

Utah Council on Criminal Justice Administration  
Project on Criminal Justice  
Standards and Goals

## INFORMATION SYSTEMS

### Strategy for Implementing Standards

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Approved by  
Utah Information Systems Task Force, and  
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Room 304 State Office Building  
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CALVIN L. RAMPTON  
GOVERNOR

STATE OF UTAH  
OFFICE OF THE GOVERNOR  
SALT LAKE CITY

REC-114  
JUL 19 1978  
October 22, 1978

ACQUISITIONS

Dear Citizens:

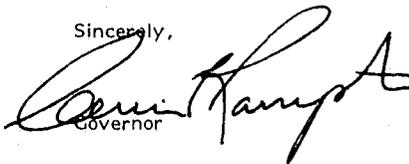
This pamphlet is one of a series of reports of the Utah Council on Criminal Justice Administration. The Council's five Task Forces: Police, Corrections, Judicial Systems, Community Crime Prevention, and Information Systems, were appointed on October 16, 1973 to formulate standards and goals for crime reduction and prevention at the state and local levels. Membership in the Task Forces was drawn from state and local government, industry, citizen groups, and the criminal justice profession.

The recommendations and standards contained in these reports are based largely on the work of the National Advisory Commission on Criminal Justice Standards and Goals established on October 20, 1971 by the Law Enforcement Assistance Administration. The Task Forces have sought to expand their work and build upon it to develop a unique methodology to reduce crime in Utah.

With the completion of the Council's work and the submission of its reports, it is hoped that the standards and recommendations will influence the shape of our state's criminal justice system for many years to come. Although these standards are not mandatory upon anyone, they are recommendations for reshaping the criminal justice system.

I would like to extend sincere gratitude to the Task Force members, staff, and advisors who contributed something unknown before--a comprehensive, inter-related, long-range set of operating standards and recommendations for all aspects of criminal justice in Utah.

Sincerely,

  
Governor

# **STRATEGY FOR IMPLEMENTING STANDARDS**

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## INTRODUCTION

### STRATEGY FOR IMPLEMENTING STANDARDS

Prior to the development of criminal justice information and statistical systems, basic steps must be taken to insure the successful implementation of specifically identified standards.

The following standards present some of the primary decisions necessary in the implementation process.

Standards address the issue of establishing statutory authority (through legislation) for planning, developing, and operating state level information systems. User groups and their responsibilities are defined. System planning, analysis, and design are identified within the development of information and statistical systems.

## STANDARD 8.1: LEGISLATIVE ACTIONS

### STANDARD

To provide a solid basis for the development of systems supporting criminal justice, at least three legislative actions are needed:

1. Statutory authority should be established for planning, developing, and operating State level information and statistical systems.
2. Utah should establish, by statute, taking into consideration the proper relationship of the three branches of government, mandatory reporting of data necessary to operate the authorized system.
3. Statutes should be enacted to establish security and confidentiality controls on all systems.

### UTAH STATUS AND COMMENTS

Currently, mandatory reporting legislation for criminal justice agencies does exist with the Commissioner of Public Safety through the Utah Bureau of Identification (UBI) charged with the maintenance and dissemination of criminal justice information. The statute, however, deals only with offender records and other information related specifically to the police segment of the criminal justice system.

Currently, statutes related to maintaining security and confidentiality controls on all systems throughout the state do not exist, even though existing state statutes do refer to the control of criminal history information at the state level.

### METHOD OF IMPLEMENTATION

This standard has been identified for implementation through legislative action.

## STANDARD 8.2: THE ESTABLISHMENT OF CRIMINAL JUSTICE USER GROUPS

### STANDARD

All criminal justice information systems, regardless of the level at which they operate, must establish user groups. These groups should, depending on the particular system, have considerable influence over the operation of the system, its continuing development, and modifications to it.

