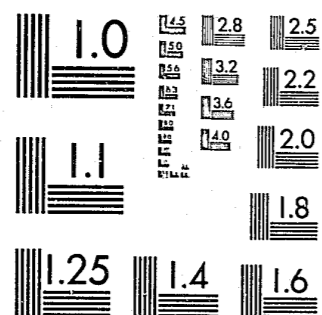


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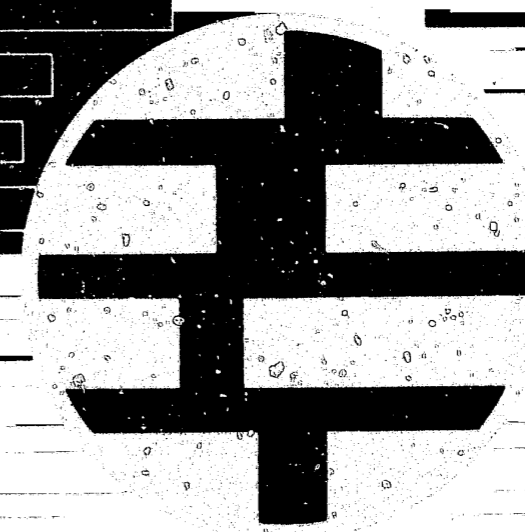
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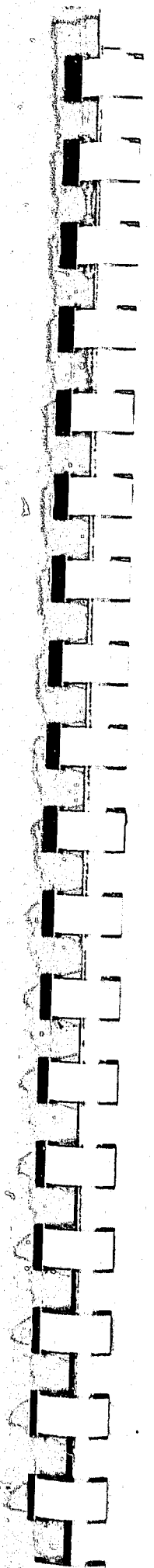
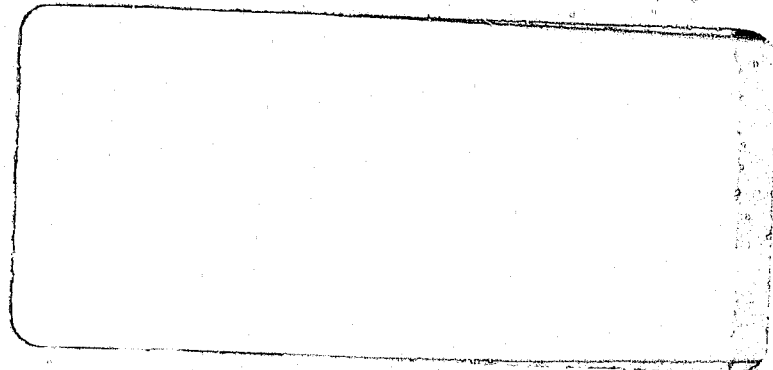
CIMIS DATA PROJECT
CIMIS Operations Report:
Cook County Department of Corrections

May 1982

STATISTICAL ANALYSIS CENTER

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CIMIS DATA PROJECT
CIMIS Operations Report:
Cook County Department of Corrections

May 1982

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All Statistical Analysis Center papers, from the first draft to final printing and dissemination, are the result of coordinated efforts from the executive, research, and administrative staffs. We appreciate the contributions made by each and every staff member toward the completion of this paper.

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PREFACE

This report describes the use of the Correctional Institution Management Information System (CIMIS) at the Cook County Department of Corrections (CCDOC). It is intended primarily for the staff of CCDOC who work with CIMIS and for the Criminal Justice Information Systems (CJIS) staff at the Illinois Law Enforcement Commission (ILEC), who design and support CIMIS software. The Report is also intended for administrators, policymakers, and evaluators interested in the criminal justice system and in management information systems.

The Report is organized in five sections. The Introduction explains the CIMIS Data Project, describes the CCDOC-CIMIS data survey and operations reports, and familiarizes the reader with important terms.

The Methodology section describes the research techniques, their rationale, and their limitations.

The third section introduces and explains the major inmate management tasks supported by CIMIS at CCDOC. Each of these tasks is explained in detail, and the relation of each task to the overall operation of CCDOC is described. The CIMIS operations of each of the housing divisions and support units at CCDOC are analyzed and explained using tables, flowcharts, and supporting text.

Section four contains the findings and recommendations that emerged from the analysis. This section explains the implications of the material presented in section three, and sets forth suggestions for improving the level of support that CIMIS provides for CCDOC inmate management.

The fifth and final section consists of a glossary and a set of appendices containing reproductions of CIMIS and CCDOC documents, and further explanations of research methods used in the study.

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INTRODUCTION

The CIMIS Data Project

The CIMIS Data Project is a comprehensive study of the on-site use of the CIMIS approach to inmate management. CIMIS was designed by the Criminal Justice Information Systems (CJIS) Division of the Illinois Law Enforcement Commission (ILEC), and is in use at the Cook County Department of Corrections (CCDOC) and at the facilities of the Illinois Department of Corrections (IDOC). The Project is an activity of the Statistical Analysis Center (SAC), sponsored by CJIS, and is the first effort of its kind. The Project has three goals:

- 1) to survey inmate data in the CIMIS databases at all sites;
- 2) to describe CIMIS operations at all sites; and
- 3) to determine whether the decisions made by corrections personnel are patterned and predictable using CIMIS data.

Meeting these goals will promote awareness of the system's potentials, problems, and abilities among system users and designers. In addition, CIMIS data will be made available and useful both for meeting the system's planned goals and for aiding those who need information about Illinois' Criminal Justice and Corrections systems.

The CIMIS Data Project will produce five reports as a means of achieving these goals. The first of these reports, the "Data Survey Report: Cook County Department of Corrections" (hereafter called the Data Survey Report), was published in July, 1981. This operations report is the second product of the CIMIS Data Project. Future products include a standardized procedure for conducting CIMIS database surveys, periodic population and management reports using CIMIS data, and an analysis of the decisions by which inmates are assigned living units in CCDOC using CIMIS data. For a more detailed discussion of the products of the CIMIS Data Project, the reader is referred to the Data Survey Report, pages 1-2. The relationship between the data survey and operations reports is discussed below.

The Data Survey Report

The purpose of the Data Survey Report within the CIMIS Data Project is to present the results of a study of CIMIS inmate records at CCDOC. The inmate records were analyzed for scope, completeness, and accuracy. The survey provides CIMIS users, man-

gers, and developers with a picture of the inmate data CIMIS generates under current operating conditions. These conditions are the subject of the operations report.

The CIMIS Operations Report

In addition to maintaining data of high quality, these data must be available in a timely fashion, and must be used effectively, in order for the system to be successful. The CIMIS Operations Report directly addresses the use of CIMIS, and serves as a complement to the Data Survey Report. Taken together, the two Reports provide a comprehensive description and analysis of the use of CIMIS by the Cook County Department of Corrections.

The purpose of this Report is to explain in detail exactly how CIMIS is used to perform inmate management tasks at CCDOC. This description includes the functions CIMIS fulfills, the relationship between the automated and manual recordkeeping systems, and the relation of the CIMIS design and concept to the actual workings of CCDOC. The Operations Report is presented with two aims. The first is to help CIMIS managers and users at CCDOC to better understand the role of CIMIS at their institution, and how that role can be upgraded to the benefit of all CCDOC staff. The second aim is to complement the database survey by providing a fuller understanding of how and why data are, or are not, entered and used in CIMIS. The Report also continues the process of making knowledge of CIMIS operations and data available to the criminal justice community and the general public.

It is essential that readers of this report have a basic understanding of CCDOC and CIMIS operations. These are described on pages 1-6 of the Data Survey Report, and are not duplicated here. The section below explains important terms that must also be understood by readers of this Report.

Definitions of Terms

This Report includes a glossary explaining CIMIS and CCDOC terminology. Selected key terms frequently used in this Report are defined below.

1. Count: 1) The total number of inmates in a specified living unit (division, block, tier, or cell), determined by the CIMIS COUNT transaction, which provides this information; or 2) The procedures by which CCDOC staff confirms and reports this information.

2. Database: A database is the sum-total of all the pieces of information available to a computer for calculations, decisions, and displays.
3. Data Element: A data element is a single item entered into, or reported by, a computer.
4. Management Information System (MIS): An MIS is an assemblage of data and data processing capabilities that provides information useful for making decisions and attaining organizational goals.
5. Tier: 1) a CIMIS transaction used to enter or update an inmate's housing assignment; or 2) to determine what housing assignment an inmate should have and record that assignment on manual and/or automated records.
6. Transaction: a key word that calls for a format on a video display terminal (VDT) for entering or reading data.
7. Update: modify a computer record to represent the current, or most recent, state.

METHODOLOGY

Introduction

The research methods used to obtain data for this report were:

- 1) observations of CIMIS operations in all of the CCDOC divisions,
- 2) interviews with CIMIS users, managers and designers, and
- 3) analysis of portions of the CIMIS database.

While each method was designed to complete a specific research task; the methods cross-checked each other as a means of validating research findings. Interviews and data analysis corroborated observations. Questionable findings from data analysis were pursued in interviews and observations. This section of the report presents background comments concerning these research methods, and discusses each of the methods in detail.

CCDOC is a subsystem within the larger criminal justice system in Illinois. The researchers analyzed CIMIS in this light, and took care to note the manners in which police and court actions (concerning both persons and data) affect CIMIS. CIMIS data collection and recordkeeping also takes place in conjunction with a paper recordkeeping system at CCDOC. Data collection was conducted with an eye toward similarities and dissimilarities between the two systems, as well as toward how they affect each other.

Data collection activities included every CIMIS location at CCDOC. The research concentrated on tiering, count, and inmate movement operations. Previous research which analyzed the CIMIS database and employed the same methods, had focused on data entry and update, and record maintenance.

Observations

The purpose of the on-site observations at CCDOC was to obtain as accurate an understanding as possible of CIMIS operations, and of the kinds of problems CIMIS users experience. The observational visits covered the shifts and locations which use CIMIS the most (See Appendix A for the schedule of on-site visits conducted at CCDOC.)

The observations were conducted in the following manner. One or both of the principal researchers would arrive at a prearranged location within CCDOC and review the purpose of the visit with the supervising officer. Following this introduction, the researcher(s) watched the officers as they used CIMIS or prepared data for entry into CIMIS. During these observations the researchers took notes concerning the officers' use of the system and the problems encountered. They directed questions to the officers during these observations that addressed such issues as:

- the user's degree of experience using CIMIS,
- the user's specific responsibilities,
- the user's likes and dislikes concerning the system,
- how observed problems arose, and how they were resolved,
- how the CIMIS procedures were related to manual records,
- how the CIMIS procedures coordinated with actual movement of inmates,
- which CIMIS reports were used, and for what purposes, and
- what adaptations to CIMIS had been made to support the tasks and meet the problems in their part of CCDOC.

After each observational visit, the researchers drafted, typed, and reviewed field notes in preparation for future visits.

Interviews

Interviews were conducted with CIMIS users, managers and designers. Like the observations, their purpose was to understand CIMIS operations and record user problems. Many of the interviews were conducted in an informal manner while observing officers using CIMIS. The researchers held more directed, or formal, discussions with CIMIS users and managers at CCDOC. The formal interviews addressed the following issues:

- the division's (or the particular location's) responsibilities concerning CIMIS,
- problems encountered with CIMIS use,
- the supervisor's own reactions to the system, and
- exactly how CIMIS was used for tiering, for counting inmates, and for recording inmate movement.

Informal interviews were also conducted with CJIS personnel at ILEC. These interviews addressed questions of system design and capabilities, and problems the researchers encountered with the database analysis.

Database Analyses

The purpose of the database analyses is to use the record of CIMIS transactions to reveal how CIMIS itself is used, thus pro-

viding an objective record of CCDOC-CIMIS operations. Two sets of CIMIS transactions were recorded during two seven-day sampling periods. A CJIS programmer reformatted portions of this database according to the requirements of the study, generating three distinct data files analyzed in this study.

