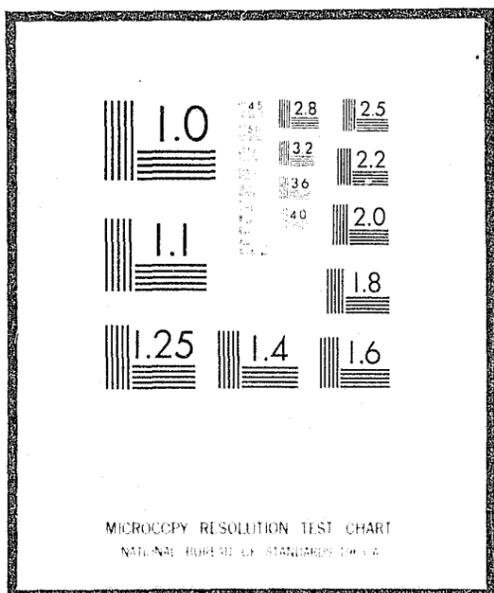


NCJRS

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

5/26/77

Date filmed,

 U. S. DEPARTMENT OF JUSTICE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION		DISCRETIONARY GRANT PROGRESS REPORT		
GRANTEE Georgia State Crime Commission		LEAA GRANT NO. 72-DF-04-0079 75-SS-04-0002	DATE OF REPORT 12-14-76	REPORT NO. 3 8
IMPLEMENTING SUBGRANTEE Judicial Council of Georgia		TYPE OF REPORT <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL REQUEST <input checked="" type="checkbox"/> FINAL REPORT		
SHORT TITLE OF PROJECT Statewide Court Information System		GRANT AMOUNT \$213,334		
REPORT IS SUBMITTED FOR THE PERIOD 7-1-76		THROUGH 9-30-76		
SIGNATURE OF PROJECT DIRECTOR <i>Robert L. Doss, Jr.</i>		TYPED NAME & TITLE OF PROJECT DIRECTOR Robert L. Doss, Jr., Director, AOC		
COMMENCE REPORT HERE (Add continuation pages as required.)				
<p><u>Progress during the final reporting quarter</u></p> <p>Due to the resignation of the Project Director in June, the Senior Systems Analyst served as the acting Project Director during this period.</p> <p>Input on the systems design was continued through the use of the Court Information System Advisory Committee. Specific modifications were made to the criminal sub-system programs design to meet suggested requirements generated by this committee. This included improving the format for calendaring, unassigned cases reports and individual case history information. The Advisory Committee was expanded during this period to include a court clerk.</p> <p>Work was begun on the detailed documentation of the criminal sub-system and was 25% completed during this reporting period.</p> <p>The Director of the Administrative Office of the Courts and the Senior Systems Analyst attended the Project SEARCH Committee meeting in Spokane, Washington.</p> <p>The SEARCH Group, Inc. Phase II Evaluation assessment draft was received on July 6. This assessment was generated from an on-site visit in March, 1976, and the final version is attached to this report.</p> <p>Testing of the automated on-line criminal sub-system in the Dougherty County Clerk's office continued during the final quarter. Criminal sub-system programs were implemented and tested in the on-line system as they were developed.</p> <p>The manual version of the criminal sub-system continued to be operative in the Blue Ridge Circuit during this period. Initially, the limited volume of cases generated in the test county (Cherokee) is not providing a sufficient data base to measure the manual forms performance. A change in this collection data base may be necessary in the beginning of Phase II.</p> <p>The application for Phase II funding was prepared and submitted.</p>				
RECEIVED BY GRANTEE STATE PLANNING AGENCY (Official)				DATE

39115c3

PROJECT HISTORY SUMMARY

Two grants were awarded by LEAA and by the State Crime Commission on October 25, 1974 and November 19, 1974, respectively.

The general objective of the grants was the development of a statewide judicial information system.

Specific objectives included:

- Objective 1. Development of a State-level Judicial Information System (SJIS) to provide the reports needed by the State Court Administrator, Judicial Council, Statistical Analysis Center and other agencies requiring information.
- Objective 2. Develop requirements analysis for the pilot circuits.
- Objective 3. Design and implement a manual information system in a pilot circuit.
- Objective 4. Design and implement an automated information system in a pilot circuit.
- Objective 5. Coordinate with the Georgia Crime Information Center to insure that SJIS provides data necessary for the Case Disposition Reporting System (CDR) and CCH/OBTS.
- Objective 6. Develop interface to systems under development in Fulton and Cobb Counties.
- Objective 7. Develop a state level requirements analysis through the use of outside consultants.

A review of the grant period indicates several significant developments that directly affected the original scope and timetable of the project:

- Initial time delays in submitting and receiving approval of a work plan and budget.
- Turnover within the Project Director's position.
- Delay in hardware selection and system design due to initial underestimation of needed computer time and other requirements generated by OBTS/CCH.
- Change in the location of the manual pilot circuit due to the death of the clerk in the originally selected site.
- Change in the location of the automated pilot circuit after the originally selected circuit began development of a court information system.

SECRET

In April of 1975, a major decision was made on the systems design. This involved the technique by which upper level summary information would be derived from a detailed operational system at a lower level. This methodology was consistent with the information needs of the OBTS/CCH requirements as well as anticipated user products at the court level.

Due to the increase in data storage generated by this concept as well as the influence of the Security and Privacy Regulation, the installation of an on-site leased computer was effected.

The definition of the basic system requirements enabled the initiation of the equipment selection process and the development of the general system design. The project staff surveyed the status of judicial systems in other states and visited Denver, Colorado for a demonstration of the system being developed in that location.

A detailed system design was completed using information collected during meetings with personnel in the pilot circuits, requirements generated from coordination with the Georgia Crime Information Center and the State Division of Criminal Justice Statistics and coordination with the consultant conducting the requirements analysis studies in the pilot circuits.

The decision was then made to develop the criminal sub-system prior to developing the civil sub-system. This decision was influenced by the similarity in data elements between the two sub-systems and the project staff's belief that the criminal sub-system base could be modified to meet civil sub-system requirements.

The pilot test locations required changes after the original work plan had been approved. The two new locations selected were the Dougherty Circuit for the automated system application and the Blue Ridge Circuit for the manual system application. Both these sites were comparable to the original selections and were appropriate due to their participation in the Model Records Project being operated by other personnel from the AOC office.

The decision to delay development of the civil sub-system until after completion of the criminal sub-system resulted in the failure to satisfy the objective in the original work plan. Had this methodology not been changed, neither of the sub-systems would have been developed and implemented. The independent implementation of the criminal sub-system apart from the civil sub-system has enhanced the ability to monitor and test the automated and manual systems in the pilot projects.

A budget and work plan revision was submitted in December, 1975. This revision included the addition of a state-level requirements analysis to be completed by an outside consultant. After all bids exceeded the budgeted amount, a decision was made to postpone the development of this analysis until Phase II of the project.

All staff positions were not filled during Phase I of the project. The Project Director's position was vacant on two critical occasions--once in the early stages of project design and for three months during the latter part of Phase I. The position of programmer was initially

not filled due to the design delay. By the time the project progressed to a stage of justifying this position on a full-time basis, the grant expiration date was approaching. Consequently, a decision was made to delay hiring the programmer until Phase II funding was assured.

SUMMARY

The scope and detailed design of the Statewide Judicial Information System was much more involved than originally estimated. A developmental time frame far beyond the original grant estimate is being required to complete development. Both these facts became evident prior to the expiration of the original grant period and were expressed through grant revisions. An examination of project accomplishments toward the specific seven original objectives outlined for Phase I can identify the following results:

Objective 1

- A. The basic systems design has been completed.
- B. Hardware for supporting the development of the SJIS was identified, selected and is functioning.
- C. Data elements necessary for the criminal sub-system have been identified.
- D. Data elements necessary for state level information needs have been identified.
- E. The criminal sub-system data collection forms have been functioning and are being validated as to specificity, pertinence, accuracy and feasibility.
- F. Documentation of criminal sub-system has been initiated.
- G. Program testing and debugging is ongoing.
- H. Screen display formats for all defined criminal sub-system programs have been completed.
- I. Report formats for all defined criminal sub-system programs have been completed.
- J. State level statistical reports were developed to utilize manually collected caseload data.

