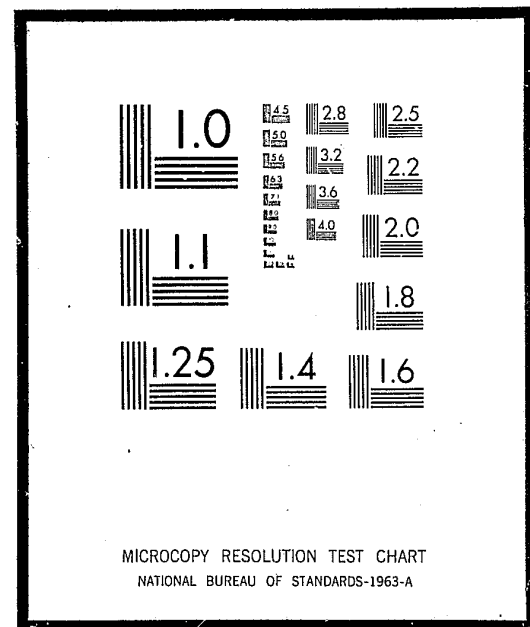# NCJRS

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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

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

Date filmed 7/1/76

C R I S Y S

CORRECTIONAL RECORDS INFORMATION SYSTEM
of the
District of Columbia
Department of Corrections

TERMINAL OPERATOR'S HANDBOOK

April 1972

U.S. DEPARTMENT OF JUSTICE
Law Enforcement Assistance Administration

FOREWORD

The Systems Development Division, Office of Criminal Justice Assistance, LEAA, reviewed CRISYS in 1971 and recognized it as an example of ADP applied successfully to the field of corrections. It is practical; it works.

To facilitate the transfer of this system, Grant Number SA-71-005 was awarded by LEAA providing for the development and publication of the documentation presented here. Potential users are encouraged to adapt the system to their own needs in whole or in part as deemed appropriate. Questions or comments may be addressed to the Director, Systems Development Division.

James T. Devine
Assistant Administrator
Office of Criminal Justice Assistance

August 22, 1972

General

Interface with the real time component of CRISYS is accomplished
by data communications terminals. Two types of terminals are
used. The IBM 2265 visual display terminal and the IBM 2740
terminal. This section is to provide guidance for the personnel
responsible for communicating with the system by use of the
terminals.

2265 Visual Display Terminal

Terminal Description

The 2265 Display Terminal provides a rapid and efficient means
of two-way visual communication with CRISYS. The terminal
consists of a display screen and a typewriter like keyboard for
operator control. Images to be displayed on the screen are
initiated by the operator through use of the keyboard. The
control keys are shown in Figure VI-1.

Entering a Message

1)   Press the 'ERASE DPLY' key. This will erase the entire
     display screen, set the start of message symbol (▶) in
     the upper left corner of screen, and set the character
     position marker (_).

2.   When it is not desired to set the start of message symbol
     in position 1, hold the 'SHIFT' key down and press the
     'START' key. The start of message symbol is placed in
     the position occupied by the character position marker,
     and the marker is advanced one position.

3)   Key in the transaction data according to the appropriate
     format as described in Examples and Formats below.

4)   After the entire message is displayed on the screen and
     is visually verified, depress the 'ENTER' key if an update
     is to take place, otherwise you may erase display or key
     in new transaction data (do not forget to key in the start
     of message (▶) symbol).

5) For printed copy press the 'PRINT' key.

6) If an error is made while keying the message, backspace
over the erroneous entry and either SHIFT/SPACE over the
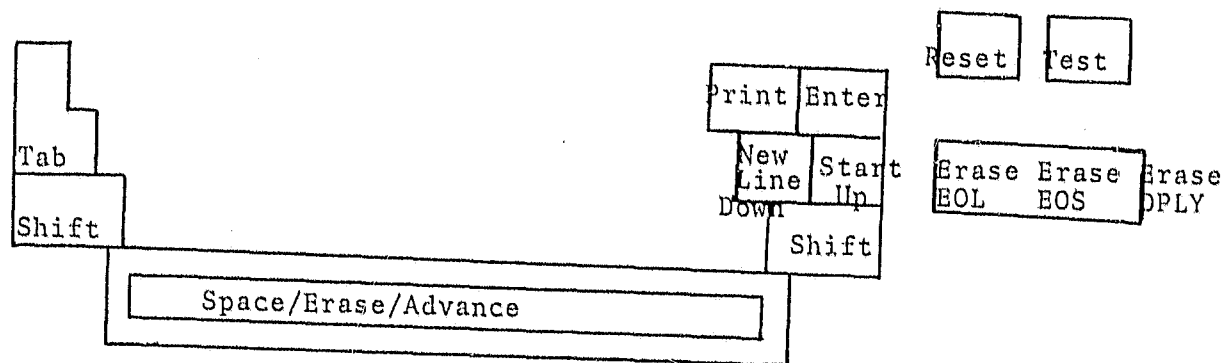erroneous entry or replace it with the correct character(s).

Figure VI-1

The following control switches are located on the right side
of the screen: POWER ON switch, POWER OFF switch, and a
Brightness control knob. The 2265 is turned on by depressing
the POWER ON switch and turned off by depressing the POWER OFF
switch. The Brightness control is located immediately above
the POWER ON switch. Rotating the Brightness control knob
clockwise increases the brightness of the characters displayed
on the screen.

Terminal "Paging"

The data displayed on a 2265 terminal screen is referred to as
a "page". In cases where a transaction response generates
more than one page of information the operator must request
the display of the remaining pages. This procedure is called
"paging" and requires the operator to issue special commands.

While a terminal operator is viewing one of the pages of a
response, he may request other pages of the same response
with one of the following codes:

P/N - request for next page
P/P - request for previous page
P/C - request for retransmission of current page
P/L - request for last page
P/n - request for a numbered page, where n=page number

Using these commands the operator can "flip" back and forth
through the "pages" of the response.

Note: Always precede any command or transaction with start
of message symbol (▶). Example: ▶ P/N

Transaction Chaining

The operator can hold the output from on transaction while
inquirying for output from another transaction. This is
accomplished by preceding the second transaction code with X
as shown in the following example.

Normal transaction: ▶ TRAN∅152364
Chained transaction: ▶ XTRAN∅152364

The chained transaction response is terminated with a T/C
command. Immediately after a T/C command is processed the
message viewed prior to chaining a transaction will display
again on your screen.

Operator's Assistance Program

To aid the operator in using the terminal most effectively the
system provides an AID transaction. AID provides the operator
with a complete list of all transactions that can be used. The
operator is also directed to the appropriate page in the
Examples and Formats section of this manual, which gives detailed
instructions as to how and when each transaction is to be used.
To retrieve the information supplied by AID you need only key
in a start of message (▶) followed by the characters AID. The
response that will appear on the terminal screen is set forth
below.

THERE ARE FOURTEEN TRANSACTIONS IN OUR SYSTEM FOR YOUR USE. IN
ORDER FOR YOU TO FIND A PARTICULAR FIELD OR GROUP OF FIELDS, YOU
MUST -PAGE THRU- THE NEXT FOUR PAGES. PAGE NUMBERS REFER TO
YOUR OPERATORS GUIDE. TO SEE THE NEXT PAGE PLEASE DEPRESS THE
ENTER KEY. ▶ P/N

Upon depressing the 'ENTER' key the second 'page' of the AID
message will display.

THE FOLLOWING TPDS ARE PRESENTLY IN OUR SYSTEM:
TPD*   *DATA ELEMENTS RETRIEVED   *PAGE*
DMAO   NAME,DCDC NUMBER,INSTITUTION,DATE-OF-BIRTH,SEX,RACE,ADDRESS,   VI-13
       OSR,PAROLE-DATE,COMMITTMENT-DATE,NEXT-COURT-DATE,NEXT-HEARING,
       FINGERPRINT,RELEASE-DATE,MOVEMENT-TYPE,CHARGE,CONVICTED,
       MIN-SENT,MAX-SENT,COURT,COURT-DATE,CASE-NUMBER,BOND-AMOUNT,
       ATTORNEY,JUDGE.
       USED TO DISPLAY OPEN CHARGES ON ACTIVE RECORDS ONLY.
TO SEE ADDITIONAL TPDS PLEASE DEPRESS THE ENTER KEY. ▶ P/N

Upon depressing the 'ENTER' key the third 'page' of the AID
message will display.

```
TRANS*              *DATA ELEMENTS RETRIEVED                        *PAGE*
DMAA    NAME,DCDC NUMBER,INSTITUTION,DATE-OF-BIRTH,SEX,RACE,         VI-14
        ADDRESS,OSR,PAROLE-DATE,COMMITTMENT-DATE,NEXT-COURT-DATE,
        NEXT-HEARING,FINGERPRINT,RELEASE-DATE,MOVEMENT-TYPE,CHARGE,
        CONVICTED,MIN-SENT,MAX-SENT,COURT,COURT-DATE,CASE-NUMBER,
        SENT-DATE,DATE-CHARGED.  USED TO DISPLAY OPEN AND CLOSED
        CHARGES ON ACTIVE RECORDS ONLY.
DMIA    FOR INACTIVE RECORD, SAME AS DMAA                           VI-14
TO SEE ADDITIONAL TRANS PLEASE DEPRESS THE ENTER KEY. ▶ P/N
```

Upon depressing the 'ENTER' key the fourth 'page' of the AID
message will display.

```
TRANS*              *DATA ELEMENTS RETRIEVED                        *PAGE*
DNAM    DCDC-NUMBER,NAME,DATE-OF-BIRTH,HEIGHT,WEIGHT,EYES,HAIR-     VI-16
        USED TO OBTAIN AN INMATE'S DCDC NO.
PARL    PAROLE-ELIGIBILITY-DATE,PROJECTED-RELEASE-DATE,PAROLE-OFFICER, VI-18
        DATE-WARRANT-EXECUTED,WARRANT-ISSUED-CODE,DAYS-GAINED,
        DAYS-LOST,DATE-WARRANT-DISPOSITION,WARRANT-DISPOSITION-CODE-
        USED TO UPDATE PAROLE DATA
CHAR    COMMITTMENT-STATUS,PENDING-ACTION,PRISONER-TYPE,            VI-21
        CONVICTED-OFFENSE,FURTHER-HEARING-DATE,SENTENCE-DATE,
        MIN-SENT,MAX-SENT-USED TO UPDATE CHARGES DATA
TO SEE ADDITIONAL TRANS PLEASE DEPRESS THE ENTER KEY. ▶ P/N
```

Upon depressing the 'ENTER' key the fifth 'page' of the AID
message will display.

```
TRANS*              *DATA ELEMENTS RETRIEVED                        *PAGE*
TRAN    INMATE-LOCATION,REASON-FOR-TRANSFER,DATE-OF-TRANSFER,       VI-23
        DATE-OF-RELEASE,REASON-FOR-RELEASE-USED TO TRANSFER OR
        RELEASE AN INMATE
ADDC    OFFENSE,COURT,CASE-NUMBER,FINE,BOND,JUDGE  ATTORNEY-USED TO VI-25
        ADD A NEW CHARGE.
ADDR    HOUSE-NUMBER,STREET,CITY,STATE,ZIP-CODE-USEL TO UPDATE      VI-27
        ADDRESS DATA
TO SEE  ADDITIONAL TRANS PLEASE DEPRESS THE ENTER KEY. ▶ P/N
```

Upon depressing the 'ENTER' key the sixth 'page' of the AID
message will display.

```
TRANS*              *DATA ELEMENTS RETRIEVED                        *PAGE*
MISC    POLICE-ID,OSR,DETAINER,CADRE,NARCOTICS,SHORT-TERM-DATE,     VI-29
        MONTHLY-SALARY,ACCRUED-WAGES-USED TO UPDATE MISCELLANEOUS
        DATA
STIT    STATISTICAL INFORMATION ON INMATE POPULATION.              VI-32
TALK    SENDS MESSAGES TO ANY OR ALL TERMINALS.                    VI-33
PDID    DCDC#,NAME,DATE-OF-BIRTH                                    VI-34
CMPL    DISPLAYS ALL DATA FOR AN INMATE (EXCEPT MULTIPLE CHARGES)   VI-35
TO SEE  THE NEXT PAGE PLEASE DEPRESS THE ENTER KEY. ▶ P/N
```

Upon depressing the 'ENTER' key the seventh 'page' of the AID
message will display.

THERE ARE NO MORE TRANS. IF YOU WISH TO RETURN TO A PRECEDING PAGE,
REPLACE THE 1 IN THE FOLLOWING ENTRY WITH THE PAGE NUMBER DESIRED
P/1

Record Updating and Adding New Charges

The capability to display information as well as adding or updating
records is provided by the 2265 display terminal. Fields that can
be updated from the terminal will appear on the screen after entering
the appropriate transaction. The character position marker is
moved to the data to be changed and the new data keyed in. A new
record is created by completing the blank record format displayed
on the screen (see Examples and Formats).

