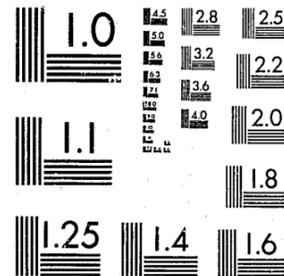


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National Institute of Justice  
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DECEMBER 1978

**POLICE INFORMATION SYSTEM  
FOR  
OXNARD, CALIFORNIA**

**A COST/BENEFIT  
ANALYSIS OF ALTERNATIVES**

PREPARED BY  
THE NATIONAL CLEARINGHOUSE FOR  
CRIMINAL JUSTICE INFORMATION SYSTEMS  
JOE SHARP

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*Points of view or opinions stated in this report are those of SEARCH Group, Inc., and do not necessarily represent the official position or policies of the U.S. Department of Justice.*

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ACQUISITIONS

Section I  
INTRODUCTION

At the request of the Oxnard, California Police Department, SEARCH Group, Inc. provided technical assistance as a service of the National Clearinghouse for Criminal Justice Information Systems. This technical assistance is in support of the Integrated Criminal Apprehension Program (ICAP), a project supported by the Law Enforcement Assistance Administration's Office of Criminal Justice Programs. The Clearinghouse staff was asked to perform an analysis of feasible alternatives and a cost/benefit study for the possibility of developing an automated Police Information System. This report represents the findings of that assistance effort.

A representative of SEARCH Group, Inc., made an on-site visit to the Oxnard Police Department which included examinations of the manual record system, crime analysis unit, and a tour of the city Data Processing facility, as well as numerous interviews with key staff members. As a result of these conversations, a number of automated applications which were of primary interest to the Department were identified. Those applications identified were: master name file with histories, incident tracking and UCR, case flow management, work/load analysis, stolen properties, wants/warrants and crime analysis functions including suspect/known offender information. These programs as well as specific volumes of information recorded by the Police Department were used as a basis for developing the hardware capacities identified later in this

report. Growth factors to allow for future trends were also incorporated.

The following alternatives were found to be technically feasible and each is analyzed herein:

- Upgrade City of Oxnard Computer - By upgrading the current NCR 101 mainframe to an on-line NCR 8370 with double density disk storage capacity, all the record processing for the Oxnard Police Department, in addition to the regular city data processing needs, can be accommodated.
- Dedicated Minicomputer - By purchasing a minicomputer and dedicating it solely to police applications, most of the problems inherent with management control or system priorities can be alleviated.

In Section IV, each of the feasible alternatives has been analyzed with regard to control, risk, time and operational impacts. Both the positive and negative aspects of each alternative have been addressed.

## Section II

### LAW ENFORCEMENT PROBLEMS

Law enforcement agencies across the country face future problems associated with the dual forces of population growth and crime rate increases. While it is difficult to predict with certainty the exact nature of future law enforcement requirements, certain trends based upon past statistics may be projected. This section will compare local trends to those nationally and project future requirements using three standard growth rates.

#### National Trends

- Part 1 crimes have increased 37 percent between 1972 and 1976, while population has increased only 3 percent.
- The number of law enforcement personnel per 1,000 people has increased 2.7 percent annually between 1972 and 1976.
- A 6 percent decrease in Part 1 crimes was recorded for the first 9 months of 1977 as compared to the same period of 1976.

#### Local Facts

- The city of Oxnard has a population of 93,000 and has shown an annual 3-4 percent increase.
- There are 1.2 sworn police officers per 1,000 population.
- Part 1 crimes totaled 8,893 in 1977, an increase of 12 percent over 1975.

- Violent crime in Oxnard increased 39 percent from 1975 to 1977 to a total of 1,394 incidents.
- Property crime increased 8 percent between 1975 and 1977 and accounted for 7,499 cases.
- There was \$3,936,883 of stolen property reported in 1977 which was 79 percent higher than the 1975 figure.

The recent National Crime Survey Report by the U. S. Department of Justice (SD-NCS-N-8, November 1977) indicates that nationwide a high percentage of crimes are not reported to police agencies. If the national trend is an accurate reflection of conditions in Oxnard, California, the number of actual offenses and the crime rate is in reality much higher.

Applying the national percentages of reported vs. unreported crimes the following chart shows the estimated number of unreported and total crimes for Oxnard:

<u>Offense</u>	<u>Number Reported</u>	<u>Number Unreported</u>	<u>Actual Total</u>
Homicide	14	0	14
Rape	52	46	98
Robbery	419	159	578
Aggrevated Assault	300	327	627
Burglary	2,663	2,077	4,740
Larceny	4,040	10,908	14,948
Motor Vehicle Theft	796	342	1,138
Totals	<u>8,284*</u>	<u>13,859</u>	<u>22,143</u>

\*This does not include simple assaults.

FUTURE EXPECTATIONS

Projection #1

- Annual 4% population growth
- Annual 4% crime rate increase

Result in 1987

Population of 137,640  
 Part 1 crimes will total 13,162  
 Violent crime will increase to 2,063 incidents  
 Property crime will account for 11,099 cases  
 The total value of property stolen will be \$5,826,587

Projection #2

Annual 6% population growth  
 Annual 8% crime rate increase

Result in 1987

Population of 166,563  
 Part 1 crimes = 19,200  
 Violent crime = 3,010  
 Property crime = 16,190  
 The total value of property stolen will be \$8,499,730

Projection #3

Annual 10% population growth  
 Annual 10% crime increase

Result in 1987

Population of 241,242  
 Part 1 crime = 23,068  
 Violent crime = 3,616  
 Property crime = 19,452

The total value of property stolen will be \$10,212,274

The above projections do not take into consideration the unreported and actual total of offenses as portrayed on page 4. If these were accounted for, the totals could be substantially higher.

Section III

CONCLUSIONS AND RECOMMENDATIONS

An analysis of the technical assistance findings (see Section IV) indicates that although there are several operational advantages to upgrading the present City of Oxnard NCR 101 computer, such an upgrade would be cost prohibitive in light of the usage envisioned by the Oxnard Police Department. Several factors have been considered.

- Although current city employees could be utilized in system development and program maintenance, additional personnel would be needed to operate and maintain the system on a 24-hour-a-day, 7-day-a-week basis.
- If the Law Enforcement system were to assume the tie directly into NLETS-NCIC files, a non-removable, dedicated disc would be a requirement.
- Upgrading the City of Oxnard's computer to handle the criminal justice system would create a problem of security. Much of the data stored in the automated law enforcement files is considered to be sensitive; every safeguard must be taken to ensure the privacy and security of the data and the integrity of the system.

Based on these factors and other findings described later in this report, the Clearinghouse offers the following recommendations with regard to the establishment of a Police Information System for the Oxnard Police Department:

- A minicomputer with the capability of supporting the proposed police system should be purchased specifically for the use of the Oxnard Police Department.
- The minicomputer should be placed in the Police Department where 24-hour security can be stringently enforced.
- A System User's Group should be established consisting of staff representatives from every major unit within the department as well as every other Department/Agency with which the Information System will interface (e.g., Probation, Prosecutor). The User's Group will have the responsibility for determining the scope of the Information System and for identifying the data elements necessary to produce significant and useful management/operational reports. Appendix C is the Implementation Criteria for the Standardized Crime Reporting System and should be very helpful in this area.\*
- The by-laws and policies of the User's Group should be formalized to include terminal security agreements and the length of time information will be maintained on-line and supported by accessible hardcopy documents.
- The current status of the Information System project and the projected development effort should be reviewed by the User's Group with consideration given

\*This document is only a working paper at this time and is subject to change prior to final release.

to the interface with state and NCIC as well as the State Security and Privacy requirements. See Appendix A for further information on these requirements.

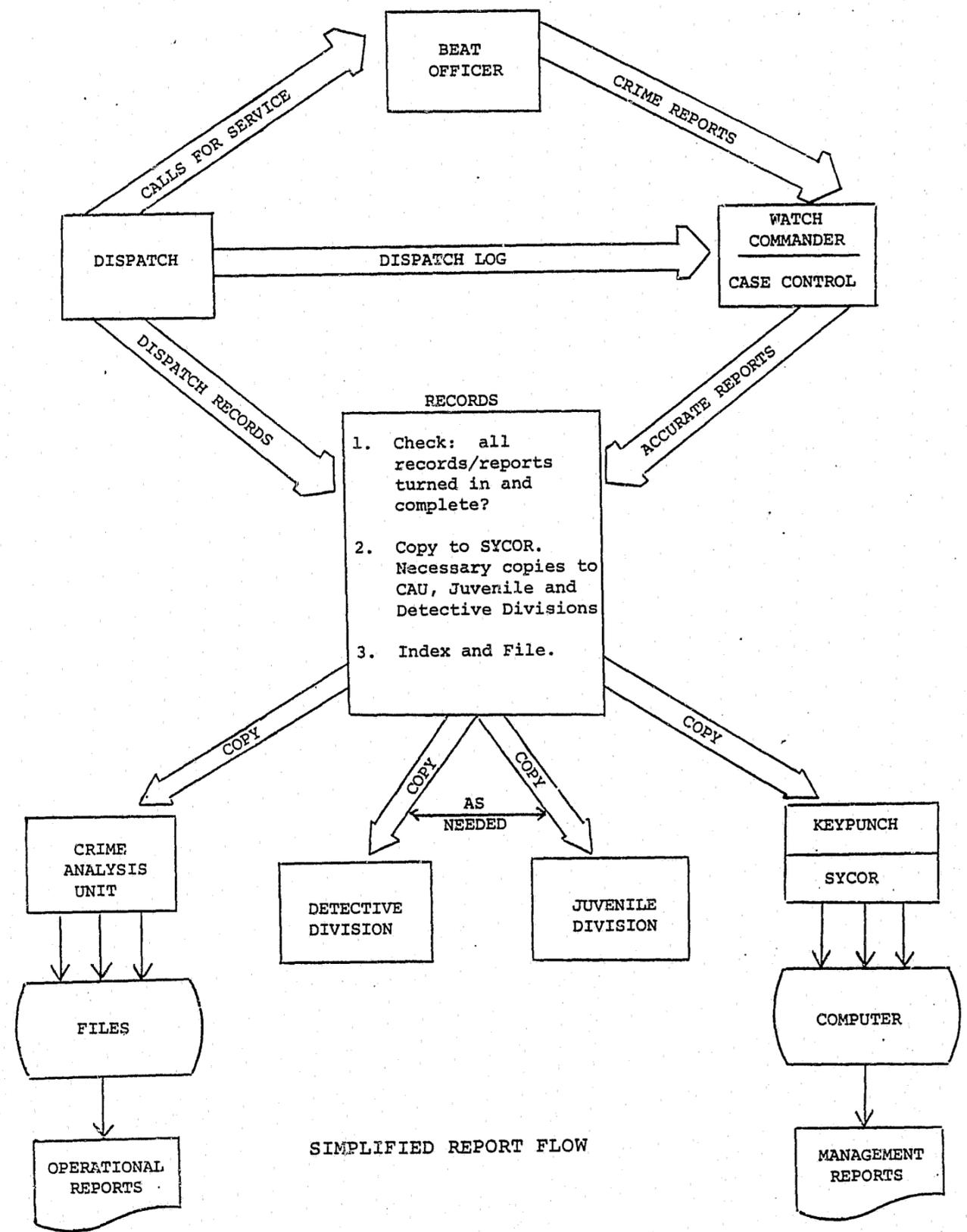
- A project director should be either hired or appointed (e.g., ICAP Program Manager) and a staff of no less than two programmer/analysts should be acquired. All program development, modification, and maintenance would be accomplished by these individuals, with system implementation and user training originating from this source.
- The Oxnard Police Department should consider the possibility of system transfer as a means of expediting the implementation process and reducing software costs. Appendix B identifies police agencies of the same approximate size of Oxnard that have many of the programs presently being considered. Some of these systems may be candidates as donors for system transfer.

Most data processing experts agree that the automation of an inefficient or ineffective manual procedure will result in an inefficient or ineffective automated system. For this reason, the Clearinghouse offers the following recommendations with regard to the current procedures now in effect in the Oxnard Police Department Records Section:

- The report flow should be reorganized to delete many of the unnecessary steps to allow quicker turnaround

of information to the Crime Analysis Unit and/or other user agencies. Page 10 portrays a simplified communications and report flow through records.

- The Watch Commander must become accountable for the completeness and accuracy of all crime/incident reports turned into records. Case control could be accomplished at this time to check for sufficient solvability to warrant further investigation by the detective or juvenile divisions.
- Upon entry into records, all complete and accurate reports should be cross-tabulated against the dispatch records to insure all reports have been turned in.
- Copies of targeted crime reports should be forwarded to the Crime Analysis Unit. All those reports marked by case control requiring followup investigations should be copied and forwarded to the appropriate division as working documents.
- An additional copy of all reports should be sent to keypunch/SYCOR for entry into the city computer system. This step will no longer be necessary if the department decides to implement a dedicated computer system as the reports will be input on-line in the records department and the computer will index and file the data entered.
- Dispatch must become accountable for all officer initiated activities as well as reportable incidents. Typically 70-80% of patrol time is used for officer



initiated activities (e.g., traffic, field interviews, facilities inspections, administrative activity, etc.). Unless all patrol activities are collected and analyzed, department officials will be unable to precisely determine actual manpower requirements and effective deployment patterns.

Since the time the initial investigations for this report were completed, the City of Oxnard has expressed an interest in replacing the city computer system. Their plan to utilize the funds the police have available and to pay all remaining charges for a system of sufficient size to handle all police and city activities could be acceptable with the following assurances:

- The system would provide at least as much police-dedicated computing power as is identified in this report.
- Proper privacy and security requirements are met.
- The Police Department be given top priority to access of criminal justice information.
- All Federal procurement and software documentation standards be adhered to while utilizing grant monies.

Section IV

ANALYSIS OF FEASIBLE ALTERNATIVES

All organizations must consider various options in the areas of costs and services. In a data processing operation, cost discussions and decisions typically focus on computer hardware. Accordingly, the two cost alternatives discussed in this report analyze the hardware options of purchase vs. user-sharing. However, other considerations such as software, location, staff and types of services to be provided must enter into the cost decision. Each data processing situation must be analyzed individually, inasmuch as each added system function requires that certain resources be available to perform the desired service.

In light of these considerations, this section contains descriptions of the feasible alternatives which have been analyzed and the findings which support the conclusions and recommendations.

Alternative 1: Upgrade City of Oxnard Computer

The first alternative addresses the upgrade of the City NCR 101 computer system. The shared computer facility offers the potential for providing criminal justice services sufficient to accommodate the processing needs of the Oxnard Police Department. However, this level of service must be predicated upon an upgrade of the current computer configuration. It would be necessary to replace the present NCR 101 mainframe

with the NCR 8370 computer system. This would increase the capacity, speed and operational ability of the system sufficiently to handle the proposed Police Information System accounting for future growth and increased utilization by other present system users. It would cost \$105,652 for the conversion to the NCR 8370 system as estimated by NCR Corporation. This conversion would include: a central processing unit with 128K core memory; conversion to double density disk drives; a multiplexor to handle numerous positions; a card reader as a different model is required by this system; a line printer; and, four CRT keyboard displays. This computer configuration is approximately 50 percent faster and more powerful than the equipment currently used. Additional staff would also be required to operate the system on a 24-hour-a-day, 7-day-a-week basis. It would be necessary to hire at least two additional programmer/analysts for the Police System plus 6 additional operators to provide around-the-clock system coverage. These positions, plus the project director, would amount to approximately \$134,320 per year, including benefits. If a law enforcement software package were to be purchased from NCR, the on-line system would cost \$60,000, while the data base management system called TOTAL would cost \$42,775 (plus many recurring costs). It must be pointed out, though, that both of these packages are proprietary to NCR and it would be very difficult, if not impossible, to justify

the expenditure of federal monies for either of these programs.