Objective 2

The requirements analyses for the pilot circuits have been developed.

Objective 3

The manual criminal information sub-system has been designed and implemented in a pilot circuit.

Objective 4

The automated criminal information sub-system has been designed and implemented in a pilot circuit.

Objective 5

Coordination with the Georgia Crime Information Center to insure data needs for the CDR and CCH/OBTS systems has been initiated and was continuous throughout Phase I.

Objective 6

Development of interface to systems under development in Fulton and Cobb Counties has not been completed. This activity has been postponed until the early part of Phase II due to a slippage in the Fulton system and the inability of the SJIS staff to develop programs needed to convert the Cobb data to the required format.

Objective 7

Develop a state level requirements analysis through the use of outside consultants has not been completed. This activity has been postponed to Phase II with a decision to develop the analysis with project staff.

As of the close of this reporting period, work is continuing on the documentation of the criminal sub-system. Both the automated "on-line" and manual criminal sub-systems are presently being tested and debugged.

SJIS PHASE II
ASSESSMENT VISIT
STATE OF GEORGIA

Prepared by
SEARCH Group, Inc.
March 1976



SJIS PHASE II
ASSESSMENT VISIT
STATE OF GEORGIA

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FORWARD

The Georgia assessment visit was conducted on March 11 and 12, 1976. The primary persons interviewed during the site visit were Mr. David S. Harte, Assistant Director for Systems and Finance, Administrative Office of the Courts (SJIS Project Director) and his Project Staff composed of Mr. Maurice Hatchell, Mr. Bill Krause, and Mr. George Nolan. Interviews were also conducted with Mr. Ed Manseau of the Georgia Crime Information Center, Judge G. Ernest Tidwell, Vice-Chairman of the Judicial Council of Georgia, and Mr. Chris Herndon, Director of the Crime Statistics Data Center, State Crime Commission.

The assessment team was composed of:

- Judge Arthur J. Simpson, Jr., Acting State Court Administrator, New Jersey
- Mr. Bill Rietdorf, SJIS Project Manager, Administrative Office of the Courts, California
- Mr. Roy Boswell, SEARCH Group, Inc.
- Mr. Dan George, PRC/Public Management Services, Inc.

The information contained in this document was extracted from notes taken by the assessment team, from conclusions reached by the assessment team during debriefing sessions held during and after the visit, and from documentation provided by the Administrative Office of the Courts of Georgia. This documentation included the SJIS grant application and all system documentation that had been produced up to the time of the visit.

The remainder of this document is devoted to a discussion of the Georgia SJIS project and the assessment team findings. This report is divided into the following topic areas:

- Georgia Judicial Environment (Section 1)
- Project Summary (Section 2)
- Project Management and Control (Section 3)
- System Design (Section 4)
- Summary of Key Decisions (Section 5)
- Summary of Assessment Visit (Section 6)

The assessment team wishes to thank Mr. Harte and the Georgia SJIS Project Staff for their warm reception, courteous hospitality, and their open, candid responses to our questions and comments.

1. ENVIRONMENT

1.1 ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE

Figure 1-1 provides a graphical representation of the organization of the Georgia Judicial System.

The following description of the judicial structure in Georgia is extracted from "Crime in Georgia", December 1975.

"The Georgia Constitution vests the judicial powers of the state in 'a Supreme Court, a Court of Appeals, Superior Courts, Courts of Ordinary, Justices of the Peace, Notaries Public who are ex-officio Justices of the Peace, and such other Courts as have been or may be established by Law.' Acting under the 'other Courts' clause of the Constitution, the Georgia Legislature has created a number of inferior courts. The jurisdictions, judicial qualifications and regulations applying to these courts are contained in the enabling legislation by which each court was established.

A useful method for classifying Georgia's judiciary is according to the level of government at which the courts function: State (Supreme and Appeals), County (Superior, State, and Juvenile), and Municipal (Lower Courts). This method of classification fails to account completely for all courts and their jurisdictions: counties and municipalities frequently contain both constitutional and special legislative courts with varied and conflicting jurisdictions: Civil, Criminal, County, Small Claims, Magistrates, Justice of the Peace, and Ordinary. With the power to issue warrants, hold preliminary hearings, issue licenses, probate wills and perform other judicial and quasi-judicial functions, these courts provide essential services to the public; and some of their actions have a significant impact upon the administration of justice.

At the present time there is a total of 2,418 courts throughout the State.

The Supreme Court and the Court of Appeals are financed by the State. Superior Courts are financed by a combination of State and local funding. All other courts are financed exclusively by local funds. The judicial budget also includes the salaries of the District Attorneys and their assistants.

1.2 JUDICIAL WORKLOAD

A special study conducted in 1973 show total filings of 271,537 with the following distribution;

Felony	21,403
Misdemeanor	76,323
Traffic	195,340
General	126,956
Domestic	
Relations	43,331
Habeas Corpus	663
Workman's	
Compensation	30
Custody	4
Delinquent	14,138
Unruly	5,866
Deprived	3,461
Probate Wills	0

1.3 PRIOR SJIS DATA COLLECTION EFFORTS

There have been no prior statistical data collection efforts similar to SJIS in Georgia. Occasionally a survey is conducted for annual reporting or for special purpose analysis. The SJIS project is the first actual attempt at collecting court case and workload data on a routine basis.

2. PROJECT SUMMARY

In early 1975, the Administrative Office of the Courts (AOC) was awarded a Law Enforcement Assistance Administration (LEAA) grant for the purpose of performing a requirements analysis designing a system and implementing the system on a pilot basis, for the development of a state-wide judicial information system.

The aim of the project is to implement a computerized information system for a two-judge circuit, as well as a one-judge multi-county circuit. From this base of two circuits, the information system will be implemented in other circuits. This system addresses the problems of calendar management, statistical reporting, indexing, and general records management, as well as providing data for the Administrative Office and for the Georgia criminal justice system operated by the GCIC.

The two circuits selected for participation in this pilot project are the Middle and Dougherty Judicial Circuits.

2.1 OBJECTIVES AND EXPECTED RESULTS

The stated objectives of the Georgia SJIS grant are:

- Design of a statewide judicial management information system.

- Implementation of a field test with both automated and manual data collection techniques.
- Coordination of the integration of data into the SJIS from two existing automated circuits.
- Participation in a joint effort with the GCIC in the design and implementation of the Case Disposition Reporting System.

When full statewide implementation of SJIS has been completed, this system will provide valuable management and statistical information to both local court jurisdictions and to the state level judicial administration. At the same time, the system should generate the judicial data elements required by GCIC for its Computerized Criminal History (CCH) and Offender Based Transaction Statistics (OBTS) systems.

As it now stands, the systems envisioned by this project will be designed primarily for the application of electronic data processing. It is contemplated that computer support will be provided centrally by AOC. Local court jurisdictions will participate through on-line terminal access, where feasible.

A significant portion of the current effort involves the development of judicial information systems for two representative Superior Court circuits in the State. The Dougherty Circuit and the Middle Circuit have been

selected for this purpose. The primary objectives for development of the Judicial Information System for the Middle and Dougherty Circuits are threefold:

- (1) To provide reports, information, and statistics which will facilitate court administration within the Circuits.
- (2) To provide information required for each Circuit's participation in the State's CCH/OBTS systems.
- (3) To provide information to the Administrative Office of the Courts necessary for courts management at the State level.

A secondary objective is to provide a basis for the development and implementation of similar system in other judicial circuits within the State.

However, the nature of the court structure in Georgia will make it very difficult to obtain comprehensive caseload and disposition data for all desired judicial levels. The criteria and techniques of data gathering from the various types of jurisdictional environments will pose some technical problems. These problems will be addressed in Phase II of the project.

The major benefits expected to be accrued from this project are:

- Better utilization of the court facilities,
- simplification of records-keeping tasks, and
- automated compilation of information necessary for statewide planning purposes.