Examples and Formats

This section provides detail instructions for the use of transactions from 2265 terminals with examples of how to enter transactions and data and response messages that will be displayed by the system.

Remember to precede all transactions with start of message symbol (▶). When updating or adding the   is provided automatically.

If after entering any transaction in a manner that you consider correct and your response is incorrect or unusual, please consult with the ADP Unit after recording time of occurence, transaction used and terminal used.

Operator's Procedures for Transaction DMAO

This transaction retrieves the following information from the master and charge files for open charges on active records: Name, DCDC Number, Date-of-Birth, Sex, Race, Address, OSR, Parole-Date, Committment-Date, Next-Court-Date, Next-Hearing, Fingerprint, Release-Date, Case-Number, Charge, Convicted, Min-Sentence, Max-Sentence, Court, Court-Date, Case-Number, Bond-Amount, Attorney, Judge - Used for OPEN charges on ACTIVE records only.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "DMAO"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

    Format: (Start) DMAO (Space) DCDC# of inmate (Enter)

    Example: ▶ DMAO 172374

2. Response: Computer displays all pertinent data fields. If "no Record Found' is displayed, you entered incorrect DCDC# or this record is inactive in which case you should use transaction DMIA and key Step 1 again.

    Note: More than one 'page' of response message possible.

```
NAME/XXXXXXXXXXXXXXXXXXXXX DCDC/XXXXXX INST/XX DOB/XX-XX-XX SEX/X RACE/X

ADDR/XXXXXXXXXXXXXXXXXXXXXXX OSR/XXXXXXX PAROLE/XX-XX-XX CODT/XX-XX-XX

NXTCRTDATE/XX-XX-XX NEXTHEAR/XX-XX-XX FNGRPRT/XXXXXXXXXXXXXXXXXX

RELDA/XX-XX-XX MOVTYP/XX

CHARGE/XXXX CONVICTED/XXXX MINSEN/XXXXXXX MAXSEN/XXXXXXX COURT/X

COURTDATE/XX-XX-XX CASE/XXXXXXXXXX BONDAMT/XXX ATTY/XXXXXXX JUDGE/X
```

Operator's Procedures for Transaction DMAA

This transaction retrieves the following information from the
Master and Charge files for open and closed charges on active
records: Name, DCDC Number, Date-of-Birth, Sex, Race, Address,
OSR, Parole-Date, Committment-Date, Next-Court-Date, Next-Hearing,
Fingerprint, Release-Date, Movement-Type, Charge, Convicted, Min-
Sentence, Max-Sentence, Court, Court-Date, Case-Number, Sentence-
Date, Date-Charged. Used for OPEN and CLOSED charges on ACTIVE
records only.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the below information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

        Field   Length

        Transaction Code "DMAA"   4 character(s)
        Space ( )   1 character
        DCDC Number   6 character(s) (numeric)

    Format: (Start) DMAA (Space) DCDC# of inmate (Enter)

    Example: ▶ DMAA 172374

2. Response: Computer displays all pertinent data fields.
              If 'No Record Found' is displayed, you entered incorrect
              DCDC# or this record is inactive in which case you
              should use transaction DMIA and key Step 1 again.

    Note: More than one 'page' of response message is possible.

```
NAME/XXXXXXXXXXXXXXXXXXX DCDC/XXXXXX INST/XX DOB/XX-XX-XX SEX/X RACE/X

ADDR/XXXXXXXXXXXXXXXXXXXXXXXX OSR/XXXXXXX PAROLE/XX-XX-XX CODT/XX-XX-XX

NXTCRTDATE/XX-XX-XX NEXTHEAR/XXXXXX FNGRPRT/XXXXXXXXXXXXXXXXXX

RELDA/XX-XX-XX MOVTP/XX

CHARGE/XXXX CONVICTED/XXXX MINSEN/XXXXXXX MAXSEN/XXXXXXX COURT/X

COURTDATE/XX-XX-XX CASE/XXXXXXXXX SENT-DATE/XX-XX-XX DATE-CHARGED/XX-XX-XX
```

Operator's Procedures for Transaction DMIA

This transaction retrieves the following information from the
Master and Charge files for open and closed charges on inactive
records: Name, DCDC Number, Date-of-Birth, Sex, Race, Address,
OSR, Parole-Date, Committment-Date, Next-Court-Date, Next-Hearing,
Fingerprint, Release-Date, Movement-Type, Charge, Convicted, Min-
Sentence, Max-Sentence, Court, Court-Date, Case-Number, Bond-
Amount, Attorney, Judge - Used for ALL charges on INACTIVE
records only.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

        Field   Length

        Transaction Code "DMIA"   4 character(s)
        Space ( )   1 character
        DCDC Number   6 character(s) (numeric)

    Format: (Start) DMIA (Space) DCDC# of inmate (Enter)

    Example: ▶ DMIA 172374

2. Response: Computer displays all pertinent data fields.
              If 'No Record Found' is displayed, you entered
              incorrect DCDC# or this record is active and you
              should use transaction DMAO or DMAA and key Step 1
              again.

    Note: More than one 'page' of response message possible.

```
NAME/XXXXXXXXXXXXXXXXXXXXX DCDC/XXXXXX INST/XX DOB/XX-XX-XX SEX/X RACE/X

ADDR/XXXXXXXXXXXXXXXXXXXXXXX OSR/XXXXXXX PAROLE/XX-XX-XX CODT/XX-XX-XX

NXTCRTDATE/XX-XX-XX NEXTHEAR/XX-XX-XX FNGRPRT/XXXXXXXXXXXXXXXXXX

RELDA/XX-XX-XX MOVTYP/XX

CHARGE/XXXX CONVICTED/XXXX MINSEN/XXXXXXX MAXSEN/XXXXXXX COURT/X

COURTDATE/XX-XX-XX CASE/XXXXXXXXX SENT-DATE/XX-XX-XX DATE-CJARGE/XX-XX-XX
```

Operator's Procedures for Transaction DNAM

This transaction retrieves the following identifying information:
DCDC-Number, Name, Date-of-Birth, Height, Weight, Eyes, Hair.
Used to obtain an inmate's DCDC Number knowing his name.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. If any
    of the fields are not known, do not enter any remaining fields to
    the right of the unknown one except for the last field when used
    as directed below. Then press the appropriate keys to complete the
    transaction.

Field	Length
Transaction Code "DNAM"	4 character(s)
Space ( ) or Field Separator (/)	1 character
Last Name	1-17 character(s)
Field Separator (/)	1 character
First Name	1-16 character(s)
Field Separator (/)	1 character
Date of Birth (MM-DD-YY)	8 character(s) (numeric)
*Field Separator (/)	1 character
*First Acceptable Record Number	3 character(s) (numeric)

* Do not use this field unless requested to do so from a response
  to a previous inquiry. Otherwise, you may not retrieve all the
  possible records. When this field is used, indicate any blank
  fields with the field separator (/).

Format: (Start) DNAM (Space) Last name of inmate/First name of
         inmate/Date of birth (Enter)

Example: ▶ DNAM DOE/JOHN/03-31-72

Note: Last name is always required.

Options: If date of birth is unknown, key: (Start)DNAM(Space)Last
                                              Name/FirstName

          If first name is unknown, key: (Start)DNAM(SPACE)LASTNAME//
                                          BIRTHDATE

          If both DOB and first name not known: (START)DNAM(SPACE)
                                                  LASTNAME

Important: Only ten names will be displayed at a time; to
            obtain names 11 thru 20, 21 thru 30, etc. please
            enter:

            (START)DNAM(SPACE)LASTNAME/FIRSTNAME/BIRTHDATE/011

            (START)DNAM(SPACE)LASTNAME//BIRTHDATE/011 *** NO FIRST
                                                          NAME KNOWN

            (START)DNAM(SPACE)LASTNAME/FIRSTNAME//011 *** NO BIRTH
                                                          DATE KNOWN

            (START)DNAM(SPACE)LASTNAME///011   *** NO FIRST
                                                          NAME &
                                                          BIRTHDATE
                                                          KNOWN

2. Response: Computer displays DCDC Number and physical character-
    istics of one or several inmates.

    *Note: More than one 'page' of response message is possible.

DCDC/XXXXXX STAT/XXXXX NAME/XXXXXXXXXXXXXXXXXXXXXXXX DOB/XX-XX-XX HGT/XXX

                                            WGT/XXX EYES/XX HAIR/XX

Operator's Procedures for Transaction PARL

This transaction allows retrieval and update of the following parole information: Parole-Eligibility-Date, Projected-Release-Date, Parole-Officer, Date-Warrant-Executed, Warrant-Issued-Code, Days-Gained, Days-Lost, Date-Warrant-Disposition, Warrant-Disposition-Code. Used to update the preceding parole information.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "PARL"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

Format: (START)PARL(SPACE)DCDC# of inmate(ENTER)

Example: ▶ PARL 172374

2. Terminal Response:

All the parole fields are displayed on the 2265 (in addition to NAME and DCDC Number).

[Please note that start of message (▶) symbol is already provided.]

```
▶ UPAR ********   .DCDC:XXXXXX   .CC:XX   NAME-XXXXXXXXXXXXXXXXXXXXX

**********YOU CAN UPDATE THE FOLLOWING FIELDS-

PAROLE-ELIGIBILITY.PE:XX-XX-XX PROJ-RELEASE.PR:XX-XX-XX

DATE-WARRANT-EXECUTED.DWE:XX-XX-XX WARRANT-ISSUED-CODE.WIC:X

DATE-WARRANT-DISPOSITION.DWD:XX-XX-XX WARRANT-DISP-CODE.WDC:X

DAYS-GAINED.DG:XXXX    DAYS-LOST.DL:XXXX

PAROLE-OFFICER-NO.PON:XX
```

3. Fill in the blanks or replace the characters on the screen following the colons (:) with the appropriate new information. Then press "ENTER" key.

4. Terminal Response:

Parole information of XXXXXXX, DCDC # = XXXXX has been updated.

THIS PAGE INTENTIONALLY LEFT BLANK.

Operator's Procedures for Transaction CHAR

This transaction allows retrieval and update of the following charge information: Committment-Status, Pending-Action, Prisoner-Type, Convicted-Offense, Further-Hearing-Date, Sentence-Date, Min-Sentence, Max-Sentence.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "CHAR"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)
Field Separator (/)	1 character
Offense	4 character(s)
Field Separator (/)	1 character
Court	1 character
Field Separator (/)	1 character
Case Number	9 character(s)

Format: Option 1--ENTER:(START)CHAR(SPACE).DCDC=DCDC# OF INMATE.
                        OFF=OFFENSE.CT=COURT CODE.CN=CASE # (ENTER)

         Option 2--ENTER:(START)CHAR(SPACE)DCDC#/OFFENSE/COURTCODE/
                        CASE#(ENTER)

Note: In Option 1 you can interchange DCDC#,Court and Case #.
       For example: (START)CHAR(SPACE).CN=XXXXXXXXX.OFF=XXXX.
                        CT=X.DCDC=XXXXXX
       Where the X represents actual data

Important: The 'Keywords' DCDC - Off - CN - CT must be preceded
            by a period and followed by an equal sign EX: .OFF=

Example: ▶ CHAR 172374/0600/3/5921371A

2. Terminal Response:

    All the charge fields are displayed on the 2265 (in addition to NAME and DCDC Number).

    [Please note that start of message (▶) is already provided.]