If the decision is made to utilize a shared computer facility, the Police Information System can be developed and maintained at a computer center which already has a trained staff and functioning hardware. However, a shared computer facility would pass the operational costs of the system back to the user on a cost-incurred basis: the greater the usage or transaction volume of the system's applications, the greater the cost to each user. What this means to the user is that if they anticipate there will be a high volume of transactions then it might be more cost effective to purchase their own computer.

Shared System Advantages

- Cost normally associated with computer hardware procurement and installation can be offset by trading in or selling the current computer mainframe.
- The staff services required to establish, maintain and operate a computer operation are purchased from an existing organization.
- Specialized services and facilities are available from a large center with staff experienced in telecommunications and application software.

Shared System Disadvantages

- Operating costs, which will be passed on to the user, will become high as transaction volume and usage increases over time.

- The Criminal Justice System and other applications may eventually overload the system and reduce response time below an acceptable level.
- Control of the operation concerning the system's perceived priorities and schedules may be difficult.
- Security and confidentiality of an individual's data may be more difficult to maintain in a shared computer environment.

RECAP OF COSTS FOR CITY OF OXNARD UPGRADE

<u>Initial Costs</u>	
City Computer Center Upgrade	\$ 88,952
4 Terminals & 1 Line Printer	<u>16,700</u>
Total Initial Costs	\$105,652
<u>Continuing Costs (Annual)</u>	
Personnel (additional cost)	\$134,320
Terminal and Printer Maintenance	2,368
Computer Maintenance*	1,764
Card Reader Maintenance	<u>382</u>
Total Continuing Costs	\$138,834
<u>Software Costs (optional)</u>	
NCR Law Enforcement System	\$ 60,000
NCR Total (data base system)	42,775

\*This figure only includes the additional costs that would be incurred with the computer upgrade and must be added to current maintenance costs.

Estimated Staff Costs For System

Position	Number Required	Monthly Rate	Annual Rate	Fringe Benefits (15%)	Total Annual Cost
Project director and center director	1	\$1,667	\$20,000	\$ 3,000	\$ 23,000
Programmer/Analyst*	2	1,333	16,000	2,400	36,800
Operators (Computer)	6	900	10,800	1,620	74,520
Totals	9	9,733	116,800	17,520	134,320

Monthly Cost - \$11,193 (Includes Fringe Benefits)

\*If an agreement can be reached with the city whereby the time of one of their programmer/analysts can be dedicated to the Police system, it would only be necessary to hire one additional person.

Alternative 2: Dedicated Minicomputer

The second alternative addresses the purchase of a mini-computer dedicated to the proposed Police Information System. The concept of having a computer center within the Oxnard, California Police Department necessitates the development of both a computer-based system and staff to serve the needs of the agency. The size of the computer required for the eventual capabilities of the police system is in the middle minicomputer range. It should have a minimum of 65,000 bytes of main memory expandable to 256,000 bytes as needed. Such a computer will require disk storage devices, tapedrives, line printer and terminals to furnish the level of services required.

Under the police department's computer center approach, a staff would have to be either appointed or hired to manage the center, maintain operational applications, operate the computer and perform numerous other functions necessary to sustain the envisioned computer facility. This staff would consist of at the very minimum one project director and two programmer/analysts, although the city's programmer/analyst has expressed a desire to help in the implementation process which would then require the hiring of only one additional person.

Again, it must be emphasized that due to the sensitive nature of some of the data stored on a police/criminal justice system, the facilities housing the computer must be physically secure in order to protect the information. If the minicomputer is purchased, it should be placed within the

Oxnard Police Department where 24-hour security can be stringently enforced.

The following points summarize some of the advantages and disadvantages to be considered for the dedicated mini-computer system approach.

Dedicated Computer System Advantages

- Long-term costs will be lower than with the shared computer alternative.
- The computer center operation will be under the control of the local law enforcement agency.
- Scheduling and prioritizing problems can be handled by local users.
- Tight control on security and confidentiality of data in observance of federal and state regulations can be complied with readily.

Dedicated Computer System Disadvantages

- High start-up costs will be experienced.
- Low utilization of the expensive computing facilities will be experienced during applications development.
- An experienced staff of computer professionals must be hired to manage and operate the center.
- High hardware costs per unit of system usage may occur because necessary non-peak capacity will not be fully utilized.

ESTIMATED UNIT COSTS FOR  
DEDICATED COMPUTER

Unit Requirements	Dedicated Computer	Purchase*		Lease	
		List	Maint	Month	Maint
1	Main Processor	\$25,000	\$200	\$ 750	Included
1	Fixed Head Disc/Controller (10-20 M Byte)	10,000	70	300	Included
1	Moving Head Disc/Controller (20 M Byte)	12,500	90	375	Included
4	CRT Keyboard Display	1,800	22	60	Included
1	Line Printer/Controller (300 LPM, 132 Column, 64 character)	11,000	130	330	Included
1	Mag Tape Drive (9 track-800BPI)	11,000	80	330	Included
1	Misc Hardware (Cabels, Cabinets, etc.)	5,000	-	150	-
	Totals	\$81,700	\$658	\$2,475	Included

\* Costs are rounded up to the next \$1,000 and are averages provided by minicomputer vendors. Note that these costs are volatile and are subject to change. Also note that the Mag Tape Drive may not be necessary as it is for the purpose of duplication as back-up to the disc drives.

Estimated Staff Costs For Dedicated System

Position	Number Required	Monthly Rate	Annual Rate	Fringe Benefits (15%)	Total Annual Cost
Project director and center director	1	\$1,667	\$20,000	\$3,000	\$23,000
Programmer/Analyst*	2	1,333	16,000	2,400	36,800
Totals	3	4,333	52,000	7,800	59,800

Monthly Cost - \$4,983 (Includes Fringe Benefits)

\*If an agreement can be reached with the city whereby the time of one of their programmer/analysts can be dedicated to the Police system, it would only be necessary to hire one additional person.

Estimated Floor Space Requirements  
For Dedicated System

	Number of Units	Space Required Per Unit	Total Space	Annual Cost At \$6.00 Sq. Ft.
Host Computer	1	150 Sq. Ft.	150 Sq. Ft.	\$ 900
Storage Area	1	100 Sq. Ft.	100 Sq. Ft.	600
Project Director	1	150 Sq. Ft.	150 Sq. Ft.	900
Programmer/Analysts	1	150 Sq. Ft.	150 Sq. Ft.	900
<b>Totals</b>	<b>4</b>	<b>550 Sq. Ft.</b>	<b>550 Sq. Ft.</b>	<b>3,300</b>

Monthly Cost \$275

COMPARISON OF COSTS  
SHARED VS. DEDICATED

	SHARED	DEDICATED
<u>Initial Costs</u>		
Computer System plus Peripherals	\$105,652	\$ 81,700
<u>Continuing Costs (annual)</u>		
Personnel	\$134,320	\$ 59,800
Maintenance	4,514*	7,896
Floor Space	---	3,300
TOTALS	\$244,486	\$152,696

\*This figure only includes the additional costs that would be incurred with the computer upgrade and must be added to current maintenance costs.

APPENDIX A

NATIONAL CRIME  
INFORMATION CENTER

COMPUTERIZED CRIMINAL HISTORY PROGRAM  
Background, Concept and Policy

## BACKGROUND AND CONCEPT

The establishment in 1971 of the Computerized Criminal History (CCH) File as part of the operating NCIC system was a major step forward in making this system of optimum value to all agencies involved in the administration of criminal justice. Offender criminal history has always been regarded by NCIC as the basic file in a criminal justice information system. From the beginning of NCIC, sensitivity of a criminal history file with its security and confidentiality considerations has always been recognized (Science and Technology Task Force Report, The President's Commission on Law Enforcement and Administration of Justice, 1967).

It is important to keep in mind the need to develop an offender criminal history exchange with the states that will rapidly gain the confidence of all users in terms of system integrity, accuracy, and completeness of file content. This type of discipline is necessary if a nationwide system employing the necessary standards is to succeed. Such discipline is an essential consideration during the record conversion stage, even though available data is limited, and becomes an essential goal in an operating on-line system.

From its inception, the concept of NCIC has been to serve as a national index and network for 50 state law enforcement information systems. Thus, the NCIC does not, nor is it intended to, eliminate the need for such systems at appropriate state and metropolitan levels, but complements these systems. The concept was built on varying levels and types of information in metropolitan area, state and national files. In such an overall system many thousands of duplicate indices in local, state and Federal agencies could be eliminated and all agencies share in centralized operational information from a minimum number of computer files. The purpose of centralization beyond economics is to contend with increasing criminal mobility and recidivism (criminal repeating). Computer and communications technology makes this possible and, in fact, demands this system concept.

Our way of life demands that local and state governments retain their traditional responsibility over law enforcement. Computer and communications technology such as NCIC enhances local and state capability to preserve this tradition. The NCIC system places complete responsibility for all record entries on each agency--local, state, and Federal. Likewise, clearance, modification, and cancellation of these records are also the responsibility of the entering agency. Each record, for all practical purposes, remains the possession of the entering agency. However, each local

and state agency in one state can immediately share information contributed by another agency in another state. This continuity of information greatly increases the capability of local and state agencies in working across state lines, which have in the past been barriers to mutual state and local law enforcement efforts.

The NCIC system, which is the first use of computer/communications technology to link together local, state and Federal governments, established the control terminal concept. In a national system, although the individual users are responsible for the accuracy, validity, and completeness of their record entries and their action decisions on positive responses to inquiries, more stringent controls with respect to system discipline are required. A control terminal on the NCIC system is a state agency or a large core city servicing state-wide or metropolitan area users. These control terminals, rapidly becoming computer based, share the responsibility in the national network for monitoring system use, enforcing discipline and assuring system procedures and policies are met by all users. The NCIC system, through its related control terminals and the advent of criminal history, has a potential of over 45,000 local, state and Federal criminal justice user terminals. Tradition, computer/communications technology, and the potential size of the NCIC network and its related state systems demand that its management responsibility be shared with the states. To accomplish this objective, an NCIC Advisory Policy Board was established.

From the beginning, the NCIC system concept has been to encourage and develop strong central state information and communications services. Through mandatory reporting laws at the state level, essential centralized files can be established for both operational and administrative use. The administrative or statistical use of computer-based files is a vital consideration. A state cannot make intelligent decisions about crime problems or criminal justice effectiveness unless it can statistically document the extent and nature of crime and the success or failure of the criminal justice system in its treatment of offenders. Thus, the planning of these systems must incorporate means of obtaining the necessary statistical data as a byproduct of the operational information being processed on a day-to-day basis. This is particularly true with respect to the criminal history application.

Of additional significance is a standardized law enforcement statistics program entitled "Uniform Crime Reports." Historically, this program collected crime statistics

directly from individual law enforcement agencies. For several years the program has embarked on an effort to assist the various states in creating their own statistical program. As of 1976, there were 36 states collecting crime statistics through a central state collection agency. The state programs provide the FBI with the necessary information to compile a national view of crime.

Offender criminal history, i.e., the physical and numerical descriptors of an arrested person and the basic recorded actions of the criminal justice agencies with respect to the offender and the charge, is vital information in day-to-day criminal justice operations. An FBI study entitled "Careers in Crime," published annually through the Uniform Crime Reporting Program, documents on a limited basis the extent of criminal repeating by the serious offender. Recent analysis indicates the number of years between the first and last (most recent) arrest was five years and five months and that within that time span the criminal repeater, measured on the basis of arrest, was arrested four times. A further study indicates 49 percent of persons arrested more than once were rearrested within the same state. When individuals having only one arrest are considered, then 67 percent of all the persons arrested were arrested within a single state. Therefore, an offender criminal history file in scope and use is essentially a state file and a state need.

There is, however, substantial interstate criminal mobility (33 percent) which requires sharing of information from state to state. There is no way to positively identify a first offender who will later commit a crime in another state. The approach then to a national index must be an empirical judgment that all state offenders committing serious and other significant violations must be included in the national index. As in other aspects of the system, the determination of which criminal acts constitute serious or significant violations resides with each individual state. A national index is required to efficiently and effectively coordinate the exchange of criminal history among state and Federal jurisdictions and to contend with interstate criminal mobility.

The development of offender criminal history for interstate exchange required the establishment of standardized offense classifications, definitions, and data elements. Felony and misdemeanor definitions cannot be used in this

approach because of the wide variation in state statutes. In fact, the definitions of a specific crime by state penal codes also vary widely. For full utility and intelligent decision-making, offender criminal history requires a common understanding of the terminology used to describe the criminal act and the criminal justice action.

Each computerized offender criminal history cycle must have a criminal fingerprint card as its basic source document. This is necessary in order to preserve the personal identification integrity of the system. While the criminal history file in the NCIC system will be open to all criminal justice terminals for inquiry, only the state agency can enter and update a record. This procedure provides for better control over the national file and its contents. It relies on a central state identification function to eliminate duplication of records and provides the best statistical opportunity to link together multijurisdictional criminal history at local and county levels.

Using the NCIC concept of centralized state information systems, another requirement is to change the flow of criminal fingerprint cards. Local and county contributors within a state must in an ultimate operational system forward criminal fingerprint cards to the FBI through the central state identification function. Where the state can make the identification with a prior print in file, it can take the necessary action in a computerized file without submission to the FBI. Where the state cannot make the identification, the fingerprint card must be submitted to the national identification file. Again, the system's concept is that a fingerprint card must be the source document for a record entry and update, but now it will be retained at the state or national level. This approach eliminates considerable duplication of effort in identifying fingerprint submissions, particularly criminal repeaters at state and national levels. It will be the responsibility of each state to determine its own capability in regard to servicing intrastate criminal fingerprint cards. Whenever a state has determined that it is ready to assume processing all intrastate criminal fingerprint cards, the state agency will inform contributors within the state to forward to the state identification bureau all criminal fingerprint submissions, including those which were previously directed to the FBI, and will also so inform the FBI. Since the success of the system concept depends on this procedure, all possible measures will be taken to assure compliance.

As pointed out earlier, the justification for a national index is to efficiently and effectively coordinate 50 state systems for offender criminal history exchange. The need is to identify the interstate mobile offender. FBI statistics with respect to more serious offenders indicate that about 67 percent confine their criminal activity to a single state. These are categorized as single-state offenders. Therefore, 33 percent commit crimes, are arrested, and are fingerprinted in two or more states. These are categorized as multiple-state offenders.

In either event sufficient data must be stored in the national index to provide all users, particularly those users who do not have the capability to fully participate in the beginning system, the information necessary to meet basic criminal justice needs.

In order for the system to truly become a national system, each state must create a fully operational state computerized criminal history capability within the state.

Although the present need for the criminal history file and the unequal development of state criminal justice systems dictate a simple initial index structure, the ultimate system should differentiate between "multiple state" and "single state" offenders with respect to the level of residency of detailed criminal history. "Single state" offenders are those whose criminal justice interactions have been non-Federal and confined to a single state having a computerized criminal history system.

The interstate exchange of computerized criminal history records requires a standard set of data elements and standard definitions. The system design was built upon user needs for all criminal justice agencies and ends with user input. It was designed on what it is possible to achieve in the future, but to operate on the information and hardware available at all levels at the present time. While the formats and standardized offense classifications and definitions seem ambitious, to implement a system of this potential scope and size without a design to substantially improve the identification/criminal history flow would be a serious error.

#### System Concept

As pointed out earlier, the concept of NCIC since initial planning in 1966 has been to complement state and metropolitan area systems. Although computer/communications technology is a powerful tool, a single national file of

detailed law enforcement data was viewed as being unmanageable and ineffective in serving the broad and specialized needs of local, state, and Federal agencies. The potential size and scope of a national system of computerized criminal histories involving 45,000 criminal justice agencies demand joint management by the states and the FBI NCIC.