2.2 APPROACH

The general approach that has been adopted will test the methodology of data collection as well as the information needs of the courts. One circuit will input data, via an on-line terminal and the other will input manually by use of forms to the AOC data processing center. Two additional circuits that currently have local automated court information systems will be tested for compatibility of information transfer. System outputs will include transfer of data to the GCIC for testing the interface with the Georgia OBTS. Phase II of the project will incorporate the civil and appellate modules and involve all circuits.

This approach is reflected in the six major tasks of the current Georgia SJIS work plan. Each of the tasks is outlined below.

- TASK I. PRELIMINARY STUDY
 1. Determine General Requirements
 2. Initiate Specific Requirements Study
 3. Define Output Basics

4. Define Input Elements
5. Determine Data Volumes
6. Quantify Input and Output Frequencies
7. Obtain Preliminary User Output Approval
8. Identify Interface Requirements
9. Prepare Systems Flow
10. Design Hardware Specifications
11. Determine Software Requirements
12. Prepare Master Project Schedule
13. Quantify Personnel Requirements
14. Prepare Project Budget

o TASK II. SYSTEMS DESIGN

1. Prepare Preliminary Detailed Design Specifications
2. Prepare Report Layouts
3. Approve Report Layouts
4. Prepare Input Data Elements
5. Prepare Source Documents Layouts
6. Approve Source Document
7. Prepare Record Layouts and File Organization
8. Complete Detailed Systems Flow Chart
9. Prepare Program Narrative
10. Document Input Manuals
11. Document Operations Manuals
12. Document Data Controls

- TASK III. PROGRAMMING
 1. Complete Program Narrative
 2. Prepare Logic Diagrams
 3. Accomplish Coding
 4. Determine Test Requirements
 5. Debug Programs
 6. Approve Debug Data Results
 7. Prepare Operations Instructions

- TASK IV. TESTING
 1. Determine Testing Schedule
 2. Define Input and Output Test Data
 3. Initialize Input Test Data
 4. Process Test
 5. Evaluate and Approve Test Results

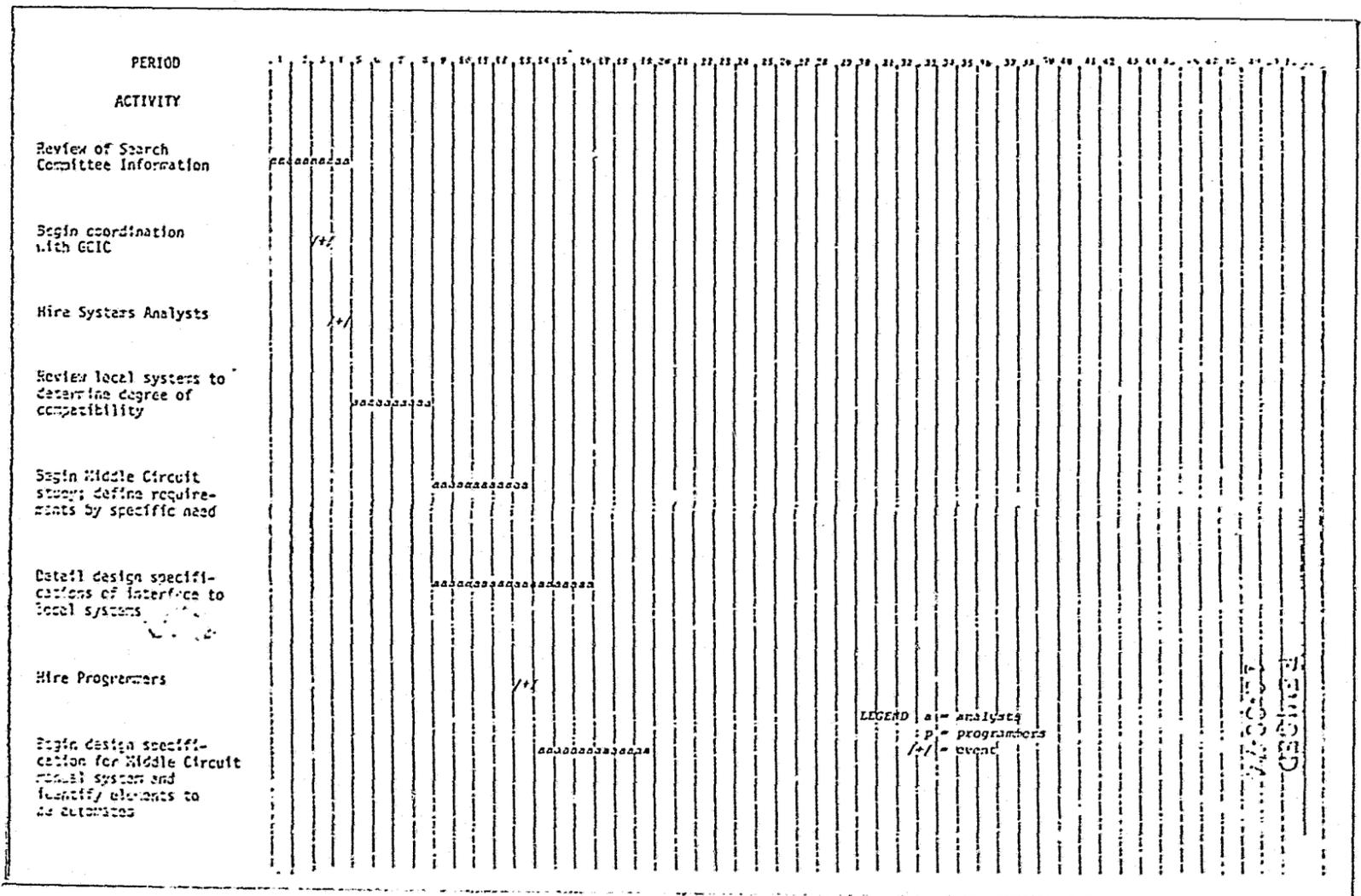
- TASK V. IMPLEMENTATION
 1. Prepare Implementation Schedule
 2. Convert Implementation Data
 3. Parallel Operation
 4. Obtain User Acceptance

- TASK VI. SYSTEM OPERATIONS
 1. Periodic Maintenance
 2. Modifications

2.3 PROJECT TASK SCHEDULE

Figure 2-1 is a Gantt chart of the scheduled tasks for Phase I of the Georgia SJIS Project. The chart has been extracted from the SJIS grant application, revised on December 30, 1974. It should be noted that the anticipated project start date was originally January 1, 1975. However, AOC did not receive final approval to expend funds until late February 1975. Other extenuating circumstances caused additional delay in the project. After assessment of the projects goals and work plan, and an evaluation of the SEARCH SJIS program by numerous court personnel, it was decided that the new work plan (contained in section 2.2) should be prepared. The new plan is structured along a more traditional data processing approach, using a March 1, 1975 start date. The project was on schedule at the end of June 1975, and it is reasonably on schedule at the present time. A formal grant adjustment is in process to extend the Phase I period to July 31, 1976.

Figure 2-1



3. PROJECT MANAGEMENT AND CONTROL

The focal point for management and control of the Georgia SJIS project resides in the AOC and its Administrator. AOC serves as the staff for the Judicial Council. An Advisory Committee, composed of three Superior Court Judges, one State Court Judge, two Superior Court Clerks, and two Court Administrators, also monitors the project. Both the Judicial Council and the Advisory Committee have systems acceptance as well as mandated acceptance from the Georgia State Crime Commission (the SPA) and the LEAA Regional Office.

The project staff is composed of personnel from the AOC, including the Project Director, who has overall technical management responsibility of the project, and three programmer/analysts. This staff performs all of the projects technical activities. No services contracts have been let to private organizations for staff support. From an overall project management standpoint, the project staff has developed a project work plan which sets forth general milestones and dates. The Administrator utilizes the work plan to assess actual versus planned progress and to assess the impact of delays.

The Judicial Council maintains the policy-making authority when questions of policy arise. For example,

a policy has been established that the SJIS, when implemented statewide, will not include the identification of the judge presiding on a case.