1. Longitudinal sample of CIMIS transactions: The sample (n=22,915) included all transactions designed to access or update inmate records initiated during the seven-day sampling period between March 25 and 31, 1981. In order to obtain this sample, CIMIS managers at CCDOC kept a computer log for seven days of twenty-one inmate-based transactions (See the Glossary for definitions of the transactions.) This longitudinal sample provides a picture of CIMIS use over a short period of time.
2. Longitudinal sample subset: The sample above was reformatted to provide a file of all inmates who, during that seven-day time period, had a BOOK transaction. The BOOK transaction is always the first CIMIS record for every inmate. The records in this file (n=782) included the inmate ID number, the first occurrence of each of twenty CIMIS transactions for that inmate, and the time lag from the BOOK transaction to each of the other transactions that occurred, such as the time lag from BOOK to the HISTORY transaction.
3. Longitudinal sample of CIMIS transactions: This sample (n=2,896) included 14 CIMIS transactions designed to aid in scheduling inmate movements, using CIMIS, and conducting inmate headcounts initiated during the 7-day sampling period between July 10 and 16, 1981.

These samples were analysed using SPSS(1)

Limitations

There are four shortcomings to the methods employed in this study. All of the methodological problems concern the generalizability of the analysis: whether the operations analyzed are truly representative of CCDOC operations. The four shortcomings are:

(1)SPSS is the Statistical Package for the Social Sciences, a system of computer programs for data analysis. See Nie, et. al., SPSS. McGraw Hill Book Co., 1970, 1975.

1. Each of the samples of the CCDOC-CIMIS database was extracted at a different period of time.
2. Both samples of CIMIS transactions over time cover only slightly more than six days, rather than a full week.
3. The operations studied were not fully routine, and are subject to further change. CCDOC operations and policies are always subject to change. This was the case during the course of the research.
4. Most of the CIMIS transactions sampled, with the exception of INQUIRY, can have two uses. They can review, or add to, the database. The database sample of transactions cannot indicate which purpose a specific transaction served. Thus, reliable separation of data entry and data use will be limited in some cases.

These limitations to the methodology do not affect the findings of this report. There is no reason to believe that the CCDOC-CIMIS database samples are anything but representative of typical CIMIS use in the full range of CCDOC-CIMIS operations. The limitations serve as a guide to readers who wish to form their own conclusions based on the CIMIS data.

ANALYSIS OF CIMIS OPERATIONS AT CCDOC

Introduction

This report identifies five distinct inmate management tasks at CCDOC that are accomplished on a daily basis using CIMIS. The five inmate management tasks are:

1. Recording inmate data.
2. Updating inmate records.
3. Scheduling inmate movement.
4. Assigning inmate living units.
5. Conducting inmate headcounts.

This report presents the description and analysis of CIMIS operations concerning these tasks for each of the operating divisions of CCDOC. For this purpose, the "operating divisions" include the housing divisions, the receiving units, the records offices, and the supporting units such as Cermak Hospital and Human Services. An additional section explains the record updating and inmate scheduling tasks in a general context.

Each description is presented in a standard format. Division activities using CIMIS are explained, with flowcharts and figures where necessary; data derived from the analyses are presented, and a discussion of CIMIS use compared to manual records concludes the section.

Following these analyses, a third section describes CIMIS use in all CCDOC divisions. This section presents two analyses:

1. General patterns of CIMIS use throughout CCDOC.
2. The time lags between CIMIS transactions for inmates.

The final section compares CIMIS operations across divisions.

CIMIS Operations in Cook County Department of Corrections Divisions

The following sections of the report are detailed descriptions of each of the divisions of CCDOC. There is one section for each of the custodial divisions and one for each of the support divisions, such as Human Services and Cermak Hospital.

Division I

Division I has the capacity to hold 627 inmates. The division holds sentenced felons, inmates in disciplinary segregation, escape risks, and inmates from other divisions who have been assigned as workers in Division I.

It is important to note that capacity in all divisions changes due to the need to repair or remodel cells, and due to court rulings regarding housing of sentenced inmates.

Division I contains 8 "blocks" which consist of four tiers with approximately 19 cells; two blocks are being remodelled. The division has four stories, each containing two of the blocks. The administrative office is on the second floor and the security office is in the basement.

There are three CIMIS terminals in this division; all in the basement. Two are located at opposite ends of the basement hallway, referred to as the "boulevard" (post 3 and post 78) and the third terminal is in the security office, which opens onto the boulevard.

Most traffic in this division is to and from the courts and to and from other divisions. All inmate traffic is routed along the boulevard. Officers, workmen and other persons enter through the boulevard or through the administration level, and are stamped with a dye that shows up under the ultraviolet "black" light.

Division I officers initiated 372 transactions during the 7-day sampling period in March. Tables I and II below describe the transaction use in Division I.

TABLE 1
NUMBER OF TRANSACTIONS INITIATED ON THE
DIFFERENT TERMINALS IN DIVISION I

| TERMINAL | TIER | TRANSACTION ATIER | INQ | TOTALS | PERCENT |
|-----------------|-------|----------------------|------|--------|---------|
| Security Office | 18 | 25 | 37 | 80 | 21.5% |
| Post 78 | 117 | 20 | 128 | 265 | 71.2 |
| Post 3 | 5 | 5 | 17 | 27 | 7.3 |
| Totals | 140 | 50 | 182 | 372 | |
| Percent | 37.6% | 13.4 | 48.9 | | 100.0 |

TABLE 2
NUMBER OF TRANSACTIONS INITIATED IN DIVISION I
FOR DIFFERENT WORK SHIFTS

| TRANSACTION | WORK SHIFT | | | TOTAL | PERCENT |
|-------------|------------|-----------|-----------|-------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| TIER | 72 | 37 | 31 | 140 | 37.6% |
| ATIER | 11 | 39 | 0 | 50 | 13.4 |
| INQUIRY | 97 | 51 | 34 | 182 | 48.9 |
| Totals | 180 | 127 | 65 | 372 | |
| Percent | 48.4% | 34.1 | 17.5 | | 100.0 |

The peak hours of transaction use in Division I during the sampling period were from 11 a.m. to 12 noon, when 18.6% of the transactions were initiated, and from 10:00 p.m. to 11:00 p.m., with 12.8% of the transactions.

As the tables show, TIER and ATIER comprise approximately 51% of CIMIS use in Division I and most of the transactions are performed at Post 78. In general, CIMIS is secondary in the tiering process and primarily provides information through the INQUIRY transaction.

Tiering

Tiering in Division I is a three part process which differs slightly for new inmates, court returnees, and inmates transferred from other divisions. In each case information is recorded on paper before it is entered into CIMIS.

New inmates: New inmates are assigned to a division at intake in the Reception, Classification, and Diagnostic Center (RCDC). The assignment is recorded on the History Card, on the RCDC ledger, on the RCDC tiering sheet, and on the inmate's wristband. The inmates are taken to Division I via the tunnels and in most cases will be checked in at Post 3. At this point, the inmate's identification data are recorded on a ledger and his block assignment is made and entered on the ledger and in CIMIS. The inmate is then taken up to his tier where the tier officer makes a cell assignment, records the assignment on his ledger, and calls the assignment down to a CIMIS post where it is entered in the system.

Inmate transfers: Inmates are often transferred between divisions in CCDOC. In most cases, RCDC is used as a holding area in the transfer process; inmates are brought to RCDC from court or from their old divisions on the way to their new divisions. RCDC will call the Division I shift commander to get approval for the transfer. Assuming that approval is given, Division I will send an officer to collect the inmate(s). The shift commander works from the security office and will assign the "wing" (block and tier) the inmate will live on. This assignment is recorded on paper in the form of tiering sheets in the security office and is then relayed to one of the CIMIS posts where it is recorded on the ledger and entered in the computer. As with new inmates, the wing officer will assign the specific cell, record the assignment, and telephone the assignment to the computer posts for complete entry on their manual records and in CIMIS.

Court returnees: Inmates return from court either by way of the tunnel bridge or through RCDC. In both cases, the procedure is the same.

When court returnees pass back through RCDC or the bridge, their mittimi are examined for changes in bond, sentence, and charge. If there are any changes, they are noted on the daily courtcall sheet and on the inmate's courtpass. If the change warrants a reassignment of housing divisions, the inmate is re-tiered by having the new assignment recorded on tiering sheets and ledgers. The inmate is then transferred to his new division. The actual transfer may occur the same day, or if the change was not caught, or if RCDC is too busy, or if the new division is too crowded, the change of divisions will be effected the following morning.

Inmate Counts

Division I conducts twelve counts each day. The counts, as in all divisions, are organized around the changing of the shifts. Each shift is responsible for determining that it is coming on duty and going off duty to a correct accounting of inmates. Counts must reconcile the physical presence of inmates,

the paper records of inmate locations, and the CIMIS record of inmates. A count consists of reconciling the inmates on paper and then confirming the paper with CIMIS. Obviously, if the tiering procedure described above is not carried out, it will be impossible to use CIMIS for the counts. The manual forms used in counts are the tiering sheets kept on each wing, the tally kept in the security office ledger, and the card file kept in the office of the division Superintendent. The tiering sheets are compared against the presence of the inmates, and the inmate photograph-identification cards that are used for commissary privileges and are kept by the wing officers. The counts are finally made by comparing the tiering sheet totals with the CIMIS totals provided by the COUNT transaction.

Inmate counts occur at the following times:

| | | |
|------------|-----------|------------|
| 8:00 a.m. | 4:00 p.m. | 12:30 p.m. |
| 11:00 a.m. | 7:00 p.m. | 2:00 a.m. |
| 3:00 p.m. | 9:00 p.m. | 4:00 a.m. |
| 3:30 p.m. | Midnight | 7:30 a.m. |

The counts at 3:30 p.m., 11:30 p.m. and midnight are the master counts. The most important of these is the count at 3:30; this count confirms the number of inmates in the division before the new inmates and the court returnees arrive, beginning around 4 p.m. The master counts have three steps. Initially, the tiering sheets are matched with the inmates and the ledgers of inmate movement and are tallied in the security office. Next the sheets are compared to and reconciled with the CIMIS record. Finally, the total is matched against the card file. The card file is only used during these master counts.

Discussion of CIMIS Use

Division I relies on and uses CIMIS to a high degree. The terminals are placed in the most useful areas and the time lag between recording data on manual records and entering them into CIMIS is quite short. Nonetheless, CIMIS is still a secondary system, as all movement is recorded on manual records and all assignments of living units are entered on CIMIS after they are noted on manual records. CIMIS is critical in the count process, but here again it is used as a confirmation; it is not vital in its own right. It is vital in its own right for inquiries about specific individuals and for providing instant surveys of the status of the whole division in one step.

DIVISION II

Division II has the capacity to hold 1,109 inmates. The

division holds adults with low bonds (up to \$15,000), inmates with violation of probation warrants with low bonds (up to \$20,000), inmates in the psychiatric residential treatment unit (RTU), and inmates of low bond with medical problems or who are aged. The division incorporates the medical unit, Cermak Hospital and the psychiatric unit.

Division II consists of four buildings. There is a men's dorm, a youth dorm, Cermak hospital, and the RTU building. The men's dorm has a capacity of 422; it has four tiers with about 50 cells per tier. The youth dorm holds 215 in a total of six tiers with either 25 or 50 cells per tier. RTU holds about 425 inmates in 5 tiers of approximately 50 cells, and Cermak Hospital holds 45 inmates.

Movement is controlled through the staging area, located in the men's dorm. In addition, each building has a control area on the ground floor. The CIMIS terminals are distributed throughout the division. There is one at each of the dorm control desks, one in the staging area, one at the information desk located in the entry to Cermak Hospital and the main administrative offices of the Division. There are two others in Cermak hospital (See pages 42 - 43).

The total number of transactions initiated in Division II during the sampling period was 4,910. Tables 3 and 4 below illustrate the distribution of these transactions.