#### Necessity for State Files

(1) Sixty-seven percent of the criminal history records will be single state in nature, i.e., all criminal activity limited to one state and, therefore, the responsibility of and of primary interest to that state.

(2) State centralization can tie together the frequent intrastate, multijurisdictional arrests of the same offender and thus eliminate unnecessary duplication of files at municipal and county levels. This will obviously result in economies.

(3) A state system with a detailed data base, because of its manageable size, can best satisfy most local and state criminal justice agency information needs both on- and off-line. The national file then complements rather than duplicates the state file.

(4) A state with a central data base of criminal history has the necessary statistical information for overall planning and evaluation, including specialized needs unrelated to the national file.

(5) State control of record entry and updating to the national file more clearly fixes responsibility, offers greater accuracy, and brings about more rapid development of the necessary standards.

(6) A central state system provides for shared management responsibility with FBI NCIC in monitoring intrastate use of the NCIC, including security and confidentiality.

(7) Channeling the criminal identification flow through the state to the national level eliminates substantial duplication of effort at national and state levels.

#### Compatibility of State and National Files

(1) To contend with criminal repeating and mobility, a national index of state and Federal offender criminal

history is necessary, i.e., a check of one central index rather than 51 other jurisdictions.

(2) The duplication provides a backup to recreate either a national or state file in the event of a disaster, a crosscheck for accuracy, validity, and completeness as well as a more efficient use of the network.

(3) The NCIC record format and data elements for computerized criminal history afford a standard for interstate exchange.

(4) In the developed system a single-state record (67 percent) will become an abbreviated criminal history record in the national index with switching capability for the states to obtain the detailed record. Such an abbreviated record should contain sufficient data to satisfy most inquiry needs, i.e., identification segment, originating agency, charge, date, disposition of each criterion offense and current status. This will substantially reduce storage costs and eliminate additional duplication.

#### Program Development

The proper development of the Computerized Criminal History Program, in terms of its impact on criminal justice efficiency and effectiveness and dollar costs, is vital. At the present time there is a wide range of underdevelopment among the states in essential services such as identification, information flow, i.e., court disposition reporting programs, computer systems, and computer skills.

(1) NCIC implemented computerized criminal history in November 1971, requiring the full interstate format for both single and multistate records because:

- (a) This enables all states to obtain the benefits of the Computerized Criminal History Program.
- (b) This provides all states time to develop and implement the necessary related programs to fully participate.
- (c) Familiarity with and adherence to all system standards will speed program development.

(2) It is understood that the NCIC Computerized Criminal History Program will be continually evaluated, working toward the implementation of the single state, multistate concept.

#### Levels of Participation

(1) The state maintains a central computerized criminal justice information system interfaced with NCIC. The state control terminal has the on-line capability of entering new records into state and NCIC storage, as well as the ability to update the computer-stored records. Through the state system local agencies can inquire on-line for criminal history at state and national levels. This is a fully participating NCIC state control terminal.

(2) The state maintains an electronic switch linking local agencies for the purpose of administrative message traffic and on-line access to NCIC through a high-speed interface. No data is stored at state level; however, criminal history records are stored in NCIC and new records are entered and updated by the state control terminal from a manual interface to the electronic switch. The switch provides local agencies direct access to NCIC for criminal history summary information and other files.

(3) The state maintains a manual terminal on low-speed line to NCIC. The state control terminal services local agencies off-line, i.e., via radio, teletype and telephone. Since the volume of computerized criminal history is relatively small, the state control terminal may convert criminal history records, enter and update these records in NCIC. There is no computer storage at state level.

Levels 2 and 3 are interim measures until such time as the state agency secures the necessary hardware to fully participate. At that time the state records stored in NCIC will be copied in machine form and returned to the originating state to implement the state system.

#### SECURITY AND CONFIDENTIALITY

##### I. Information in FBI NCIC Interstate Criminal History Exchange System

- A. Entries of criminal history data into the NCIC computer and updating of the computerized record will be accepted only from an authorized state or

Federal criminal justice control terminal. Terminal devices in other criminal justice agencies will be limited to inquiries and responses thereto. An authorized state control terminal is defined as a state criminal justice agency on the NCIC system servicing statewide criminal justice users with respect to criminal history data. Control terminals in Federal agencies will be limited to those involved in the administration of criminal justice and/or having law enforcement responsibilities.

- B. Data stored in the NCIC computer will include personal identification data, as well as public record data concerning each of the individual's major steps through the criminal justice process. A record concerning an individual will be initiated upon the first arrest of that individual for an offense meeting the criteria established for the national file. Each arrest will initiate a cycle in the record, which cycle will be complete upon the offender's discharge from the criminal justice process in disposition of that arrest.
- C. Each cycle in an individual's record will be based upon fingerprint identification. Ultimately the criminal fingerprint card documenting this identification will be stored at the state level or, in the case of a Federal offense, at the national level. At least one criminal fingerprint card must be in the files of the FBI Identification Division to support the computerized criminal history record in the index.
- D. The data with respect to current arrests entered in the national index will be restricted to serious and/or significant violations. Excluded from the national index will be juvenile offenders as defined by state law (unless the juvenile is tried in court as an adult); charges of drunkenness and/or vagrancy; certain public order offenses, i.e., disturbing the peace, curfew violations, loitering, false fire alarm; traffic violations (except data will be stored on arrests for manslaughter, driving under the influence of drugs or liquor, and "hit and run"); and nonspecific charges of suspicion or investigation.

- E. Data included in the system must be limited to that with the characteristics of public record, i.e.:
1. Recorded by officers of public agencies or divisions thereof directly and principally concerned with crime prevention, apprehension, adjudication, or rehabilitation of offenders.
  2. Recording must have been made in satisfaction of public duty.
  3. The public duty must have been directly relevant to criminal justice responsibilities of the agency.
- F. Social history data should not be contained in the interstate criminal history system, e.g., narcotic civil commitment or mental hygiene commitment. If, however, such commitments are part of the criminal justice process, then they should be part of the system. Criminal history records and other law enforcement operational files should not be an integral part of a central data base containing noncriminal justice related information, e.g., welfare, hospital, education, revenue, and other such noncriminal files necessary for an orderly process in a democratic society.
- G. Each control terminal agency shall follow the law or practice of the state or, in the case of a Federal control terminal, the applicable Federal statute, with respect to purging/expunging data entered by that agency in the nationally stored data. Data may be purged or expunged only by the agency originally entering that data. If the offender's entire record stored at the national level originates with one control terminal and all cycles are purged/expunged by that agency, all information, including personal identification data will be removed from the computerized NCIC file.

## II. Steps to Assure Accuracy of Stored Information

- A. The FBI NCIC and state control terminal agencies will make continuous checks on records being entered in the system to assure system standards and criteria are being met.

B. Control terminal agencies shall adopt a careful and permanent program of data verification including:

1. Systematic audits conducted to insure that files have been regularly and accurately updated.
2. Where errors or points of incompleteness are detected, the control terminal shall take immediate action to correct or complete the NCIC record as well as its own state record.

### III. Who May Access Criminal History Data

A. Direct access, meaning the ability to access the NCIC computerized file, will be permitted only under the management control of criminal justice agencies in the discharge of their official, mandated responsibilities. Agencies that will be permitted direct access to NCIC criminal history data include:

1. Police forces and departments at all governmental levels that are responsible for enforcement of general criminal laws. This should be understood to include highway patrols and similar agencies.
2. Prosecutive agencies and departments at all governmental levels.
3. Courts at all governmental levels with a criminal or equivalent jurisdiction.
4. Correction departments at all government levels, including corrective institutions and probation departments.
5. Parole commissions and agencies at all governmental levels.
6. Agencies at all governmental levels which have as a principal function the collection and provision of fingerprint identification information.
7. State control terminal agencies which have as a sole function by statute the development and operation of a criminal justice information system.

8. Regional or local governmental organizations established pursuant to statute which have as their sole function the collection and processing of criminal justice information and whose policy and governing boards have, as a minimum, a majority composition of members representing criminal justice agencies.

### IV. Control of Criminal Justice Systems

All computers, electronic switches and manual terminals interfaced directly with the NCIC computer for the interstate exchange of criminal history information must be under the management control of criminal justice agencies. Similarly, satellite computers and manual terminals accessing NCIC through a control terminal agency computer must be under the management control of a criminal justice agency. Management control is defined as the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers used to process criminal history record information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, systems design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community. A criminal justice agency must have a written agreement with the noncriminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above.

The Board continues to endorse the following statement by the Director of the FBI before the Subcommittee on Constitutional Rights on March 17, 1971: "If law enforcement or other criminal justice agencies are to be responsible for the confidentiality of the information in computerized systems, then they must have complete management control of the hardware and the people who use and operate the system. These information systems should be limited to the function of serving the criminal justice community at all levels of government--local, state and Federal."

Although dedication is not required for NCIC CCH participation, the security of the information contained in a criminal record system and the priority service needed by the criminal justice community will be enhanced by compliance with the following concepts:

1. Success of law enforcement/criminal justice depends first on its manpower, adequacy and quality, and secondly, on information properly processed, retrievable when needed, and used for decision making. Law enforcement can no more give up control of its information than it can its manpower.
2. Computerized information systems are made up of a number of integral parts, namely, the users, the operating staff, computers and related hardware, communications and terminal devices. For effectiveness, management control of the entire system cannot be divided. Likewise, the long-standing law enforcement fingerprint identification process is an essential element in the criminal justice system.
3. Traditionally, law enforcement/criminal justice has been responsible for the confidentiality of its information. This responsibility cannot be assumed if its data base is in a computer system out of law enforcement/criminal justice control.
4. The function of public safety and criminal justice demands the highest order of priority, 24 hours a day. Experience has shown that this priority is best achieved and maintained through dedicated systems.
5. A national/statewide public safety and criminal justice computer/communications system, because of priority, scope including system discipline, and information needs, on- and off-line, will require full service of hardware and operating personnel.
6. Traditionally, police and criminal justice information has not been intermingled or centrally stored with noncriminal social files, such as revenue, welfare, and medical, etc. This concept is even more valid with respect to computerized information systems at both national and state levels.

7. These systems, particularly public safety and criminal justice information systems, must be functional and user oriented if they are to develop effectively. Computer skills are a part of the system. Ineffective systems result not only in the greatest dollar loss but also costs in lives.

#### V. Use of System-Derived Criminal History Data

- A. Criminal history data on an individual from the national computerized file will be made available to Federal agencies authorized under Executive Order or Federal statute and to criminal justice agencies for criminal justice purposes. This precludes the dissemination of such data for use in connection with licensing or local or state employment, other than with a criminal justice agency or for other uses unless such dissemination is pursuant to Federal or state statutes. Such state laws may not conflict with Federal law. There are no exceptions.
- B. The use of data for research should acknowledge a fundamental commitment to respect individual privacy interests with the identification of subjects divorced as fully as possible from the data. Proposed programs must be reviewed by the NCIC or control terminal agency to assure their propriety and to determine that proper security is being provided. All noncriminal justice agency requests involving the identities of individuals in conjunction with their national criminal history records must be approved by the Advisory Policy Board.  
  
The NCIC or control terminal agency must retain rights to monitor any research project approved and to terminate same if a violation of the above principles is detected. Research data shall be provided off-line only.
- C. Should any information be verified that any agency has received criminal history information and has disclosed that information to an unauthorized source, immediate action will be taken by NCIC to discontinue criminal history service to that agency, through the control terminal if appropriate, until the situation is corrected.

- D. Agencies should be instructed that their rights to direct access encompass only requests reasonably connected with their criminal justice responsibilities.
- E. The FBI NCIC and control terminals will make checks, as necessary, concerning inquiries made of the system to detect possible misuse.
- F. The establishing of adequate state and Federal criminal penalties for misuse of criminal history data is endorsed.
- G. Detailed computerized criminal history printouts shall contain caveats to the effect, "This response based on numeric identifier only" and "Official use only - arrest data based on fingerprint identification by submitting agency or FBI." These caveats will be generated by the FBI NCIC or state control terminal's computer or may be preprinted on paper stock.

#### VI. Right to Challenge Record

The person's right to see and challenge the contents of his record shall form an integral part of the system with reasonable administrative procedures.

If an individual has a criminal record supported by fingerprints and that record has been entered in the NCIC CCH File, it is available to that individual for review, upon presentation of appropriate identification, and in accordance with applicable state and Federal administrative and statutory regulations.

Appropriate identification includes being fingerprinted for the purpose of ensuring that he is the individual that he purports to be. The record on file will then be verified as his through comparison of fingerprints.

##### A. Procedure

- 1. All requests for review must be made by the subject of his record through a law enforcement agency which has access to the NCIC CCH File. That agency within statutory or regulatory limits can require additional identification to assist in securing a positive identification.

- 2. If the cooperating law enforcement agency can make an identification with fingerprints previously taken which are on file locally and if the FBI Identification Number of the individual's record is available to that agency, it can make an on-line inquiry of NCIC to obtain his record on-line or, if it does not have suitable equipment to obtain an on-line response, obtain the record by mail. The individual will then be afforded the opportunity to see that record.
- 3. Should the cooperating law enforcement agency not have the individual's fingerprints on file locally, it is necessary for that agency to relate his prints to an existing record by having his identification prints compared with those already on file in the FBI or, possibly, in the State's central identification agency.
- 4. The subject of the requested record shall ask the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated inaccuracy in his record or provide the information needed to make the record complete.

#### VII. Physical, Technical, and Personnel Security Measures

The following security measures are the minimum to be adopted by all agencies having access to the NCIC Computerized Criminal History File. These measures are designed to prevent unauthorized access to the system data and/or unauthorized use of data obtained from the computerized file.

##### A. Computer Centers

- 1. The computer site must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data.
- 2. Since personnel at these computer centers can access data stored in the system, they must be screened thoroughly under the authority and supervision of an NCIC control terminal

agency. (This authority and supervision may be delegated to responsible criminal justice agency personnel in the case of a satellite computer center being serviced through a state control terminal agency.) This screening will also apply to noncriminal justice maintenance or technical personnel.

3. All visitors to these computer centers must be accompanied by staff personnel at all times.
4. Computers having access to the NCIC must have the proper computer instructions written and other built-in controls to prevent criminal history data from being accessible to any terminals other than authorized terminals.
5. Computers having access to the NCIC must maintain a record of all transactions against the criminal history file in the same manner the NCIC computer logs all transactions. The NCIC identifies each specific agency entering or receiving information and maintains a record of those transactions. This transaction record must be monitored and reviewed on a regular basis to detect any possible misuse of criminal history data.
6. Each state control terminal shall build its data system around a central computer, through which each inquiry must pass for screening and verification. The configuration and operation of the center shall provide for the integrity of the data base.

#### B. Communications

The communication circuits utilized to transmit criminal history information must be used solely by criminal justice agencies; i.e., there must be no terminals belonging to agencies outside the criminal justice system sharing these circuits.

#### C. Terminal Devices Having Access to NCIC

1. All agencies having terminals on the system must be required to physically place these terminals in secure locations within the authorized agency.
2. The agencies having terminals with access to criminal history must have terminal operators screened and restrict access to the terminal to a minimum number of authorized employees.
3. Copies of criminal history data obtained from terminal devices must be afforded security to prevent any unauthorized access to or use of that data.
4. All remote terminals on NCIC Computerized Criminal History will maintain a hard copy of computerized criminal history inquiries with notation of individual making request for record (90 days).

#### VIII. Permanent Committee on Security and Confidentiality

A permanent committee has been established, composed of criminal justice representatives, which group will address the problems of security, confidentiality, and privacy on a continuing basis and provide guidance to the NCIC Advisory Policy Board. Some areas recommended for study are:

- A. The consideration of criteria for the purging of records, i.e., deletion of records after a designated period of criminal inactivity or attainment of a specified age, etc.
- B. The consideration of criteria for qualification of noncriminal justice agencies for secondary access to criminal history data.
- C. A model state statute for protecting and controlling data in any future system should be drafted and its adoption encouraged.