All detailed design features are coordinated with the committee or agency that might be affected. The Judicial Council reviews the management information that will be provided by the system. The Advisory Committee reviews the methods and procedures of data collection and the reports to be provided to the courts.

This project has been well coordinated with other state level projects which could affect its requirements. The requirements of the planned OBTS have been coordinated with the GCIC. The requirements for statistical data for the Crime Statistics Data Center (the Georgia SAC) are coordinated with the Georgia State Crime Commission. In neither of these two cases has any specific requirements been levied upon the SJIS Project Director. It has been quite the converse; the SJIS Project Director has determined interfacing system requirements and initiated dialogue with the affected agencies.

Quarterly reports are submitted to the State Crime Commission, to LEAA, and to the SJIS Evaluation and

Monitoring Sub-Committee. These reports and the other documentation such as the Requirements Analysis Reports and System Design Specifications form the basis for evaluation of conformance to project schedule, adequacy of the study, appropriateness of the design, and the success of the implementation.

4. SYSTEM DESIGN

The following subsections provide a description of the status of the various stages of the Georgia SJIS project.

- Requirements Analysis
- Conceptual Design
- Detail Design
- Hardware Description
- Software Description
- Prototype Testing
- Privacy and Security Concerns
- OBTS

4.1 REQUIREMENTS ANALYSIS

The AOC project staff conducted a preliminary requirements analysis by reviewing:

- "State of the Art Report" published by The Institute of Judicial Administration.
- "Requirements Analysis Report" published by the SJIS Committee.
- "Systems Design Report" published by the SJIS Committee.
- Assorted other technical publications (e.g., OBTS/CCH detailed system designs).

Using these reports in addition to field interviews with Clerks of Court, Judges, Sheriffs, District Attorneys, and GCIC personnel, a general system concept was developed. Various meetings with other groups and

agencies continued in the effort to determine system requirements. A visit to the State of Colorado was conducted for observation of, and interviews concerning, the Colorado Statewide Judicial Information System.

A very detailed requirements analysis of the Dougherty and Middle Circuits (the pilot Circuits) was completed by the project staff. Following the completion of the requirements analysis, the output reports necessary for caseflow management and for CDRS and the input data elements were defined. Analysis of the data volume estimates and reporting frequencies have not yet been completed. The system requirements documents for Dougherty and Middle Circuits are very nearly identical. They include statements of scope, system objectives, general system requirements, detailed system requirements for the criminal and civil modules, and OBTS/CCH interface concerns. Information requirements concerning appellate activity or juvenile proceedings were not addressed.

The requirements determined for the Dougherty and Middle Circuits may not necessarily be representative of the statewide judicial system. There may be broader or unique requirements that are not apparent to these two circuits. An amplification of the information requirements may be performed during Phase II if necessary.

4.2 CONCEPTUAL DESIGN

The design concept adopted for the Georgia SJIS is to provide for three basic types of input processes, on-line direct from data entry terminal, on-line batch from automated counties, and forms for entry at the central data processing facility. Periodic management and statistical reports will be provided to court administrators, statistical reports will be provided to the Crime Statistics Data Center, and offender/case data will be provided to GCIC for OBTS. The method of transmitting data to the Crime Statistics Data Center and to GCIC has not yet been determined.

4.2.1 System Flow

Figures 4-1, 4-2, and 4-3 illustrate the system flow charts of the conceptual design of the criminal and civil modules, and the possible file products. The records layouts within the Case History File are very similar to that of BCS.

4.2.2 Criminal Offense Classifications

Of particular interest is that the NCIC Uniform Offense Classifications (UDC) will be used in the reporting of criminal offenses. Two options were available: the Georgia Criminal Code and the NCIC UOC. The latter was considered best suited for SJIS purposes.

Figure 4-1

CRIMINAL SUB-SYSTEM

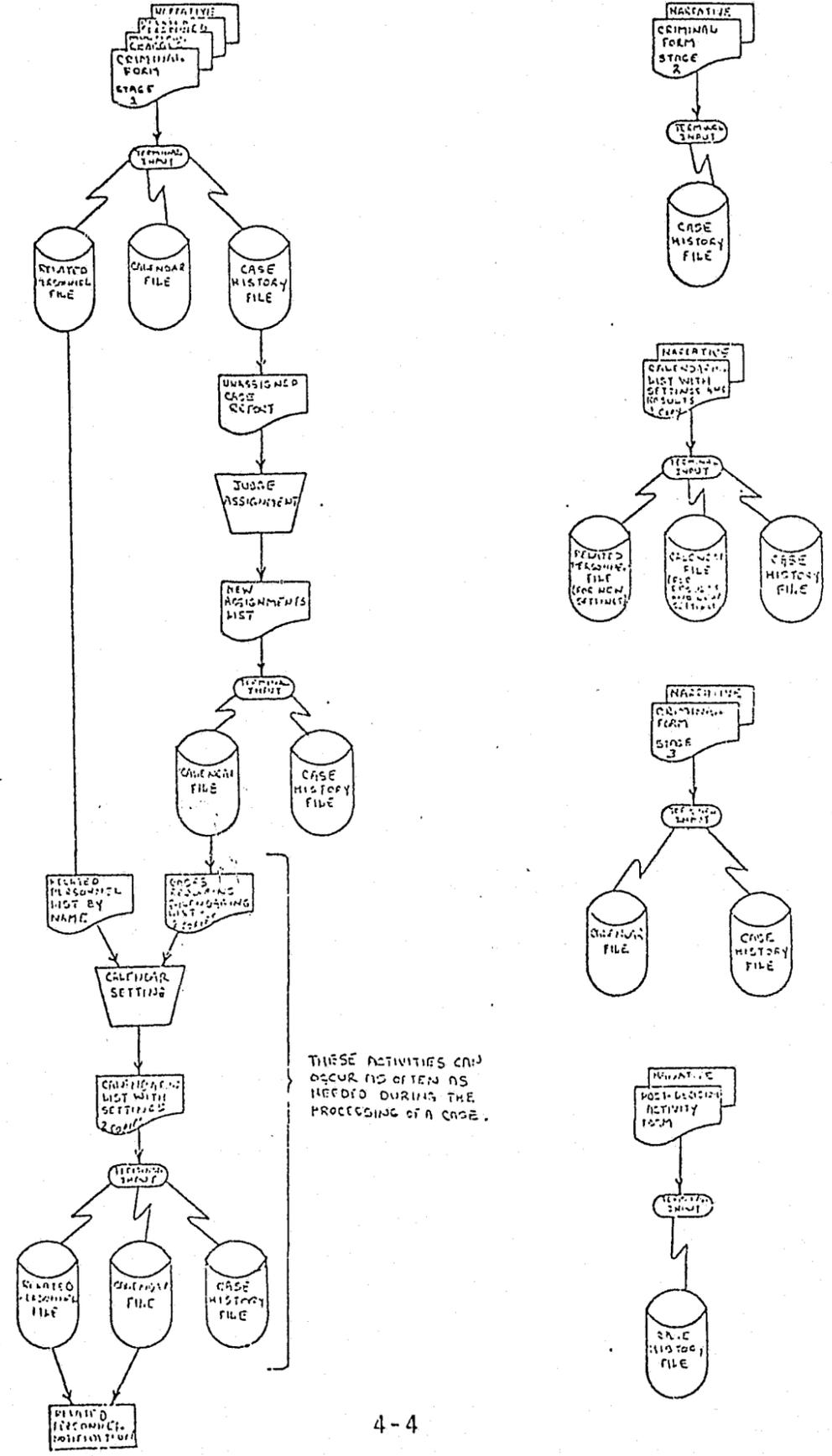
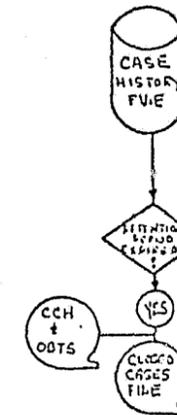