TABLE 3
NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT
TERMINALS IN DIVISION II

| TERMINAL | TIER | TRANSACTIONS | | TOTALS | PERCENT |
|------------|-------|--------------|------|--------|---------|
| | | ATIER | INQ | | |
| RTU | 436 | 138 | 882 | 1456 | 29.7% |
| Men's Dorm | 509 | 87 | 698 | 1294 | 26.3 |
| Youth Dorm | 276 | 59 | 299 | 634 | 12.9 |
| Staging | 395 | 506 | 508 | 1409 | 28.7 |
| Info. Desk | 0 | 117 | 0 | 117 | 2.4 |
| Totals | 1616 | 790 | 2504 | 4910 | |
| Percent | 32.9% | 16.1 | 51.0 | | 100.0 |

TABLE 4
 NUMBER OF TRANSACTIONS INITIATED IN DIVISION II
 FOR DIFFERENT WORK SHIFTS

| TRANSACTION | WORK SHIFT | | | TOTALS | PERCENT |
|-------------|------------|----------|----------|--------|---------|
| | 8am-4pm | 4pm-mid. | mid.-8am | | |
| TIER | 823 | 253 | 540 | 1616 | 32.9% |
| ATIER | 85 | 701 | 4 | 790 | 16.1 |
| INQUIRY | 1865 | 397 | 242 | 2504 | 51.0 |
| Totals | 2773 | 1351 | 786 | 4910 | |
| Percent | 56.5% | 27.5 | 16.0 | | 100.0 |

The peak hours of CIMIS use in Division II were from 9:00 a.m. to 11:00 a.m. (22.5%), and, more generally, from 9:00 a.m. to 3:00 p.m. (49.1%).

Tiering

Due to the fact that Division II houses the youths, inmates with medical and psychiatric problems, and the lowest bond inmates, the division has the highest amount of population movement in CCDOC. This was estimated at 90% turnover every two weeks, not including the daily routine of court call and the movement within the division.

New inmates: New inmates come into the division from RCDC, often with the division assignment entered into CIMIS. All new inmates are brought to the staging area. At this point they are assigned to a block (dorm). At the staging area inmate data are entered onto a green ledger book containing the standard CCDOC tiering sheets. Next, the data are entered into CIMIS, and then they are recorded on the log book, which is a complete record of all activity in the building. Inmates are taken from the staging area to the control desk of the dorm they will be housed in. At the dorm they are assigned their tier and cell. This information is recorded in the building tiering ledger and log book and entered into CIMIS. In addition, the assignments are kept on slips of paper inserted in a wall board marker which represents each bed in the unit.

Court call inmates: Inmates going to court from Division II may not return to the division because they may bond out, get a change in bond or sentence, or the space may be filled by new inmates while they are in court. Nonetheless, the inmates who go to court must be accounted for and are officially in Division II until they are discharged or until transfer to another division is complete. Inmates going to court call are taken out of their

housing building and are tiered out of their wing and cell on the paper records and in CIMIS. They proceed to the staging area where they are tiered out of their building and into a special court call (block) category "CC". This identifies these inmates as being in Division II, but out at court. If the inmate returns to Division II, the process is reversed, following the course taken by new inmates.

Transfer inmates: Inmates being transferred into Division II are taken from their old divisions to RCDC. From there, the procedure is exactly the same as it is for new inmates and court returnees.

Discharging inmates: The procedure for discharging inmates is essentially the same as that for inmates going to court. The inmate is successively removed from the tiering records until only the division remains. Finally the inmate is taken to the bond office or the front desk in Division V where he is discharged.

Inmate Counts

Division II conducts five daily counts. CIMIS is considered the authoritative standard for the counts. The counts are made at 5 a.m. prior to the court call, at 8 a.m. (a master count for the shift change), noon, 4 p.m. shift change (prior to the daily influx of new inmates and court returnees), and at the midnight shift change. No shift can leave until the count is confirmed. Count is made by comparing the wall board markers, the count of inmates in the building, the desk log book, the tiering ledger, the tallies from the throw-away movement sheets which are maintained on each shift (instead of the OFF/ON transactions), and the CIMIS count. The official record is kept by the superintendent who compiles a tally from the daily roster (Report 01) and the courtcall sheet (Report 06; See Appendix C). The total from all the housing units must meet this tally. The term "master count" refers to counts when all movement is halted and the inmates are individually identified and counted. The other counts simply reconcile the records.

Discussion of CIMIS Use

Division II exhibits the most innovative uses of CIMIS at CCDOC; in the use of "CC" to indicate inmates at court appearances, and in the use of CIMIS reports to keep an inmate tally. CIMIS in Division II is the official record of activity and population. Nonetheless, CIMIS is never the first record system used in data entry or deletion, and there is no area where CIMIS is used without support from manual records. The CIMIS terminals in Division II are well situated to monitor inmate movement. The use of CIMIS in this division demonstrates the fact that the system is not fully relied on for the full range of support it could

provide, even when it is accepted and integrated in division operations.

Division III: Women's Division

Division III has the capacity to hold 253 female inmates and held a total of 4,328 in 1980, with a daily average of 203. All female inmates who are not in Work Release or hospitalized reside in the Division III building.

Division III is located in a new building which opened in 1973 and adjoins Cermak Hospital. It is a four-story building with two blocks of three tiers on each of the upper three housing stories. Each tier holds 38 to 43 cells. The ground floor houses the administrative and records offices, the reception area, kitchen and dining room, and two housing tiers. The basement contains the laundry room, library, lockers, classrooms, commissary, and exercise room.

Division III has five CIMIS terminals. One is located in the Records Office, one in the reception area and one on each of the three housing floors.

Division III terminals use many transactions because the Division is self-contained. It must manage its own records, receiving, and housing operations.

A total of 767 transactions were performed during the sampling period. Tables 5 and 6 below illustrate CIMIS use in Division III.

TABLE 5

NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT TERMINALS IN DIVISION III

| TRANSACTION | RECORDS | TERMINALS | | | | TOTAL | PCT. |
|-------------|---------|-----------|--------|--------|--------|-------|-------|
| | | RECEIV'G | 1stFl. | 2ndFl. | 3rdFl. | | |
| TIER | 29 | 64 | 2 | 2 | 3 | 100 | 13.0% |
| ATIER | 2 | 0 | 0 | 0 | N.A.* | 2 | .3 |
| INQ | 89 | 1 | 39 | 46 | 9 | 184 | 24.0 |
| BOOK | 20 | 69 | 0 | N.A. | N.A. | 89 | 11.6 |
| CHARGE | 162 | 6 | N.A. | N.A. | N.A. | 168 | 21.9 |
| HIST | 11 | 64 | N.A. | N.A. | N.A. | 75 | 9.8 |
| DISCH | 111 | 1 | N.A. | N.A. | N.A. | 112 | 14.6 |
| OUTD | 2 | 0 | N.A. | N.A. | N.A. | 2 | .3 |
| CNAM | 0 | 1 | N.A. | N.A. | N.A. | 1 | .1 |
| IDS | 3 | 1 | 0 | 0 | N.A. | 4 | .5 |
| CLIN | 3 | 0 | N.A. | N.A. | N.A. | 3 | .4 |
| SPEC | 14 | 0 | N.A. | N.A. | N.A. | 14 | 1.8 |
| Totals | 448 | 218 | 41 | 48 | 12 | 767 | |
| Percent | 58.4% | 28.4 | 5.3 | 6.3 | 1.6 | | 100.0 |

*N.A. = transaction may not be initiated at this terminal.

TABLE 6

NUMBER OF TRANSACTIONS INITIATED IN DIVISION III FOR DIFFERENT WORK SHIFTS

| TRANSACTION | WORK SHIFT | | | TOTAL | PERCENT |
|-------------|------------|-----------|-----------|-------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| TIER | 19 | 74 | 7 | 100 | 13.0% |
| ATIER | 0 | 2 | 0 | 2 | .3 |
| INQUIRY | 138 | 42 | 4 | 184 | 24.0 |
| BOOK | 12 | 77 | 0 | 89 | 11.6 |
| CHARGE | 40 | 128 | 0 | 168 | 21.9 |
| DISCH | 19 | 93 | 0 | 112 | 14.6 |
| OUTD | 1 | 1 | 0 | 2 | .3 |
| CNAM | 0 | 1 | 0 | 1 | .1 |
| IDS | 0 | 4 | 0 | 4 | .5 |
| CLINIC | 0 | 3 | 0 | 3 | .4 |
| SPECIAL | 7 | 7 | 0 | 14 | 1.8 |
| Total | 248 | 508 | 11 | 767 | |
| Percent | 32.3% | 66.2 | 1.4 | | 100.0 |

The peak hours of CIMIS terminal use in Division III were from 10:00 a.m. to 11:00 a.m. (9.8%) and from 4 p.m. to 10:00 p.m. (63.4%).

The tables show clear differences in CIMIS use between Division III and the other divisions. Division III displays a wider range of transactions. There are few TIERS or ATIERS because inmates are housed permanently, and only moved if they become violent or require hospitalization.

Tiering

Living units in Division III are assigned during the intake process on the basis of age, personality, and criminal charge; the main criterion being aggressiveness. The living unit is recorded on paper on a log book, on the tiering sheet, and on the "boulevard pass" which accompanies the inmate to her cell. This information is recorded in CIMIS by the 4 p.m. to midnight shift, after the inmates have all been tiered. There are no transfers between Division III and other divisions, and court returnees are rarely ATIERed (except, for example, when a female is sentenced to the work-release program). When TIER is used to change an inmate's living unit, the change is recorded first on the tier sheet at the tier monitor, and later entered into CIMIS.

Womens' Division Records Office and Receiving Process

The Womens' Division has its own records office which performs all of the functions of the larger records office for male inmates; The Women's Division CIMIS terminals are part of the central CIMIS operations. The intake procedure is essentially the same as the procedure for male inmates, but there are some differences. Chart I below illustrates the Women's Division receiving process by depicting the inmate and information flow described by the following steps.

1. New inmates arrive during the noon to 6:00 p.m. period with their mittimi and arrest cards and are held in a waiting room. It is important to realize that there are usually only 15 to 25 women processed into CCDOC each day.

2. Inmate data are recorded on intake sheets from the documents and an inmate identification number is stamped on the history cards.

3. Inmates turn in their valuables.

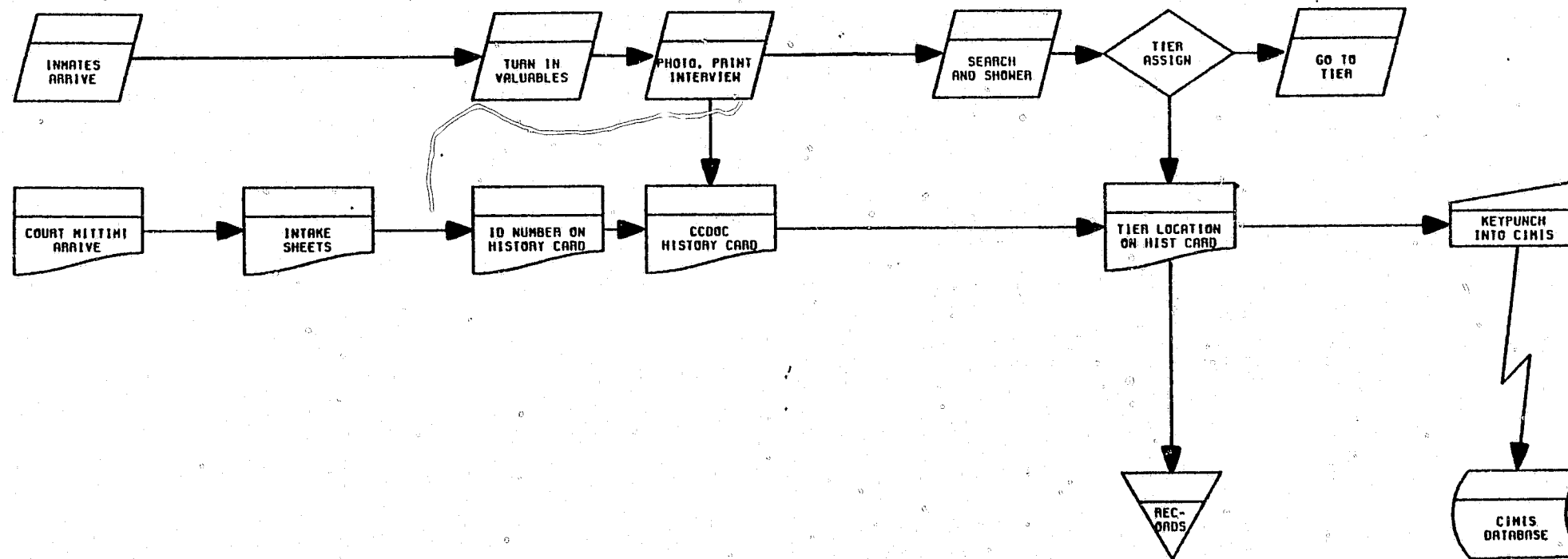
4. Inmates are interviewed, photographed and fingerprinted. The data from the interviews are noted on the history cards.