IX. Organization and Administration

- A. Each control terminal agency shall sign a written agreement with the NCIC to conform with system policy before participation in the criminal history program is permitted. This would allow for control over the data and give assurance of system security.
- B. In each state the control terminal agency shall prepare and execute a written agreement containing similar provisions to the agreement by the states and NCIC with each criminal justice agency having a terminal device capable of accessing criminal history data within that state.
- C. Each state criminal justice control terminal agency is responsible for the security throughout the system being serviced by that agency, including all places where terminal devices are located.
- D. A system security officer shall be designated in each control terminal agency to assure all necessary physical, personnel, computer and communications safeguards prescribed by the Advisory Policy Board are functioning properly in systems operations.
- E. The rules and procedures governing direct terminal access to criminal history data shall apply equally to all participants to the system, including the Federal and state control terminal agencies, and criminal justice agencies having access to the data stored in the system.
- F. All control terminal agencies and other criminal justice agencies having direct access to computerized criminal history data from the system shall permit an inspection team appointed by the Security and Confidentiality Committee to conduct appropriate inquiries with regard to any allegations of security violations received by the Committee. The inspection team shall include at least one representative of the FBI NCIC. All results of the investigation conducted shall be reported to the Advisory Policy Board with appropriate recommendations.
- G. Any noncompliance with these measures shall be brought to the immediate attention of the Committee which shall make appropriate recommendation to the Advisory Policy Board. This Board has the responsibility for recommending action, including the discontinuing of service to enforce compliance with system security regulations.

APPENDIX B

City Level Police Agencies Under 250,000 People

Performing:

ALPHABETIC INDEX  
CRIMINAL HISTORY  
CRIME TREND ANALYSIS  
UNIFORM CRIME REPORTING  
WARRANTS/WANTED PERSONS

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE 01091

STATE AL LOCATION MOBILE

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME MOBILE AREA LAW ENFORCEMENT SYSTEM

ACRONYM MALES

ENVIRONMENT SHARED WITH OTHER CRIMINAL JUSTICE SYSTEMS ONLY

POPULATION SERVED 202,000

RESPONSIBLE AGENCY POLICE

AGENCY CONTACT DONALD M. RIDDLE  
CHIEF OF POLICE  
31 GOVERNMENT STREET  
MOBILE, ALABAMA 36602  
205/438-7251

DATA PROC CONTACT RICHARD S. MORGAN  
DATA PROCESSING MANAGER  
31 GOVERNMENT STREET  
MOBILE, ALABAMA 36602  
205/438-7246

TRANSFERRED FROM ANOTHER AGENCY YES

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
HONEYWELL	H3200	192K	08/2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 01091

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
ARRESTS	COBOL	PARTIAL	MIXED	OPERATIONAL
COMMUNICATIONS-MESSAGE SWITCHING	COBOL	COMPLETE	ON-LINE	OPERATIONAL
COMMUNICATIONS-ON-LINE INQUIRY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
CRIMINAL HISTORY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
MISSING PERSONS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
MODUS OPERANDI	COBOL	NONE	BATCH	PLANNING
POLICE PERSONNEL	COBOL	NONE	BATCH	PLANNING
RESOURCE ALLOCATION	COBOL	NONE	BATCH	PLANNING
STOLEN LICENSES	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - GUNS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - VEHICLES	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - OTHER	COBOL	PARTIAL	MIXED	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	MIXED	OPERATIONAL
WARRANTS/WANTED PERSONS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
ALPHABETIC INDEX	COBOL	COMPLETE	ON-LINE	OPERATIONAL
WORK LOAD ANALYSIS	COBOL	PARTIAL	BATCH	DESIGN
FINGERPRINT PROCESSING	COBOL	PARTIAL	BATCH	TESTING
FIELD CONTACT REPORTING	COBOL	COMPLETE	ON-LINE	OPERATIONAL
GEOPROCESSING (GEOCODING)	COBOL	NONE	MIXED	PLANNING
PAWNEED ARTICLES	COBOL	PARTIAL	MIXED	DESIGN

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE: 06311

STATE CA LOCATION BALDWIN PARK  
 CATEGORY POLICE  
 JURISDICTION LEVEL CITY  
 SYSTEM NAME EAST VALLEY INFORMATION SYSTEM  
 ACRONYM EVIS  
 ENVIRONMENT SHARED WITH OTHER GOVERNMENT SYSTEMS  
 POPULATION SERVED 47,000  
 RESPONSIBLE AGENCY CITY OF BALDWIN PARK  
 AGENCY CONTACT DAVE SNOWDEN, CAPTAIN  
 SERVICES DIVISION  
 14403 E. PACIFIC AVENUE  
 BALDWIN PARK, CA 91706  
 213/338-3431  
 DATA PROC CONTACT JOHN DOKTOR  
 DATA PROCESSING MANAGER  
 14403 E. PACIFIC AVENUE  
 BALDWIN PARK, CA 91706  
 213/960-1011  
 TRANSFERRED FROM ANOTHER AGENCY NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
INTERNATIONAL BUS MACH	SYSTEM3	200M	IBM-SCP; CCP

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 06311

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	RPG	COMPLETE	BATCH	OPERATIONAL
ADMINISTRATION/FINANCE	COBOL	PARTIAL	MIXED	OPERATIONAL
ALPHABETIC INDEX	COBOL	COMPLETE	ON-LINE	OPERATIONAL
ARRESTS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
AUTOMATED VEHICLE LOCATION	COBOL	COMPLETE	ON-LINE	OPERATIONAL
CASE CONTROL	COBOL	COMPLETE	MIXED	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	COMPLETE	MIXED	OPERATIONAL
CITATION CONTROL	RPG	PARTIAL	BATCH	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	RPG	NONE	ON-LINE	PLANNING
CRIME TREND ANALYSIS	COBOL	NONE	ON-LINE	OPERATIONAL
CRIMINAL ASSOCIATES	COBOL	COMPLETE	ON-LINE	OPERATIONAL
CRIMINAL HISTORY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
JUVENILE RECORDS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
PERFORMANCE EVALUATION	RPG	COMPLETE	BATCH	OPERATIONAL
WORK LOAD ANALYSIS	RPG	COMPLETE	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 0&151

STATE: CA LOCATION: TORRANCE

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: POLICE EVAL/ ACTIVITY & CRIM EVENT SYS

ACRONYM: PEACE

ENVIRONMENT: WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED: 140,000

RESPONSIBLE AGENCY: POLICE

AGENCY CONTACT: DAVE SHELL, ADMIN. SPECIALIST  
TORRANCE POLICE DEPARTMENT  
3131 TORRANCE BLVD.  
TORRANCE, CALIFORNIA 90503  
213/328-3456

DATA PROC CONTACT: SAME

TRANSFERRED FROM ANOTHER AGENCY: NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
BASIC FOUR	500	18K	BOSS

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 0&151

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	BASIC	PARTIAL	ON-LINE	OPERATIONAL
ARRESTS	BASIC	PARTIAL	ON-LINE	OPERATIONAL
CITATION CONTROL	BASIC	PARTIAL	ON-LINE	OPERATIONAL
ADDRESS INDEX	BASIC	PARTIAL	ON-LINE	OPERATIONAL
UNIFORM CRIME REPORTING	BASIC	PARTIAL	ON-LINE	OPERATIONAL
TRAFFIC ACCIDENT REPORTING	BASIC	PARTIAL	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE 08021

STATE CT LOCATION HARTFORD

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME MANAGEMENT INFORMATION SYSTEM

ACRONYM CIRS

ENVIRONMENT SHARED WITH OTHER GOVERNMENT SYSTEMS

POPULATION SERVED 160,000

RESPONSIBLE AGENCY POLICE

AGENCY CONTACT: ROBERT DUNPHY/DIRECTOR  
 MANAGEMENT INFORMATION DIV  
 155 MORGAN STREET  
 HARTFORD CONNECTICUT 06103  
 203/327-0112

DATA PROC CONTACT SAME

TRANSFERRED FROM ANOTHER AGENCY= YES

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
BURROUGHS	3700	200K	MCP
BURROUGHS	6800	750K	MCP/DMS-II

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 08021

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
ALPHABETIC INDEX	COBOL	COMPLETE	ON-LINE	OPERATIONAL
ARRESTS	COBOL	COMPLETE	BATCH	OPERATIONAL
COMMUNICATIONS-OTHER	COBOL	COMPLETE	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	COMPLETE	BATCH	OPERATIONAL
CRIMINAL HISTORY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
MISSING PERSONS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
POLICE PERSONNEL	COBOL	COMPLETE	BATCH	OPERATIONAL
RESEARCH/STATISTICS	COBOL	COMPLETE	MIXED	OPERATIONAL
STOLEN PROPERTY - GUNS	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
WARRANTS/WANTED PERSONS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
WORK LOAD ANALYSIS	COBOL	COMPLETE	BATCH	OPERATIONAL
ADDRESS INDEX	COBOL	COMPLETE	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 08051

STATE CT LOCATION MANCHESTER

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME MANCHESTER POLICE INFORMATION SYSTEM

ACRONYM NONE

ENVIRONMENT DEDICATED

POPULATION SERVED 50,000

RESPONSIBLE AGENCY MANCHESTER POLICE

AGENCY CONTACT: GARY E. MINOR, SERGEANT  
MANCHESTER POLICE DEPARTMENT  
239 EAST MIDDLE TPKE  
MANCHESTER, CONNECTICUT 06040

203/644-1555

DATA PROC CONTACT: GARY E. MINOR, SERGEANT  
MANCHESTER POLICE DEPARTMENT  
239 EAST MIDDLE TPKE  
MANCHESTER, CONNECTICUT 06040

203/644-1555

TRANSFERRED FROM ANOTHER AGENCY: NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
DIGITAL EQUIPMENT CORP	PDP1170	128K	RSX-11D & 2

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 08051

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	OTHER	PARTIAL	ON-LINE	OPERATIONAL
ADDRESS INDEX	OTHER	PARTIAL	ON-LINE	OPERATIONAL
ALPHABETIC INDEX	OTHER	PARTIAL	ON-LINE	OPERATIONAL
ARRESTS	OTHER	PARTIAL	ON-LINE	OPERATIONAL
CASE CONTROL	OTHER	PARTIAL	ON-LINE	OPERATIONAL
CASE DISPOSITION REPORTING	OTHER	PARTIAL	ON-LINE	OPERATIONAL
CITATION CONTROL	OTHER	PARTIAL	ON-LINE	PLANNING
COMMUNICATIONS-MOBILE DIGITAL TERMINALS	OTHER	PARTIAL	ON-LINE	PLANNING
COMMUNICATIONS-ON-LINE INQUIRY	OTHER	PARTIAL	ON-LINE	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	OTHER	PARTIAL	ON-LINE	PLANNING
CRIME TREND ANALYSIS	OTHER	PARTIAL	ON-LINE	PLANNING
CRIMINAL ASSOCIATES	OTHER	PARTIAL	ON-LINE	OPERATIONAL
CRIMINAL HISTORY	OTHER	PARTIAL	ON-LINE	OPERATIONAL
EVIDENCE CONTROL	OTHER	PARTIAL	ON-LINE	TESTING
FIELD CONTACT REPORTING	OTHER	PARTIAL	ON-LINE	OPERATIONAL
FINGERPRINT PROCESSING	OTHER	PARTIAL	ON-LINE	OPERATIONAL
GEOPROCESSING (GEOCODING)	OTHER	PARTIAL	ON-LINE	PLANNING
JUVENILE INDEX	OTHER	PARTIAL	ON-LINE	OPERATIONAL
JUVENILE RECORDS	OTHER	PARTIAL	ON-LINE	OPERATIONAL
MISSING PERSONS	OTHER	PARTIAL	ON-LINE	OPERATIONAL
MODUS OPERANDI	OTHER	PARTIAL	ON-LINE	TESTING
PHYSICAL GOODS INVENTORY	OTHER	PARTIAL	ON-LINE	OPERATIONAL
PLANNING	OTHER	PARTIAL	ON-LINE	PLANNING
RESEARCH/STATISTICS	OTHER	PARTIAL	ON-LINE	PLANNING
RESOURCE ALLOCATION	OTHER	PARTIAL	ON-LINE	PLANNING
STOLEN LICENSES	OTHER	PARTIAL	ON-LINE	OPERATIONAL
STOLEN PROPERTY - GUNS	OTHER	PARTIAL	ON-LINE	OPERATIONAL
STOLEN PROPERTY - VEHICLES	OTHER	PARTIAL	ON-LINE	OPERATIONAL
STOLEN PROPERTY - OTHER	OTHER	PARTIAL	ON-LINE	OPERATIONAL
TRAINING	OTHER	PARTIAL	ON-LINE	PLANNING
UNIFORM CRIME REPORTING	OTHER	PARTIAL	ON-LINE	OPERATIONAL
WORK LOAD ANALYSIS	OTHER	PARTIAL	ON-LINE	PLANNING

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE- 11141

STATE- FL LOCATION- FT. LAUDERDALE

CATEGORY POLICE

JURISDICTION LEVEL- CITY

SYSTEM NAME POLICE INFORMATION SYSTEM

ACRONYM- NONE REPORTED

ENVIRONMENT WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED- 150,000

RESPONSIBLE AGENCY- POLICE

AGENCY CONTACT RICHARD E. KRUDUP  
CAPTAIN  
1300 W. BROWARD BLVD  
FORT LAUDERDALE, FLORIDA 33312  
305/761-2364

DATA PROC CONTACT WILLIAM E. HALL  
PROGRAMMER II  
1300 W. BROWARD BLVD.  
FORT LAUDERDALE, FLORIDA 33312  
305/761-2541

TRANSFERRED FROM ANOTHER AGENCY- NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
UNIVAC	SER. 70	262K	TB08

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE- 11141

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ARRESTS	COBOL	COMPLETE	BATCH	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
CITATION CONTROL	COBOL	COMPLETE	BATCH	OPERATIONAL
NARCOTICS CONTROL	COBOL	COMPLETE	BATCH	OPERATIONAL
PERFORMANCE EVALUATION	COBOL	COMPLETE	BATCH	OPERATIONAL
POLICE PERSONNEL	COBOL	COMPLETE	BATCH	OPERATIONAL
RESEARCH/STATISTICS	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE= 11141

STATE= FL LOCATION= FT. LAUDERDALE

CATEGORY POLICE

JURISDICTION LEVEL= CITY

SYSTEM NAME POLICE INFORMATION SYSTEM

ACRONYM= NONE REPORTED

ENVIRONMENT WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED= 150,000

RESPONSIBLE AGENCY POLICE

AGENCY CONTACT RICHARD E. KRUDUP  
CAPTAIN  
1300 W. BROWARD BLVD.  
FORT LAUDERDALE, FLORIDA 33312  
  
305/761-2361

DATA PROC CONTACT WILLIAM E. HALL  
PROGRAMMER II  
1300 W. BROWARD BLVD.  
FORT LAUDERDALE, FLORIDA 33312  
  
305/761-2511

TRANSFERRED FROM ANOTHER AGENCY= NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
UNIVAC	SER. 70	262K	TD03

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE= 11141

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ARRESTS	COBOL	COMPLETE	BATCH	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
CITATION CONTROL	COBOL	COMPLETE	BATCH	OPERATIONAL
NARCOTICS CONTROL	COBOL	COMPLETE	BATCH	OPERATIONAL
PERFORMANCE EVALUATION	COBOL	COMPLETE	BATCH	OPERATIONAL
POLICE PERSONNEL	COBOL	COMPLETE	BATCH	OPERATIONAL
RESEARCH/STATISTICS	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE- 12101

STATE GA LOCATION SAVANNAH

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME SAVANNAH AREA LAW ENFORCEMENT SYSTEM

ACRONYM SALES

ENVIRONMENT WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED 119,000

RESPONSIBLE AGENCY POLICE

AGENCY CONTACT - R. C. STONE  
 CAPTAIN, POLICE DEPT.  
 P. O. BOX 3032  
 SAVANNAH, GEORGIA 31402  
 912/233-9321

DATA PROC CONTACT- JAMES Y. JOHNSON  
 ANALYST  
 DATA PROCESSING CENTER  
 SAVANNAH, GEORGIA 31402  
 912/233-9321

TRANSFERRED FROM ANOTHER AGENCY NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
HONEYWELL	H1250		OS/2000, 286 HONEY
HONEYWELL	H716		OS/2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 12101

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	PARTIAL	MIXED	OPERATIONAL
ALPHABETIC INDEX	COBOL	COMPLETE	MIXED	OPERATIONAL
CITATION CONTROL	COBOL	PARTIAL	BATCH	OPERATIONAL
COMMUNICATIONS-MESSAGE SWITCHING	COBOL	COMPLETE	ON-LINE	OPERATIONAL
COMMUNICATIONS-ON-LINE INQUIRY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
CRIMINAL HISTORY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	ON-LINE	OPERATIONAL
WARRANTS/WANTED PERSONS	COBOL	COMPLETE	MIXED	OPERATIONAL
GEOPROCESSING (GEOCODING)	COBOL	COMPLETE	MIXED	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS.