Figure 4-2

CRIMINAL SUB-SYSTEM



POSSIBLE FILE PRODUCTS

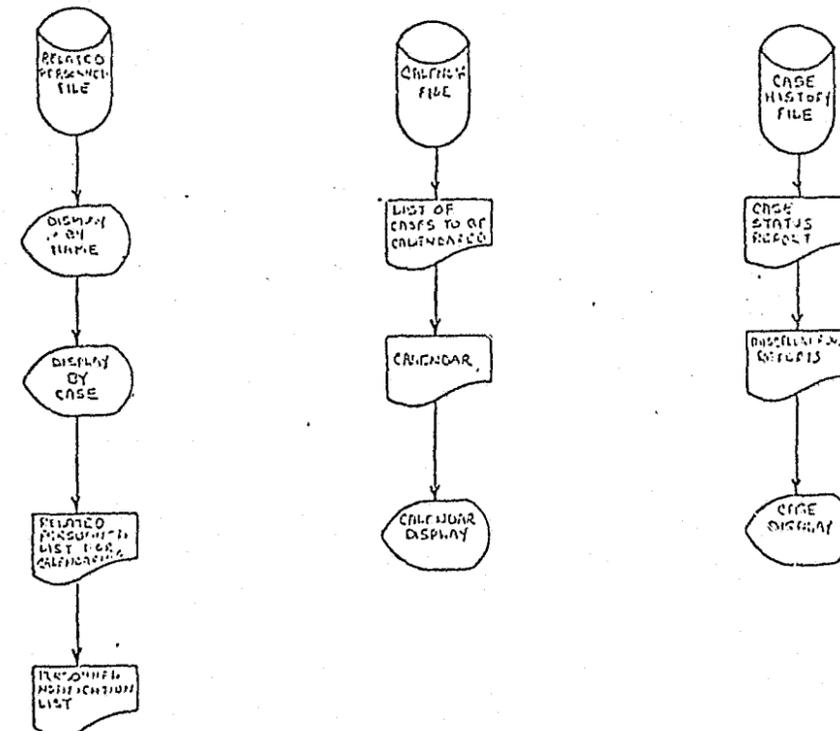
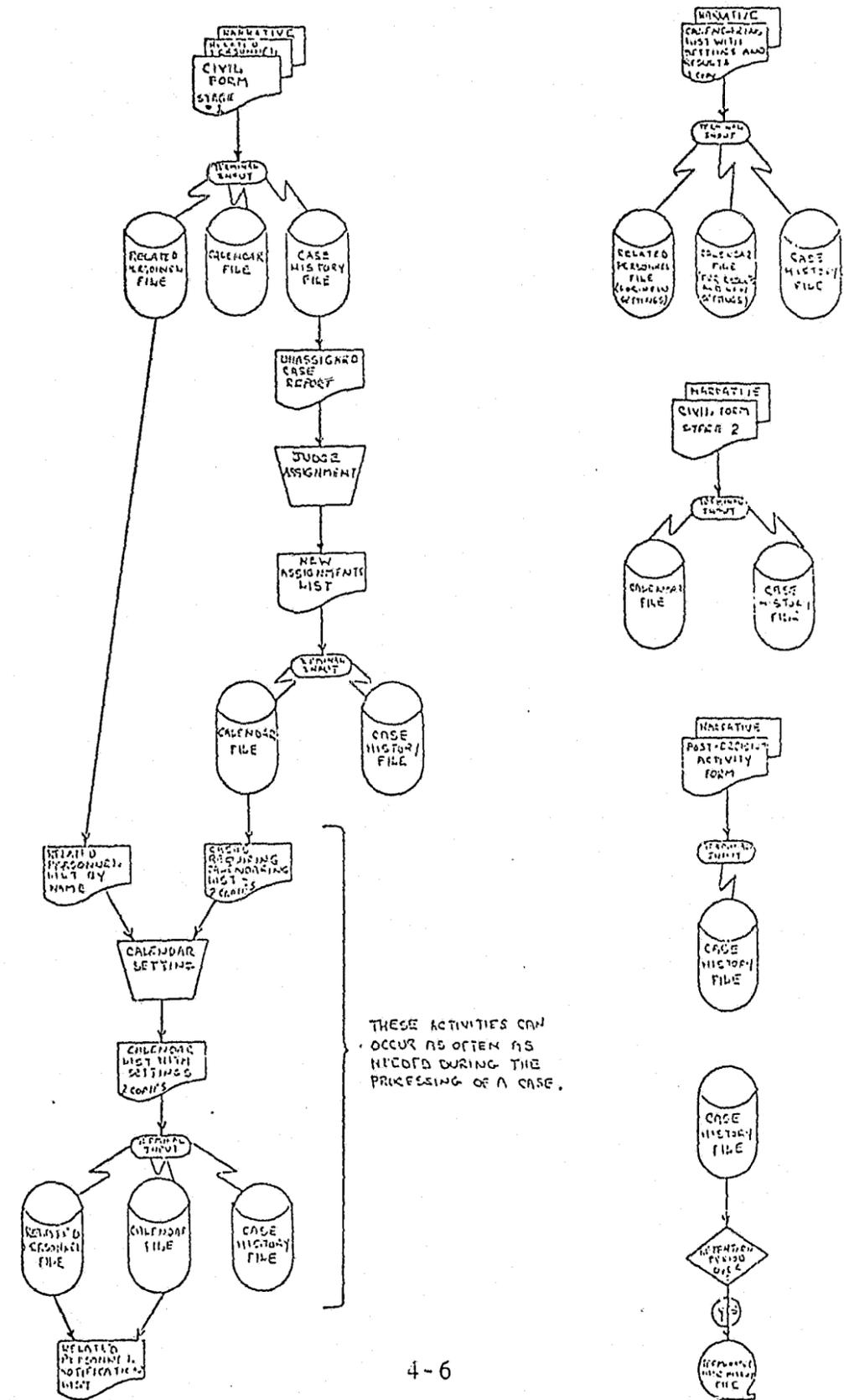


Figure 4-3

CIVIL SUB-SYSTEM



The NCIC UOC consideration was based on the following:

- The Georgia Code is too broad and often too vague to adequately describe the exact nature of the offense charged.
- If the state statute number is desired, it can easily be determined manually from conversion charts. On the other hand, to convert the state code to the UOC would be difficult.
- The NCIC Uniform Offense Code lends itself more easily to processing by offense category.
- The UOC will permit a higher degree of compatibility with GCIC's CCH/OBTS systems.
- The UOC has available pre-coded literal descriptions for each offense.

4.2.3 Civil Case Classifications

Civil cases are classified in a form useful to AOC for its state level analysis of caseloads, as follows:

- Contract
- Personal Injury
 - Automobile
 - Other
- Property Damage
 - Automobile
 - Other
- Other Tort
- Property Rights
 - Eminent Domain/Condemnation
 - Lien and Mortgage Foreclosure
 - Evictions
 - Partition
 - Quiet Title
 - Other

- Domestic and Family
 - Paternity
 - Adoption
 - Custody
 - Support
 - Unif. recip. enforc. of support -- incoming
 - Unif. recip. enforc. of support -- outgoing
- Marital
 - Divorce
 - Support
 - Alimony
 - Custody
 - Annulment
 - Consent to marry
- Probate
 - Testate Estates
 - Small
 - Regular
 - Intestate Estates
 - Small
 - Regular
 - Trusts
 - Guardianships and Conservatorships
 - Ancillary or Foreign Administration
 - Other
 - Marriage
- Administrative
 - Zoning
 - Tax
 - Workmen's Compensation
 - Other
- Matters Arising from Criminal Proceedings
- Other Civil

4.2.4 Miscellaneous Data Requirements

The conceptual design also includes the specific dispositions of criminal cases that meet disposition requirements of GCIC/OBTS, AOC, and local jurisdictions, dispositions of civil cases, civil case stage of settlements, and the dates of each stage of proceedings.

4.2.5 System Reports

In addition to summary statistics provided for AOC and local jurisdictions, the following reports (for both criminal and civil modules) have been specified by Dougherty and Middle Circuits in their Requirements Analysis Reports.