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▶ UCHA***    .DCDC:XXXXXX .CC:XX NAME-XXXXXXXXXXXXXXXXXXXXXXX             │
│                                                                          │
│       NUMBER-OF-CHARGES-XX OFFESNE.OFF:XXXX COURT.CT:X CASE-NO.CN:XXXXXXXXX│
│                                                                          │
│          YOU CAN UPDATE THE FOLLOWING FIELDS -                           │
│                                                                          │
│  COMMITMENT-STATUS.CS:X  PENDING-ACTION.PA:X  PRISONER-TYPE.PT:X         │
│                                                                          │
│  CONVICTED-OFFENSE.CO:XXXX   FURTHER-HEARING-DATE.FHD:XX-XX-XX           │
│                                                                          │
│                   SENTENCE-DATE.SD:XX-XX-XX                              │
│                                                                          │
│  MINIMUM-SENTENCE:XX-XX-XX   MAXIMUM-SENTENCE:XX-XX-XX                   │
└─────────────────────────────────────────────────────────────────────────┘
```

3. Fill in the blanks or replace the characters on the screen following
    the colons (:) with the appropriate new information. Then press
    "ENTER" key.

4. Terminal Response:

    Charge fields of XXXXXXX, DCDC # = XXXXX has been updated.

    If data was invalid a self-explanatory message will appear.
    If 'No Record Found' appears, go to Step 1 and enter a valid
    DCDC#.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▶ TRUP*********.DCDC=XXXXXXX.NAME:XXXXXXXXXXXXXXXXXXXXXXXX*.CC=XX*****     │
│                                                                          │
│  YOU CAN UPDATE THE FOLLOWING FIELDS -                                   │
│                                                                          │
│        INMATE-LOCATION.IL=XX   REASON-FOR-TRANSFER.RT=XX                 │
│                                                                          │
│        DATE-OF-TRANSFER.DT=XX-XX-XX   DATE-OF-RELEASE.DR=XX-XX-XX        │
│                                                                          │
│                      REASON-FOR-RELEASE.RR=XX                           │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
```

Operator's Procedures for Transaction TRAN

This transaction allows retrieval and update of the following
transfer and release information: Inmate-Location, Reason-for-
Transfer, Date-of-Transfer, Date-of-Release, Reason-for-Release.
Used to transfer and release an inmate.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "TRAN"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

    Format: (START)TRAN(SPACE)DCDC# of inmate(ENTER)

    Example: ▶ TRAN 172374

2. Terminal Response:

    All related transfer fields are displayed on the 2265 (in
    addition to NAME and DCDC Number).

    Please note that start of message (▶) is already provided.

3. For transfers fill in or replace information in fields: Inmate-
    Location, Reason-for-Transfer and Date-of-Transfer on the
    screen with the appropriate new information. Then press "ENTER"
    key. For releases fill in fields: Date-of-Release and
    Reason-for-Release, then press "ENTER" key.

4. Terminal Response:

    If your data was valid, a 'Transfer Was Effected' will display.
    If data was invalid--i.e. inmate location was not changed -- a
    self explanatory message will appear. If 'No Record Found'
    appears go to Step 1 and enter a valid DCDC#.

Operator's Procedures for Transaction ADDC

This transaction permits adding new charge records to the files.
The following information must be provided: Offense, Court,
Case-Number. The following information may be provided if
desired: Fine, Bond, Judge, Attorney.

Parentheses around a word idicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the below information in consecutive positions. Then press
    the 'ENTER' key.

Field	Length
Transaction Code "ADDC"	4 character(s)
Space ( )	1 character
DCDC Number	6 numeric character(s)

    Format: (START)ADDC(SPACE)DCDC# OF INMATE(ENTER)

    Example: ▶ ADDC 172374

2. Terminal Response:

    All the fields for adding a new charge are displayed on
    the 2265 (in addition to the Name and DCDC Number).

    Please note that start of message (▶) is already provided.

```
▶ ACHA****.DCDC=XXXXXX*NAME-XXXXXXXXXXXXXXXXXXXXXX.CC=XX**************

**IF YOU WISH TO ADD A CHARGE YOU MUST FILL IN THE FOLLOWING FIELDS:
OFFENSE - COURT - CASE NUMBER ARE REQUIRED: FINE - BOND - JUDGE -
ATTORNEY ARE OPTIONAL

     OFFENSE.OF:XXXX   COURT.CT:X   CASE NUMBER.CN:XXXXXXXX

FINE.FN:XXX   BOND.BN:XXX   JUDGE.JD:XX   ATTORNEY.AT:XXXXX
```

3. To add a new charge to the charge file for this DCDC Number you must fill in the fields: Offense, Court and Case Number, then press the "ENTER" key.

4. Terminal Response:

   If the record has been successfully added, the terminal response will be: Charge has been added to DCDC Number XXXXXX.

Operator's Procedures for Transaction ADDR

This transaction allows retrieval and update of the following address information: House-Number, Street, City, State, Zip-Code.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "ADDR"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

   Format: (START)ADDR(SPACE)DCDC# OF INMATE(ENTER)

   Example: ▶ADDR 172374

2. Terminal Response:

   All the address fields are displayed on the 2265 (in addition to NAME and DCDC Number).

   Please note that start of message (▶) is already provided.

```
▶UADD*** .DCDC-XXXXXX   .CC=XX   NAME-XXXXXXXXXXXXXXXXXXXXXXXX

        YOU CAN UPDATE THE FOLLOWING FIELDS -

   HOUSE-NO.HN:XXXX   STREET.ST:XXXXXXXXXXXXX

   CITY.CY:XXXXXXXX   STATE.STA:XX   ZIP-CODE.ZIP:XXXXX
```

3. Fill in the blanks or replace the characters on the screen following the colons (:) with the appropriate new information. Then press "ENTER" key.

4. Terminal Response:

If your data was valid a 'Record Updated' will display. If data was invalid a self-explantory message will appear. If 'No Record Found' appears go to Step 1 and enter a valid DCDC#.

Operator's Procedures for Transaction MISC

This transaction allows retrieval and update of the following miscellaneous information from the Master file: Police-ID, OSR, Detainer, Cadre, Narcotics, Short-Term-Date, Monthly-Salary, Accrued-Wages.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "MISC"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

Format: (START)MISC(SPACE)DCDC# OF INMATE(ENTER)

Example: ▶ MISC 172374

2. Terminal Response:

All the MISC fields are displayed on the 2265 (in addition to NAME and DCDC Number).

```
▶ UMIS***   .DCDC:XXXXXX  .CC:XX   NAME-XXXXXXXXXXXXXXXXXXXXXX

         YOU CAN UPDATE THE FOLLOWING FIELDS -

   POLICE-ID.PID:XXXXXXX   OSR-NUMBER.OSR:XXXXXXX

   DETAINER.DET:X  CADRE.CAD:X  NARC-ADDICTION.NARC:XXXXXX

   SHORT-TERM-DATE.STD:XX-XX-XX

   MONTHLY-SALARY.MS:XXXXX  ACCRUED-WAGES.AW:XXXXXX
```

3. Fill in the blanks or replace the characters on the screen following the colons (:) with the appropriate new information. Then press "ENTER" key.

4. Terminal Response:

If data was valid, a 'Record Updated' will be display.
If data was invalid a self-explanatory message will appear.
If 'No Record Found' appears, go to Step 1 and enter a valid DCDC#. If you did not wish to update or if you are looking at the record you updated and no further changes are required, key:(ENTER).

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Operator's Procedures for Transaction STIT

This transaction retrieves statistical information on inmate
population showing: Institution-Name and Population-Count.

Parentheses around a word indicates that you should press appropriate
key.

1.   After readying the terminal for transmission of the transaction,
     enter the following information in consecutive positions. Then
     press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "STIT"	4 character(s)

Format: (START STIT(ENTER)

Example: ▶ STIT

2.   Terminal Response:

     Computer displays present population distribution of all
     insititutions.

```
                    DATE - XX(MON) XX(DAY)  XXXX(YEAR)
     (INSTITUTION)     (POP)  (INSTITUTION)   (POP)   (INSTITUTION)    (POP)

     XXXXXXXXXXXXXXX XXXXX   XXXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXXX   XXXXX

     XXXXXXXXXXXXXXX XXXXX   XXXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXXX   XXXXX

     XXXXXXXXXXXXXXX XXXXX   XXXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXXX   XXXXX

     XXXXXXXXXXXXXXX XXXXX   XXXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXXX   XXXXX
```

Operator's Procedures for Transaction TALK

This transaction gives you the ability to send messages to other
system users.

Parentheses around a word indicate that you should press the
appropriate key.

1.   After readying the terminal for transmission of the message,
     enter the following information in consecutive positions.
     Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "TALK"	4 character(s)
Field Separator (/)	1 character
Terminal ID Number	4 character(s)
Field Separator (/)	1 character
Message Text	100 Character(s)

Format: (START)TALK/TERMINAL ID/MESSAGE TEXT(ENTER)

Example: ▶ TALK/C007/ANY MESSAGE GOES HERE

2.   Terminal Response:

     The length of the message is limited to 100 characters including
     spaces. The message is transmitted to the addressed terminal.

```
YOUR MESSAGE HAS BEEN SENT TO XXXX-XXXXXXXXXX

TIME=XXXX    DATE=XXXXX
```

3.   Message format at receiving terminal

```
MESSAGE FROM-XXXX-XXXXXXXXXXXXXXXXXXXXX

TIME=XXXX    DATE=XXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Operator's Procedure for Transaction PDID

This transaction retrieves the following information from the
Police ID Cross Reference File: DCDC#, Name, and Date-of-Birth.
Used to obtain an inmate's DCDC# knowing his Police ID number.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "PDID"	4 character(s)
Space ( )	1 character
Police ID Number	7 character(s)

Format: (START)PDID(SPACE)POLICE ID # of inmate (ENTER)

Example: ▶ PDID 1512401

2. Terminal Response:

    Computer displays pertinent data fields. If 'No Record
    Found' is displayed, you entered incorrect Police ID Number.
    Get correct Police ID Number and key Step 1 again.

DCDC#=XXXXXXX   NAME=XXXXXXXXXXXXXXXXXXXXXXXXX

              DOB=XX-XX-XX

                  ▶

Operator's Procedures for Transaction CMPL

This transaction retrieves all data fields of the Master record.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "CMPL"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s)

Format: (START)CMPL(SPACE)DCDC# of inmate(ENTER)

Example: ▶ CMPL 172374

2. Terminal Response:

    Computer displays all remaining data fields in the master
    record. If 'No Record Found' is displayed, you entered
    incorrect DCDC#. Get correct DCDC# and key Step 1 again.

DCDC=   NAME=

TIMES-COMMITED=   DATE-COMMITED=   ALIAS-USED=   WELFARE=   MARITAL=

DEPENDENTS=   CHURCH=   EDUCATION=   OCCUPATION=

HOURLY-WAGE=   NATIVITY=   DISABILITY=   NARCOTICS1=

ALCOHOL-ADDICT=   DISABLE-TREATMENT=   AMOUNT-SURRENDERED=

INSTITUTION-FROM=   TO SEE THE NEXT PAGE, DEPRESS THE ENTER KEY ▶ P/N

```
DCDC=                    NAME=

SOC-SEC=                 DRIVERS-LICENSE=              DRIVERS-STATE=
PROGRAM PARTICIPATION IN INSTITUTION:

EDUCATIONAL=       VOCATIONAL=         THERAPY=      COUNSELING=

MONTHS-IN-PROGRAM=       NEW-SKILLS-ACQUIRED=     MONTHLY-SALARY=

ACCRUED-WAGES=     TO SEE THE NEXT PAGE, DEPRESS THE ENTER KEY  ▶ P/N
```

```
DCDC=                    NAME=

NUMBER-OF-ESCAPES=      LAST-ESCAPE-DATE=        NUMBER-OF-ABSCONDS=

LAST-ABSCOND-DATE=        CONDUCT-LAST-12-MONTHS:  JAN=    FEB=    MAR=

APL=   MAY=  JUNE=  JULY=  AUG=  SEPT=  OCT=  NOV=  DEC=

DAYS-OF-PAROLE-SUPERVISION=

DEGREE-OF-SUPERVISION=     TIMES-PAROLED=   DATE-RELEASED-FROM-PAROLE=

EMPLOY-ON-RELEASE=     HOURLY-WAGE-ON-RELEASE=   DATE-OF-LAST-INTERVIEW=
TO SEE THE NEXT PAGE, DEPRESS THE ENTER KEY    ▶ P/N
```