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE 17171

STATE IN LOCATION: WARSAW

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME REGIONAL ON-LINE LAW ENFORCEMENT SYSTEM

ACRONYM ROLES

ENVIRONMENT WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED

RESPONSIBLE AGENCY POLICE

AGENCY CONTACT ROGER GURTHET  
 DIRECTOR, INFORMATION SVCS.  
 633 SOUTH MAIN  
 SOUTH BEND, INDIANA 46601  
 219/234-3141

DATA PROC CONTACT ROBERT E. LEE  
 SYSTEMS SOFTWARE TECH.  
 633 SOUTH MAIN  
 SOUTH BEND, INDIANA 46601  
 219/234-3141

TRANSFERRED FROM ANOTHER AGENCY NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
VARIAN HONEYWELL	L620 H6624	32K UNK	IN-HOUSE DEV. NOT REPORTED

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 17171

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	OTHER	PARTIAL	BATCH	OPERATIONAL
ARRESTS	OTHER	PARTIAL	MIXED	OPERATIONAL
OFFENDER BASED TRANSACTION STATISTICS	COBOL	PARTIAL	MIXED	OPERATIONAL
CALENDARING/SCHEDULING	COBOL	PARTIAL	MIXED	OPERATIONAL
CASE CONTROL	COBOL	PARTIAL	BATCH	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
CITATION CONTROL	COBOL	PARTIAL	BATCH	OPERATIONAL
COMMUNICATIONS-MESSAGE SWITCHING	OTHER	PARTIAL	ON-LINE	OPERATIONAL
COMMUNICATIONS-ON-LINE INQUIRY	COBOL	PARTIAL	ON-LINE	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	PARTIAL	BATCH	OPERATIONAL
WARRANT CONTROL	NEATS	PARTIAL	ON-LINE	OPERATIONAL
DEFENDANT CONTROL	COBOL	PARTIAL	MIXED	OPERATIONAL
DOCKETING	COBOL	PARTIAL	MIXED	OPERATIONAL
SUMMONS CONTROL	NEATS	PARTIAL	ON-LINE	OPERATIONAL
FIELD CONTACT REPORTING	NEATS	PARTIAL	ON-LINE	OPERATIONAL
FINES, COLLATERAL, BAIL	COBOL	PARTIAL	MIXED	OPERATIONAL
MISSING PERSONS	NEATS	PARTIAL	ON-LINE	OPERATIONAL
MODUS OPERANDI	NEATS	PARTIAL	ON-LINE	OPERATIONAL
RESEARCH/STATISTICS	COBOL	PARTIAL	BATCH	OPERATIONAL
STOLEN LICENSES	NEATS	PARTIAL	ON-LINE	OPERATIONAL
STOLEN PROPERTY - GUNS	NEATS	PARTIAL	ON-LINE	OPERATIONAL
STOLEN PROPERTY - VEHICLES	NEATS	PARTIAL	ON-LINE	OPERATIONAL
STOLEN PROPERTY - OTHER	NEATS	PARTIAL	ON-LINE	OPERATIONAL
UNIFORM CRIME REPORTING	NEATS	PARTIAL	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE 18062

STATE IA LOCATION CEDAR RAPIDS

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME MICROFILM RAPID RETRIEVAL SYSTEM

ACRONYM NONE REPORTED

ENVIRONMENT DEDICATED

POPULATION SERVED 102,000

RESPONSIBLE AGENCY POLICE

AGENCY CONTACT CHARLES E IRONS  
 LIEUTENANT  
 310 SECOND AVENUE SW  
 CEDAR RAPIDS, IOWA 52404  
 319/398-5148

DATA PROC CONTACT SAME

TRANSFERRED FROM ANOTHER AGENCY NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
DIGITAL EQUIPMENT CORP	PDP1105	UNK	NOT REPORTED

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 18062

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	NONE	ON-LINE	OPERATIONAL
ALPHABETIC INDEX	COBOL	NONE	ON-LINE	OPERATIONAL
CASE CONTROL	COBOL	NONE	ON-LINE	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	NONE	ON-LINE	OPERATIONAL
COMMAND AND CONTROL	COBOL	NONE	ON-LINE	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	NONE	ON-LINE	OPERATIONAL
CRIMINAL HISTORY	COBOL	NONE	ON-LINE	OPERATIONAL
MISSING PERSONS	COBOL	NONE	ON-LINE	OPERATIONAL
MODUS OPERANDI	COBOL	NONE	ON-LINE	OPERATIONAL
PERFORMANCE EVALUATION	COBOL	NONE	ON-LINE	OPERATIONAL
PLANNING	COBOL	NONE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - GUNS	COBOL	NONE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - VEHICLES	COBOL	NONE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - OTHER	COBOL	NONE	ON-LINE	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	NONE	ON-LINE	OPERATIONAL
WORK LOAD ANALYSIS	COBOL	NONE	ON-LINE	OPERATIONAL
TRAFFIC ACCIDENT REPORTING	COBOL	NONE	ON-LINE	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	COBOL	NONE	ON-LINE	OPERATIONAL
VEHICLE MAINTENANCE	COBOL	NONE	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE- 24141

STATE- MA LOCATION: SPRINGFIELD

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME SPRINGFIELD LAW ENFORCEMENT (POLICE) SYSTEM

ACRONYM NOW REPORTED

ENVIRONMENT WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED 149,000

RESPONSIBLE AGENCY- SPRINGFIELD POLICE DEPT.

AGENCY CONTACT- LT. PAUL A. DI STEFANO  
 ADMIN. AIDE TO THE CHIEF  
 130 PEARL STREET  
 SPRINGFIELD, MASS. 01105  
 413/785-5841

DATA PROC CONTACT- SAME

TRANSFERRED FROM ANOTHER AGENCY NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
UNIVAC	9400	131K	OS-OS/4; DB/CM-OS/4

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE- 24141

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
ALPHABETIC INDEX	COBOL	PARTIAL	ON-LINE	OPERATIONAL
ARRESTS	COBOL	PARTIAL	MIXED	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
CITATION CONTROL	COBOL	PARTIAL	BATCH	TESTING
COMMUNICATIONS-OTHER	COBOL	PARTIAL	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	NONE	BATCH	OPERATIONAL
CRIMINAL ASSOCIATES	COBOL	PARTIAL	ON-LINE	OPERATIONAL
CRIMINAL HISTORY	COBOL	PARTIAL	MIXED	OPERATIONAL
LICENSING/REGISTRATION	COBOL	NONE	BATCH	TESTING
POLICE PERSONNEL	COBOL	NONE	BATCH	OPERATIONAL
RESOURCE ALLOCATION	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
VEHICLE MAINTENANCE	COBOL	NONE	BATCH	TESTING
GEOPROCESSING (GEOCODING)	COBOL	PARTIAL	BATCH	TESTING

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE- 25211

STATE- MI LOCATION- GRAND RAPIDS

CATEGORY- POLICE

JURISDICTION LEVEL- CITY

SYSTEM NAME- STAND POLICE AUTOMATED RESOURCE MGMT INFO SYS

ACRONYM- SPARMIS

ENVIRONMENT- WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED- 190,000

RESPONSIBLE AGENCY- POLICE

AGENCY CONTACT- SERGEANT RICHARD DUPON  
ASST. DIR. RESEARCH & PLAN.  
333 MONROE AVENUE, N.W.  
GRAND RAPIDS, MICHIGAN 49503

DATA PROC CONTACT- JERRY KURYLO  
SYSTEMS & PROCEDURES ANALYST  
300 MONROE AVENUE, N.W.  
GRAND RAPIDS, MICHIGAN 49503

TRANSFERRED FROM ANOTHER AGENCY- NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
BURROUGHS	3500	240K	MCP;NDL

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE- 25211

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
UNIFORM CRIME REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
RESEARCH/STATISTICS	COBOL	PARTIAL	BATCH	OPERATIONAL
ALPHABETIC INDEX	COBOL	PARTIAL	BATCH	OPERATIONAL
ARRESTS	COBOL	PARTIAL	BATCH	OPERATIONAL
CASE CONTROL	COBOL	PARTIAL	BATCH	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	PARTIAL	BATCH	OPERATIONAL
PLANNING	COBOL	PARTIAL	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE: 25231

STATE: MI LOCATION: DEARBORN

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: LAW ENFORCEMENT MANAGEMENT SYSTEM

ACRONYM: LEMS

ENVIRONMENT: DEDICATED

POPULATION SERVED: 102,000

RESPONSIBLE AGENCY: NOT REPORTED

AGENCY CONTACT: THOMAS HORGER  
 LIEUTENANT  
 16099 MICHIGAN AVENUE  
 DEARBORN, MICHIGAN 48120  
 313/584-1100

DATA PROC CONTACT PHIL HOGAN  
 LIEUTENANT  
 MICHIGAN STATE POLICE  
 EAST LANSING, MICHIGAN  
 317/332-2521

TRANSFERRED FROM ANOTHER AGENCY: NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
HEWLETT-PACKARD CO	1000/30	128K	RTE III

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 25231

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	BASIC	PARTIAL	ON-LINE	TESTING
ALPHABETIC INDEX	BASIC	PARTIAL	ON-LINE	TESTING
ARRESTS	BASIC	PARTIAL	ON-LINE	TESTING
CASE DISPOSITION REPORTING	BASIC	PARTIAL	ON-LINE	TESTING
CRIME TREND ANALYSIS	BASIC	PARTIAL	ON-LINE	TESTING
JUVENILE INDEX	BASIC	PARTIAL	ON-LINE	TESTING
JUVENILE RECORDS	BASIC	PARTIAL	ON-LINE	TESTING
MISSING PERSONS	BASIC	PARTIAL	ON-LINE	TESTING
MODUS OPERANDI	BASIC	PARTIAL	ON-LINE	TESTING
PERFORMANCE EVALUATION	BASIC	PARTIAL	ON-LINE	TESTING
UNIFORM CRIME REPORTING	BASIC	PARTIAL	ON-LINE	TESTING
WORK LOAD ANALYSIS	BASIC	PARTIAL	ON-LINE	TESTING

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE 27031

STATE MS LOCATION JACKSON

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME POLICE INFORMATION NETWORK

ACRONYM PIN

ENVIRONMENT- WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED 250,000

RESPONSIBLE AGENCY- JACKSON DATA SYSTEM UNIT

AGENCY CONTACT- SERGEANT ROBERT E. MORGAN  
 COMMANDER DATA SYSTEMS UNIT  
 327 EAST PASCAGOULA STREET  
 JACKSON, MISSISSIPPI 39203  
 601/969-3000

DATA PROC CONTACT- WILLIAM R HAZLEWOOD  
 DATA PROCESSING MANAGER  
 327 EAST PASCAGOULA STREET  
 JACKSON, MISSISSIPPI 39203  
 601/355-6561

TRANSFERRED FROM ANOTHER AGENCY- NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
HONEYWELL	H2030	356K	HONEYWELL OS/2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 27031

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
COMMUNICATIONS-ON-LINE INQUIRY	COBOL	PARTIAL	ON-LINE	OPERATIONAL
CRIMINAL ASSOCIATES	COBOL	NONE	ON-LINE	PLANNING
CRIMINAL HISTORY	COBOL	NONE	ON-LINE	PLANNING
STOLEN PROPERTY - VEHICLES	COBOL	NONE	ON-LINE	PLANNING
STOLEN PROPERTY - OTHER	COBOL	NONE	ON-LINE	PLANNING
WARRANTS/WANTED PERSONS	COBOL	PARTIAL	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE- 31032

STATE- NV LOCATION- NO. LAS VEGAS

CATEGORY- POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME TIME ACCOUNTING/MGMT/ & POLICE STAT

ACRONYM TAMP8

ENVIRONMENT DEDICATED

POPULATION SERVED 48,000

RESPONSIBLE AGENCY NO LAS VEGAS PD

AGENCY CONTACT BOBBY J HARTMAN  
 LIEUTENANT/PLANNING  
 1301 E LAKE MEAD BLVD 39030  
 NO LAS VEGAS, NEVADA  
 702/649-9111

DATA PROC CONTACT BOBBY J HARTMAN  
 LIEUTENANT/PLANNING  
 1301 E LAKE MEAD BLVD 39030  
 NO LAS VEGAS, NEVADA  
 702/649-9111

TRANSFERRED FROM ANOTHER AGENCY- NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
WANG LABORATORIES	2200VP	32K	IN-HOUSE DEV

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE- 31032

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	BASIC	PARTIAL	ON-LINE	TESTING
ALPHABETIC INDEX	BASIC	PARTIAL	ON-LINE	TESTING
ARRESTS	BASIC	PARTIAL	ON-LINE	TESTING
CASE CONTROL	BASIC	PARTIAL	ON-LINE	TESTING
CASE DISPOSITION REPORTING	BASIC	PARTIAL	ON-LINE	TESTING
COMPUTER-ASSISTED DISPATCH	BASIC	PARTIAL	ON-LINE	TESTING
CRIMINAL HISTORY	BASIC	PARTIAL	ON-LINE	TESTING
EVIDENCE CONTROL	BASIC	PARTIAL	ON-LINE	TESTING
FIELD CONTACT REPORTING	BASIC	PARTIAL	MIXED	TESTING
JUVENILE INDEX	BASIC	PARTIAL	ON-LINE	TESTING
JUVENILE RECORDS	BASIC	PARTIAL	ON-LINE	TESTING
MISSING PERSONS	BASIC	PARTIAL	ON-LINE	TESTING
STOLEN LICENSES	BASIC	PARTIAL	ON-LINE	TESTING
STOLEN PROPERTY - GUNS	BASIC	PARTIAL	ON-LINE	TESTING
STOLEN PROPERTY - VEHICLES	BASIC	PARTIAL	ON-LINE	TESTING
UNIFORM CRIME REPORTING	BASIC	PARTIAL	MIXED	TESTING
WARRANTS/WANTED PERSONS	BASIC	PARTIAL	ON-LINE	TESTING
WORK LOAD ANALYSIS	BASIC	PARTIAL	MIXED	TESTING
GEOPROCESSING (GEOCODING)	BASIC	PARTIAL	ON-LINE	TESTING

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE- 33241

STATE: NJ LOCATION: PATERSON

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: REGIONAL AUTOMATED POLICE INFO DISSEM