- Unassigned Case Report
- Court Calendar Summary
- Case History Report
- Case Related Personnel Report
- Case Related Personnel Notification Report

Preliminary layouts of each of these reports are shown in Appendix A.

4.3 DETAIL DESIGN

The preliminary detailed design specifications have been developed and are in the final stages of completion. Detailed systems flow charts and program narratives are also in process. A list of the criminal module data elements, including their field lengths and codes, has been prepared by the project staff. Copies of the list were provided to each member of the assessment team. It was noted that definitions were provided for very few of the data elements listed.

4.4 HARDWARE DESCRIPTION

The Georgia SJIS prototype is being developed on an IBM System-3/Mod 15 which was acquired by AOC early this year specifically for the development of SJIS. The System 3 was selected from six vendor proposals. A decision matrix was formulated to evaluate the various proposals. Two unique features of system development have been adopted with respect to the computer configuration selected, both of which may well be pioneering efforts by the AOC project staff. First, it is a "cardless" system. That is, data entry is accomplished by key-to-disk or key-to-tape. No unit record cards are employed. Secondly, the system is being programmed in COBOL, in accordance with LEAA grant conditions. The System 3 is more typically adapted for use with RPG. The computer configuration is as follows:

1	IBM	3741	Key Disk
1	IBM	3872	Modem
1	IBM	3275	CRT
1	IBM	3284	Hard Copy Terminal
1	IBM	3411	Mag Tape Drive
2	IBM	5444	Disk Drives
1	IBM	1403	Printer
1	IBM	5415	SYS-3/Mod 15 (128K)

This configuration will be adequate for system development and prototype testing, but will not be adequate for full statewide system implementation. Equipment upgrade will eventually be required.

4.5 SOFTWARE DESCRIPTION

As stated earlier, the system is being programmed in COBOL. The operating data base management and tele-processing system is CCP. As of the time of the on-site assessment visit, several of the individual programs had been designed and developed. Figure 4-4 presents a list of the master program catalog.

The project team assumes that approximately 70-80% of the software being developed for the criminal module will also apply to the civil module that will be developed in Phase II.

The project staff provided a demonstration of the terminal screens that have been developed for data entry. The assortment of screens and their format and content were very impressive.

4.6 PROTOTYPE TEST

Prototype testing of the criminal module of SJIS will be accomplished with the cooperation of two Judicial Circuits and two county systems. These are:

- Dougherty Judicial Circuit - This Circuit represents the on-line mode of data entry. The terminal is scheduled for installation in Albany by May 1, 1976. A period of training will be required before evaluative testing begins. There are two steps planned for the on-line mode of operation. The first step is to transfer the input data from the

source document to a standard form and then enter the data via the terminal. This process will provide the necessary audit trail for data entered into the system.

- Middle Judicial Circuit - This Circuit represents the manual mode of data entry. Each of the five counties in the Circuit will submit standard forms of case activities to the AOC data processing facility. The primary goals for this circuit are to identify and improve the caseflow and records-keeping systems, to attempt to design standardized forms which can be utilized in other circuits, and to determine and design such computerized support of the day-to-day operations of the judicial system in that circuit as may be feasible and economically justified.

- Fulton and Cobb Counties - The AOC has provided funds and technical assistance to Fulton and Cobb Counties to modify their criminal justice information systems to interface with the SJIS prototype system. Fulton and Cobb Counties have assured their cooperation in testing the interface with the SJIS prototype. They were selected to work with because of their close proximity within the Atlanta metropolitan area and together contain 17.5% of the state's population. This represents a sizeable percentage of the population, but an even greater percentage of total filings - 29.3%.

Data inputs to SJIS from these counties will be accomplished by magnetic tape and processed in batch mode.

4.7 PRIVACY AND SECURITY CONSIDERATIONS

It was acknowledged during the requirements analysis task that systems developed under this project must comply with current published State and Federal regulations concerning the security and privacy of criminal history record information. First, currently plans call for a system totally dedicated to the processing of judicial information. This design feature will probably not be abandoned due to any subsequent modification in Department of Justice regulations which currently mandate dedicated systems. Secondly, the system will maintain offender based information only as it pertains to specific active cases. Access to inactive cases files will be restricted. The only broad based dissemination of offender based information will be the periodic transmittal of CCH/OBTS statistics to GCIC, the state's central repository for criminal history information. This will be accomplished by AOC. Requests by an individual to review his criminal history record will be handled through referral to GCIC where positive identification can be ascertained and complete infor-

mation provided. Third, access will be limited to specific users. For example, only courts of the Middle Circuit will input data for that circuit, and only authorized persons from the Middle Circuit will be able to access the information. Other system users should be restricted from access to Middle Circuit information.

In addition, procedures to assure the accuracy and completeness of information will be built into the system design. Cooperative efforts will be undertaken with GCIC to ensure that case dispositions are reported to them within eighty days of occurrence. This will give GCIC ten days to enter the data into their systems in compliance with the 90-day Federal requirement for disposition reporting.

With respect to the physical security of the data processing facility, all of the usual safeguards are either in place or planned prior to system implementation. Software safeguards will also be incorporated before system implementation.

A considerable amount of staff time has been expended in assisting in the development of both in-house and privacy and security policy as well as the Georgia State Privacy and Security Plan.

4.8 OBTS

Georgia has a Comprehensive Data System (CDS) plan on file at LEAA. The GCIC has the responsibility to coordinate and implement CDS, including the OBTS/CCH module. The criminal module of the Georgia SJIS will provide the court segment of OBTS/CCH. In Georgia, OBTS is encompassed in the Case Disposition Reporting System (CDRS). CDRS is currently in the design stage. It is to be a current-cycle data gathering system from which both CCH and OBTS data can be extracted. The SJIS will not have a separate file for CDRS, but the CDRS data elements specified by GCIC will be extracted from SJIS files on a periodic basis and transferred (probably on magnetic tape) to GCIC. The data which will compose these files will begin to be collected by approximately June 1, 1976.

It is planned that any final disposition received by SJIS be reported to GCIC within eighty days of its occurrence. The eighty day limit is set forth in the State Rules governing the privacy and security of Criminal History Record Information (CHRI).

The courts in Georgia have historically counted cases as the basic counting units. Even though the case is used as the basic unit of accounting, the system must

nevertheless be capable of generating information with respect to individual defendants in criminal proceedings. This will be absolutely essential for participation in the state's OBTS/CCH systems. In addition, this capability will aid the Courts in answering various other inquiries concerning defendants in these matters.

Providing this offender based capability poses no accounting problems where there is a single defendant and a single case. However, there are instances where special consideration must be applied:

- Single defendant - concurrent multiple cases
- Multiple defendants - single case
- Multiple defendants - concurrent multiple cases

To provide offender based capability within the case oriented system, then, will require that each defendant in each case be counted and reported as a separate unit. This will necessitate the gathering and tracking of data within the courts in an entirely new way. This requirement, in addition to the utilization of NCIC Uniform Offense Classification, will place a significant burden on the operating procedures of the court clerks.

5. SUMMARY OF KEY DECISIONS

An analysis of the Georgia pre-visit questionnaire and on-site interview notes reveals that the following key decisions have been made in conjunction with the SJIS project:

- The design of the system will not be restricted to the needs of court administration, but will be influenced by the related needs of all affected criminal justice agencies, commissions, councils, etc.
- The project staff analyzed the needs of other users of court information and statistics and prepared preliminary interface requirements rather than wait for the users to specify information and statistical requirements.
- The acquisition of a dedicated computer system will expedite system development, training, and "visibility".
- System inputs will be accomplished by the medium best suited to the jurisdiction providing the data.
- The system will address only the criminal module during the Phase I period.
- The information requirements for the test jurisdictions will serve as the foundation for system development. Determination of statewide requirements will be addressed during Phase II.
- The AOC acquired an internal technical staff to accomplish the project.

- The NCIC Uniform Offense Classifications will be used in reporting of case offenses rather than Georgia's criminal code classification.
- The Legal Services Staff of the AOC was called upon to resolve the terminology translation problems of identifying the OBTS/CCH data elements as related to Georgia law. There was a significant problem in identifying the data elements in the Georgia court system.