```
DCDC=                 NAME=
HEARING DATA:
PRELIMINARY: NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=
INITIAL:     NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=
REHEARING:   NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=
VIOLATION:   NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=
CONTINUED:   NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=                               LAST PAGE
```

2740 Typewriter Terminal

Terminal Description

The IBM 2740 Communications Terminal provides the capabilities of the standard typewriter combined with the flexibility of a communications terminal. The terminal consists of two parts:

1)   A standard selectric typewriter.

2)   The necessary controls that make it possible for the 2740 to become a communications device.

The keyboard controls are shown in Figure VI-2.

Transmission Controls and Indicators

Power is supplied by pressing the on portion of the on/off switch. Power is cut off by pressing the off portion of this switch.

The switch marked COM/LOCAL should be pressed on the COM portion placing the terminal in communicate mode. In this mode the terminal can alternately transmit and receive from the communication line.

The "S" (Standby) light is on when the terminal is in the communicate mode, in a ready condition and neither transmitting nor receiving.

The "T" (Transmit) light is on during the transmission of data.

The "R" (Receive) light is on when the terminal is ready to receive data.

The "INDEX" key advances the print line.

Entering a Message

Communication with CRISYS is affected by executing the following steps:

1)   Press the "BID" key and wait for the bell to ring, this places the terminal in the transmit status as indicated by the "T" light being on.

2)   Key in the transaction data according to the appropriate format as described in Examples and Formats below.

3) After all characters have been typed in, press the
   "RETURN" key to return the carrier to the left margin
   stop and advance to the next line.

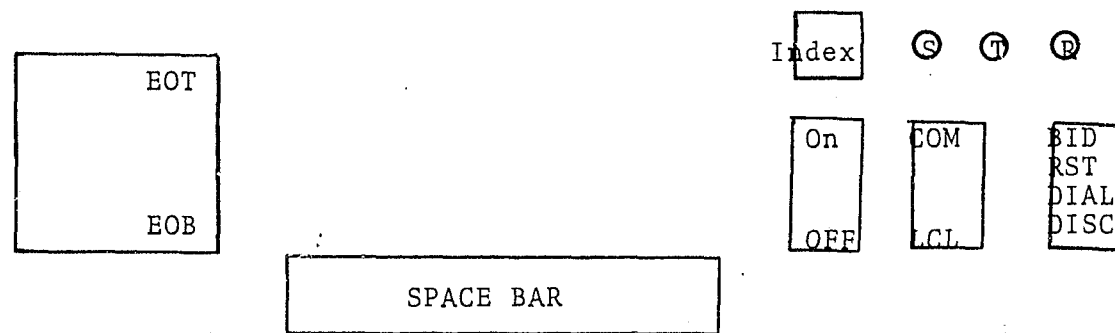4) Press the "EOT" key to indicate the end of transmission.

Figure VI-2

5) If an error is made while keying the message, key in a
   '$' sign and press the EOT key. This will cancel the
   entire message and the message may be reentered.

Examples and Formats

This section provides detail instructions for the execution of
transactions from 2740 terminals with examples of input and output
formats.

Operator's Procedures for Transaction DMAO

This transaction retrieves the following information from the
Master and Charge files for open charges on active records:
Name, DCDC Number, Date-of-Birth, Sex, Race, Address, OSR, Parole-
Date, Committment-Date, Next-Court-Date, Next-Hearing, Fingerprint,
Release-Date, Case-Number, Charge, Convicted, Min-Sentence, Max-
Sentence, Court, Court-Date, Case-Number, Bond-Amount, Attorney,
Judge - Used for OPEN charges on ACTIVE records only.

Parentheses around a word indicates that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction

        Field   Length

        Transaction Code "DAMO"   4 character(s)
        Space ( )   1 character
        DCDC Number   6 character(s) (numeric)

    Format: (BID)DMAO(SPACE)DCDC# of Inmate(EOT)

    Example: DMAO 172374

2. Terminal Response:

    Computer displays all pertinent data fields. If 'No
    Record Found' is displayed, you entered incorrect DCDC#
    or this record is inactive in which case you should use
    transaction DMIA and key Step 1 again.

NAME/XXXXXXXXXXXXXXXXXXXXXX DCDC/XXXXXX INST/XX DOB/XX-XX-XX SEX/X RACE/X

ADDR/XXXXXXXXXXXXXXXXXXXXXXX OSR/XXXXXXX PAROLE/XX-XX-XX CODE/XX-XX-XX

NXTCRTDATE/XX-XX-XX NEXTHEAR/XX-XX-XX FNGRPRT/XXXXXXXXXXXXXXXX

RELDA/XX-XX-XX MOVTYP/XX

CHARGE/XXXX CONVICTED/XXXX MINSEN/XXXXXXX MAXSEN/XXXXXXX COURT/X

COURTDATE/XX-XX-XX CASE/XXXXXXXXX BONDAMT/XXX ATTY/XXXXXXX JUDGE/X

Operator's Procedures for Transaction DMAA

This transaction retrieves the following information from the
Master and Charge files for open and closed charges on active
records: Name, DCDC Number, Date-of-Birth, Sex, Race, Address,
OSR, Parole-Date, Committment-Date, Next-Court-Date, Next-Hearing,
Fingerprint, Release-Date, Movement-Type, Charge, Convicted, Min-
Sentence, Max-Sentence, Court, Court-Date, Case-Number, Sentence-Date,
Date-Charged. Used for OPEN and CLOSED charges on ACTIVE records
only.

Parentheses around a word indicate that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

        Field   Length

        Transaction Code "DMAA"   4 character(s)
        Space ( )   1 character
        DCDC Number   6 character(s) (numeric)

    Format: (BID)DMAA(SPACE)DCDC# of Inmate(EOT)

    Example: DMAA 172374

2. Terminal Response:

    Computer displays all pertinent data fields. If 'No Record
    Found' is displayed, you entered incorrect DCDC# or this
    record is inactive in which case you should use TPD DMIA
    and key Step 1 again.

NAME/XXXXXXXXXXXXXXXXXXXXXX DCDC/XXXXXX INST/XX DOB/XX-XX-XX SEX/X

RACE/X ADDR/XXXXXXXXXXXXXXXXXXXXXXX OSR/XXXXXXX PAROLE/XX-XX-XX

CODT/XX-XX-XX NXTCRTDATE/XX-XX-XX NEXTHEAR/XX-XX-XX

FNGRPRT/XXXXXXXXXXXXXXXXXX RELDA/XX-XX-XX MOVTYP/XX

CHARGE/XXXX CONVICTED/XXXX MINSEN/XXXXXXX MAXSEN/XXXXXXX COURT/X

COURTDATE/XX-XX-XX CASE/XXXXXXXXX SENT-DATE/XX-XX-XX DATE-CHARGED/XX-

XX-XX

Operator's Procedures for Transaction DMIA

This transaction retrieves the following information from the
Master and Charge files for open and closed charges on inactive
records: Name, DCDC Number, Date-of-Birth, Sex, Race, Address,
OSR, Parole-Date, Committment-Date, Next-Court-Date, Next-Hearing,
Fingerprint, Release-Date, Movement-Type, Charge, Convicted,
Min-Sentence, Max-Sentence, Court, Court-Date, Case-Number,
Bond-Amount, Attorney, Judge. Used for ALL charges on INACTIVE
records only.

Parentheses around a word indicates that you should press appropriate
key.

1.   After readying the terminal for transmission of the transaction,
     enter the following information in consecutive positions. Then
     press the appropriate keys to complete the transaction.

          Field   Length

          Transaction Code "DMIA"   4 character(s)
          Space ( )   1 character
          DCDC Number   6 character(s) (numeric)

     Format: (BID)DMIA(SPACE)DCDC# of Inmate(EOT)

     Example: DMIA 172374

2.   Terminal Response:

     Computer displays all pertinent data fields.
     If 'No Record Found' is displayed, you entered incorrect
     DCDC# or this record is active and you should use TPD's DMAO
     or DMAA and key Step 1 again.

NAME/XXXXXXXXXXXXXXXXXXXX DCDC/XXXXXX INST/XX DOB/XX-XX-XX SEX/X RACE/X

ADDR/XXXXXXXXXXXXXXXXXXXXX OSR/XXXXXXX PAROLE/XX-XX-XX CODT/XX-XX-XX

NXTCRTDATE/XX-XX-XX   NEXTHEAR/XX-XX-XX   FNGRPRT/XXXXXXXXXXXXXXXX
RELDA/XX-XX-XX MOVTYP/XX

CHARGE/XXXX CONVICTED/XXXX MINSEN/XXXXXXX MAXSEN/XXXXXXX COURT/X

COURTDATE/XX-XX-XX   CASE/XXXXXXXXX SENT-DATE/XX-XX-XX DATE-CHARGE/XX-XX-XX

Operator's Procedures for Transaction DNAM

This transaction retrieves the following identifying information:
DCDC-Number, Name, Date-of-Birth, Height, Weight, Eyes, Hair.
Used to obtain an inmate's DCDC Number knowing his name.

Parentheses around a word indicates that you should press appropriate
key.

1.   After readying the terminal for transmission of the transaction,
     enter the following information in consecutive positions. If any
     of the fields are not known, do not enter any remaining fields to
     the right of the unknown one except for the last field when used
     as directed below. Then press the appropriate keys to complete
     the transaction.

          Field   Length

          Transaction Code "DNAM"   4 character(s)
          Space ( )   1 character
          Last Name   1-17 character(s)
          Field Separator (/)   1 character
          First Name   1-16 character(s)
          Field Separator (/)   1 character
          Date of Birth (MM-DD-YY)   8 character(s) (numeric)
         *Field Separator (/)   1 character
         *First Acceptable Record Number 3 character(s) (numeric)

     * Do not use this field unless requested to do so from a response
        to a previous inquiry. Otherwise, you may not retrieve all the
        possible records. When this field is used, indicate any blank
        fields with the field spearator (/).

     Format: (BID)DNAM(SPACE)LAST NAME OF INMATE/FIRST NAME OF INMATE/
              DATE OF BIRTH(EOT)

     Example: DNAM DOE/JOHN/03-31-72

     Note: Last name is always required.

     Options: If date of birth is unknown key: (START)DNAM(SPACE)
                                                 LASTNAME/FIRSTNAME

               If first name is unknown, key: (START)DNAM(SPACE)
                                               LASTNAME//BIRTHDATE

               If both DOB and first name are not known: (START)DNAM
                                                         (SPACE)LASTNAME

Important: Only ten names will be displayed at a time; to
obtain names 11 thru 20, 21 thru 30, etc. enter:
(BID)DNAM(SPACE)LASTNAME/FIRSTNAME/BIRTHDATE/011(EOT)
(BID)DNAM(SPACE)LASTNAME//BIRTHDATE/011 ***NO FIRST NAME
(BID)DNAM(SPACE)LASTNAME/FIRSTNAME//011 ***NO BIRTH DATE
(BID)DNAM(SPACE)LASTNAME///011   ***NO FIRSTNAME &
                                           BIRTH DATE

2. Terminal Response:

    Computer displays physical characteristics of one or several
    inmates.

DCDC/XXXXXX STAT/XXXXX NAME/XXXXXXXXXXXXXXXXXXXX DOB/XX-XX-XX HGT/XXX

                         WGT/XXX EYES/XX HAIR/XX

Operator's Procedures for Transaction PARL

This transaction allows retrieval and update of the following
parole information: Parole-Eligibility-Date, Projected-Release-
Date, Parole-Officer, Date-Warrant-Executed, Warrant-Issued-Code,
Days-Gained, Days-Lost, Date-Warrant-Disposition, Warrnat-Disposition-
Doce. Used to update the proceding parole information.

Parentheses around a word indicates that you should press appropriate
key.

1. After readying the terminal for transmission of the transaction,
    enter the following information in consecutive positions. Then
    press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "PARL"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

    Format: (BID)PARL(SPACE)DCDC# OF INMATE(EOT)

    Example: PARL 172374

2. Terminal Response:

    All the parole fields are printed on the 2740 (in addition to
    NAME and DCDC Number).

UPAR ******** .DCDC:XXXXXX .CC:XX NAME-XXXXXXXXXXXXXXXXXXXX

        YOU CAN UPDATE THE FOLLOWING FIELDS -

PAROLE-ELIGIBILITY.PE:XX-XX-XX   PROJ-RELEASE.PR:XX-XX-XX

DATE-WARRANT-EXECUTED.DWE:XX-XX-XX WARRANT-ISSUED-CODE.WIC:X

DATE-WARRANT-DISPOSITION.DWD:XX-XX-XX WARRANT-DISP-CODE.WDC:X

DAYS-GAINED.DG:XXXX DAYS-LOST.DL:XXXX

PAROLE-OFFICER-NO.PON=XX

Operator's Procedures for Transaction CHAR

This transaction allows retrieval and update of the following charge information: Committment-Status, Pending-Action, Prisoner-Type, Convicted-Offense, Further-Hearing-Date, Sentence-Date, Min-Sentence, Max-Sentence.

Parentheses around a word indicates that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in <u>consecutive</u> positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "CHAR"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)
Field Separator (/)	1 character
Offense	4 character(s)
Field Separtor (/)	1 character
Court	1 character
Field Separator (/)	1 character
Case Number	9 character(s)

Format: Option 1--enter: (BID)CHAR(SPACE).DCDC=DCDC# OF INMATE.OFF=
                          OFFENCE .CT=COURT CODE.CN=CASE#(EOT)

         Option 2--enter: (BID)CHAR(SPACE)DCDC#/OFFENSE/COURTCODE/
                          CASE#(EOT)

Note: In Option 1 you can interchange DCDC#, court and case #.
        For example: (BID)CHAR(SPACE).CN=XXXXXXXXX.OFF=XXXX.CT=X.
                      DCDC=XXXXXX
        Where the X represent actual data.

Important: The 'Keywords' DCDC - OFF - CN - CT must be preceded
            by a period and followed by an equal sign; example:
            .OFF=

Example: CHAR 172374/0600/3/5921371a

2. Terminal Response:

    All the charge fields are printed on the 2740 (in addition
    to NAME and DCDC Number).

UCHA*** .DCDC:XXXXXX .CC:XX NAME-XXXXXXXXXXXXXXXXXXXXXX

        NUMBER-OF-CHARGES-XX OFFENSE.OFF:XXXX COURT.CT:X CASE-NO.CN:XXXXXXX

           YOU CAN UPDATE THE FOLLOWING FIELDS -

COMMITMENT-STATUS.CS:X PENDING-ACTION.PA:X PRISONER-TYPE.PT:X

CONVICTED-OFFENSE.CO:XXXX FURTHER-HEARING-DATE.FHD:XX-XX-XX

                    SENTENCE-DATE.SD:XX-XX-XX

MINIMUM-SENTENCE:XX-XX-XXX MAXIMUM-SENTENCE:XX-XX-XX

Operator's Procedures for Transaction TRAN

This transaction allows retrieval and update of the following transfer and release information: Inmate-Location, Reason-for-Transfer, Date-of-Transfer, Date-of-Release, Reason-for-Release. Used to transfer and release an inmate.

Parentheses around a word indicates that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in <u>consecutive</u> positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "TRAN"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

Format: (BID)TRAN(SPACE)DCDC# OF INMATE(EOT)

Example: TRAN 172374

2. Terminal Response:

All related transfer fields are displayed on the 2740 (in addition to NAME and DCDC Number).

TRUP*********.DCDC=XXXXXX.NAME:XXXXXXXXXXXXXXXXXXXXX*.CC=XX*********

YOU CAN UPDATE THE FOLLOWING FIELDS -

   INMATE-LOCATION.IL=XX   REASON-FOR-TRANSFER.RT=XX

   DATE-OF-TRANSFER.DT=XX-XX-XX DATE-OF-RELEASE.DR=XX-XX-XX

            REASON-FOR-RELEASE.RR=XX

Operator's Procedures for Transaction ADDR

This transaction allows retrieval and update of the following address information: House-Number, Street, City, State, Zip-Code.

Parentheses around a word indicates that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in <u>consecutive</u> positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "ADDR"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

Format: (BID)ADDR(SPACE)DCDC# OF INMATE(EOT)

Example: ADDR 172374

2. Terminal Response:

All the address fields are displayed on the 2740 (in addition to NAME and DCDC Number).

UADD*** .DCDC=XXXXXX .CC=XX NAME-XXXXXXXXXXXXXXXXXXXXX

     YOU CAN UPDATE THE FOLLOWING FIELDS -

   HOUSE-NO.HN:XXXX STREET.ST:XXXXXXXXXXXXX

   CITY.CY:XXXXXXXX STATE.STA:XX ZIP-CODE.ZIPLXXXXX

Operator's Procedures for Transaction MISC

This transaction allows retrieval and update of the following miscellaneous information from the Master file: Police-ID, OSR, Detainer, Cadre, Narcotics, Short-Term-Date, Monthly-Salary, Accrued-Wages.

Parentheses around a word indicates that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "MISC"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s) (numeric)

   Format: (BID)MISC(SPACE)DCDC# OF INMATE(EOT)

   Example: MISC 172374

2. Terminal Response:

   All the MISC fields are displayed on the 2740 (in addition to NAME and DCDC Number).