5. The inmates go to an adjoining room where they are stripped and searched, and they shower.

6. Finally, the inmates are given their tier assignment, primarily based on age, personality, and charge, and they are taken to their tiers.

7. Once all inmate intake procedures are complete and the inmates are tiered, data from the manual records, primarily the History Card, are entered into CIMIS. This is the most significant difference between the male and female intake routines; in the female division CIMIS data entry follows full manual record creation, and does not accompany it as in Division V.RCDC.

CHART 1: WOMEN'S DIVISION INMATE RECEIVING



The Division III records office terminal was used for 448 of the selected transactions during the sampling period (See Table VI, above). 80.9% of these transactions, or 363 of them, were accounted for by three transaction types. These were CHARGE (36.2%), DISCHARGE (24.8%), and INQUIRY (19.9%). By contrast, BOOK was only initiated 20 times (4.5%). It is clear from these figures that the single most common use of CIMIS in the Records Office is for updating inmate records.

In the Womens' Division reception process no data are entered into CIMIS until all new inmates have been processed, all data are recorded on paper, and all the inmates have been housed.

Inmate Counts

Division III conducts five counts each day. Each of the five is considered a master count and all the inmates are locked up. The counts take place at 8 a.m., 11:30 a.m., 3:30 p.m., 11 p.m. and midnight. The tier sheets are brought from the monitor stations to the Records Office and matched with the computer. For the 8 a.m. count, the courtcall dropsheet is also used (Report 06). In addition, the 11:00 p.m. count must match the overall CCDOC count; the shift cannot leave until the counts reconcile.

Discussion of CIMIS Use

As in the other housing divisions, CIMIS is a secondary system. All data are entered on paper before they are entered in CIMIS, and CIMIS is primarily used to confirm and back up the paper records. Despite this, CIMIS is considered useful and important. It offers speedy responses to inquiries and coordination with the rest of CCDOC.

DIVISION IV

Division IV has the capacity to hold 704 inmates and manages approximately 85 to 140 court calls per day. The division houses adults with bonds between \$15,000 and \$50,000, nonaggressive inmates, and inmates in safekeeping. The division will not hold any sentenced inmates.

The division is in one of the new buildings. It has two floors, divided into eight blocks with two tiers per block and 40 to 50 inmates per tier.

Division IV has three CIMIS terminals. One terminal is in the security office. The other terminals are in the basement at the interlock and in the Division's tunnel checkpoint.

There were 837 transactions initiated in Division IV during the sampling period. The tables below illustrate the use of the transactions according to shift and terminal.

TABLE 7
NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT
TERMINALS IN DIVISION IV

| TERMINALS | INQUIRY | TRANSACTIONS | | TOTALS | PERCENT |
|-----------------|---------|--------------|-------|--------|---------|
| | | ATIER | MEDIC | | |
| Security Office | 304 | 333 | 1 | 638 | 76.2% |
| Basement | 112 | 0 | 0 | 112 | 13.4 |
| Interlock | 32 | 55 | 0 | 87 | 10.4 |
| Totals | 448 | 388 | 1 | 837 | |
| Percent | 53.5% | 46.4 | .1 | | 100.0 |

TABLE 8
NUMBER OF TRANSACTIONS INITIATED IN DIVISION IV
FOR DIFFERENT WORK SHIFTS

| TRANSACTIONS | WORK SHIFT | | | TOTALS | PERCENT |
|--------------|------------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| INQ | 248 | 178 | 22 | 448 | 53.5% |
| ATIER | 107 | 220 | 61 | 388 | 46.4 |
| MEDIC | 1 | 0 | 0 | 1 | .1 |
| Totals | 356 | 398 | 83 | 837 | |
| Percent | 42.5% | 47.6 | 9.9 | | 100.0 |

The peak hours of CIMIS use in Division IV were from 9:00 a.m. to 10:00 a.m. (13.0%) and from 2:00 p.m. to 6:00 p.m. (25.9%).

The tables show that the TIER transaction does not seem to be used; this is distinctly different from the other divisions. The most common transactions used are INQ and ATIER. The majority of CIMIS use takes place on the security office terminal, and CIMIS use seems to be divided between the morning (8:00 a.m. to 4:00 p.m.) and the evening (4:00 p.m. to midnight) shifts.

Tiering

Inmates to be housed in Division IV are brought from RCDC to the security office where they are recorded on a log book and an index card is prepared for each inmate. The officer on duty at the office calls the wings to find out where they have vacancies; the wing officers decide where the new inmates will be housed and inform the security office. The officer in the security office then enters the assignments into CIMIS and the inmate is taken to his cell. In other words, this division uses CIMIS only as a backup record system for manual tiering procedures.

Transfers from other divisions follow the exact same procedure that new inmates follow. In addition, any transfers must be approved in advance by the superintendent's office. Inmates going to court from this division take their belongings with them and changes in their status are detected in RCDC, when they return. Any mistakes, inmates whose statuses indicate they should be in other divisions, are held overnight and transferred through RCDC as soon as the morning court call rush is over.

Inmate Counts

Division IV makes count at 8 a.m., noon, 4 p.m., 10 p.m. and at midnight. The counts at noon and 10 p.m. are less formal. Count is made by matching the physical presence of the inmates with the tiering sheets and the security office log books of movement during the day. The tiering sheets are brought up to the security office and compared with the CIMIS totals. When the count takes place at the end of a shift, the count is prepared simultaneously by the incoming and the outgoing shift; the counts must match before the outgoing shift can leave. Each day at 11 p.m., the division gets a copy of CIMIS Report 02, the housing report. This report includes a listing of all Division IV housing assignments and cell changes and is used as a further basis for confirming the daily 4 p.m. count.

Discussion of CIMIS Use

As the tables show, Division IV uses CIMIS less than most divisions. CIMIS is used mainly as a basis for confirming the counts and as a secondary record of tiering assignments.

Division V

Division V has the capacity to house 992 inmates in CCDOC's new main administration building. Division V houses inmates with bonds up to \$50,000, known homosexuals, sentenced misdemeanants, and parole violators.

The building which houses Division V custodial functions, also contains RCDC, CCDOC executive security offices, Transportation, Human Services, administrative and executive offices, the CIMIS offices and hardware, and other CCDOC facilities. The custodial section is composed of 12 blocks; each block contains 2 wings, or tiers, which are groups of cells around a central enclosure. Each tier contains between 20 and 40 inmates. The housing units are spread throughout the building so that there is no central checkpoint or single "boulevard" for traffic control.

The division has two CIMIS terminals; one is in the front lobby and the other is in the security office in the basement, behind the RCDC area.

The front lobby terminal is rarely used for Division V inmate management. It is used mainly by the Records Office to identify inmates for discharge.

There were 2,206 transactions initiated on the Division V terminals during the sampling period. The tables below illustrate the use of CIMIS on the Division V terminals.

TABLE 9

NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT TERMINALS IN DIVISION V

| TRANSACTION | FRONT LOBBY | TERMINAL SECURITY | TOTALS | PERCENT |
|-------------|-------------|-------------------|--------|---------|
| TIER | 166 | 474 | 640 | 29.0% |
| ATIER | 5 | 217 | 222 | 10.1 |
| INQUIRY | 315 | 413 | 728 | 33.0 |
| CHARGE | 140 | 0 | 140 | 6.3 |
| DISCH | 469 | 0 | 469 | 21.3 |
| CHIST | 7 | 0 | 7 | .3 |
| Totals | 1102 | 1104 | 2206 | |
| Percent | 50.0% | 50.0% | | 100.0 |

TABLE 10

NUMBER OF TRANSACTIONS INITIATED IN DIVISION V FOR DIFFERENT WORK SHIFTS

| TRANSACTION | SHIFT | | | TOTALS | PERCENT |
|-------------|---------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| TIER | 116 | 357 | 167 | 640 | 29.0% |
| ATIER | 1 | 215 | 6 | 222 | 10.1 |
| INQUIRY | 388 | 256 | 84 | 728 | 33.0 |
| CHARGE | 34 | 106 | 0 | 140 | 6.3 |
| DISCHARGE | 133 | 317 | 19 | 469 | 21.3 |
| CHIST | 0 | 0 | 7 | 7 | .3 |
| Totals | 672 | 1251 | 283 | 2206 | |
| Percent | 30.5% | 56.7 | 12.8 | | 100.0 |

The peak hours of CIMIS use in Division V were from 6:00 p.m. to 11:00 p.m., when 48.4% of the transactions were initiated.

The tables reflect the fact that the front lobby terminal is used by the Records Office to discharge inmates in the evenings and to perform other records updating tasks when the workload is heavy at the Records Office. The tables show that 30% of the transactions that are commonly done by the Records Office (CHARGE, CHIST, DISCHARGE) are initiated on the front lobby terminal.

The other transactions are primarily tiering actions (ATIER, 30%) and inquiries (INQ, 33%) and are evenly divided between the two terminals.

Tiering

Tiering in Division V is different from tiering in the other divisions. In Division V, all new inmates are held overnight in "transit tiers". The "permanent" assignments are made the following morning. The assignments are recorded on the paper tiering sheets, then called down to the CIMIS terminal in the basement security office. Division V procedure is to record the division, the block and the tier, but not the cell. Transfers and court returnees are handled in the same way new inmates are, but court returnees do not go into the transit tiers, they are returned to their cells.

Inmate Counts

Division V conducts six inmate counts per day. The counts are done at:

| | |
|-----------|------------|
| 6:00 a.m. | 4:00 p.m. |
| 8:00 a.m. | 10:30 p.m. |
| Noon | Midnight |

Counts are performed strictly with manual records. The wing officers count the inmates against the tiering sheets. CIMIS is never up to date, partly because the cells are never entered, and partly because inmates from RCDC, Cermak, sick call, and interdivision transfer, are all on CIMIS as "Division V", thus limiting the usefulness of the CIMIS inmate counting transactions for the housing staff of Division V.

Discussion of CIMIS Use

Division V relies on, uses, and enters data in CIMIS less than any other division except Work Release (See pages 29 - 30). It is not used for counts. It is used only partially and secondarily for tiering, and one third of the division's CIMIS transactions are actually Record Office activity. The difficulty lies primarily in the fact that a large number of functions and several sources of CIMIS inmate records are all occurring together in a large, spread-out building, and are all tracked as "Division V", with no distinction possible at the division level between the custodial unit and the other functions.

Division VI

Division VI has a capacity of 992 inmates. The division holds inmates with high bond amounts (\$50,000 and over), and inmates in safekeeping. The division has 12 blocks or wings, each of which has two tiers with about 40 cells.

The division has two CIMIS terminals; one is in the security office on the first floor; the other is in the basement tunnel.

There were 1,779 transactions initiated during the sampling period. The tables below illustrate the distribution of these transactions.

TABLE 11

NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT TERMINALS IN DIVISION VI

| TERMINALS | TRANSACTIONS | | | | TOTALS | PERCENT |
|-----------------|--------------|-------|------|-------|--------|---------|
| | TIER | ATIER | INQ | CHIST | | |
| Security Office | 24 | 6 | 136 | 0 | 166 | 9.3% |
| Post 2 | 104 | 115 | 1374 | 20 | 1613 | 90.7 |
| Totals | 128 | 121 | 1510 | 20 | 1779 | |
| Percent | 7.2% | 6.8 | 84.9 | 1.1 | | 100.0 |

TABLE 12

NUMBER OF TRANSACTIONS INITIATED IN DIVISION VI FOR DIFFERENT WORK SHIFTS

| TRANSACTION | WORK SHIFT | | | TOTALS | PERCENT |
|-------------|------------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| TIER | 60 | 59 | 9 | 128 | 7.2% |
| ATIER | 34 | 83 | 4 | 121 | 6.8 |
| INQUIRY | 438 | 1032 | 40 | 1510 | 84.9 |
| CHIST | 20 | 0 | 0 | 20 | 1.1 |
| Totals | 552 | 1174 | 53 | 1779 | |
| Percents | 31.0% | 66.0 | 3.0 | | 100.0 |

The peak hours of CIMIS use in Division VI were from 4:00 p.m. to 10:00 p.m., when 62.1% of the transactions were initiated.