1. A user group should be established from representatives of all agencies who receive service from the criminal justice information system.
2. The user group should be considered as a board of directors assisting in establishing the operating policy for the criminal justice information system.
3. The user group should also be responsible for encouraging utilization of the system in all agencies and should be directly concerned with training provided by both their own staff and the central agency.
4. Membership in the user group should include the officials who are actually responsible for the various agencies within the criminal justice system as well as supervisory personnel directly responsible for the operation of information systems within all user agencies.
5. Technical representation on the user group should be of an advisory nature, should assist in providing information to the user group, but should not be a voting or full member of the user group.

### UTAH STATUS AND COMMENTS

Currently, in the development and operation of the Utah Criminal Justice Information System, user groups do exist but are limited to project level activities. At present, the need does not exist for user groups across the system since most files and systems are currently under development. After files become fully operational, the requirements for user groups across the different segments of the criminal justice system will be highly desirable to insure proper cooperation and operation of the system.

## METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

### STANDARD 8.3: SYSTEM PLANNING

#### STANDARD

Utah should establish a plan for the development of information and statistical systems at State and local levels. Critical elements of the plan are as follows:

1. The plan should specify system objectives and services to be provided, including:
  - a. Jurisdictional (State, local) responsibilities;
  - b. Organizational responsibilities at the State level;
  - c. Scope of each system; and
  - d. Priorities for development.
2. The plan should indicate the appropriate funding source both for development and operation of the various systems.
3. The plan should provide mechanisms for obtaining user acceptance and involvement.

#### UTAH STATUS AND COMMENTS

In 1969 a consulting firm completed the development plan for the Utah Criminal Justice Information System. This plan encompassed all points outlined in Standard 8.3 and was a document which initiated the development of the Utah Criminal Justice Information System. Since 1969, the plan has been modified to reflect newly discovered requirements which were determined from the actual development of UCJIS modules. All plan modifications have been reflected in the Utah Law Enforcement Planning Agency Annual Comprehensive Plan.

## METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

### STANDARD 8.4: SYSTEMS ANALYSIS AND DESIGN

#### STANDARD

Any individual systems covered under the plan described above, funded by Safe Streets Act moneys or other state grant programs, should be predicated on a system analysis and design consistent with the standards in this report.

#### UTAH STATUS AND COMMENTS

All systems that have been developed or are currently being developed under the Utah Criminal Justice Information System have employed design practices consistent with standards outlined in the criminal justice report generated by the National Advisory Commission on Criminal Justice Standards and Goals.

## METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

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**WHAT IS THE UTAH  
COUNCIL ON CRIMINAL JUSTICE  
ADMINISTRATION (UCCJA)?**

In 1968 the Omnibus Crime Control and Safe Streets Act was passed resulting in the creation of the Law Enforcement Assistance Administration (LEAA) in the U.S. Department of Justice. The act required the establishment of a planning mechanism for block grants for the reduction of crime and delinquency.

This precipitated the establishment of the Utah Law Enforcement Planning Council (ULEPC). The council was created by Executive Order of Governor Calvin Rampton in 1968. On October 1, 1975, the council was expanded in size and redesignated the Utah Council on Criminal Justice Administration (UCCJA).

The principle behind the council is based on the premise that comprehensive planning, focused on state and local evaluation of law-enforcement and criminal-justice problems, can result in preventing and controlling crime, increasing public safety, and effectively using federal and local funds.

The 27-member council directs the planning and funding activities of the LEAA program in Utah. Members are appointed by the governor to represent all interests and geographical areas of the state. The four major duties of the council are:

1. To develop a comprehensive, long-range plan for strengthening and improving law enforcement and the administration of justice . . .
2. To coordinate programs and projects for state and local governments for improvement in law enforcement.
3. To apply for and accept grants from the Law Enforcement Assistance Administration . . . and other government or private agencies, and to approve expenditure . . . of such funds . . . consistent with . . . the statewide comprehensive plan.
4. To establish goals and standards for Utah's criminal-justice system, and to relate these standards to a timetable for implementation.

**END**

7. 11/15/1944