```
:UMIS***   .DCDC:XXXXXX   .CC:XX   NAME-XXXXXXXXXXXXXXXXXXXXX

         YOU CAN UPDATE THE FOLLOWING FIELDS -

POLICE-ID.PID:XXXXXXX   OSR-NUMBER.OSR:XXXXXXX

DETAINER.DET:X  CADRE.CAD:X  NARC-ADDITION.NARC:XXXXXX

SHORT-TERM-DATE.STD:XX-XX-XX

MONTHLY-SALARY.MS:XXXXX   ACCRUED-WAGES.AW:XXXXXX
```

Operator's Procedures for Transaction STIT

This transaction retrieves statistical information on inmate population showing: Institution-Name and Population-Count.

Parentheses around a word indicates that you should press appropriate key.

Field	Length
Transaction Code "STIT"	4 character(s)

1. After readying the terminal for transmission of the transaction, enter the above information in consecutive positions. Then press the appropriate keys to complete the transaction.

   Format: (BID) STIT(EOT)

   Example: STIT

2. Terminal Response:

   Computer displays present population distribution of all institutions.

```
                    DATE - XXX(MON) XX(DAY) XXX(YEAR)
(INSTITUTION)   (POP)   (INSTITUTION)   (POP)   (INSTITUTION)  (POP)
XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX

XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX

XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX

XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX

XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX

XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX

XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX   XXXXX   XXXXXXXXXXXXX XXXXX
```

Operator's Procedures for Transaction CMPL

This transaction retrieves all data fields of the Master record.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in consecutive positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "CMPL"	4 character(s)
Space ( )	1 character
DCDC Number	6 character(s)

   Format: (BID)CMPL(SPACE)DCDC# of inmate(EOT)

   Example: CMPL 172374

2. Terminal Response:

   Computer displays all remaining data fields in the master record. If 'No Record Found' is displayed, you entered incorrect DCDC#. Get correct DCDC# and key Step 1 again.

DCDC=   NAME=

TIMES-COMMITED=   DATE-COMMITED=   ALIAS-USED=   WELFARE=   MARITAL=

DEPENDENTS=   CHURCH=   EDUCATION=   OCCUPATION=

HOURLY-WAGE=   NATIVITY=   DISABILITY=   NARCOTICS1=

ALCOHOL-ADDICT=   DISABLE-TREATMENT=   AMOUNT-SURRENDERED=

INSTITUTION-FROM=   TO SEE THE NEXT PAGE, DEPRESS THE ENTER KEY   P/N

DCDC=   NAME=

SOC-SEC=   DRIVERS-LICENSE=   DRIVERS-STATE=

PROGRAM PARTICIPATION IN INSTITUTION:

EDUCATIONAL=   VOCATIONAL=   THERAPY=   COUNSELING=

MONTHS-IN-PROGRAM=   NEW-SKILLS-ACQUIRED=   MONTHLY-SALARY=

ACCRUED-WAGES=   TO SEE THE NEXT PAGE, DEPRESS THE ENTER KEY   P/N

DCDC=   NAME=

NUMBER-OF-ESCAPES=   LAST-ESCAPE-DATE=   NUMBER-OF-ABSCONDS=

LAST-ABSCOND-DATE=   CONDUCT-LAST-12-MONTHS: JAN=   FEB=   MAR=

APL=   MAY=   JUNE=   JULY=   AUG=   SEPT=   OCT=   NOV=   DEC=

DAYS-OF-PAROLE-SUPERVISION=

DEGREE-OF-SUPERVISION=   TIMES-PAROLED=   DATE-RELEASED-FROM-PAROLE=

EMPLOY-ON-RELEASE=   HOURLY-WAGE-ON-RELEASE=   DATE-OF-LAST-INTERVIEW=
TO SEE THE NEXT PAGE, DEPRESS THE ENTER KEY   P/N

DCDC=   NAME=
HEARING DATA:

PRELIMINARY: NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=

INITIAL: NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=

REHEARING: NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=

VIOLATION: NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=

CONTINUED: NEXT-ELIGIBLE-DATE=   LAST-HEARING-DATE=   DISPOSITION=
             CASE-NUMBER=   LAST PAGE

Operator's Procedure for Transaction PDID

This transaction retrieves the following information from the Police ID Cross Reference File: DCDC#, Name, and Date-of-Birth. Used to obtain an inmate's DCDC# knowing his Police ID number.

Parentheses around a word indicate that you should press appropriate key.

1. After readying the terminal for transmission of the transaction, enter the following information in <u>consecutive</u> positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "PDID"	4 character(s)
Space ( )	1 character
Police ID Number	7 character(s)

    Format: (BID)PDID(SPACE)POLICE ID # of inmate(EOT)

    Example: PDID 1512401

2. Terminal Response:

    Computer displays pertinent data fields. If 'No Record Found' is displayed, you entered incorrect Police ID Number. Get correct Police ID Number and key Step 1 again.

DCDC#=XXXXXXX   NAME=XXXXXXXXXXXXXXXXXXXXXXXX

        DOB=XX-XX-XX

Operator's Procedures for Transaction TALK

This transaction gives you the ability to send messages to other system users.

Parentheses around a word indicate that you should press the appropriate key.

1. After readying the terminal for transmission of the message, enter the following information in <u>consecutive</u> positions. Then press the appropriate keys to complete the transaction.

Field	Length
Transaction Code "TALK"	4 character(s)
Field Separator (/)	1 character
Terminal ID Number	4 character(s)
Field Separator (/)	1 character
Message Text	100 Character(s)

    Format: (BID)TALK/TERMINAL ID/MESSAGE TEXT(EOT)

    Example: TALK/C007/ANY MESSAGE GOES HERE

    The length of the message is limited to 100 characters including spaces.

2. Terminal Response:

    The message is transmitted to the addressed terminal.

YOUR MESSAGE HAS BEEN SENT TO XXXX-XXXXXXXXXX

TIME=XXXX   DATE=XXXXX

3. Message format at receiving terminal

MESSAGE FROM-XXXX-XXXXXXXXXXXXXXXXXXXX

TIME=XXXX   DATE=XXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

The following tables define the meaning of codes used in the batch and real time systems.

Whenever updating of records is to be effected using the real time system, the appropriate code(s) as defined in the tables should be used as input to the real time processing transactions.

TABLE B1

QUADRANT CODES

NW	Northwest
NE	Northeast
SE	Southeast
SW	Southwest

Field may be blank if not D. C.

TABLE B2

QUADRANT AND METRO CODES

1	N.W.
2	N.E.
3	S.E.
4	S.W.
6	Md. Streets at D. C. Line
A	Montgomery County, Maryland
B	Prince George's County, Maryland
C	City of Alexandria, Virginia
D	Arlington County, Virginia
E	City of Falls Church, Virginia
F	Fairfax County, Virginia
G	City of Fairfax, Virginia
H	Loudoun County, Virginia
I	Prince William County, Virginia

TABLE B3

STATE TABLE

Alabama	AL	Massachusetts	MA
Alaska	AK	Michigan	MI
Arizona	AZ	Minnesota	MN
California	CA	Missouri	MO
Colorado	CO	Montana	MT
Connecticut	CT	Nebraska	NB
Delaware	DE	Nevada	NV
District of Columbia	DC	New Hampshire	NH
Florida	FL	New Jersey	NJ
Georgia	GA	New Mexico	NM
Guam	GU	New York	NY
Hawaii	HI	North Carolina	NC
Idaho	ID	North Dakota	ND
Illinois	IL	Ohio	OH
Indiana	IN	Oklahoma	OK
Iowa	IA	Oregon	OR
Kansas	KS	Pennsylvania	PA
Kentucky	KY	Puerto Rico	PR
Louisiana	LA	Rhode Island	RI
Maine	ME	South Carolina	SC
Maryland	MD	South Dakota	SD

Table B2 (continued)

Tennessee	TN
Texas	TX
U.S. Parole Board	UP
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Canada	CN
Mexico	MX
Other Foreign	FN
Not Known	NN

TABLE B4

RACE/SEX

1   White Male

2   Colored Male

3   Other Male

4   White Female

5   Colored Female

6   Other Female

TABLE B5

MARITAL STATUS TABLE

0   Single

1   Married

2   Common-law Wife

3   Divorced

4   Separated

5   Widowed

6   Unknown

TABLE B6

CHURCH AFFILIATION TABLE

0	None
1	Protestant
2	Catholic
3	Jewish
4	Moslem
5	Other
6	Unknown

TABLE B7

EDUCATION TABLE

00	None
01-12	Number of grades completed
13	1 year of college
14	2 years of college
15	3 years of college
16	4 years of college
17	graduate work
99	unknown

TABLE B8

OCCUPATION

00	Unemployed/Unknown
01	Professional/Technical/Managerial
02	Clerical/Sales
03	Service
04	Farming/Fishing/Forestry
05	Processing
06	Machine Trades
07	Bench Work
08	Structural Work
09	Miscellaneous

TABLE B9

DISABILITIES
(Other than Narcotics or Alcohol)

0	None
1	Physical
2	Mental
3	Both
4	Unknown

TABLE B10

NARCOTICS

0	Non-User
1	User
2	Certified User
3	Other
4	Unknown

TABLE B11

ALCOHOL HISTORY

0	Non-User
1	Moderate Use
2	Frequent Use
3	Alcoholic
4	Unknown

TABLE B12

OFFENSE CODES

0100 - HOMICIDE

0100	Homicide
0101	First Degree Murder
0102	Second Degree Murder (also Death result, abortion)
0103	Manslaughter
0131	Negligent homicide

0200 - RAPE

0200	Rape
0201	Carnal Knowledge (victim under 16 years)
0202	Attempt Rape (asault with intent to commit)
0203	Attempt Carnal Knowledge (assault with intent to commit)

0300 - ROBBERY

0300	Robbery (no weapon)
0301	Attempt Robbery
0310	Robery (armed with any type of weapon)

0400 - AGGRAVATED ASSAULT

0400	Aggravated Assault (A.D.W.)
0401	Assault with intent to kill or mingling poison
0403	Mayhem
0404	Placing obstruction on railroad track
0410	Gun
0411	Knife
0412	Other Dangerous Weapon
0413	Hands, Feet, etc.

0500 - BURGLARY - HOUSEBREAKING

0501	First Degree Burglary
0502	Second Degree Burglary
0531	Attempt Housebreaking

Table B12 (continued)

0600 - LARCENY

0600	Grand Larceny - $100 and Over
0601	Larceny from D.C. Govt. - $100 and Over
0602	Larceny from U.S. Govt. - $100 and Over
0603	Larceny from interstate shipment - $100 and Over
0625	Larceny from D.C. Govt. - $50 to $99.99
0626	Larceny from D.C. Govt. - Under $50
0627	Larceny from interstate shipment - $50 to $99.99
0628	Larceny from interstate shipment - Under $50
0631	Petit Larceny - Under $100
0632	Larceny from U.S. Govt. - Under $100
0633	Attempt Grand Larceny
0634	All other attempts (except 0631)

0700 - AUTO THEFT

| 0700 | Unauthorized use of Motor Vehilce |
| 0701 | Attempted UUV, Tampering |

0800 - OTHER ASSAULTS

0822	Assault on a Police or Special Officer
0831	Simple Assault
0832	Attempt to impede or resist a Police Officer

0900 - ARSON

| 0900 | Arson |

1000 - FORGERY AND COUNTERFEITING

1001	Forgery or Uttering (Includes Attempts)
1002	Counterfeiting
1003	Possession of Counterfeit money or coins
1004	Possession of Counterfeit Postal Money Orders or Stamps
1005	Possession of Counterfeit Revenue Stamps, Labels, etc.

1100 - FRAUD

| 1105 | Confidence Game (including penny matching) Value $100 and over (Grand Larceny by Trick) |
| 1106 | False Pretenses - Check Fraud - $100 and Over |

1107	False Pretenses - Except Check - $100 and Over
1108	Impersonating a Public Officer, Police Officer or Minister (attempting to perform duty or exercise authority)
1109	Impersonating a member of the Armed Forces
1111	Using Mails to Defraud
1112	False Certification of Acknowledgement
1133	Three Card Monte
1135	Confidence Game (including penny matching) Value under $100 (Petit Larceny by Trick)
1136	False Pretenses - Check Fraud - Under $100
1137	False Pretenses - Except Check - Under $100
1138	False Weights and Measures
1139	False personation of a Police Officer (only with fraudulent design)
1141	Bad Check Law
1149	All Attempts

1200 - EMBEZZLEMENT

1201	Embezzlement - value $100 and Over
1202	Embezzlement by Agent, etc. - value $100 and Over
1203	Embezzlement from D.C. Government - any value
1204	Embezzlement from U.S. Government - any value
1210	Larceny after Trust - $100 and Over
1231	Embezzlement - value Under $100
1232	Embezzlement by Agent, etc. - value under $100
1240	Larceny after Trust - Under $100
1242	Embezzlement - Slug in vending machine (includes attempts)

1300 - STOLEN PROPERTY

1301	Receiving stolen propery $100 and Over
1302	Destroying Stolen Property - $100 and Over
1303	Bringing a stolen auto into D.C. over $100
1331	Receiving Stolen Property - Under $100
1332	Destroying Stolen Property - Under $100
1333	Bringing stolen property into D.C. under $100

1400 - VANDALISM

1404	Destroying Movable Property $50 and Over (including attempts)
1413	Depredation of Fixtures in a House or Building

1415	Destroying Mail or Theft of Box
1441	Destroying or Defacing Private Property
1442	Destroying or Defacing Public Property
1447	Destroying Movable Property Under $50
1486	Throwing Missiles
1488	Tampering with Auto

1500 - WEAPONS

1501	Possession of Machine Gun, Sawed-off Shot Gun, Blackjack, Sling Shot, Switch Blade Knife, Metal Knuckles, Silencer (previous conviction of felony or this section) Possession (with intent to use unlawfully) an an imitation Pistol, Dagger, Dirk, Razor, Stiletto, Knife with Blade longer than 3 inches or Other Dangerous Weapon (previous conviction of a felony or this section)
1502	Possession of Pistol by Certain Persons or Keeping for Same Persons (previous conviction of this section)
1503	Carrying openly or concealed a Pistol (previous conviction of felony or this section)
1504	Carrying openly or concealed a Dangerous or Deadly Weapon other than a Pistol (previous conviction of a felony or this section)
1531	Carrying Openly or concealed a Pistol (1st offense)
1532	Same as 1504 (1st offense)
1533	Possession of Firearm with Altered Numbers
1534	Same as 1502 (1st offense)
1535	Sale of Deadly Weapon to a Minor
1536	Unlawful Sale of Deadly Weapon
1537	Same as 1501 (1st offense)

1600 - PROSTITUTION AND COMMERCIALIZED VICE

1601	Pandering (includes attempts)
1602	Operating a House of Prostitution (sec. 22-2712)
1603	Procuring for a House of Prostitution
1631	Soliciting Prostitution
1632	Keeping a Disorderly House
1633	Soliciting for Lewd and Immoral Purposes
1634	Attempt Procuring

1700 - SEX OFFENSES

1701	Incest
1703	Sodomy
1704	Indecent Act, child under 16 years (22-3501)-includes attempts)
1705	Take, entice, persuade child, under 16 years for immoral purpose
1731	Adultery
1732	Seduction
1733	Indecent Exposure, Proposal, or Act
1734	Indecent Assault
1735	(Disorderly) Sex
1736	Indecent exposure, Proposal or Act - Presence of child under 16 years
1737	Fornication

1800 - NARCOTIC DRUG LAWS

1801	Forgery of Narcotic Presentation
1802	Violation of Harrison Narcotic Act
1803	Violation of Jones-Miller Act (Possession)
1804	Violation of Marijuana Tax Act
1805	D.C. Uniform Narcotic Drug Act (2nd Offense)
1806	Violation of Opium and Smoking Act
1807	Violation of Federal Food, Drug and Cosmetic Act (2nd Offense) (Durham Humphrey Act)
1835	D.C. Uniform Narcotic Act (1st Offense)
1836	Presence in Illegal Narcotic Establishment
1837	Violation of Federal Food, Drug and Cosmetic Act (1st Offense) (Durham Humphrey Act)
1838	Narcotic Vagrant
1839	Violation of Act Controlling Drugs Other than Narcotics
1840	All Attempts

1900 - GAMBLING

1901	Operating a Lottery, Sale and Possession
1902	Maintain, Aid or Permit Maintaining Gambling Premises (permitting Gaming) (2nd Offense)