ACRONYM: RAPID

ENVIRONMENT: SHARED WITH OTHER GOVERNMENT SYSTEMS

POPULATION SERVED: 150,000

RESPONSIBLE AGENCY: CITY OF PATERSON NJ

AGENCY CONTACT: LT. JAMES J. COYLE  
 CO. D. P. DIV.  
 111 WASHINGTON STREET  
 PATERSON, NEW JERSEY 07505  
 201/681-6800

DATA PROC CONTACT: JOHN P. MOODY  
 DIRECTOR OF D. P.  
 155 MARKET STREET  
 PATERSON, NEW JERSEY 07505  
 201/681-5800

TRANSFERRED FROM ANOTHER AGENCY: YES

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
INTERNATIONAL BUS MACH	370/115	UNK	D03/VS-CICS/VS

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 33241

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	RPG II	PARTIAL	BATCH	OPERATIONAL
ALPHABETIC INDEX	RPG II	PARTIAL	BATCH	OPERATIONAL
ARRESTS	COBOL	PARTIAL	ON-LINE	OPERATIONAL
CASE CONTROL	RPG II	PARTIAL	ON-LINE	OPERATIONAL
CITATION CONTROL	COBOL	PARTIAL	BATCH	OPERATIONAL
CRIMINAL HISTORY	COBOL	PARTIAL	ON-LINE	OPERATIONAL
RESOURCE ALLOCATION	RPG II	PARTIAL	BATCH	OPERATIONAL
STOLEN PROPERTY - GUNS	RPG II	PARTIAL	BATCH	OPERATIONAL
STOLEN PROPERTY - VEHICLES	COBOL	PARTIAL	ON-LINE	OPERATIONAL
WARRANT CONTROL	COBOL	PARTIAL	ON-LINE	OPERATIONAL
OFFENDER BASED TRANSACTION STATISTICS	RPG II	PARTIAL	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 31031

STATE: NM LOCATION: FARMINGTON

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: LAW ENFORCEMENT SYSTEM

ACRONYM: NONE REPORTED

ENVIRONMENT: SHARED WITH OTHER GOVERNMENT SYSTEMS

POPULATION SERVED: 36,000

RESPONSIBLE AGENCY: POLICE

AGENCY CONTACT: LT. CALVIN SHIELDS  
POLICE DEPARTMENT  
P. O. BOX 30  
FARMINGTON, N. M. 87401  
505/325-1821

DATA PROC CONTACT: ROBERT H. JENKS  
DIRECTOR OF DATA PROCESSING  
P. O. BOX 900  
FARMINGTON, N. M. 87401  
505/325-1981

TRANSFERRED FROM ANOTHER AGENCY: NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
INTERNATIONAL BUS MACH	SYSTEMS	292K	SCP;CCP

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 30251

STATE: NY LOCATION: ALBANY

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: ALBANY COMPUTER AIDED DISPATCH SYSTEM

ACRONYM: ALCAD

ENVIRONMENT: SHARED WITH OTHER CRIMINAL JUSTICE SYSTEMS ONLY

POPULATION SERVED: 114,000

RESPONSIBLE AGENCY: POLICE

AGENCY CONTACT: FRANCIS J. WHALEN  
CAPTAIN OF POLICE  
MORTON AVE. & BROAD STREET  
ALBANY, NEW YORK  
518/463-4141

DATA PROC CONTACT: WILLIAM CALDWELL  
CAPITAL DIGITRONICS  
500 ELK STREET  
ALBANY, NEW YORK  
518/419-3366

TRANSFERRED FROM ANOTHER AGENCY: NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
XEROX CORP	530	32K	XEROX REAL-TIME BA

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE 33251

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
COMMAND AND CONTROL	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
COMMUNICATIONS-MESSAGE SWITCHING	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
COMMUNICATIONS-ON-LINE INQUIRY	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
CRIME TREND ANALYSIS	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
FOLICE PERSONNEL	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
RESEARCH/STATISTICS	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
WORK LOAD ANALYSIS	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL
COMMUNICATIONS-MOBILE DIGITAL TERMINALS	FORTRAN	COMPLETE	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE 34131

STATE- NC LOCATION- WINSTON-SALEM

CATEGORY- POLICE

JURISDICTION LEVEL- CITY

SYSTEM NAME- DATA DISSEMINATION SYSTEM

ACRONYM- NONE

ENVIRONMENT SHARED WITH OTHER GOVERNMENT SYSTEMS

POPULATION SERVED 140,000

RESPONSIBLE AGENCY- POLICE DEPARTMENT

AGENCY CONTACT- WILLIAM D. PARKS  
 SERGEANT  
 P. O. BOX 3114  
 WINSTON-SALEM, N. C. 27102  
 919/727-2777

DATA PROC CONTACT- SAM OWEN  
 DIR. OF MANAGEMENT SERVICES  
 P. O. BOX 2511  
 WINSTON-SALEM, N. C. 27102  
 919/727-2846

TRANSFERRED FROM ANOTHER AGENCY- YES

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
BURROUGHS	3700	250K	IN-HOUSE DEV

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 3&131

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ALPHABETIC INDEX	COBOL	COMPLETE	ON-LINE	OPERATIONAL
ARRESTS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
CRIMINAL ASSOCIATES	COBOL	COMPLETE	ON-LINE	OPERATIONAL
MISSING PERSONS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
MODUS OPERANDI	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - OTHER	COBOL	COMPLETE	ON-LINE	OPERATIONAL
WARRANT CONTROL	COBOL	COMPLETE	ON-LINE	OPERATIONAL
TRAFFIC ACCIDENT REPORTING	COBOL	COMPLETE	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE: 41291

STATE PA LOCATION HARRISBURG

CATEGORY POLICE

JURISDICTION LEVEL CITY

SYSTEM NAME HARRISBURG POLICE

ACRONYM HAFIRS

ENVIRONMENT WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED 53,000

RESPONSIBLE AGENCY HARRISBURG POLICE DEPT

AGENCY CONTACT ELWOOD BROSEY/PROGRAM ANALYST  
 PLANNING & RESEARCH SECTION  
 123 WALNUT STREET  
 HARRISBURG, PENNSYLVANIA 17101

717/255-3116

DATA PROC CONTACT ROBERT MCCULLOUGH  
 DIRECTOR DATA PROCESSING  
 123 WALNUT STREET  
 HARRISBURG, PENNSYLVANIA 17101

717/255-5460

TRANSFERRED FROM ANOTHER AGENCY NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
INTERNATIONAL BUS MACH	370/115	128K	DOS/VS AND 3M MICR
WANG LABORATORIES	2200	32K	BASIC

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 41291

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
CITATION CONTROL	COBOL	COMPLETE	ON-LINE	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	COBOL	COMPLETE	BATCH	OPERATIONAL
CRIMINAL HISTORY	COBOL	COMPLETE	ON-LINE	OPERATIONAL
JUVENILE INDEX	COBOL	COMPLETE	BATCH	OPERATIONAL
PERFORMANCE EVALUATION	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
WARRANT CONTROL	COBOL	COMPLETE	ON-LINE	OPERATIONAL
GEOPROCESSING (GEOCODING)	COBOL	COMPLETE	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	BASIC	PARTIAL	ON-LINE	OPERATIONAL
RESEARCH/STATISTICS	BASIC	PARTIAL	ON-LINE	OPERATIONAL
MODUS OPERANDI	BASIC	PARTIAL	ON-LINE	OPERATIONAL
ADDRESS INDEX	BASIC	PARTIAL	ON-LINE	OPERATIONAL
POLICE PERSONNEL	BASIC	NONE	ON-LINE	DESIGN

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 41311

STATE: PA LOCATION: READING

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: READING AREA DATA ENTRY & RETRIEVAL SYSTEM

ACRONYM: RADERS

ENVIRONMENT: DEDICATED

POPULATION SERVED: 87,000

RESPONSIBLE AGENCY: READING BUREAU OF POLICE

AGENCY CONTACT: ROD STEFFY  
POLICE D. P. MANAGER  
CITY HALL, 8TH & WASHINGTON ST  
READING, PENNSYLVANIA 19601

215/373-3111

DATA PROC CONTACT: ROD STEFFY  
POLICE D. P. MANAGER  
CITY HALL, 8TH & WASHINGTON ST  
READING, PENNSYLVANIA 19601

215/373-3111

TRANSFERRED FROM ANOTHER AGENCY: YES

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
UNIVAC	90/30	256K	OS-3 LEVEL 5.0; IMS-90

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 41311

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
WARRANT CONTROL	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - GUNS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - VEHICLES	COBOL	COMPLETE	ON-LINE	OPERATIONAL
STOLEN PROPERTY - OTHER	COBOL	COMPLETE	ON-LINE	OPERATIONAL
SUBJECTS-IN-PROCESS	COBOL	COMPLETE	ON-LINE	OPERATIONAL
AUTO REGISTRATION	COBOL	COMPLETE	ON-LINE	OPERATIONAL
FIELD CONTACT REPORTING	COBOL	COMPLETE	ON-LINE	OPERATIONAL
NARCOTICS CONTROL	COBOL	COMPLETE	ON-LINE	OPERATIONAL
FIREARMS REGISTRATION	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	TESTING
WORK LOAD ANALYSIS	COBOL	COMPLETE	BATCH	TESTING
ADMINISTRATION/PERSONNEL	COBOL	COMPLETE	BATCH	TESTING
TRAFFIC ACCIDENT REPORTING	COBOL	COMPLETE	MIXED	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	COBOL	COMPLETE	ON-LINE	TESTING
GEOPROCESSING (GEOCODING)	COBOL	COMPLETE	ON-LINE	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 47161

STATE TX LOCATION: ARLINGTON

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: ARLINGTON POLICE DEPT'S MINI-COMPUTER SYSTEM

ACRONYM: SIDENAM

ENVIRONMENT: SHARED WITH OTHER CRIMINAL JUSTICE SYSTEMS ONLY

POPULATION SERVED: 133,000

RESPONSIBLE AGENCY: ARLINGTON POLICE

AGENCY CONTACT: GARY ROBERTSON  
CRIME ANALYST  
P. O. BOX 1063  
ARLINGTON, TEXAS

817/261-2511

DATA PROC CONTACT: KENNY GIESSNER  
RECORDS DIVISION SUPERVISOR  
P. O. BOX 1063  
ARLINGTON, TEXAS 76010

817/261-2511

TRANSFERRED FROM ANOTHER AGENCY: NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
DATA GENERAL CORP	NOV1200	24K	DDOS - 2 NOVAS

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 47161

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ALPHABETIC INDEX	FORTRAN	PARTIAL	MIXED	OPERATIONAL
ARRESTS	FORTRAN	PARTIAL	MIXED	OPERATIONAL
CRIME TREND ANALYSIS	FORTRAN	PARTIAL	MIXED	OPERATIONAL
CRIMINAL HISTORY	FORTRAN	PARTIAL	MIXED	OPERATIONAL
FIELD CONTACT REPORTING	FORTRAN	PARTIAL	MIXED	OPERATIONAL
FINGERPRINT PROCESSING	FORTRAN	PARTIAL	MIXED	OPERATIONAL
JUVENILE INDEX	FORTRAN	PARTIAL	MIXED	OPERATIONAL
MODUS OPERANDI	FORTRAN	PARTIAL	MIXED	OPERATIONAL
UNIFORM CRIME REPORTING	FORTRAN	PARTIAL	MIXED	OPERATIONAL
GEOPROCESSING (GEOCODING)	FORTRAN	PARTIAL	MIXED	OPERATIONAL
OFFENDER BASED TRANSACTION STATISTICS	FORTRAN	PARTIAL	MIXED	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 48011

STATE: UT LOCATION: SALT LAKE CTY

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: DEPARTMENT MGMT INFORMATION SYSTEM

ACRONYM: DMIS

ENVIRONMENT: WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED: 177,000

RESPONSIBLE AGENCY: POLICE

AGENCY CONTACT: PEGGY STONLY  
SALT LAKE CITY POLICE DEPT.  
150 SOUTH 300 EAST  
SALT LAKE CITY, UTAH 84111  
801/335-7222

DATA PROC CONTACT: NORMAN OLIPHANT  
PROGRAMMER ANALYST  
150 SOUTH 300 EAST  
SALT LAKE CITY, UTAH 84111  
801/335-7748

TRANSFERRED FROM ANOTHER AGENCY: NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
BURROUGHS	6700	2M	MCP; DATA BASE

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 18011

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
ALPHABETIC INDEX	COBOL	PARTIAL	ON-LINE	OPERATIONAL
ARRESTS	COBOL	PARTIAL	BATCH	OPERATIONAL
CASE CONTROL	COBOL	PARTIAL	BATCH	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
CRIMINAL HISTORY	COBOL	PARTIAL	ON-LINE	OPERATIONAL
COMPUTER-ASSISTED DISPATCH	COBOL	PARTIAL	MIXED	TESTING
CRIME TREND ANALYSIS	COBOL	PARTIAL	BATCH	DESIGN
MODUS OPERANDI	COBOL	PARTIAL	BATCH	DESIGN
PERFORMANCE EVALUATION	COBOL	PARTIAL	BATCH	OPERATIONAL
FIELD CONTACT REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
GEOPROCESSING (GEOCODING)	COBOL	PARTIAL	ON-LINE	OPERATIONAL
FAROLE CONTROL	COBOL	PARTIAL	MIXED	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	PARTIAL	BATCH	OPERATIONAL
WARRANTS/WANTED PERSONS	COBOL	PARTIAL	MIXED	OPERATIONAL
WORK LOAD ANALYSIS	COBOL	PARTIAL	BATCH	OPERATIONAL
POLICE PERSONNEL	COBOL	PARTIAL	ON-LINE	OPERATIONAL
POLICE RECORDS INDEX	COBOL	PARTIAL	MIXED	OPERATIONAL
TRAFFIC ACCIDENT REPORTING	COBOL	PARTIAL	MIXED	OPERATIONAL
STOLEN PROPERTY - GUNS	COBOL	PARTIAL	MIXED	OPERATIONAL
STOLEN PROPERTY - VEHICLES	COBOL	PARTIAL	MIXED	OPERATIONAL
STOLEN PROPERTY - OTHER	COBOL	PARTIAL	MIXED	OPERATIONAL

**CONTINUED**

**1 OF 2**

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE- 51051

STATE- VA LOCATION- ALEXANDRIA

CATEGORY- POLICE

JURISDICTION LEVEL- CITY

SYSTEM NAME- ALEXANDRIA POLICE INFORMATION SYSTEM

ACRONYM- NONE REPORTED

ENVIRONMENT- WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED- 120,000

RESPONSIBLE AGENCY- POLICE

AGENCY CONTACT- SGT. DOUGLAS FLOWERS  
HEAD, DATA PROCESSING SECTION  
400 N. PITT  
ALEXANDRIA, VIRGINIA 22314  
703/750-6323

DATA PROC CONTACT- SAME

TRANSFERRED FROM ANOTHER AGENCY- NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
HONEYWELL	H2050	115K	OS 2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE- 51051

FUNCTION

ACTIVITY REPORTING  
ARRESTS  
CASE CONTROL  
CRIME TREND ANALYSIS  
SUMMONS CONTROL  
STOLEN PROPERTY - GUNS

LANGUAGE	DOCUMENT	MODE	STATUS
COBOL	PARTIAL	MIXED	OPERATIONAL
COBOL	PARTIAL	MIXED	PLANNING
COBOL	PARTIAL	MIXED	OPERATIONAL
COBOL	PARTIAL	MIXED	OPERATIONAL
COBOL	PARTIAL	BATCH	OPERATIONAL
COBOL	PARTIAL	MIXED	PLANNING