Tiering

Inmates entering and leaving the division are logged on a ledger and on tiering sheets at the tunnel post. The information is called up to the security office, where a running list is kept throughout the day. Inmates are sent up to the tiers. When they are given their living unit assignments, the wing officers call the assignments down to the tunnel post where the ledger and tiering sheets are completed and the data are entered in CIMIS.

Inmate Counts

Counts are made in this division throughout the day, but the main count is made between 4:00 and 4:30 p.m. For this count, the security office compares the tiering sheets, which have been

compiled throughout the day and verified against a count of the inmates, with the CIMIS Report O2 prepared the previous evening.

Discussion of CIMIS Use

This division relies primarily on its extensive use of the ledgers and tiering sheets maintained at the tunnel post and on the wings. CIMIS is kept reasonably up to date, but it is a backup system, and the Report O2, from the CIMIS Office, is used more than the on-line system.

Division VII: Work Release

Division VII houses all the male and female work release inmates. The capacity of the division is divided between active inmates and those who pass in and out of CCDOC on a daily or weekly basis. The combined total capacity is between 750 and 800. In addition, there is a large group of inmates who are officially serving work release terms, but are absent without leave (AWOL). The division is in a separate, old building with dormitory living arrangements. The division has its own Records Office and can do its own booking. There is one CIMIS terminal in Division VII.

Table 13 below illustrates the use of CIMIS in Division VII.

TABLE 13

NUMBER OF TRANSACTIONS INITIATED FOR DIFFERENT WORK SHIFTS IN DIVISION VII

| TRANSACTION | WORK SHIFT | | | TOTALS | PERCENT |
|-------------|------------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| ATIER | 1 | 0 | 0 | 1 | 4.3% |
| INQUIRY | 4 | 0 | 1 | 5 | 21.7 |
| DISCHARGE | 17 | 0 | 0 | 17 | 73.9 |
| Totals | 22 | 0 | 1 | 23 | |
| Percent | 95.7% | 0.0 | 4.3 | | 100.0 |

The peak hours of CIMIS use in Division VII were from 9:00 a.m. to 10:00 a.m., when 78.7% of the transactions were initiated.

Discussion of CIMIS Use

CIMIS is not used very much in Division VII. Division VII is not responsible for sending inmates to court calls, and the division relies on its manual records for booking. Tiering is not handled on CIMIS, due to the constantly changing population.

Receiving, Classification, and Diagnostic Center (RCDC)

The Receiving, Classification, and Diagnostic Center (RCDC) is located in the basement of the Division V main administration building. RCDC does not house inmates; it is the central area for inmate movement in an out of CCDOC, and between divisions. RCDC includes two sets of temporary holding cells, or "bullpens", an inmate interview area, medical examination rooms, property storage rooms, clothing storage rooms and offices.

RCDC performs three main tasks:

1. Receiving: RCDC admits new inmates through the "booking" process, by which CCDOC inmate records are created, inmates are interviewed, given medical examinations, and assigned to housing divisions.
2. Inmate transport: RCDC assembles and verifies the identities of inmates being shipped to court appearances and other facilities.
3. Transfers: RCDC serves as a checkpoint for inmates being transferred between different divisions within CCDOC.

This section explains the receiving process in detail because most CCDOC and CIMIS inmate data are captured during the process. It is one of the most crucial CCDOC and CIMIS operations because of the importance of identifying incoming inmates, maintaining security, and recording accurate CIMIS data. The RCDC transfer procedure is discussed briefly here, and the discussion of inmate transport is reserved for a later section (See "General CIMIS Uses", pages 44 - 53 below).

RCDC has seven CIMIS terminals; four are located in the receiving line where inmates are interviewed and data are collected and entered into the computer. One is located at the tunnel post where court returnees are processed. The other two are located in the locker room area and in the interlock where the transportation units bring the inmates.

CIMIS aids in the performance of tasks 1-3 described above in the following ways:

1. During the booking of new inmates, CIMIS operators enter most of the background information concerning the inmates into CIMIS, after they have been recorded on paper, using the BOOK, HIST, IDS, and ALIAS transactions.
2. As inmates returning from court pass through RCDC and have their mittimi checked, CIMIS operators update their records and assign a new housing division if necessary. In addition, CIMIS-generated rosters are used to coordinate groups of inmates going out to court or to other locations.
3. During the morning transfer of inmates to divisions within CCDOC, a CIMIS terminal is used to check the identities (and other information) of inmates being transferred.

RCDC Receiving Process

This section describes the procedures and sequence for admitting new male inmates into CCDOC. It focuses on the sources of CIMIS inmate data, and on the points at which they are entered into the CIMIS database.

Recording CCDOC and CCDOC-CIMIS data for all male inmates begins in RCDC where inmate records are created on paper and in CIMIS as part of the daily intake and classification of inmates. Female inmates undergo a similar routine in the Women's Division (Division III), described in the Division III section, above.

There are three sources of CCDOC-CIMIS inmate record data. These are:

1. The court document or "mittimus", charging CCDOC with custody of the inmate and instructions for the his future court appearances, and the arrest card filled out by the arresting police agency. These two documents contain background identification data and data concerning charges, bonds, and court appearances.
2. The inmates, who, during their interviews with CCDOC staff, provide information concerning their background, education, religion, military history, drug use, family, and residences.
3. The officers provide information by assigning housing units to the inmates.

The CCDOC inmate receiving process is described in eight

steps below. Chart II below illustrates the inmate receiving process for the men's divisions by depicting inmate and information flow described by the following steps.

1. New inmates arrive from Cook County courts between 12 o'clock, noon, and 6:00 p.m. The peak of this activity is around 4:00 p.m. Incoming inmates are accompanied by their arrest cards and mittimi.

2. Inmates are held in the "bullpens", which are identified by the sending court branches.

The arrest cards and mittimi are taken to the RCDC office where they are stamped with CCDOC inmate numbers and with the time and date the documents arrived in the office. The officers attach the mittimi and arrest cards to CCDOC identification cards and History Cards with the same CCDOC inmate numbers. They note the court data, usually the name, charge, bond amount, next court date, branch and judge (if the signature is legible).

3. The inmates are stripped and searched in the bullpens. They are photographed and fingerprints are taken for the History Card and identification card, which were prepared in the RCDC office.

- 4a. Next, the inmates are taken from the bullpens. They turn in their valuables and enter the waiting line for their interviews.

- 4b. The documents reach the interview line before the inmates are interviewed. The data from the mittimi and arrest cards are entered in CIMIS using the BOOK, CHARGE, ALIAS, and IDS transactions. The BOOK transaction must be the first transaction for an inmate; it assigns the inmate number, which must be the same as the one on the paper documents. No other transaction can be performed concerning an inmate or CCDOC number until a BOOK transaction has been completed.

5. Inmates now enter the interview process, which has three component interviews. These are the background interview, the psychiatric interview, and the housing assignment (or "tiering") interview. In each of these interviews, more data are added to the History Card, to the psychiatric interviewer's report form, and to the tiering sheet and ledger maintained by the tiering officer (the officer who assigns inmates to the housing divisions). Each of these interviews takes only a few minutes. The longest is the background interview, which takes about five minutes. Transferring the data from the cards into CIMIS requires about three minutes per inmate. The tiering interview takes only a minute or two, with another minute or so required to attach the inmate's wristband and fill out the tiering sheet and ledger.

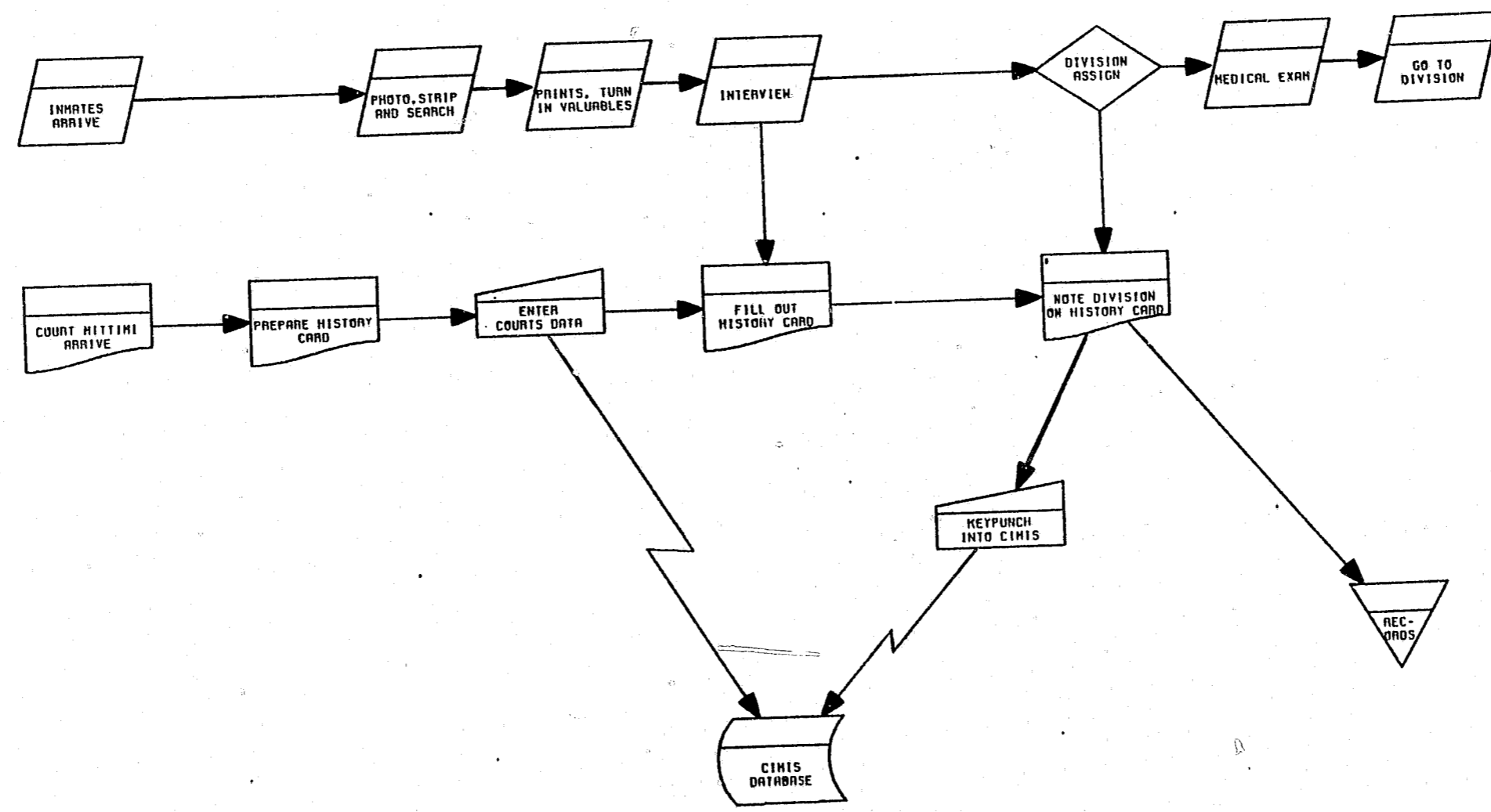
After the background and psychiatric interviews, inmates return to the waiting line. Inmates evaluated in the initial psychiatric interview as needing psychiatric help, or as being suicide risks, are immediately given secondary screening and may be sent directly to the RTU.

6. The inmates are assigned to their housing divisions during the tiering interviews based on their age, bond amount, and special problems such as emotional instability or a history of escape attempts. The tiering officer makes his decision after consulting the History Card, and sometimes the psychiatric interviewer. The initial tiering decision is not recorded in CIMIS at this time. It is recorded on the History Card, the inmate's wristband, and the tiering sheets.

7. After housing assignments have been made, CCDOC officers enter data from the History Cards into CIMIS. The inmates are given medical examinations. The medical data are not entered in CIMIS or duplicated on any other records; they are the property of central medical records at Cermak Hospital.

8. Upon completion of these procedures, the inmates are held in bullpens until officers can escort them to their housing divisions. When escorted, their documents are brought upstairs to the Records Office, and the division assignments are entered into CIMIS.