1903	Setting up a Gaming Table
1905	Conspiracy to Violate Gaming Laws
1906	Interstate Transportation of Gambling Paraphernalia
1907	Failing to obtain Tax Stamp

1931	Possession of Lottery Slips
1932	Same as 1902 (1st Offense)
1934	Disorderly - Craps or Cards
1935	Making or Receiving Bet on Pool (Gaming Pools or Bookmaking)
1936	Presence in an illegal establishment

2000 - OFFENSES AGAINST THE FAMILY AND CHILDREN

2031	Cruelty to Children
2032	Contributing to the Delinquency of a Minor
2033	Destitute of a Suitable Home
2034	Incorrigibility
2035	Non-Support of a Bastard Child
2036	Non-Support of Wife and/or Minor Child
2037	Abandonment of Child
2038	Offense against self or others (sec. 4)

2100 - DRIVING WHILE INTOXICATED

2200 - LIQUOR LAWS

2201	Illegal Manufacture of Intoxicating Liquor
2202	Failure to post bond for operating a still
2203	Make and fermenting mash fit for distillery in unauthorized premises
2204	Removal and concealing non-taxed paid whiskey
2205	Possession of untaxed liquor
2206	Improper Storage Unbonded Whiskey
2207	Unregistered Still
2232	Sale of untaxed liquor
2233	Transportation of untaxed liquor
2234	Selling liquor to minor
2235	Selling liquor without a license
2236	Keeping liquor for sale without a license
2237	Transportation of legal liquor without proper sales invoice
2238	Presence in Illegal A.B.C. Establishment
2239	Maintaining a Common Nuisance
2240	Other A.B.C. Violations

2300 - DRUNKENNESS

2330	Drunk in Public Space
2331	Drunk in House

2400 - DISORDERLY CONDUCT

2400	Disorderly Conduct
2431	Affray
2432	Disorderly in House
2433	Unlawful Picketing
2434	Parading without a Permit
2435	Spitting on the Sidewalk
2436	Disturbing Religious Service
2437	Loitering
2438	Disorderly Picket
2439	Disorderly Failure to Move On
2440	Disorderly Incommoding Sidewalk

2500 - VAGRANCY

2530	Vagrancy
2531	Soliciting Alms

2600 - ALL OTHER OFFENSES (FELONIES)

2610	Abortion, Attempted Abortion, Conspiracy
2620	Escape
2630	Bee Bee Regulations, Violation of (article 9 sec. 4B)
2631	Building Regulations
2632	Business License - except unlicensed rooming house
2633	Zoning Regulations
2634	Child Labor Laws
2635	Compulsory Education Law
2636	Disorderly Jostling
2637	Fire by Negligence
2638	Cruelty to Animals
2639	Discharging Firearms
2640	D.C. Unemployment Compensation Act
2641	
2642	
2643	Dog Control and Muzzle Regulations
2644	Drinking in Public
2645	D.C. Sales Tax Law, Violation of
2646	Electrical Code Regulations
2647	
2648	Failing to pay Board Bill
2649	False Alarm of Fire

2400 - DISORDERLY CONDUCT

2400	Disorderly Conduct
2431	Affray
2432	Disorderly in House
2433	Unlawful Picketing
2434	Parading without a Permit
2435	Spitting on the Sidewalk
2436	Disturbing Religious Service
2437	Loitering
2438	Disorderly Picket
2439	Disorderly Failure to Move On
2440	Disorderly Incommoding Sidewalk

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2610	Abortion, Attempted Abortion, Conspiracy
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2630	Bee Bee Regulations, Violation of (article 9 sec. 4B)
2631	Building Regulations
2632	Business License - except unlicensed rooming house
2633	Zoning Regulations
2634	Child Labor Laws
2635	Compulsory Education Law
2636	Disorderly Jostling
2637	Fire by Negligence
2638	Cruelty to Animals
2639	Discharging Firearms
2640	D.C. Unemployment Compensation Act
2641	
2642	
2643	Dog Control and Muzzle Regulations
2644	Drinking in Public
2645	D.C. Sales Tax Law, Violation of
2646	Electrical Code Regulations
2647	
2648	Failing to pay Board Bill
2649	False Alarm of Fire

2650	False Charge of Unchastity
2651	False Report to Police
2652	Fireworks, possession, sale and discharging
2653	Fire Regulations
2654	Fire - Kindling Bonfire
2655	Fishing and Game Laws
2656	Healing Arts & Practice Act, Violation of
2657	
2658	Harbor Regulations
2659	Harboring a Fugitive
2660	Health Regulations
2661	Possession Weapon prohibited to Minot (Art. 9 Sec. 2)
2662	Indecent Performance and Permitting
2663	Conditional Sales, Violation of
2664	Massaging Perrson of Opposite Sex
2665	Mental Observation
2666	Sniffing Glue
2667	
2668	No Occupancy Permit
2669	Other Misdemeanors
2670	Pharmacy Laws
2671	Playing Ball in Street
2672	Plumbing Regulations
2673	Possession of Implements of Crime (1st Offense)
2674	Possession, sale or exhibiting of Lewd or Obscene Literature, Pictures, etc.
2675	Prisoners - Misprisions by Officer
2676	
2677	Violation of Railroad Retirement Act
2678	
2679	Riot or Inciting to Riot
2680	Second-hand Dealer's Regulations
2681	Selling Tobacco to Minors
2682	Smoke Laws
2683	Trash, Violation of (Police Regulations)
2684	Taking Property without Right
2685	Threats or Threats in a Menacing Manner
2686	
2687	Trepassing on Railroad Property
2689	Industrial Safety Standards, Violation of
2690	Unlawful Entry (includes attempts)

2691	Unlawful Possession, Sale or Use of Explosives, Transportation of
2692	Unlicensed Entertainment
2693	Unlicensed Rooming House
2694	Violation of U.S. Park Regulations
2695	Wage-Hour Law
2696	Workmen's Compersation Law
2697	Cigarette Tax Act

2700 - SUSPICION

2731	Investigation
2732	Held for Coroner
2733	Attachment (or bench warrant)
2734	Conditon of Parole
2735	Condition of Probation
2736	Held in Transit
2737	Immigration Authorities
2738	U.S. Department of Justice
2739	Juvenile Court
2740	Military Authorities
2741	U.S. Marshal
2742	U.S. Secret Service
2743	Fugitive from Justice
2744	Fugitive from Board Public Welfare
2745	Held as U.S. Witness
2746	Fugitive from Parents
2747	Fugitive from Mental Hospital
2748	Held for Postal Authorities

3300 - VIOLATION OF ROAD AND DRIVING LAWS

7799	Felony - not reported
8800	All Other Misdemeanors
8801	Misdemeanor Escape
8899	Misdemeanor - not reported
9900	Unknown or not indicated

TABLE B13

COURT

0   Other

1   Commissioner

2   Grand Jury

3   Superior Court

4   Appeals Court of Superior

5   U. S. District Court for D. C.

6   Appeals Court of U. S. District Court

7   Out of States Courts

TABLE B14

CHARGE STATUS AND DISPOSITIONS

0

1   Sentenced and serving sentence.

2   Sentenced and awaiting appeal.

3   Not sentenced, and awaiting court action. This code will always be used for a new charge -- not one for which the inmate has already received a sentence. It would include all inmates confied on a preliminary commitment pending further hearing action.

4   Federal Youth Correctional Act cases sentenced under Section 5010 (b) of the FYCA are to be placed in this class if they have no other case pending. Inmates sentenced under the observation provision of the FYCA are not included and should be coded under Code J.

5   Parole violator who has been confined on a Parole Violators Warrant issued by the Board of Parole. Parole may also have been revoked or a violation hearing may be pending. This group does not include inmates confined on a detainer from the Parole Board of another state (they are coded under 9).

6   Pauper's Oath (Indigent Prisoners Act).

7   Purged.

8   Federal Youth Correctional Act cases sentenced under Section 5010 (c) of the FYCA are to be placed in this class if they have no other case pending. Inmates sentenced under the observation provision of the FYCA are not included and should be coded under Code J.

9   All other commitments including marshal holds, material witnesses, inmates awaiting deportation hearing, inmates given minority sentence under the Federal Juvenile Delinquency Act; but only if confined for felony offenses; plus any others not coded above.

A   Found not guilty case dismissed.

B   Nolle Prosequi, ignored by the Grand Jury or dismissed by the U. S. Attorney.

C   Sentence modified, balance of sentence suspended.

D   Case bound over for Grand Jury of U. S. District Court.

E   Bond Release (money).

F   Bond Release (personal).

G   Dismissed for want of prosecution.

H   Imposition sentence suspended.

I   Appeal Bond.

J   5010E unsentenced (90 day observation).

WORK RELEASE REFERRAL CODES

K   Court ordered misdemeanant. (C/M)

L   Parole Bond-Misdemeanant-Felon-Youth Corrections Act. (PB/M-F-Y)

M   Lorton Complex-Misdemeanant-Felon-Youth Corrections Act. (LC/M-F-Y)

N   Minimum Security-Misdemeanant-Felon-Youth Corrections Act. (MSF/M-F-Y)

O   Youth Center-Misdemeanant-Felon-Youth Correction Act. (YC/M-F-Y)

P   Probation and suspended sentence on personal recognizance.

Q   Jail-Misdemeanant-Felon-Youth Correction Act. (J/M-F-Y0

R   Bail Bond-Misdemeanant-Felon-Youth Corrections Act.

S   Paid fine - When the sentence provided the alternative of serving time or paying a fine, the sentenced man paid the fine.

T   Execution (by law).

U   Death (other than execution).

Y   5010D - adult sentence.

Revised: February 9, 1971

TABLE B15

PENDING ACTION

0   None

1   Commissioner

2   Grand Jury

3   Superior Court

4   Appeals Court, Superior Court

5   U. S. District Court for D. C.

6   Appeals Court of U. S. District Court

7   Awaiting Arraignment

8   Parole Board Hearing

9   Unknown

TABLE B16

FINES

xxx	No Fine Indicated
000	10 Dollars
001	100 Dollars
010	1000 Dollars
100	10,000 Dollars

TABLE B17

BOND

xxx	No Bond
000	10 Dollars
001	100 Dollars
010	1000 Dollars
100	10,000 Dollars
P	Purged

SUPERIOR COURT ONLY

002	Kronheim, M. S.	026	Pryor, W. C.
003	Barlow, M. C.	027	Belson, J. A.
004	Scalley, T. C.	028	Green, J. H.
005	Malloy, J. J.	029	Weston, R. M.
006		030	Sorrell, W. B.
007	Beard, E. A.	031	Goodrich, G. H.
008		032	Thompson, W. S.
009	Hyde, D. S.	033	Revercomb, G. H.
010		034	Washington, J. A.
011	Ryan, J. M. F., Jr.	035	Doyle, J. F.
012		036	Faunteroy, J. D.
013		037	Ketcham, O. W.
014	Daly, E. T.	038	McArdle, P. F.
015	Green, H.	039	Stewart, W. E.
016	Halleck, C. W.	040	Taylor, D. J.
017	Neilson, G. D.	041	Braman, L.
018	Alexander, H. T.	042	Harris, S. S.
019	Murphy, T.	043	Nunzio, N. S.
020		044	Bacon, S.
021	McIntyre, F. L.	045	Penn, J. G.
022	Korman, M. D.	046	Johnson, N. H.
023	Atkinson, R. R.	047	Hamilton, E. N.
024		048	Newman, T. R.
025	Burka, A.	049	

DISTRICT OF COLUMBIA COURTS

002	Kronheim	022	Korman
003	Barlow	023	Atkinson
004	Scalley, Thomas C.	024	Ryan
005	Malloy	025	Burka
006	Howard	026	Pryor
007	Beard	027	Belson
008	Fickling	035	Miller, Morris
009	Hyde	036	Faunteroy, John D.
010	Kelly	037	Ketcham, Orman W.
011	Ryan		

UNITED STATES DISTRICT COURT

012	Waddey	051	Bryant, William B.
014	Daly	052	Corcoran, Howard F.
015	Greene, Harold	053	Curran, Edward M.
016	Halleck	054	Gasch, Oliver
017	Neilson	055	Gesell, Gerhard
018	Alexander	056	Green, June
019	Murphy	057	Hart, George L., Jr.
020	Edgerton	058	Holtzoff, Alexander
021	McIntyre	059	Jackson, Joseph R.

060	Jones, William B.	079	Dwyer
061	Keech, Richmond B.	080	Letts
062	Mathews, Burnita Shelton	081	Bailey
063	McGarraghy, Joseph C.	082	Scott
064	McGuire, Mathew F.	083	Bowman
065	McLaughlin, Charles R.	084	Galdsborough
066	Pine, David	099	U. S. Commissioner Sam Wertleb
067	Pratt, John L.		
068	Robinson, Aubrey, E., Jr.		
069	Schweinhaut, Henry A.		
070	Sirica, John		
071	Smith, John Lewis, Jr.		
072	Waddy, Joseph C.		
073	Walsh, Leonard P.		
074	Youngdahl, Luther		
075	Tamm		
076	Kirkland		
077	Wright		
078	Laws		

TABLE B19

INMATE LOCATIONS

00	Unknown Community Program.
01	(Jail) D. C. Jail, 200 - 19th Street, S. E.
02	(Comp) Lorton Correctional Complex, P. O. Box 25, Lorton, Virginia 22079.
03	(YC) Lorton Youth Center, P. O. Box 25YC, Lorton, Virginia 22079
04	(WDC) Women's Detention Center, 1010 N. Capitol Street.
05	
06	(SR-1) Shaw Residence #1, 1770 Park Road, N. W.
07	Jurisdiction of the Court
08	(MinSecFac) Minimum Security Facility, Occoquan, Virginia.
09	(RTC) Residential Treatment Center, 519 C Street, N. E.
10	(CTCY) Com. Treatment Center for Youth, 1825 - 13th Street, N. W.
11	(SR-2) Shaw Residence #2, 1740-42 Park Road, N. W.
20	Other Rederal Institutions - Unknown.
21	Saint Elizabeths Hospital
22	Federal Facility - Ashland, Kentucky
23	Federal Facility - Alderson, West Virginia
24	Federal Facility - Atlanta, Georgia
25	Federal Facility - Chillicothe, Ohio
26	Federal Facility - Danbury, Connecticut
27	Federal Facility - Leavenworth, Kansas
28	Federal Facility - Lexington, Kentucky
29	Federal Facility - Lewisburg, Pennsylvania
30	Federal Facility - Milan, Michigan
31	Federal Facility - Marion, Illinois

32   Federal Facility - McNeil Island, Washington

33   Federal Facility - Petersburg, Virginia

34   Federal Facility - Springfield

35   Federal Facility - Texarkana, Texas

36

37   (EFEC) Efforts for Ex-Convicts, 701 Maryland Avenue, N. E.

38   (PIF) Psychiatric Institute Foundation, 1343-45 Euclid Street, N. W.

39

40   (CCC-I) Community Correctional Center #1, 1841 - 16th Street, N. W.

41   (NARC) Narcotic Treatment Program and Center, 456 C Street, N. W.

42   (SR-3) Shaw Residence #3, 2019 - 19th Street, N. W.

43   (CCC-4) Community Correctional Center #4, 527 -50th Place, N. E.

44   (CCC-5) Community Correctional Center #5, 1817 - 13th Street, N. W.

45   (YCCP) Youth Crime Control Project, 1719 - 13th Street, N. W.

46   (WHHW) Washington Halfway Home for Women, Inc., 1816 - 19th Street, N. W.

47   (WCWR) Women's Center Work Release, 1010 N. Capitol Street