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE- 51071

STATE- VA LOCATION- NEWPORT NEWS

CATEGORY POLICE

JURISDICTION LEVEL- CITY

SYSTEM NAME COMPUTER AIDED MICROFILM SYSTEM

ACRONYM- FOLH

ENVIRONMENT- WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED- 145,000

RESPONSIBLE AGENCY- POLICE

AGENCY CONTACT- HERBERT T. WILLIAMS  
 MAJOR  
 229 25TH STREET  
 NEWPORT NEWS, VIRGINIA 23607

804/247-3467

DATA PROC CONTACT- ARCHIE W. HARRINGTON  
 DIRECTOR, DATA PROCESSING  
 24TH STREET & WASHINGTON AVE.  
 NEWPORT NEWS, VA. 23607

804/247-3681

TRANSFERRED FROM ANOTHER AGENCY- NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
HONEYWELL	H3200	192K	OS 2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE- 51071

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ARRESTS	COBOL	COMPLETE	BATCH	OPERATIONAL
CASE DISPOSITION REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	COMPLETE	BATCH	OPERATIONAL
STOLEN PROPERTY - GUNS	COBOL	COMPLETE	BATCH	OPERATIONAL
STOLEN PROPERTY - VEHICLES	COBOL	COMPLETE	BATCH	OPERATIONAL
STOLEN PROPERTY - OTHER	COBOL	COMPLETE	BATCH	OPERATIONAL
UNIFORM CRIME REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
 REFERENCE: 51091

STATE: VA LOCATION: PORTSMOUTH

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: POLICE INCIDENT SYSTEM

ACRONYM:

ENVIRONMENT: WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED: 110,000

RESPONSIBLE AGENCY: POLICE

AGENCY CONTACT: ALAN E. GOLLIHUE  
 DIRECTOR, PLAN. & ANNL. UNIT  
 711 CRAWFORD STREET  
 PORTSMOUTH, VIRGINIA 23704  
 804/393-8289

DATA PROC CONTACT: SAME

TRANSFERRED FROM ANOTHER AGENCY: NO

MANUFACTURER	MODEL	CORE-SIZE	SOFT-WARE
HONEYWELL	H2050	384K	08 2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
 NATIONAL CLEARINGHOUSE  
 FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 51091

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	COMPLETE	BATCH	OPERATIONAL
PERFORMANCE EVALUATION	COBOL	NONE	MIXED	PLANNING
PLANNING	COBOL	COMPLETE	BATCH	OPERATIONAL
RESEARCH/STATISTICS	COBOL	COMPLETE	BATCH	OPERATIONAL
RESOURCE ALLOCATION	COBOL	COMPLETE	BATCH	OPERATIONAL
WORK LOAD ANALYSIS	COBOL	COMPLETE	BATCH	OPERATIONAL
GEOPROCESSING (GEOCODING)	COBOL	COMPLETE	BATCH	OPERATIONAL

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 1 - SYSTEM & COMPUTER HARDWARE DESCRIPTION  
REFERENCE: 31092

STATE: VA LOCATION: PORTSMOUTH

CATEGORY: POLICE

JURISDICTION LEVEL: CITY

SYSTEM NAME: OFFENSE SYSTEM

ACRONYM: TRACER

ENVIRONMENT: WITH OTHER NON-GOVERNMENT SYSTEMS

POPULATION SERVED: 110,000

RESPONSIBLE AGENCY: POLICE

AGENCY CONTACT: ALAN E. GOLLIHUE, DIRECTOR  
PLANNING AND ANALYSIS UNIT  
711 CRAWFORD STREET  
PORTSMOUTH, VIRGINIA 23704  
804/393-8239

DATA PROC CONTACT: SAME

TRANSFERRED FROM ANOTHER AGENCY: NO

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>CORE-SIZE</u>	<u>SOFT-WARE</u>
HONEYWELL	H2050	324K	OS 2000

FOR SYSTEM FEATURES SEE PAGE 2

SEARCH GROUP, INC.  
NATIONAL CLEARINGHOUSE  
FOR CRIMINAL JUSTICE INFORMATION SYSTEMS

PAGE 2 - SYSTEM FEATURES

REFERENCE: 31092

FUNCTION	LANGUAGE	DOCUMENT	MODE	STATUS
ACTIVITY REPORTING	COBOL	COMPLETE	BATCH	OPERATIONAL
ARRESTS	COBOL	NONE	BATCH	OPERATIONAL
CRIME TREND ANALYSIS	COBOL	COMPLETE	BATCH	OPERATIONAL
PLANNING	COBOL	COMPLETE	BATCH	OPERATIONAL
RESEARCH/STATISTICS	COBOL	COMPLETE	BATCH	OPERATIONAL
RESOURCE ALLOCATION	COBOL	COMPLETE	BATCH	OPERATIONAL
GEOPROCESSING (GEOCODING)	COBOL	COMPLETE	BATCH	OPERATIONAL
DOCKETING	COBOL	COMPLETE	BATCH	OPERATIONAL

APPENDIX C

STANDARDIZED CRIME REPORTING SYSTEM

IMPLEMENTATION CRITERIA

SCRS IMPLEMENTATION SERIES  
(WORKING PAPER)

**S** STANDARDIZED  
**C** CRIME  
**R** REPORTING  
**S** SYSTEM

IMPLEMENTATION CRITERIA

DECEMBER 1, 1977



**SEARCH GROUP Inc.**

1620 35th AVENUE / SUITE 200 / SACRAMENTO, CALIFORNIA 95822 / (916) 392-2550

# SCRS IMPLEMENTATION CRITERIA

Work performed under Law Enforcement Assistance Administration Grant No. 76-SS-99-6033

Submitted by:  
SEARCH Group, Inc.  
1620 35th Avenue  
Sacramento, California 95822

## TABLE OF CONTENTS

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Introduction	1
List of Criteria	3
Discussion of Criteria	
I. Data Capture	5
II. System Management and Control	23
III. Data Utilization	31
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## INTRODUCTION

SCRS test agencies must devise a careful plan for the review of their present systems and the development of new SCRS procedures. Perhaps the best plan is one that includes a set of criteria against which to measure the system. For without some type of standardized approach, it would be difficult to implement and, later, evaluate the SCRS test. At the very beginning, there must be a clear understanding of the basic components of the SCRS system, a knowledge of the fundamentals of good systems design, and an identification of the essential ingredients--both manpower and equipment--that, properly blended, comprise a complete crime reporting system.

SCRS implementation criteria have been developed to be applicable in any law enforcement agency with a crime reporting function. They were designed to limit the quantity and improve the quality of criminal justice information. The availability of a set of criteria should increase the effectiveness of test site project management decisions and suggest an appropriate course of action when test site problems are analyzed and solutions are attempted.

The SCRS implementation criteria were developed using SGI Technical Report #9 as a basic source document. They were further refined through knowledge gained from an extensive literature review, from practitioners in the field, from ideas presented by SCRS committee members and from attendance by SCRS staff at seminars and workshops. The criteria adhere closely to UCR standards.

The criteria are presented under the same three major headings as the three modules designed for the presentation of SCRS in SGI Technical Report #9; i.e., data capture, system management and control, and data utilization.

The following two pages contain a listing of the 19 criteria, each written as a condition required of SCRS test sites. Starting on Page five there is a discussion of each criterion. Each criterion is presented as a statement which sets up and establishes a model or example for the implementation of some segment of SCRS. Some criteria are followed by recommendations and/or notes. A recommendation is a course of action or suggestion that is not mandatory, but is worthy of acceptance or trial. A note may further explain the criterion or recommendation, or is a cross-reference to other criteria.

A list of references can be found at the end of this document. These references are sources of information from which useful facts or information about the criteria can be obtained, or which contain the authority, custom or general consent on which the criteria are based.

LISTING OF IMPLEMENTATION CRITERIA

The following criteria must be incorporated into each SCRS system.

	Further Discussed on Page:
<b>I. DATA CAPTURE</b>	
A. <u>COMPLAINT-DISPATCH FORM</u> - police agencies must provide the means to capture data about their observed/reported crime.	5
B. <u>CRIME REPORTING FORM</u> - police agencies must provide well designed crime reporting forms to permit the gathering of all required information.	6
C. <u>CRIME REPORT NUMBERS</u> - each reported crime must have its own unique report number.	7
D. <u>SCRS DATA ELEMENTS</u> - crime reporting forms must provide for the capture of all SCRS data elements.	8
E. <u>GEO-CODING</u> - the location of occurrence for a crime must be captured by geographical coding.	17
F. <u>REPORTING OFFICER IDENTIFIER</u> - the unit or officer completing a crime report must be uniquely identified.	18
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DISCUSSION OF CRITERIA

I. DATA CAPTURE

A. Police agencies must have the ability to capture data about their observed/reported crime. To achieve this, agencies should have a structured form completed in the communications center to capture the following minimum information:

1. Date and time call was received.
2. Date and time call was dispatched.
3. Date and time officer arrived at the scene.
4. Date and time assignment was completed.
5. Complainant's name, address and telephone number.
6. Location of occurrence.
7. Identity of personnel responding to dispatched incident.
8. Incident disposition (g.o.a., unfounded, wrong address).
9. Code violation (code section that best describes incident).
10. Identity of dispatcher.

Recommendation:

In addition to crime reporting activity, all other officer activity (e.g., traffic control, routine patrol, meals) should be accounted for to enable administrators to support management decisions.

I. DATA CAPTURE

B. The forms used in crime reporting must permit the gathering of all required information, be designed for easy use, and consider the needs of all users of police information. Well designed forms would include the following features:

1. The use of as many check-off or fill-in boxes as possible.
2. The arrangement of boxes in logical sequence.
3. The allowance of sufficient space for entries.
4. The numbering of boxes to facilitate training, for reference to the report writing manual and to permit the smooth exchange of information.
5. The placement of all data items to be coded on the front side of the form.
6. Permits the capture of the ABCR attribute descriptors.
7. The consolidation of special use forms whenever possible.

I. DATA CAPTURE

C. Each reported crime must have its own unique report number.

1. Report numbers must run chronologically.
2. All documents associated with a reported crime report must bear the same case number.
3. The report number must be large enough to satisfy case load and EDP needs.

Recommendation:

The majority of police agencies in the U.S. are using a report number prefaced by a two-digit number to reflect the year in which the incident occurred. Although not mandatory for SCRS implementation, this numbering system is recommended.

I. DATA CAPTURE

D. Crime reporting forms must provide for the capture of all SCRS data elements.

NOTE: SCRS data elements are listed on the following pages. It is appropriate for agencies implementing SCRS to add additional data elements to satisfy local needs.

STANDARDIZED CRIME REPORTING SYSTEM DATA ELEMENTS

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
1. Name	<ul style="list-style-type: none"> <li>• Last name</li> <li>• First name or initial</li> <li>• Middle name or initial</li> <li>• Suffix denoting seniority (e.g., Jr., II, etc.)</li> </ul>	<p>Enter names of reporting persons, complainants, victims, suspects, witnesses, parents or guardians.</p> <p>If complainant/victim is a business enter name of business.</p>
2. AKA, Nickname		<p>For suspects and for other persons involved in the incident who may be easier to locate through their nickname or alias.</p>
3. Address		<p>Enter address of #1 above.</p>
4. Residence telephone		<p>Enter home telephone number of #1 above.</p>
5. Contact telephone number or address		<p>The best telephone or address to reach #1 above.</p>
6. Date of Birth	<ul style="list-style-type: none"> <li>• Month</li> <li>• Day</li> <li>• Year</li> </ul>	<p>Enter date of birth for suspects, complainants, victims, or any other persons involved in the incident whose age may be a factor in the investigation. If date of birth is unknown, enter estimated year of birth.</p>
7. Sex	<ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	
8. Race and Ethnicity	<ul style="list-style-type: none"> <li>• Indian</li> <li>• Asian</li> <li>• Hispanic</li> <li>• Black</li> <li>• White</li> </ul>	<p>Indian includes American Indian or Alaskan native, Asian or Pacific Islander, Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race, Black, not of Hispanic origin, White, not of Hispanic origin.</p> <p>While the collection of data is not limited to the categories described above, any required reporting which uses more detail shall be organized in such a way that the additional categories can be aggregated into these basic racial/ethnic categories.</p>
9. Driver's License Number		<p>Reference NCIC Operating Manual.</p>