6. SUMMARY OF ASSESSMENT

The following subsections provide a summary of the major points of concern raised by the assessment team. Where appropriate, specific recommendations are made. The points are presented by the major topic areas of discussion set forth within sections 3 and 4. Following that is a brief discussion on exemplary points identified in conjunction with the Georgia project, and finally, conclusive remarks.

6.1 CONCERNS AND RECOMMENDATIONS

The State of Georgia's approach and methodology in project planning, requirements analysis, concern for interfacing system, and system development provide adequate assurance, in the opinion of the assessment team, that the project will meet with success. The Project Director and his very competent staff deserve credit for their dedication and perseverance. The competence of the project staff is also evidenced by the fact that all involved organizations (the Judicial Council, the Advisory Committee, GCIC, the Crime Statistics Data Center, as well as AOC) are relying on the project staff for general and specific system requirements for external as well as internal needs. The cooperation and coordination between

the SJIS staff and all other involved agencies is extremely good. In the opinion of the Assessment Team, the system is progressing quite rapidly considering the size of the project staff.

There are no concerns of a major nature with respect to the direction or progress of the Georgia SJIS project. The Project Director has recognized these concerns and is preparing to address them in the very near future.

6.1.1 Data Elements

CONCERN

The data elements, included in the documentation prepared thus far in the project, lack specific definition. It is understood that some time was devoted in resolving the problems of incompatible data element definitions, yet the definitions have not been formally documented.

RECOMMENDATION

It is recommended that a comprehensive catalog of system data elements and their definitions be prepared. A review of such a catalog by system designers, programmers, and users would prevent misinterpretation of system requirements and outputs.

6.1.2 Long-Range Planning

CONCERN

There is a lack of documented long-range goals and objectives and of the data gathering criteria, methods, and procedures that might impact all court jurisdictions. It is understood that there is an intent to prepare such plans during the Phase II period.

RECOMMENDATION

It is recommended that at least a preliminary projection of the balance of the SJIS project goals, objectives, etc., be prepared during the Phase I period in order that all involved agencies have an indication of the long-range direction and schedule of SJIS implementation.

6.1.3 Software Transferability

CONCERN

The project staff has made the assumption that 70-80% of the software developed for the criminal module will be transferable to the civil module. This assumption is not substantiated by any documentation of the analysis.

RECOMMENDATION

It is recommended that the project staff reanalyze this assumption, even though the

CONTINUED

1 OF 2

civil module will not be addressed in Phase I. Such an exercise might have a significant impact on the programming of the criminal module in order to facilitate development of the civil module.

6.1.4 Project Work Plan

CONCERN

The revised project work plan of January 28, 1976 does not indicate the inter-relationships of work tasks or any of the projected significant milestones of review, approval, acceptance, or implementation of any of the system deliverables. It is extremely difficult to compare progress of the project when attempting to relate specific tasks of the revised work plan to the schedule that was included in the SJIS grant application.

RECOMMENDATION

It is recommended that the work plan be revised and presented in chart form (possibly Gantt) which indicates the significant milestones of progress, the estimated amount of time that each of the tasks require for completion, and the inter-relationships between each of the tasks.

6.2 EXEMPLARY FINDINGS

The Georgia SJIS project includes several design features that might be considered exemplary. Of the features that have already been developed, the most impressive is the selection, content, and format of the terminal screen layouts that will facilitate data entry

at either an on-line remote terminal location or
within the data processing center.

APPENDIX A

MANAGEMENT REPORT FORMATS

JUDGE ASA D. KELLY
 SUPERIOR COURT
 DOUGHERTY COUNTY, GEORGIA

COURT INFORMATION SYSTEM
 CALENDAR SETTINGS
 REPORT DATE 09/01/75

SET FOR DATE	TIME	ROOM NUMBER	APPEARANCE TYPE
/	:		
*****RESULTS*****			

CASE NUMBER.....12346R
 CASE NAME.....STATE OF GA. VS PRICE, STEVEN
 DATE FILED.....08/27/75
 TYPE FILING.....ORIGINAL
 CHARGE(S)/TYPE CASE...MURDER-FIRST DEGREE
 DEFENDANT STATUS.....JAIL
 INITIAL PLEA.....NOT GUILTY
 INITIAL PLEA DATE.....08/28/75
 RELATED PERSONNEL.....HORTON, DAVID ATD
 SHANN, W. W. DAT
 WILDER, JAMES APO
 COOK, PAMELA WIT
 MEYER, GAIL WIT

NEXT SETTING DATE	TIME	APPEARANCE TYPE
/	:	

SET FOR DATE	TIME	ROOM NUMBER	APPEARANCE TYPE
/	:		
*****RESULTS*****			

CASE NUMBER.....12347V
 CASE NAME.....WATTS, DONNA VS. WATTS, LESTER
 DATE FILED.....08/28/75
 TYPE FILING.....ORIGINAL
 CHARGE(S)/TYPE CASE...DIVORCE
 RELATED PERSONNEL:.....WATTS, DONNA PLA
 WATTS, LESTER DEF
 SHARPE, ROBERT ATP
 LASTER, EDWARD ATD

NEXT SETTING DATE	TIME	APPEARANCE TYPE
/	:	

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COURT INFORMATION SYSTEM

SUPERIOR COURT
DOUGHERTY COUNTY, GEORGIA

UNASSIGNED CASE REPORT
AS OF 09/01/75

PAGE 1

ASSIGNED JUDGE CODE	CASE NUMBER	CASE NAME	DATE FILED	TYPE FILING	CHARGE(S)/TYPE CASE
_____	12345V	PRUETT, HELEN VS. PRUETT, JOHN	08/21/75	ORIGINAL	DIVORCE
_____	12346R	STATE VS. PRICE, STEVEN	08/27/75	ORIGINAL	MURDER-FIRST DEGREE
_____	12347V	WATTS, DONNA VS. WATTS, LESTER	08/28/75	ORIGINAL	DIVORCE
_____	12348R	STATE VS. WATES, ROBERT	08/28/75	PET/MO/SUP	MOTION FOR NEW TRIAL
_____	12349V	HOLCOMB, FRED VS. WILLIAMS, DAVID	08/29/75	ORIGINAL	PERSONAL INJURY-AUTO
_____	12350R	STATE VS. ALLEN, ROLLIE	08/29/75	ORIGINAL	MURDER-FIRST MOTOR VEHICLE THEFT

I-A

COURT INFORMATION SYSTEM
CRIMINAL
CASE HISTORY REPORT

JUDGE ASA D: KELLEY
SUPERIOR COURT
DOUGHERTY COUNTY, GEORGIA

PAGE 1

REPORTING DATE-09/01/75

- - - GENERAL CASE INFORMATION - - -

AGENCY IDENTIFICATION

COUNTY - 16
CIRCUIT- 05
COURT -- 01
CASE NUMBER - 54321R
CASE NAME - STATE OF GEORGIA V. JONATHAN B. DAVIDSON
JUDGE CODE -
DATE FILED - 08-20-75
TYPE FILING - ORIGINAL
WARRANT NUMBER - 716533
METHOD OF INITIATION - WARRANT
TYPE OF COUNCIL - PRIVATE
COMMENTS -

- - - DEFENDANT INFORMATION - - -

NAME - JONATHAN B. DAVIDSON
DATE OF BIRTH - 05/20/45
DATE OF ARREST - 08/15/75
SEQUENCE NUMBER - 01
STATE ID NUMBER - 555101
FBI ID NUMBER - 7370162
DEFENDANT ID NUMBER - 77401
COMMENTS -

- - - CHARGE INFORMATION AT FILING - - -

CHARGE NUMBER - 01
STATE STATUTE NUMBER - 26-1902
STATE STATUTE DESCRIPTION - ARMED ROBBERY
UNIFORM OFFENSE CODE - 1201
UNIFORM OFFENSE DESCRIPTION - ROBBERY/BUSINESS/GUN
GENERAL OFFENSE CHARACTER - A
INITIAL PLEA AND DATE - NOT GUILTY * 08/20/75
TYPE OF CHARGE - FELONY
COMMENTS - DEFENDANT CHARGED WITH ROBBERY OF SCOTT BLVD. 7-11 STORE ON 08/15/75
AT 10:30 P.M.