48   (SERD) Social Educational Research and Development, Inc. 406 Condon Terr., S. E.

49

50   (APRL) Adult Parole, Room 911, 614 H Street, N. W.

51   (YPRL) Youth Parole, Room 1006, 614 H Street, N. W.

52   Escape

53   Abscond

54   Unescorted furlough (less than 24 hours), institutions only.

55   Unescorted furlough (over 24 hours), institutions only.

99   Bonabond

COMMUNITY CORRECTIONAL CENTERS

CCC #1   Mr. Marion Robertson   **NARC**   Mr. William Chisholm
Administrator   Administrator
                         Mr. Clarence Morton
Assistant Administrator   Assistant Administrator
1841 - 16th Street, N.W.   456 C Street, N.W.
629-5417, 5418, 5419, 5483   629-3883, 3884

CCC #4   Mr. Charles Lindsay   **SHAW #1**   Mr. Albert (Cil) Brown
Administrator   Director

Assistant Administrator   Assistant Director
527 - 50th Place, N.E.   1770 Park Road, N.W.
397-4500   667-2444, 8590

CCC #5   Mr. Frank Riddick   **SHAW #2**   Mr. Decatur Trotter.
Acting Administrator   Director
                         Mr. James Lock
Assistant Administrator   Assistant Director
1817-13th Street, N.W.   1740-42 Park Road, N.W.
462-8475, 8476, 8477   667-6599, 6561

YOUTH SERVICES: **SHAW #3**   Mr. Larry Kreis
                         Director
YTCY   Mr. Salanda Whitfield   Mr. Dennis Flanders
Administrator   Assistant Director
1825-18th Street, N.W.   2019-19th Street, N.W.
332-5575, 5576, 5577   387-5555, 6666

YCCP   Mr. Ashley Corley   **RES.**   Mr. Marion Strickland
Administrator   **TREAT.**   Director
1719-13th Street, N.W.   **CENTER**   Mr. Lloyd Fennell
462-7805, 2270   Assistant Director
                         519 C Street, N.E.
HALFWAY HOUSE FOR WOMEN: 546-7702, 7703

WHHW   Mrs. Doris Whitney   **Euclid**   Mr. Morgan Jones
Executive Director   **House**   Clinical Administrator
Washington Halfway Home   Mr. Samuel Washington
  for Women, Inc.   Management Administrator
1816-19th Street, N.W.   1343-45 Euclid Street, N.W.
462-8773, 8982, 8983   462-6787, 6788

WDC-WR   Mrs. Margie Williams   **EFEC**   Mr. Rudolph Yates
Administrator   **Center**   Administrator
Women's Detention Center   Mr. Isaac Hill
  Work Release Center   Assistant Administrator
1010 N. Capitol Street,   701 Maryland Avenue, N.E.
N.W.   544-7200, 7201, 7202, 7203
629-5235

TABLE B-19a

INMATE LOCATIONS

INITIALS USED

CODE	NAME
UNCP	Unknown Community Program
JAIL	D. C. Jail
COMP	Lorton Complex
YCTR	Lorton, Youth Center
WDC	Womens' Detention Center
SR-1	Shaw Residence #1
JOTC	Jurisdiction of the Court
MSEC	Minimum Security Facility
RTC	Residential Treatment Center
CTCY	Community Treatment Center for Youth
SR-2	Shaw Residence #2
OFED	Other Federal Institutions-Unknown
STEL	St. Elizabeth
ASKY	Ashland, Kentucky
ALWV	Alderson, West Virginia
ATGA	Atlanta, Georga
CHOH	Chilicothe, Ohio
DACT	Danburg, Connecticut
LEKS	Leavenworth, Kansas
LEKY	Lexington, Kentucky
LEPA	Lewisburg, Virginia
MLMI	Milan, Michigan
MAIL	Marion, Illinois
MIWA	McNeil Island, Washington
PBVA	Petersburg, Virginia
SPFD	Springfield
TXTX	Texarkana, Texas
EFEC	Efforts from Ex-Convicts
PIF	Psychiatric Institute Foundation (Euclid House)
CCC1	Community Correctional Center #1
NARC	Narcotic Treatment Program
SR-3	Shaw Residence #3
CCC4	Community Correctional Center #4
CCC5	Community Correctional Center #5
YCCP	Youth Crime Control Project
APRL	Adult Parole
YPRL	Youth Parole
ESCP	Escape
ABSC	Abscord
FU24	Furlough (less than 24 hours)
FU25	Furlough (over 24 hours)
BONA	Bonabond
WHHW	Washington Halfway Home for Women, Inc.

CONTINUED

1 OF 2

TABLE B-19a

INMATE LOCATIONS

INITIALS USED

CODE	NAME
UNCP	Unknown Community Program
JAIL	D. C. Jail
COMP	Lorton Complex
YCTR	Lorton, Youth Center
WDC	Womens' Detention Center
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JOTC	Jurisdiction of the Court
MSEC	Minimum Security Facility
RTC	Residential Treatment Center
CTCY	Community Treatment Center for Youth
SR-2	Shaw Residence #2
OFED	Other Federal Institutions-Unknown
STEL	St. Elizabeth
ASKY	Ashland, Kentucky
ALWV	Alderson, West Virginia
ATGA	Atlanta, Georga
CHOH	Chilicothe, Ohio
DACT	Danburg, Connecticut
LEKS	Leavenworth, Kansas
LEKY	Lexington, Kentucky
LEPA	Lewisburg, Virginia
MLMI	Milan, Michigan
MAIL	Marion, Illinois
MIWA	McNeil Island, Washington
PBVA	Petersburg, Virginia
SPFD	Springfield
TXTX	Texarkana, Texas
EFEC	Efforts from Ex-Convicts
PIF	Psychiatric Institute Foundation (Euclid House)
CCC1	Community Correctional Center #1
NARC	Narcotic Treatment Program
SR-3	Shaw Residence #3
CCC4	Community Correctional Center #4
CCC5	Community Correctional Center #5
YCCP	Youth Crime Control Project
APRL	Adult Parole
YPRL	Youth Parole
ESCP	Escape
ABSC	Abscord
FU24	Furlough (less than 24 hours)
FU25	Furlough (over 24 hours)
BONA	Bonabond
WHHW	Washington Halfway Home for Women, Inc.

TABLE B20

MOVEMENT

02 Expiration (to be used when a man completes his sentence and had no further obligation).

04 Mandatory Release

09 Administrative Work Release

10 Court Order Work Release

16 Extradited to Another Jurisdiction.

17 Sent to another jurisdiction Federal Prison to be used when a man is sent to another jurisdiction to serve time when he either is not sentenced here or does not complete a sentence here. Sent to immigration authorities.

18 Release to U. S. Marshal - reason not given.

24 Sentence Modified - balance of sentence suspended by Court.

25 Credit given for time in jail; this code will be used infrequently. To be used when a man spends so much time awaiting trial that, although he is found guilty, he is released from court.

26 Court Order (R.C.A.)

27 Released at Court - other (i.e., acquitted by reason of insanity).

28 Released at Court - reason not given.

29 Death other than execution.

32 Death

33 Other Release

35 Special (this code will force the active record to the inactive file).

36 Special (this code will make the inactive record on the Master Subfile active again).

60 For a court appearance

61 For medical reasons

62	For a psychological examination
63	For an Attorney interview
64	For a parole hearing
65	To serve sentence
66	For security reasons
67	For administrative reasons
70	Missing from Department of Corrections
71	Granted parole or returned to parole
72	To resume sentence
80	Had previously absconded
81	Had previously escaped

Revised: February 9, 1971

TABLE B21

PROGRAM PARTICIPATION

0	Not assigned
1	Approved but not yet assigned
2	New man - not evaluated
3	Excellent
4	Good
5	Satisfactory
6	Poor
7	Unsatisfactory

TABLE B22

CONDUCT RECORD

0   Not reported

1   Excellent

2   Good

3   Satisfactory

4   Unsatisfactory

5   Poor, problem

TABLE B23

WARRANT DISPOSITION/VIOLATION/DETAINER REVIEW

Blank   None issued

0   Withdraw Warrant

1   Revoked

2   Reinstated

3   Continued - Counsel

4   Continued - Witness

5   Continued - Other

6   Remains as a detainer

7   Withdraw detainer

8   Executive detainer

TABLE B24

DEGREE OF PAROLE SUPERVISION

0   Not classified

1   Minimum

2   Medium

3   Maximum

4   Incarcerated

5   Inactive Supervision (Conditional Release)

6   Inactive Supervision (Warrant Issued)

TABLE B25

INITIAL HEARING, REHEARING, VIOLCATION HEARING, LAST
CONTINUTED HEARING - OR RECONSIDERATION DISPOSITIONS

0   Future Date

1   Granted

2   Denied

3   Continued

4   Rescind previous grant.

5   Rescind grant to future date

6   Grant reaffirmed

7   Inmate declines hearing

8   Paroled to Detainer or Another State

9   Paroled to a Community Program

TABLE B28

LOCATION

5	House number ends with 1/2
R	Rear apartment
A,B,C,...	Apartment letter

TABLE B29

D. C. DEPARTMENT OF CORRECTIONS

PAROLE OFFICER CODING

CODE	OFFICER	ADULT PAROLE AREA
00	Julius F. Martin**	-
01	Kenneth Coleman	3
02	Wade Brown*	1
03		
04	Alfred Zimmerman*	2
05	James Newman	3
06	Charles Carrington	1
07		
08	Thomas Friend	3
09		
10	Samuel Cooper	2
11	Charles Poindexter	2
12	George Williams	3
13	Jefferson Melvin	3
14	Stephen Roberts	1
15	Francis Schancks	1
16	Albert McNeill	1
17	Ryland Simmons	1
18	John Stokas	2
19		
20	Eugene Tucker	2

CODE	OFFICER	ADULT PAROLE AREA
21	Otis Troupe	2
22	Margie Williams (Mrs.)	2
23	Frank Wilson	2
24	Howard Wood*	3
25	Timothy Abron	1
26		
27	Daniel Spicer	3
28		
29		
30		
31		
32		
33		
34		
35		
36		
37	Bonabond	Zimmerman*
38		
39		
40		
41-49		
50	James Porter*	YOUTH PAROLE
51	Kent Boutilier	YOUTH PAROLE
52	George Deford	YOUTH PAROLE

CODE	OFFICER	
53	Howard Dennison	YOUTH PAROLE
54	Edward Faison	YOUTH PAROLE
55	Willie Spruiell	YOUTH PAROLE
56	Benny Hodges	YOUTH PAROLE
57	Jacob Johnson	YOUTH PAROLE
58	Paul Kelner	YOUTH PAROLE
59	Dave Mason	YOUTH PAROLE
60	Frank Phillips	YOUTH PAROLE
61	Ralph Reynard	YOUTH PAROLE
62	Donald Soskin*	YOUTH PAROLE
63	Maxwell Stokes	YOUTH PAROLE
64	Cleveland Blunt	YOUTH PAROLE
65	Barry Zipkoff	YOUTH PAROLE
66	Barbara Ridley (Mrs.)	YOUTH PAROLE
67	Bryant Smith	YOUTH PAROLE
68	Mary Abraham (Mrs.)	YOUTH PAROLE
98	Inactive Supervision (MPD Report Only)	

** Chief
* Supervisor

TABLE B30

REHABILITATION PROGRAMS

01   Adult Education and Community Schools

02   Adult Outpatient Services Georgetown University Hospital

03   Adult Program of the Twelfth Street Young Men's Christian Association

04   Adventist Welfare

05   Alcoholic Rehabilitation Clinic, Area B Community Health Center, D. C. Department of Public Health

06   Big Brothers of the National Capital Area, Inc.

07   Bonabond, Inc.

08   Boys' Clubs of Greater Washington

09   Boys Scouts of America

10   Bureau of Alcoholic Studies and Rehabilitation

11   Bureau of Rehabilitation of the National Capital Area

12   Calvary Baptist Church

13   Catholic Charities of the Archdiocese of Washington, D. C.

14   CHANGE, Inc.

15   Child Psychiatry Service

16   Christ Child Settlement House-Camp

17   Commission on Christian Social Concerns

18   Community Psychiatric Clinic, Inc.

19   Department of Vocational Rehabilitation

20   D. C. Apprenticeship Council

21   District of Columbia Institute of Mental Hygiene

22   Drug Addiction Treatment and Rehabilitation Center

23   Drug Rehabilitation Program

24   Employment Counseling Service

25   Fairmicco, Inc.

26   Family and Child Services of Washington, D. C.

27   Far East Community Services, Inc.

28   Friends of the Juvenile Court

29   Girl Scouting

30   Gospel Mission

31   Health Information and Referral Center, D. C. Department of Public Health

32   Home for Unwed Mothers (Florence Crittenton Home)

33   Information and Referral Service of the Health and Welfare Council, National Capital Area

34   Interracial Council for Business Opportunity of Greater Washington

35   Job Corps, United Planning Organization

36   Juvenile Delinquency Prevention Program

37   Legal Aid Society of the District of Columbia

38   MA-1, D. C. Manpower Administration

39   Maryland State Employment Service, Department of Employment Security

40   Mental Health Study Center National Institute of Mental Health

41   Mental Retardation Program, D. C. Department of Public Health

42   Municipal Lodging Houses, D. C. Department of Public Welfare

43 Near Northeast Community Improvement Corporation

44 Neighborhood Development Center of the Washington Urban League

45 Neighborhood Development Youth Program

46 Night Neighborhood Service Center

47 Occupational Training Center, Help for Retarded Children, Inc.

48 Offender Rehabilitation Project of the Legal Aid Agency for the District of Columbia

49 On-the-Job Training, Washington Urban League

50 Opportunities Industrialization Center

51 Police-Community Relations, Peoples Involvement Corporation

52 Prince George's County Mental Health Bureau and Community Psychiatric Center #1

53 Project Build

54 Project Crossroads, National Committee for Children and Youth

55 Psychiatry Service, Veterans' Administration Hospital

56 Public Housing, National Capital Housing Authority

57 Residential Treatment Program for Drug Dependent Persons, Bureau of Rehabilitation

58 Revoing Leader Program, D. C. Department of Recreation

59 St. John's Child Development Center

60 Salvation Army Correctional Services Bureau

61 Salvation Army Men's Social Service Center

62 Service Employee's International Union Custodial Training Project

63 Shaw Residence, Bureau of Rehabilitation of the National Capital Area

64 Sheltered Workshop - Rehabilitation Center, Davis Memorial Goodwill Industries

65 Social Hygiene Society of Metropolitan Washington

66 Southwest House Neighborhood Development Program

67 Suicide Prevention Service, Emergency Mental Health Consultation, D. C. Department of Public Health

68 The Pastoral Counseling and Consultation Centers of Greater Washington

69 The Pastoral Institute

70 Travelers Aid Society of Washington, D. C., Inc.

71 United Communities Against Poverty, Inc.

72. U. S. Employment Service for the District of Columbia

73 U. S. Public Health Service Outpatient Clinic

74 Veterans Affairs of the Washington Urban League

75 Washington Area Council on Alcoholism, Inc.

76 Washington Job Center

77 Work Incentive Program

78 Youth Group Homes

TABLE B31

EYE COLOR CODES

GR	Green
BL	Blue
BR	Brown
BK	Black
HZ	Hazel
MX	Mixed

TABLE B32

HAIR COLOR CODES

00	Bald
BK	Black
BN	Blonde
BR	Brown
GY	Gray or partially gray
RD	Red or Auburn
SN	Sandy
WH	White

END