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
10. Height		Reference NCIC Operating Manual.
11. Weight		Reference NCIC Operating Manual.
12. Color-Eyes		Reference NCIC Operating Manual.
13. Color-Hair		Reference NCIC Operating Manual.
14. Scars, Marks, Tattoos		Reference NCIC Operating Manual.
15. Clothing and Glasses		Complete description of clothing and glasses worn by the suspect.
16. Suspect's occupation		Principal occupation of suspect, even if unemployed. If the person is in the armed service, indicate branch and rank. Also, indicate if student, housewife, or retired.
17. Victim/suspect relationship	<ul style="list-style-type: none"> <li>• suspect is unknown to victim</li> <li>• unknown relationship</li> <li>• suspect is known:</li> </ul>	Check off boxes to indicate whether suspect is known to victim; if known, how.
18. Under influence drugs/alcohol	<ul style="list-style-type: none"> <li>• Drugs</li> <li>• Alcohol</li> </ul>	For suspects and for any other person involved in the offense whose physical and mental condition may be a factor in the investigation.
19. Suspect: Armed	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Check off boxes and describe.
20. Suspect: Status in the criminal justice system	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Parole</li> <li>• O.R.</li> <li>• Bail</li> <li>• Prior conviction</li> <li>• Unknown</li> </ul>	Check off boxes and describe.
21. Location of incident	<ul style="list-style-type: none"> <li>• Address</li> <li>• Beat/geo code</li> </ul>	Complete in one of the following ways which are listed in order of preference: (a) exact address including the building, room or apartment number.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
		(b) closest street address indicating in front of, adjacent to, rear of, across from, etc. (c) block number as shown by street sign indicating if location is on the odd- or even-numbered side of the street. (d) distance and direction from a known point.
		Explain by a word or phrase where event occurred. For example: inside alley front driveway rear garage (private), side carport roof parking lot
22. Type of premises	<ul style="list-style-type: none"> <li>• Street (Highway)</li> <li>• Gas Station</li> <li>• Chain Store</li> <li>• Bank</li> <li>• Other Commerical</li> <li>• Residential</li> <li>• Miscellaneous</li> </ul>	Complete for robberies only.
23. Nature of Complaint		On complaint/dispatch form, describe nature of complaint being reported, using descriptive phrases.
24. Priority of field response	<ul style="list-style-type: none"> <li>• Urgent</li> <li>• Routine</li> <li>• As Available</li> </ul>	Check off boxes on complaint/dispatch form.
25. Event status	<ul style="list-style-type: none"> <li>• In progress/Developing</li> <li>• Just occurred/Recent</li> <li>• Cold</li> <li>• Unknown/Incomplete call</li> </ul>	Complaint/dispatch information: • In progress/Developing: Reporting person can see or hear or otherwise knows that the activity which prompted this call is now taking place or is imminent. • Just Occurred/Recent: The event being reported has just taken place or is so recent that the scene is essentially intact; witnesses may or may not be available; suspect not at scene. • Cold: Incident has taken place; probably no useful clues at scene; report and/or follow-up required. • Unknown/Incomplete Call: Caller requests police assistance but refuses or is not able to describe reason for call.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
26. Primary responding unit I.D.		This is the unit responsible for handling the assignment.
27. Support Unit Identification Number		This is the backup unit(s) dispatched to support the primary unit.
28. Hazard factors	<ul style="list-style-type: none"> <li>• Weapons involved</li> <li>• Gang/crowd</li> <li>• Drugs/alcohol</li> <li>• Mental</li> </ul>	Dispatch information for responding unit's information. Check off boxes and describe.
29. How call was received	<ul style="list-style-type: none"> <li>• Phone</li> <li>• Walk in</li> <li>• On view</li> <li>• Other</li> </ul>	Complaint/dispatch information.
30. Last seen heading		Complaint/dispatch information to indicate direction suspect/vehicle was last seen heading.
31. Action initiated	<ul style="list-style-type: none"> <li>• Field response</li> <li>• Office response</li> <li>• No response. Why? _____</li> <li>• Referred to _____</li> </ul>	Complaint/dispatch information.
32. Event/crime report number		A sequential number recorded on the complaint-dispatch form for every called-for service. When a crime report is completed, this number becomes the unique number assigned to the reported crime. All documents associated with a reported crime must bear the same case number.
33. Crime		Enter the name of the crime, followed by the section number, subsection, when applicable, and code abbreviation.
34. Crime classification - theft/larceny	<ul style="list-style-type: none"> <li>• Pocket picking</li> <li>• Purse snatching</li> <li>• Shoplifting</li> <li>• Thefts from motor vehicle (except parts and accessories)</li> <li>• Theft of motor vehicle parts and accessories</li> <li>• Bicycles</li> <li>• From buildings</li> <li>• Coin-operated device</li> <li>• All others</li> </ul>	Check off box and describe.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
35. Date and time	<ul style="list-style-type: none"> <li>• Month</li> <li>• Day</li> <li>• Year</li> <li>• Time</li> </ul>	Complaint/dispatch form should indicate date and time: call received, unit dispatched, unit arrived at scene, and unit completed the assignment. Crime report should indicate date and time incident occurred and was reported.  In reporting time, military time should be used.
36. Vehicle description	<ul style="list-style-type: none"> <li>• Year</li> <li>• Make</li> <li>• Model</li> <li>• Body style</li> <li>• Color(s)</li> <li>• License number</li> <li>• VIN</li> <li>• State of license number</li> <li>• Year of license number</li> <li>• Condition of car body</li> </ul>	Reference NCIC Operation Manual;
37. Knowledge of event		Describe what each involved person knows about the incident and to what he/she can testify.
38. Elements of crime		Describe the elements of the reported offense and all other crimes the event can justify. Excluded should be those elements of lesser included crimes.
39. Investigative steps		Narrate steps taken in the preliminary investigation, follow-up investigation, and in an arrest situation for the reported offense (e.g., statements taken, protection of crime scene, broadcast of information and information helpful in apprehending suspects, such as known associates and known haunts).
40. Disposition of persons and property		Describe details of the gathering (or finding), condition, and disposition of any evidence, property, children, pets, vehicles, or injured persons.
41. Suspect apprehension information		Describe details of suspect interrogations, line-ups, co-defendants, and include information about why suspect was arrested for the crime.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
42. Search employed		Describe completely any search for evidence, information or suspects in a crime scene search, neighborhood check, suspect search, or in connection with an arrest.
43. Identification number		For operator, dispatcher, officers, approving supervisors, investigating officers, etc.
44. Action taken	<u>Complaint-Dispatch Disposition:</u> Report, type _____ Arrest _____ Citation _____ Gone on arrival Invalid address Unable to locate complainant Void Civil Referred to _____ Adjusted at scene  <u>Case Disposition/Arrestee Status:</u> Arrest and prosecution Comp refuses to prosecute Complaint refused by DA Prosecuted for another offense DA citation Unfounded Occurred in other jurisdiction Turned over to other jurisdiction Death of offender Appropriate juvenile disposition Arrestee status _____	Check off boxes and fill in, where needed.
45. Personal injury		Indicate whether death or injury occurred to any of the persons involved in the incident, the extent of the injury, and what action was taken in each case.
46. Stolen property	<ul style="list-style-type: none"> <li>• Currency, notes, etc.</li> <li>• Jewelry &amp; precious metals</li> <li>• Clothing &amp; furs</li> <li>• Office equipment</li> <li>• Televisions, radios, stereos, etc.</li> <li>• Firearms</li> <li>• Household goods</li> <li>• Consumable goods</li> <li>• Livestock</li> <li>• Miscellaneous</li> </ul>	Check off box to indicate category of loss and describe completely using NCIC manual for guidance. Enter value for each item. Enter total value. Description should include quantity of items taken, type and name of each article, make of brand, model number, serial number, registration/license number, color, size, identifying marks, caliber and barrel length of guns.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
47. Method of entry/exit	<ul style="list-style-type: none"> <li>• Lawful</li> <li>• Forced</li> <li>• No force</li> <li>• Attempted force</li> </ul>	For entry, check off boxes and describe in narrative. For exit, describe in narrative.
48. Point of entry/exit		Explain in narrative or box.
49. Weapon/force used	<ul style="list-style-type: none"> <li>• Handgun</li> <li>• Other gun</li> <li>• Knife/cutting instrument</li> <li>• Hands/feet</li> <li>• Threat</li> <li>• Other _____</li> </ul>	Check off box and describe.
50. Tool(s) used against property		Explain by word or phrase.
51. Trademark/unusual actions or traits of suspect		Actions taken by the suspect to prepare for or accomplish a crime, or to avoid apprehension that have not been recorded elsewhere in the report. It includes unnecessary or bizarre acts, e.g., "eats food," "changes clothes," "leaves note."
52. Report/distribution data	Other reports submitted _____ Additional distribution _____ Page No. _____	All related documents should be listed, i.e., statements, suicide notes, evidence forms, supplementary forms. Note the number of extra copies needed and a distribution list. Indicate whether the report is complete or whether it is one of several pages, e.g., Page _____ of _____ pages.
53. Notifications	<ul style="list-style-type: none"> <li>• Describe request</li> <li>• Agency/Unit</li> <li>• Date/Time</li> <li>• Officer identification</li> </ul>	Record those requests for immediate service during an officer's preliminary investigation, e.g., for criminal investigators, coroner, ambulance, tow truck. Note requests for NCIC checks, radio APB's, teletypes, etc. Note notifications to parents/guardians of juvenile.
54. Charge(s)	<ul style="list-style-type: none"> <li>• Code section</li> <li>• Name of offense</li> </ul>	
55. Booking number		A number that identifies that particular arrest.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
56. Resistance to arrest	<ul style="list-style-type: none"> <li>• Fled</li> <li>• Attacked</li> <li>• Abusive</li> <li>• Passive</li> </ul>	Resistance to arrest should be charged or noted on the arrest/offense report.
57. How arrest was made	<ul style="list-style-type: none"> <li>• On view</li> <li>• Warrant</li> <li>• Citizen</li> <li>• Call (dispatched)</li> <li>• Investigation</li> </ul>	Check off box and explain in narrative.
58. Rights explained	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Check off box and explain in narrative.
59. Response to rights	<ul style="list-style-type: none"> <li>• Silent</li> <li>• Waived</li> <li>• Understood</li> <li>• Statement</li> </ul>	Check off boxes and explain in narrative.
60. Disposition of vehicle	Towed? _____ Hold? _____ Released to _____ Other _____	Check off box and explain in narrative. Describe if vehicle towed and where, if there is a hold on vehicle, and for whom the hold was placed.
61. Arresting officer/agency	<ul style="list-style-type: none"> <li>• Name</li> <li>• Serial number</li> </ul>	Enter name and identification number of arresting officer. Include name of agency/organizational unit when necessary.
62. Change reported crime and classification to		Fill in change of reported crime, and/or classification when appropriate, to indicate correct type of crime.
63. Revised value of loss	\$ _____	Fill in revised value of loss as needed.
64. Recovered property	<ul style="list-style-type: none"> <li>• Itemize</li> <li>• Describe</li> <li>• Unit value</li> <li>• Total value</li> </ul>	Describe recovered property, give value of each recovered item and the total value.
65. Where property recovered		Fill in location of recovery and address.
66. M.O. additions and changes		Fill in any additions or changes in M.O. that may be different from the original report.

I. DATA CAPTURE

E. The location of occurrence for a crime and/or arrest must be captured by appropriate geographical coding, i.e., reporting districts, census tracts or geographical base files.

I. DATA CAPTURE

F. Completed crime reporting forms must uniquely identify the person completing the report.

I. DATA CAPTURE

G. A report writing manual must be developed for use in training and for field reference. The contents of such a manual should include:

1. Basic instructions on when and how to complete appropriate SCRS forms.
2. Standardized instructions for entering data on SCRS forms:
  - a. the information requested,
  - b. the word "none,"
  - c. the word "unknown" abbreviated "unk,"
  - d. the word "refused" abbreviated "ref," or
  - e. a short dash (-) to indicate "not applicable."
3. A list of approved abbreviations:
  - a. NCIC abbreviations, and
  - b. SCRS II Committee approved abbreviations.
4. Criteria for offense classifications if the agency requires the person completing the report to make the crime classification.
5. Criteria for property valuation. (Standardized within individual agencies)

Recommendation:

A properly designed field manual can become, next to safety equipment, an officer's most valuable tool. It will refresh the officer's memory on conducting a proper investigation and contain useful information and resource material to make the officer's job easier. Such a manual would have the following characteristics:

1. A design that incorporates the following features:
  - a. Loose leaf so that additions and revisions can be easily made.

- b. Numbered and dated pages to identify the most current information.
  - c. Use of color coding or index tabs to indicate appropriate sections.
  - d. Table of contents for a reference guide.
  - e. A lightweight plastic cover, smooth so that it can be used as a writing surface, and imprinted with lists of the most commonly misspelled words in police report writing.
2. Additional information helpful to the field officer may include:
- a. Beat maps;
  - b. List of buildings and landmarks and their locations; e.g., Flatiron Building, Tower Apartments;
  - c. Agency and city (or county) telephone numbers;
  - d. List of all neighboring law enforcement agencies, social agencies, hospitals and other agencies the officer may need to contact, with their addresses and telephone numbers;
  - e. Matrices to show which report forms to make, where extra copies should go, and appropriate notifications for unusual or infrequent situations such as child abuse cases, bomb threats, poisonings, types of traffic accidents;
  - f. Matrix to show how to process different types of juveniles and dispositions, e.g., runaways, neglected, dependant, baby, felony arrest;
  - g. Copy of NATA Handbook insert showing where the VIN is located on various makes and years of vehicles;

- h. Reproductions from ATF Handbook which illustrate commonly used guns;
- i. One page chart of first aid techniques;
- j. List of common local ordinances;
- k. List of common vehicle code violations and local traffic ordinances;
- l. List of common penal code sections;
- m. A guide to using the proper report form;

I. DATA CAPTURE

H. An adequate formal classroom training and orientation program must be provided to those personnel who complete crime reports. Characteristics of such a training program should be:

1. Instruction using formal course outlines, exams, and critiques which address:
  - a. SCRS standardized information including SCRS background, purpose and procedures,
  - b. Compliance with agency and state report writing requirements,
  - c. Use of the report writing manual,
  - d. Evaluation Criteria.
2. Periodic retraining as needed.

Recommendation:

To further the acceptance of SCRS, information about the program should be provided to all agency personnel.

NOTE: Training for processors of data is required in Criteria II, G., and for users of data in Criteria III, C.

II. SYSTEM MANAGEMENT AND CONTROL

A. A simplified paper flow, essential to the smooth functioning of SCRS, must be established. This can best be accomplished in a system featuring:

1. written policies to control the entire crime report flow that will cover system supervision, report copy control, personnel and training, and system evaluation,
2. the physical positioning of report deposit receptacles, report reproducing section, the files, and all other essential equipment and work areas for the convenience of report takers, processors and users,
3. regulations to prevent delays in report processing caused by the failure of report takers to submit reports properly, by the report review or audit process, or through equipment breakdowns,
4. written procedures which include:
  - a. a distribution list for all report copies,
  - b. provisions for the physical distribution of reports,
  - c. responsibilities for adequate stocks of paper and supplies and for the maintenance of equipment.

## II. SYSTEM MANAGEMENT AND CONTROL

B. Responsibilities for report review and approval must be clearly defined in writing. Such a review function will permit the examination of submitted reports for accuracy and completeness, permit the return of reports to the reporting officer for correction, and yet not unduly delay the movement of report forms in the report processing system.

1. The procedures must provide a way to communicate deficiencies in report writing to the reporting officer.
2. Space must be provided on crime reporting forms for approving signatures.

## II. SYSTEM MANAGEMENT AND CONTROL

C. To assure that the Standardized Crime Reporting System is in fact operating at the desired level of performance and is producing high quality information, the system must be periodically audited. The audit system should have the following characteristics:

1. The audit policy and procedures must be in formal written form.
2. The complaint dispatch form must be used as a source document to include as many potential police responses as possible in the audit process.
3. The complete police response must be audited, from complaint receipt to event disposition.
4. The audit system must permit the reconciliation of differences between deficiencies noted by the auditors and the supervisors and reporting officers involved.

### Recommendation:

The audit should be performed by an independent agency. The procedures should provide for the auditors to make recommendations for system improvement or personnel training.

NOTE: The IACP/UCR Audit Guide is available for any agency that wishes to use it.

II. SYSTEM MANAGEMENT AND CONTROL

D. Written criteria for the retention and purging of crime reporting documents are an essential part of SCRS. Such criteria must:

1. Conform with federal, state, and local requirements.
2. Consider agency space limitations.

II. SYSTEM MANAGEMENT AND CONTROL

E. Appropriate privacy and security safeguards must be installed in any SCRS program. At a minimum, these safeguards must include:

1. Knowledge and enforcement of appropriate Federal and state laws,
2. Compliance with applicable requirements of LEAA Criminal Justice Information Systems Regulations (28 CFR Part 20) and LEAA Regulations on the Confidentiality of Research and Statistical Information (28 CFR Part 22).

II. SYSTEM MANAGEMENT AND CONTROL

- F. A written forms control policy for SCRS must be established to accomplish the following:
1. Avoid unnecessary duplication of crime reporting forms.
  2. Prevent unauthorized crime reporting forms revision.
  3. Insure that adequate supplies of crime reporting forms are maintained.
  4. Maintenance of sample crime reporting forms in a single file, a history of forms, and a forms numbering control.

Recommendation:

Forms control should be the responsibility of a single unit. A periodic review should be made to determine the need for forms.

II. SYSTEM MANAGEMENT AND CONTROL

- G. Adequate training and orientation must be provided for processors and users of crime data. The instruction must include:
1. Pertinent written policies and procedures,
  2. Restrictions on unauthorized system deviations,
  3. Privacy and security regulations.

Recommendation:

Periodic retraining should be provided when there are system revisions or new equipment and as insurance against unauthorized system deviations. It would also be helpful to provide an employees' suggestion system to solicit ideas for improvement.

NOTE: Training for report takers is required in Criteria I, H., and for users of data in Criteria III, C.

II. SYSTEM MANAGEMENT AND CONTROL

H. Agencies implementing SCRS must arrange for facilities for the storage and retrieval of reports. Such facilities must include adequate index and case files, and sufficient space for easy access and for expansion.

III. DATA UTILIZATION

- A. Written policies must be developed to insure that the requirements for SCRS management, crime analysis and special need reports are met. Such policies must include:
1. Justification for all reports,
  2. Establishment of approval mechanisms for interim and special reports,
  3. Output control mechanisms, including a requirement for keeping a sample collection of all output reports for periodic evaluation, review, and modification or discontinuance where warranted.

III. DATA UTILIZATION

B. There must be provisions in the SCRS specifications for a variety of reporting requirements. At a minimum, specifications must include:

1. Local, state and federal reporting requirements, and
2. Provisions for adhering to UCR guidelines for reporting deadlines, arrest information, classification and scoring of crimes, and clearance reporting.

III. DATA UTILIZATION

C. Adequate training and orientation must be provided for users of crime data. The instructions must include such subjects as:

1. How to read the reports,
2. How to analyze the data,
3. How to effectively use the data, and
4. How to critique output reports.

NOTE: Training for report takers is required in Criteria I, H, and for report processors in Criteria II, G.

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