- - - APPEARANCE INFORMATION - - -

APPEARANCE DATE - 08/16/75
RELEASE ACTION - 206
AMOUNT OF BOND - \$5,000.00
BONDED BY - HAROLD C. WARD
COMMENTS - RELEASED ON BAIL

COURT INFORMATION SYSTEM
CRIMINAL
CASE HISTORY REPORT

JUDGE ASA D. KELLEY
SUPERIOR COURT
DOUGHERTY COUNTY, GEORGIA

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REPORTING DATE-09/01/75

- - - CHARGE INFORMATION AT TRIAL - - -

CHARGE NUMBER - 01
STATE STATUTE NUMBER - 26-1902
STATE STATUTE DESCRIPTION - ARMED ROBBERY
UNIFORM OFFENSE CODE - 1201
UNIFORM OFFENSE DESCRIPTION - ROBBERY/BUSINESS/GUN
GENERAL OFFENSE CHARACTER - A
PLEA AND DATE - GUILTY * 08/28/75
TYPE OF CHARGE - FELONY
COMMENTS - DEFENDANT CHANGED PLEA TO GUILTY

- - - TRIAL INFORMATION - - -

BEGINNING DATE - 08/28/75
ENDING DATE - 08/29/75
TOTAL TRIAL DAYS - 002
JURY TYPE - TWELVE
COMMENTS -

- - - CHARGE INFORMATION AT DISPOSITION - - -

CHARGE NUMBER - 01
STATE STATUTE NUMBER - 26-1902
STATE STATUTE DESCRIPTION - ARMED ROBBERY
UNIFORM OFFENSE CODE - 1201
UNIFORM OFFENSE DESCRIPTION - ROBBERY/BUSINESS/GUN
COMMENTS -

- - - DISPOSITION INFORMATION - - -

CHARGE NUMBER - 01
COURT DISPOSITION CODE - 310
DESCRIPTION - CONVICTED
DATE - 08/29/75
STAGE -
COMMENTS -

- - - SENTENCE INFORMATION - - -

CHARGE NUMBER - 01
DATE - 08/29/75
TYPE CODE -
DESCRIPTION -
INCARCERATION - 2 YEARS
PROBATION -
CONDITIONS -
INCARCERATION FACILITY - PRISON
COMMENTS -

COURT INFORMATION SYSTEM
CRIMINAL
CASE HISTORY REPORT

JUDGE ASA D. KELLEY
SUPERIOR COURT
DOUGHERTY COUNTY, GEORGIA

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REPORTING DATE-09/01/75

- - - RELATED PERSONNEL INFORMATION - - -

NAME - JONATHAN B. DAVIDSON
CONNECTION CODE - DEF

NAME - STATE OF GEORGIA
CONNECTION CODE - PLA

NAME - T. MALONE SHARPP
CONNECTION CODE - ATD

NAME - KIMSEY O. STEWART
CONNECTION CODE - DAT

NAME - BARRY C. TURNER
CONNECTION CODE - WIT

COURT INFORMATION SYSTEM
RELATED PERSONNEL REPORT

PAGE 1

JUDGE ASA D. KELLEY
SUPERIOR COURT
DOUGHERTY COUNTY, GEORGIA

REPORTING DATE-09/01/75

NAME	CONNECTION CODE	CASE NAME	DATE FILED	CASE NO.
COOK, BALDWIN J.	PLA	BALDWIN J. COOK V. FIRESTONE TIRE & RUBBER CO.	08-27-75	12345V
DAVIDSON, JONATHAN B.	DEF	STATE OF GEORGIA V. JONATHAN B. DAVIDSON	08-20-75	54321R
ESTES, BRUCE J.	ATP	BALDWIN J. COOK V. FIRESTONE TIRE & RUBBER CO.	08-27-75	12345V
	ATP	HENRY C. WILLIAMS V. RUTH L. WILLIAMS	08-21-75	12346V
	ATP	HENRY C. WILLIAMS V. RUTH L. WILLIAMS	08-21-75	12346V
	ATP	NANCY E. WOODWARD V. CHARLES O. WOODWARD	08-18-75	12347V
FAVORS, WILLIE B.	PLA	ANNIE O. FAVORS V. WILLIE B. FAVORS	07-30-75	34512V
FAVORS, ANNIE O.	DEF	ANNIE O. FAVORS V. WILLIE B. FAVORS	07-30-75	34512V
FIRESTONE, TIRE & RUBBER CO.	DEF	BALDWIN J. COOK V. FIRESTONE TIRE & RUBBER CO.	08-27-75	12345V
GEORGIA, STATE OF	PLA	STATE OF GEORGIA V. JONATHAN B. DAVIDSON	08-20-75	54321R
ISON, TOM C.	ATD	BALDWIN J. COOK V. FIRESTONE TIRE & RUBBER CO.	08-27-75	12345V
JONES, AUTHOR M.	ATP	ANNIE O. FAVORS V. WILLIE B. FAVORS	07-30-75	34512V
SHARPP, T. MALONE	ATD	STATE OF GEORGIA V. JONATHAN B. DAVIDSON	08-20-75	54321R
STEWART, KIMSEY O.	DAT	STATE OF GEORGIA V. JONATHAN B. DAVIDSON	08-20-75	54321R
TOWERS, EDWIN G.	ATD	ANNIE O. FAVORS V. WILLIE B. FAVORS	07-30-75	34512V
TURNER, BARRY C.	WIT	STATE OF GEORGIA V. JONATHAN B. DAVIDSON	08-20-75	54321R

COURT INFORMATION SYSTEM
RELATED PERSONNEL NOTIFICATION
REPORT

PAGE 1

JUDGE ASA D. KELLEY
SUPERIOR COURT
DOUGHERTY COUNTY, GEORGIA

REPORTING DATE-09-01-75

NAME	CONNECTION CODE	CASE NUMBER	CASE NAME	DATE SCHEDULED	TIME SCHEDULED	COURT ROOM	TYPE APPEARANCE
COOK, BALDWIN J. 222 MAIN STREET JONESBORO, GEORGIA 30330 PH. 471-9119	PLA	12345V	BALDWIN J. COOK V. FIRESTONE TIRE & RUBBER CO.	09-05-75	09:00 A.M.	2	TRIAL
DAVIDSON, JONATHAN B. 125 E. FORSYTH STREET AMERICUS, GEORGIA 33333 PH. 272-4195	DEF	54321R	STATE OF GEORGIA V. JONATHAN B. DAVIDSON	09-05-75	01:00 P.M.	5	TRIAL
ESTES, BRUCE J. 115 E. SLAPPEY BLVD. ALBANY, GEORGIA 31152 PH. 818-0105	ATP	12345V	BALDWIN J. COOK V. FIRESTONE TIRE & RUBBER CO.	09-04-75	09:00 A.M.	10	TRIAL
	ATP	12346Y	HENRY C. WILLIAMS V. RUTH L. WILLIAMS	09-05-75	10:30 A.M.	2	MOTION
	ATD	12346Y	HENRY C. WILLIAMS V. RUTH L. WILLIAMS	09-05-75	10:30 A.M.	2	MOTION
	ATP	12347V	NANCY E. WOODWARD V. CHARLES O. WOODWARD	09-05-75	02:00 P.M.	2	PRE-TRIAL
FAVORS, WILLIE B. 91 WEST AVENUE ALBANY, GEORGIA 31151 PH.	PLA	34512V	ANNIE O. FAVORS V. WILLIE B. FAVORS	09-03-75	11:00 A.M.	2	PRE-TRIAL
FAVORS, ANNIE O. 101 EAST STREET ALBANY, GEORGIA 31151 PH. 890-1155	DEF	34512V	ANNIE O. FAVORS V. WILLIE B. FAVORS	09-03-75	11:00 A.M.	2	PRE-TRIAL

END