CHART 2: RECEIVING FOR MEN'S DIVISIONS



Tiering in RCDC

RCDC is the first stage in assigning new living units for three types of inmates.

1. New inmates - RCDC assigns housing divisions to new inmates based on bond amount, age, medical or psychological problems, and on the availability of cell space in each division. The availability of space is determined by telephone calls to each of the divisions and marked on a card. The division assignments are recorded on the inmates' wristbands, on the tiering sheets, on the RCDC ledgers, and on the History Cards, and in CIMIS.
2. Court returns - Inmates return from court through RCDC Monday through Saturday. Monday through Friday, the staff at the bridge (See the discussion of Bridge operations below, pages 50 - 53) and the staff at the RCDC tunnel post check the mittimi of the returning inmates for changes in bond amount, charge, and sentence. If there is a change that warrants moving an inmate to another division, RCDC will record the change on their tiering sheets and ledger and send the inmate to the new assignment.
3. Transfers between divisions - Inmates being transferred directly between divisions are usually routed through RCDC. The sending division tiers the inmate into RCDC and RCDC holds the inmate for the new division.

The total number of transactions initiated in RCDC during the sampling was 3,417. Tables 14 - 16 below illustrate the distribution of transactions across various terminals, times, and days.

TABLE 14
NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT
TERMINALS IN RCDC

| TRANS- ACTION | Interview Line | | | | TRANS. | LOCKER | TUNNEL | TOTAL | PCT. |
|------------------|----------------|-------|-------|-------|--------|--------|--------|-------|------|
| | RCDC1 | RCDC2 | RCDC3 | RCDC4 | | | | | |
| TIER | 0 | 4 | 0 | 1 | 2 | 4 | 3 | 14 | .4% |
| ATIER | 14 | 112 | 1 | 13 | 6 | 1 | 233 | 380 | 11.1 |
| INQ | 81 | 22 | 8 | 23 | 106 | 4 | 301 | 545 | 15.9 |
| BOOK | 693 | 1 | 3 | 2 | 55 | 5 | 8 | 767 | 22.4 |
| ALIAS | 71 | 14 | 4 | 27 | 6 | 0 | 1 | 123 | 3.6 |
| CHARGE | 120 | 11 | 14 | 4 | 71 | 3 | 39 | 262 | 7.7 |
| LOCKER | 0 | 1 | 0 | 0 | 0 | 12 | 28 | 41 | 1.2 |
| HISTORY | 19 | 270 | 112 | 285 | 39 | 4 | 13 | 742 | 21.7 |
| CHGNME | 5 | 0 | 0 | 0 | 1 | 0 | 1 | 123 | 7.7 |
| IDS | 451 | 0 | 0 | 0 | 37 | 0 | 1 | 489 | 14.3 |
| DISCH | N.A. | N.A. | N.A. | N.A. | 27 | N.A. | 1 | 28 | .8 |
| CHIST | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 19 | .6 |
| Totals | 1454 | 435 | 142 | 355 | 350 | 52 | 629 | 3417 | |
| Percent | 42.6% | 12.7 | 4.2 | 10.4 | 10.2 | 1.5 | 18.4 | 100.0 | |

TABLE 15
NUMBER OF TRANSACTIONS INITIATED IN RCDC
FOR DIFFERENT WORK SHIFTS

| TRANSACTION | WORK SHIFT | | | TOTALS | PERCENT |
|-------------|------------|---------|----------|--------|---------|
| | 10am-6pm | 6pm-2am | 2am-10am | | |
| BOOK | 657 | 96 | 14 | 767 | 4.2% |
| ALIAS | 99 | 24 | 0 | 123 | 3.6 |
| TIER | 3 | 5 | 6 | 14 | .4 |
| INQUIRY | 183 | 66 | 296 | 545 | 15.9 |
| CHARGE | 156 | 51 | 55 | 262 | 7.7 |
| LOCKER | 32 | 9 | 0 | 41 | 1.2 |
| HISTORY | 485 | 255 | 2 | 742 | 21.7 |
| DISCHARGE | 17 | 1 | 10 | 28 | .8 |
| CHIST | 2 | 0 | 17 | 19 | .6 |
| CHGNAME | 6 | 1 | 0 | 7 | .2 |
| IDS | 455 | 32 | 2 | 489 | 14.3 |
| ATIER | 58 | 135 | 187 | 380 | 11.1 |
| Totals | 2153 | 675 | 589 | 3417 | |
| Percent | 63.0% | 19.8 | 17.2 | | 100.00 |

TABLE 16
NUMBER OF TRANSACTIONS INITIATED DURING DIFFERENT
DAYS AND WORK SHIFTS IN RCDC

| WORK SHIFT | DAY OF WEEK | | | | | | | TOTAL | PCT. |
|--------------------|-------------|------|------|-----|------|------|------|-------|-------|
| | WED* | THUR | FRI | SAT | SUN | MON | TUES | | |
| 10a.m. to 6p.m. | 0 | 474 | 353 | 162 | 367 | 406 | 391 | 2153 | 63.0 |
| 6p.m. to 2a.m. | 22 | 68 | 138 | 93 | 79 | 213 | 62 | 675 | 19.8 |
| 2a.m. to 10a.m. | 0 | 88 | 91 | 0 | 6 | 186 | 218 | 589 | 17.2 |
| Total | 22 | 630 | 582 | 255 | 452 | 805 | 671 | 3417 | |
| Percent | 0.6% | 18.4 | 17.0 | 7.5 | 13.2 | 23.6 | 19.6 | | 100.0 |

*Data for Wednesday are incomplete because the 7-day sampling period for these data did not include the full 24 hours on that day.

The peak hours of CIMIS use in RCDC were from 9:00 a.m. to 10:00 a.m. (10.1%), and from 3:00 p.m. to 6:00 p.m., when 49.5% of the transactions were initiated.

BOOK, HISTORY, and IDS account for almost 60% of all RCDC transactions. These are the most used transactions during the receiving process.

ATIER is also used to a significant degree (11.1% of all RCDC transactions). RCDC officers use ATIER to reassign division locations during the morning transfer of inmates to different divisions.

The first CIMIS terminal in the RCDC interview line (RCDC1) accounts for more than 40% of all of the transactions initiated in RCDC. This terminal is used most to "book" new inmates into CIMIS. Each booking can require up to four transactions--BOOK, HISTORY, IDS, and ALIAS.

Discussion of CIMIS Use In RCDC

RCDC makes consistent use of CIMIS, as a means of capturing inmate data upon arrival at CCDOC and during inmate transfers, and as a source of paper reports to help coordinate inmate movement out of and back to the institution.

There is a significant difference between the use of CIMIS during the receiving process in the men's and women's divisions. In RCDC, data entry into CIMIS immediately follows the recording of data on paper records in two steps:

1. The courts data are copied onto manual records and then into CIMIS.
2. Inmate background data are recorded on the history card and then copied into CIMIS.

In the women's division, all courts and background data are recorded on paper before being entered into CIMIS (See the discussion of operations in the women's division above, pages 16 - 21).

Records Office

The records office is located in the main administration building and is officially a part of Division V. It contains active CCDOC paper records, including mittimi.

The records office is the central source of inmate information in CCDOC (for male inmates) and has several functions.

1. Preparing the schedules for inmates who have court appearances and other appointments.

2. Updating the inmate records based on court actions.
3. Preparing the schedules and rosters for inmates who are being transported to IDOC at Joliet.
4. Answering requests for information concerning inmates by telephone.
5. Discharging inmate records for those leaving CCDOC.

The records office does not make headcounts or have any tiering responsibilities. Its functions are all related to records maintenance and scheduling.

This section explains tasks 2, 4, and 5 listed above. Scheduling operations are explained in a separate section of this paper (See "General CIMIS Uses" below, pages 44 - 53).

The records office has six terminals. The use of these terminals by Records Office staff is explained below.

Updating Inmate Records

The Records Office handles the bulk of the updating of male inmate records. Each day, after male inmates return from court appearances, they are processed in RCDC and sent back to their living units, or to new living units. Meanwhile, their mittimi are taken to the Records Office.

Officers on the 4:00 p.m. to midnight shift read the mittimi of the court returnees and note changes in court information onto the History Cards. After the History Cards are brought up to date, the data are copied into CIMIS, using the appropriate transaction, usually CHARGE.

During a one-week period during which CIMIS transactions were recorded for analysis (See "Methodology" and "Limitations to Methodology", pages 4 - 7 above), the CHARGE transaction was initiated in the Division V records office 3,586 times, accounting for 58.7% of all the Records Office transactions during the sampling period.

Discharging Inmate Records

The Records Office is also responsible for discharging inmates and deleting their records when they leave CCDOC. Inmates leave CCDOC when they pay bond, are sentenced or shipped to IDOC or another institution or jurisdiction, or when they complete a sentence at CCDOC. In each case, the inmate's identity must be verified using paper records, especially the CCDOC identification card containing the inmate's photograph and fingerprints. In

addition, the History Card or mittimus is used to confirm the CIMIS record of bond amount when an inmate is paying bond. When a male inmate leaves CCDOC, the Records Office staff initiates a DISCHARGE transaction for the inmate, and the computer record is removed from the database that evening. Once an inmate is discharged, the records are removed and the same CCDOC number is never used again. Should an individual return to CCDOC custody, the receiving process begins anew. Old CIMIS records are stored on archive tapes; paper records are stored chronologically by the Old Records department.

Information Requests

Requests for information concerning inmates are telephoned to the Records Office all during the day and evening. The Office will respond to these requests on any subject except the inmate living unit and release date. The INQUIRY transaction is almost always used for this activity if CIMIS is consulted, but many of the questions are answered using the copies of Report 01, the alphabetical inmate roster.

CIMIS Use in the Records Office

The total number of transactions initiated in the Records Office during the sampling period was 6,109. Tables 17 - 19 below describe CIMIS use in the Records Office for different terminals, days, and work shifts.

TABLE 17

NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT
TERMINALS IN THE RECORDS OFFICE

| TRANS- ACTION | TERMINAL | | | | | | TOTAL | PCT. |
|------------------|----------|-------|-------|-------|-------|-------|-------|-------|
| | Rec.1 | Rec.2 | Rec.3 | Rec.4 | Rec.5 | Rec.6 | | |
| TIER | 0 | 0 | 1 | 4 | 0 | 0 | 5 | .1% |
| ATIER | 0 | 0 | 3 | 5 | 0 | 0 | 8 | .1 |
| INQ | 116 | 122 | 108 | 437 | 320 | 151 | 1254 | 20.5 |
| BOOK | 0 | 0 | 0 | 2 | 2 | 0 | 4 | .1 |
| ALIAS | 0 | 13 | 4 | 7 | 0 | 1 | 25 | .4 |
| CHARGE | 632 | 184 | 734 | 989 | 747 | 300 | 3586 | 58.7 |
| HIST | 8 | 40 | 5 | 16 | 24 | 3 | 96 | 1.6 |
| DISCH | 0 | 1 | 190 | 686 | 36 | 4 | 917 | 15.0 |
| OUTDATE | 1 | 0 | 2 | 24 | 10 | 1 | 38 | .6 |
| CHIST | 0 | 4 | 0 | 3 | 2 | 0 | 9 | .1 |
| CHGNME | 0 | 0 | 0 | 3 | 0 | 0 | 3 | .0 |
| IDS | 0 | 0 | 0 | 0 | 1 | 0 | 1 | .0 |
| CLINIC | 12 | 0 | 0 | 14 | 31 | 6 | 63 | 1.0 |
| ORDERS | 34 | 0 | 1 | 37 | 17 | 11 | 100 | 1.6 |
| Totals | 803 | 364 | 1048 | 2227 | 1190 | 477 | 6109 | |
| Percent | 13.1% | 6.0 | 17.2 | 36.5 | 19.5 | 7.8 | | 100.0 |

TABLE 18

NUMBER OF TRANSACTIONS INITIATED IN THE RECORDS OFFICE
FOR DIFFERENT WORK SHIFTS

| TRANS- ACTION | WORK SHIFT | | | TOTALS | PERCENT |
|------------------|------------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| TIER | 0 | 5 | 0 | 5 | .1% |
| ATIER | 1 | 7 | 0 | 8 | .1 |
| INQUIRY | 718 | 438 | 98 | 1254 | 20.5 |
| BOOK | 2 | 1 | 1 | 4 | .1 |
| ALIAS | 15 | 10 | 0 | 25 | .4 |
| CHARGE | 1103 | 2373 | 110 | 3586 | 58.7 |
| HISTORY | 89 | 7 | 0 | 96 | 1.6 |
| DISCHARGE | 128 | 222 | 567 | 917 | 15.0 |
| OUTDATE | 37 | 1 | 0 | 38 | .6 |
| CHIST | 9 | 0 | 0 | 9 | .1 |
| CHGNME | 0 | 3 | 0 | 3 | .0 |
| IDS | 1 | 0 | 0 | 1 | .0 |
| CLINIC | 53 | 7 | 3 | 63 | 1.0 |
| ORDERS | 69 | 28 | 3 | 100 | 1.6 |
| Totals | 2225 | 3102 | 782 | 6109 | |
| Percent | 36.4% | 50.8 | 12.8 | | 100.0 |

The peak hours of CIMIS use in the Records Office were from 4:00 p.m. to 6:00 p.m., when 22.1% of the transactions were initiated.

