together
- Print long fields in multi-line windows with word wrapping
- Use print attributes such as bold, italic and underline in the report
- Design reports that automatically make multiple passes through the data to calculate complex summary fields, such as percent of totals and,
- Store print options (such as the index, the range and the output settings) in the report definition.

In the database, the user designs reports by filling in a series of screens. The report design screens allows users to define the parameters controlling overall report appearance and then lay out the fields and text as the user wants them to appear. The basic steps are:

1. Define the report's general characteristics, such as its width and the number of groups, in the *Report Parameters* screen
2. If the user is using one or more levels of grouping in the report, define the break fields (used to determine when each group of records begins and ends) in the *Grouping Parameters* screen.
3. Place fields and text on the *Report Layout* screen, arranging them as you want them to appear on the final printout.

The Structure of a Report

The database divides a report into sections or bands. Each section has a specific purpose. For example, the *Titles* section displays titles and the *Summary* section displays grand totals for the report. The figure below shows a typical report that can be created based on the database:

02/28/95	Weed and Seed Monthly Report	Page 1	Page Header
Sex		Total	Titles
Sex- Females, Age			Group 1 Header
10-17		0	
18-25		19	
26-35		50	Detail
35 +		35	
Unknown		0	
	Total	104	Group 1 Footer
	Monthly Total	210	Summary

The following chart explains where the various sections appear within a report and how they are typically used.

Section	Purpose
Report Header	May appear once, at the top of the report. The <i>Report Header</i> typically includes the report title, organization's name, and the report date.
Section	Purpose
Page Header	May appear at the top of each page. The <i>Page Header</i> typically includes the page number and the

Titles	<p>date. If the user is using a <i>Report Header</i>, the <i>Page Header</i> is replaced by the <i>Report Header</i> on page 1.</p> <p>Appears at the top of every page, after the <i>Page</i> or <i>Report Header</i>. The user can optionally specify that <i>Titles</i> should be printed only on page 1, or that <i>Titles</i> should be reprinted after <i>Group Headers</i>.</p>
Group <i>n</i> Header	<p>Appears after the <i>Titles</i> and whenever a new group of records begins. <i>Group Headers</i> often display the value in to which the records are grouped. The user can optionally specify that a given group's header should begin on a new page.</p>
Detail	<p>Appears once for each record in the database.</p>
Page Footer	<p>Appears at the bottom of each page. Often contains the page number.</p>
Summary Section	<p>Appears at the end of the report, after the last record has been printed. Usually contains totals or the other summary statistics for the overall report.</p>

The database offers the user a choice of two methods for creating reports: *Quick Setup* and *Custom Report*. With the *Quick Setup* method, the user needs to define only a few parameters. This allows the users to quickly set up the report.

Quick Setup Report

Quick setup offers the user a fast way of generating a basic report. Once the user has generated the report design, the user can modify it and extend it through the **Custom Report** options.

To quickly set up a report, follow the instructions below:

1. At the Alpha Four main menu, use the **Choose database/set** command to select the database or set on which the report design will be based.
2. At the main menu, select the **Layouts** command.
3. Select **Reports** from the Layout Option command.
4. Select **Create/edit a report** from the Report Options menu.
5. Choose an unused letter (from A through Z) to represent your report.
6. Select **Quick setup** from the Report Type screen.

Quick setup is only for creating new reports. If you want to edit an existing report, the database will assume you are using the *Custom Report* method. The next screen to appear is the *Quick Report Parameters* screen:

Quick Report Parameters	
Report description: _____	
Report width (columns)	[40-240]:
Number of grouping levels	[0-9] :
Default spaces between fields	[1-10] :
Enter description for this report	
F10Continue	

1. Fill in a brief description of your report at the *Report Description* prompt.
2. Fill in the width (the number of columns) of your report at the *Report Width* prompt.
3. At the *Number of Grouping Levels* prompt, fill in the number of grouping levels that your report will use. (The database allows up to nine levels of grouping).
4. At the *Default spaces between fields* prompt, fill in the number of spaces that you want between columns of data on your report (the database defaults to three spaces between columns).
5. Press F10 (continue).

After the user has filled in the **Quick Report Parameters** screen (and the **Grouping Parameters** screen, if applicable) the **Field Selection** screen appears. This screen allows the user to select the fields that are to appear on the report:

Num	Field	Field Selection			
		Type	Section	Len	Window
1	WEEDSD->OFFICE	C	Detail	50	50
2	WEEDSD->REPORTING	C	Detail	10	10
3	WEEDSD->SITE	C	Detail	50	50
4	WEEDSD->INITIATED	N	Detail	6	60

Columns used: 72 of 80

Enter the number of characters to display/print

F10Continue

F4Move

F5Delete

F6Insert

F7Goto

The user selects the fields they want included in the report by filling in the fieldnames. Once the user has selected all of the appropriate fields, the database creates place holders for them in the **Detail** section on the **Report Layout** screen. Once the user is satisfied with the report layout, it is saved by pressing **F10** (Continue) and selecting the **Save** option from the box that appears.

The aforementioned descriptions of the design and function of the Weed and Seed database is exactly as it appears to the Prosecutor in each of the respective Weed and Seed sites. The database is available, free of charge, to any Weed and Seed site. APRI initially envisioned that the Weed and Seed database would replace the paper data collection forms at all nineteen sites.