TABLE 19

NUMBER OF TRANSACTIONS INITIATED DURING DIFFERENT WORK SHIFTS AND DAYS OF THE WEEK IN THE RECORDS OFFICE

| WORK SHIFT | DAY OF WEEK | | | | | | | TOTALS | PCT. |
|------------|-------------|------|------|------|------|------|------|--------|-------|
| | Wed.* | Thu. | Fri. | Sat. | Sun. | Mon. | Tue. | | |
| 8am-4pm | 0 | 541 | 533 | 0 | 69 | 576 | 506 | 2225 | 36.5% |
| 4pm-midn. | 117 | 476 | 315 | 139 | 183 | 1057 | 815 | 3102 | 50.8 |
| midn.-8am | 0 | 195 | 146 | 0 | 65 | 111 | 259 | 776 | 12.7 |
| Totals | 117 | 1212 | 994 | 139 | 317 | 1744 | 1580 | 6103 | |
| Percent | 1.9% | 19.9 | 16.3 | 2.3 | 5.2 | 28.6 | 25.9 | | 100.0 |

*Data for Wednesday are incomplete because the 7-day sampling period did not include the full 24 hours on that day.

The tables show that INQUIRY, CHARGE, and DISCHARGE make up almost 95% of the transactions. These three are used to answer questions, to update records after court, and to discharge inmates respectively.

Discussion Of CIMIS Use In The Records Office

The records office is a very heavy user of CIMIS. The system saves them a great deal of time and produces very few errors. Despite this, current procedures ensure that data are entered in CIMIS only after they are copied on manual records.

Cermak Hospital

Cermak Hospital is located within, and is officially part of, Division II. Cermak has the capacity to hold 45 inmates. It holds male and female inmates who are very old or who require medical supervision. It is administratively and operationally separate from the RTU.

Cermak has two CIMIS terminals. One is located in the Medical Records Office in the basement, and the other one is located on the first floor, in the front desk area.

The total number of transactions initiated in Cermak Hospital during the sampling period was 1,334. The tables below describe the distribution of these transactions.

TABLE 20

NUMBER OF TRANSACTIONS INITIATED ON THE DIFFERENT TERMINALS IN CERMAK HOSPITAL

| TERMINAL | INQUIRY | TRANSACTION | | PERCENT |
|-----------------|---------|-------------|--------|---------|
| | | MEDIC | TOTALS | |
| Medical Records | 126 | 0 | 126 | 9.4% |
| Cermak Lab | 1207 | 1 | 1208 | 90.6 |
| Totals | 1333 | 1 | 1334 | |
| Percent | 99.9% | .1 | | 100.0 |

TABLE 21

NUMBER OF TRANSACTIONS INITIATED IN CERMAK HOSPITAL DURING DIFFERENT WORK SHIFTS

| TRANS-ACTION | WORK SHIFT | | | TOTALS | PERCENT |
|--------------|------------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| INQUIRY | 964 | 59 | 310 | 1333 | 99.9% |
| MEDIC | 1 | 0 | 0 | 1 | .1 |
| Totals | 965 | 59 | 310 | 1334 | |
| Percent | 72.3% | 4.4 | 23.2 | | 100.0 |

The peak hours of CIMIS use in Cermak Hospital were from 7:00 a.m. to 11:00 a.m., when 65.4% of the transactions were initiated, and from 3:00 p.m. to 4:00 p.m. (12.3%).

The tables show that CIMIS is used almost exclusively to inquire about inmates, usually to find their location in order to provide medication. It is significant to note that although the INQUIRY transaction contains medical warning data entered via the MEDIC transaction, MEDIC was used only twice (on all CCDOC terminals) during the sampling period (See Table 28, page 54).

Tiering and count are not performed on the Cermak terminals. They are performed through the Division II staging area, and with manual tiering sheets, kept in the Hospital and sent to the Division II office for confirmation with CIMIS.

In short, CIMIS is used only for inquiries in Cermak; it serves no medical records function.

Human Services

The Human Services Office is located in Division V, in the first floor office area. It is staffed by approximately twenty social service caseworkers and an administrative team. It provides services to all divisions except Division VII. The average caseload is about 250 inmates per caseworker.

Human Services has one terminal and one thermal printer. Human Services does not make counts or do tiering. The terminal is used to locate inmates and check background data.

The table below shows the distribution of CIMIS use, all inquiries.

TABLE 22

NUMBER OF TRANSACTIONS INITIATED IN THE HUMAN SERVICES OFFICE DURING DIFFERENT WORK SHIFTS

| TRANS-ACTION | WORK SHIFT | | | TOTALS | PERCENT |
|--------------|------------|-----------|-----------|--------|---------|
| | 8am-4pm | 4pm-midn. | midn.-8am | | |
| INQUIRY | 113 | 3 | 2 | 118 | |
| Percent | 95.8% | 2.5 | 1.7 | | 100.0 |

The peak hours of CIMIS use in Human Services were from 8:00 a.m. to 1:00 p.m., when 76.3% of the transactions were initiated.

Human Services uses CIMIS to a minimal degree. Nonetheless, discussions with the director indicate that all personnel receive training and that CIMIS is considered useful in teaching the staff about jail operations. In addition, it is considered to be a great work saver for the operations it supports: locating inmates and providing background information to caseworkers.

General CIMIS Uses

In addition to the inmate management tasks described for each CCDOC division above, there are two tasks that need to be discussed in a more general context:

- 1) Updating Inmate Data; a task that can be performed independently in most CCDOC divisions; and
- 2) Scheduling Inmate Movement; a task that requires cooperation between different divisions.

This section describes and analyzes these two tasks in a format similar to the separate division discussions above.

Updating Inmate Data

Only four terminals in CCDOC outside of the records and receiving offices are allowed to use the CHARGE transaction. These are:

1. The terminal at the control point between the criminal courts and CCDOC. This is the "Bridge" terminal. The Bridge is a crucial location in inmate movement.
2. The Work Release Terminal. The Work Release division only has one terminal.
3. The front lobby terminal in the central administration building. This is officially a Records Office terminal and is used for discharging inmates, as well as for answering inquiries.
4. The security office in Division VI.

With the exception of the four terminals above, use of the CHARGE transaction is restricted to Records and to Receiving. The four terminals above initiated 784 CHARGE transactions during the sampling period.

- Bridge.....644
- Front Lobby, Division V.....140

Observations show that most of these transactions are inquiries, not changes. Charge data are almost never updated anywhere but the Records Offices.

Inmate record updating using the SPECIAL, CLINIC, ALIAS, CHANGENAME, and NEWNUMBER transactions are rare. Table 23 below shows the frequencies of these transactions by terminal.

TABLE 23
 NUMBER OF RECORDS UPDATE TRANSACTIONS INITIATED ON
 DIFFERENT CCDOC TERMINALS

| TERMINAL | TRANSACTION | | | | | TOTAL | PCT. |
|-----------|----------------|-------|---------|---------|-----|-------|-------|
| | SPECIAL CLINIC | ALIAS | CHGNAME | NEWNUMB | | | |
| Bridge | 29 | | 7 | | | 36 | 8.3% |
| Receiving | | | | | | | |
| Offices | | | 147 | 8 | | 155 | 35.6 |
| Records | | | | | | | |
| Offices | 112 | 66 | 27 | 3 | | 208 | 47.8 |
| Work | | | | | | | |
| Release | | | | | 36 | 36 | 8.3 |
| Total | 141 | 66 | 181 | 11 | 36 | 435 | |
| Percent | 32.4% | 15.2 | 41.6 | 2.5 | 8.3 | | 100.0 |

Table 23 shows that most (83.4%) of these transactions are initiated in the Records or Receiving offices.

Discussion of Updating Inmate Records

Two points should be made from the material presented above:

1. Most updating occurs in the Records Offices and most updating concerns data from the courts.
2. Information is almost always updated on paper before it is entered into CIMIS. The time lag varies; the practice is constant.

Scheduling Inmate Movement

There are three components to managing inmate schedules and movement.

1. Obtaining the schedule data. These arrive on, and are extracted from, manual records.
2. Recording and organizing the data.
3. Preparation and timely distribution of the data for the officers who will use it. This represents a full cycle of information management; from paper through CIMIS and back onto paper for final use.

The management of inmate schedules and movement is one of the most complex tasks at CCDOC. It is the most important task after security, and it requires coordination of activities between Receiving, Records, Transportation, CIMIS Office, the housing divisions, and the Bridge location. The Division V Central Records Office is responsible for schedules for male (non-Work Release) inmates. The female (non-Work Release) schedules are the responsibility of the Division III records office.

This section describes how these three activities are carried out, by explaining the procedures for each one, in sequence. The explanation includes the manual records and the use of CIMIS. For purposes of illustration, as well as because it is the most important routine, the explanation concentrates on the daily court call procedure for male inmates. This involves far more inmates than all other scheduled activities combined. The other scheduled activities supported by CIMIS, but not covered in this section are:

- Shipment of inmates to IDOC, a weekly event; and
- medical appointments.

Obtaining Schedule Data

Most schedule data come from the courts and refer to trial appearances or special treatments ordered for inmates. The data are written on the mittimi by the clerks in the courtrooms and accompany the inmates back to CCDOC in that form. The data reenter the CCDOC scheduling process in RCDC. All male inmates, new or returning, are processed through RCDC as they come back to CCDOC from court. Each inmate is accompanied by the mittimus which contains data concerning bond amount, charges, sentences and the dates, locations, and authority for future appearances at court or at other facilities. If the inmate is new, these data are entered on the History Card during the intake process. At the same time, the data are entered into CIMIS using BOOK, HISTORY, ALIAS, and ID's transactions. If the inmate is returning to CCDOC custody, the mittimus is examined for changes that might affect the inmate's housing location; these are noted on manual ledgers, and the inmate is reassigned. Meanwhile, the mittimi accumulate and are taken to the Records Office. The History Cards of these inmates are already on file, and the History Cards of the new inmates will be on file in time to be processed that evening.

Recording and Organizing Schedule Data

Schedule data for new inmates are recorded during the intake process in RCDC using the BOOK transaction. Recording data for returning inmates consists of updating the History Cards and

the CIMIS records (relying primarily on the CHARGE transaction). If an inmate has a new court date, or other scheduled event, it is recorded using one of the CIMIS transactions for this purpose. These are SPECIAL (or ORDERS), CLINIC, and CCSCH (used to prioritize multiple events scheduled for the same date). The use of the CCSCH transaction is illustrated below. Table 23 above illustrates the use of the SPECIAL and CLINIC transactions.

TABLE 24

NUMBER OF CCSCH TRANSACTIONS INITIATED ON DIFFERENT CCDOC TERMINALS FOR DIFFERENT WORK SHIFTS

| TERMINAL | WORK SHIFT | | | TOTALS | PCT. |
|----------------|------------|----------|----------|--------|-------|
| | 8am-4pm | 4pm-mid. | mid.-8am | | |
| Records Office | 1 | 34 | 0 | 35 | 56.5% |
| Bridge | 24 | 3 | 0 | 27 | 43.5 |
| Total | 25 | 37 | 0 | 62 | |
| Percent | 40.3% | | .0 | | 100.0 |

The process of recording the schedule information is described in greater detail in the sections of this report which explain the records update procedures, intake of new inmates, and other general administrative procedures.

Preparing and Distributing Schedule Information

Data used to prepare schedules come from the data entry and updating procedures described above. The schedule data are printed by the CIMIS office; they are distributed by the central records office in the form of court passes and as computer printouts of schedule rosters. Data in these documents are drawn from data that CIMIS prepares through the use of routines initiated by the PRECOURTCALL (PRECC) and COURTCALL transactions. The use of the two court schedule transactions is the key to scheduling inmate movement at CCDOC, and to producing the documents that make inmate movement possible and accurate.

Table 25 shows the pattern of use for the PRECC and COURTCALL transactions.

TABLE 25

NUMBER OF PRECC AND COURTCALL TRANSACTIONS INITIATED AT DIFFERENT LOCATIONS DURING DIFFERENT WORK SHIFTS

| LOCATION | | WORK SHIFT | | | TOTALS | PCT. |
|-----------------|-----------|------------|----------|----------|--------|-------|
| | | 8am-4pm | 4pm-mid. | mid.-8am | | |
| RCDC | PRECC | 5 | 17 | 0 | 22 | 52.4% |
| | COURTCALL | 0 | 5 | 0 | 5 | 11.9 |
| Women's Records | PRECC | 0 | 10 | 0 | 10 | 23.8 |
| | COURTCALL | 0 | 5 | 0 | 5 | 11.9 |
| Total | | 5 | 37 | 0 | 42 | |
| Percent | | 11.9% | 88.1 | 0.0 | | 100.0 |

The actual preparation of court schedules begins with the first PRECC transaction in the Records Office. PRECC provides a preliminary list of the inmates going to court the following morning, which courts they will appear in, the times they must be in court, and where they are housed in CCDOC. The purpose of PRECC is to discover and resolve conflicts and errors in the scheduling of events, so that an accurate and complete COURTCALL can be executed. As the tables show, PRECC is run earlier and more often than COURTCALL. PRECC generates a printed list from the thermal printers in the Records Offices. This list is checked against the mittimi that have been assembled for the next morning's court appearances. The COURTCALL transaction is executed as soon as an errorless PRECC is run. As soon as the COURTCALL is executed, the thermal printer is used to make a copy of it, which is given to the Transportation Office. The Records Offices call the CIMIS Office, which then prints the court passes and the rosters. These rosters are referred to as "dropsheets".

Two basic types of dropsheets are used. Both types are made from the same sources in the CIMIS database; the difference in the two is that one is organized according to housing units and one is by inmates. The dropsheets with data organized by living unit are used by the divisions to locate and assemble the inmates going to court (Report O6; See Appendix C for copies of CCDOC-CIMIS reports). The inmate rosters are used by the receiving room personnel and by officers in the tunnel, who transfer the inmates to the officers who work as bailiffs in the courts.

After the CIMIS office prints the court passes and dropsheets, they are picked up by Records officers. When the housing divisions are ready to begin assembling the day's court call inmates, they each send an officer to pick up the dropsheets, mittimi, and court passes at the Records Offices. Next, they as-

semble all the inmates with court appearances in the receiving rooms.

The receiving room officers use the dropsheets to sort the inmates by destination and then to assemble them in the bullpens, by destination, to await transportation. The Transportation officers use the roster printed from the COURTCALL transaction run the previous evening. Inmates appearing in suburban courts are shipped directly to those courts from the receiving rooms. Male inmates appearing in the criminal courts at 26th and California are brought to those courts from RCDC by way of the tunnels under CCDOC. These inmates become the responsibility of the officers at the tunnel checkpoint, referred to as the "bridge", between CCDOC and the courts. Female inmates appearing at 26th and California are transported from door-to-door outside, not through CCDOC tunnels.

Discussion of CIMIS Use for Scheduling Inmate Movement

The CCDOC staff relies exclusively on CIMIS for scheduling inmate movement for courtcall and shipment to IDOC. Though data are copied into CIMIS after they are noted on manual records, the schedules, dropsheets and courtpasses are printed by CIMIS and are accurate, complete, and timely. In addition, the CIMIS courtcall procedure is much faster than manual procedures (which exist as a back-up). It requires fewer man-hours, and it produces dropsheets and rosters in several useful formats. In short, the CIMIS COURTCALL procedure is an extremely valuable procedure for all CCDOC staff responsible for inmate movement to and from court appearances.

Bridge Operations

The male inmates for the criminal courts at 26th and California, are taken to the courts building grouped according to the courtroom they will appear in. It is the responsibility of the officers on duty at the Bridge to see that all the inmates are delivered to the bailiffs with correct identification, and for the proper courtroom.

Operations at the Bridge begin prior to the arrival of the inmates. CCDOC officers prepare a handwritten courtcall card, referred to as the "bridge card", for each inmate on the court dropsheet. These cards are arranged in pigeonholes according to courtroom or presiding judge. The captain on duty uses a thermal printer copy of the PRECC list (Report O3) and the court dropsheet (Report O9; See Appendix C) to doublecheck and confirm the morning's court call roster and the bridge cards. Soon after these preparations are underway, an officer arrives from RCDC with mittimi. This officer and one of the Bridge officers compare the dropsheet, the PRECC list, and the mittimi for errors

and schedule conflicts. Soon after the mittimi are delivered, more officers arrive for the Bridge detail and continue checking all the documents for problems. During this time, the bailiffs, (sheriff's deputies responsible to the courts), arrive from the court side of the tunnel.

When the bailiffs arrive, they initiate two procedures. One group of officers erects a temporary barricade and desk across two thirds of the hall. This is in preparation to search and receive the inmates in order to take them to the lockups in the courts. At the same time, the head of the bailiffs goes to the Bridge and begins his own check of the rosters. The head bailiff makes a checklist of inmates, arranged by courtroom, which he then compares with the CCDOC-CIMIS dropsheet and with a dropsheet printed by the court system computer. In addition, when the inmates are called to the barricade, they are called according to which court they will appear in. At this time, an officer at the barricade desk makes a checklist which must tally with the CCDOC-CIMIS lists and the court-computer dropsheet. Only when the sheets all agree will the bailiffs sign for receipt of the inmates.

It is during the period after the court call cards are printed, but before the transfer of inmates is fully underway, that CIMIS and the CIMIS printouts get the most use. During this time, inmates who are confused, who have complaints or questions, or who have lost their court passes or their CCDOC identification wristbands, come to the Bridge desk. CIMIS INQUIRY transactions are used a great deal at this time. In addition, there may be last minute alterations in schedules or in the rosters, as well as additions and corrections to be made. Despite this, few new court cards are needed, and very few of those already printed have to be destroyed. Tables 26 and 27 below illustrate CIMIS use by the Bridge terminal during the two sampling periods (See Methodology, page 6).

TABLE 26
 NUMBER OF TRANSACTIONS INITIATED ON THE BRIDGE TERMINAL
 TO ACCESS AND UPDATE PRISONER RECORDS

| TRANSACTION | NUMBER OF TRANSACTIONS | PERCENT |
|-------------|---------------------------|---------|
| ALIAS | 7 | 0.8% |
| INQUIRY | 191 | 21.8 |
| CHARGE | 642 | 73.2 |
| IDS | 8 | 0.9 |
| SPECIAL | 29 | 3.3 |
| Total | 877 | 100.0 |

TABLE 27
 NUMBER OF TRANSACTIONS INITIATED ON THE BRIDGE TERMINAL
 TO SCHEDULE PRISONER MOVEMENT

| TRANSACTION | NUMBER OF TRANSACTIONS | PERCENT |
|-------------|---------------------------|---------|
| CCSCH | 27 | 69.2% |
| PRECC | 12 | 30.8 |
| Total | 39 | 100.0 |

The peak hours of CIMIS at the Bridge were from 9:00 a.m. to 11:00 a.m., when 27% of the transactions were initiated, and from 2:00 p.m. to 4:00 p.m. (24.2%).

The important point is the number of separate records being used by both the CCDOC and the courts staffs and the multiple sources of these records, namely: CCDOC-CIMIS, the court computer, the physical presence of each inmate, the inmate wristbands, the courtpass of each inmate, the tally sheets compiled on the spot during the process, and the mittimi. All of these must be brought into exact agreement for the transfer of the inmates to proceed and for the inmates to reach their scheduled destinations.

Once the rosters are confirmed and matched, the transfer of inmates takes place. The recordkeeping continues through this operation to ensure that all the inmates are tallied and transferred, not just correctly listed on the dropsheets. The inmates are called up from the hall by courtroom or judge. They approach

the barricade in small groups and are frisked. Most of the inmates carry their belongings in case court action results in their release or new CCDOC living unit assignments. The belongings are examined while the inmates are being frisked. Once the inmates and their possessions have been checked, they pass through the barricade and are handcuffed together by twos and escorted in groups to the courts.

Overview of CIMIS Use at CCDOC

This section provides a general perspective on how all of the different CCDOC divisions discussed above use CIMIS. It supplements the separate division descriptions presented above by providing a picture of CIMIS use across divisions, rather than within each division. The section is composed of two parts. The first describes how often CIMIS is used to create, access, and update inmate records, and how much time elapses between CIMIS transactions initiated for these purposes. This discussion relies on the sample of CIMIS transactions collected during one week in March of 1981 (See "Methodology", pages 5 - 6). The second part of this section describes the use of CIMIS by all CCDOC divisions for other administrative purposes, such as scheduling inmate movement, or counting inmates. This discussion relies on the sample of CIMIS transactions collected during one week in July of 1981 (See "Methodology", pages 5 - 6).

Creating, Accessing, and Updating CIMIS Inmate Records

The majority of transactions initiated on CIMIS serve the purposes of creating, updating, or accessing inmates' computerized records. All of the CIMIS terminals in each CCDOC division have the capacity to access inmate records, and most are able to update them. A few terminals are able to create inmate records using BOOK. During the sampling period in March, 22,915 transactions were initiated in CCDOC to create, access, and update inmate records. Tables 28 and 29 below describe the distribution of CIMIS use for CCDOC divisions and work shifts.

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TABLE 28
 NUMBER OF CIMIS TRANSACTIONS INITIATED
 IN THE DIFFERENT CCDOC DIVISIONS

| TRANSACTION | DIVISION | | | | | | | | | | | BRIDGE | TOT. | PCT. |
|-------------|----------|------|-----|-----|------|------|-------------------------|------|----------------|-----------------|------|--------|-------|-------|
| | I | II | III | IV | V | VI | WORK RELEASE RECORDS | RGDC | HUMAN SERV. | CERMAK HOSP. | | | | |
| BOOK | NA* | NA | 89 | NA | NA | NA | 0 | 4 | 765 | NA | NA | NA | 858 | 3.7% |
| INQUIRY | 183 | 2511 | 184 | 451 | 731 | 1513 | 11 | 1234 | 536 | 117 | 1316 | 193 | 8890 | 39.2 |
| TIER | 140 | 1619 | 100 | 0 | 640 | 128 | 0 | 5 | 14 | NA | 0 | 0 | 2646 | 11.5 |
| ATIER | 50 | 790 | 2 | 388 | 222 | 121 | 30 | 8 | 374 | NA | 0 | 0 | 1985 | 8.7 |
| MEDIC | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | NA | 2 | 0.0 |
| CHIST | 0 | 0 | 0 | 7 | 0 | 20 | 0 | 9 | 19 | NA | NA | 0 | 55 | 0.2 |
| CHARGE | NA | NA | 170 | NA | 140 | 0 | 0 | 3569 | 257 | NA | NA | 644 | 4780 | 20.1 |
| HIST | NA | NA | 75 | NA | NA | 0 | 0 | 96 | 870 | NA | NA | NA | 1041 | 4.5 |
| ALIAS | NA | 0 | 13 | 0 | NA | 0 | 0 | 25 | 136 | NA | NA | 7 | 181 | 0.8 |
| IDS | NA | 0 | 4 | NA | NA | NA | 0 | 1 | 488 | NA | NA | 8 | 501 | 2.2 |
| OUTDATE | NA | NA | 2 | NA | NA | NA | 0 | 37 | 0 | NA | NA | NA | 39 | 0.2 |
| CHANGENAME | NA | NA | 1 | NA | NA | NA | 0 | 3 | 7 | NA | NA | 0 | 11 | 0.0 |
| LOCKER | 0 | 0 | NA | 0 | 0 | 0 | 0 | 0 | 41 | NA | NA | 0 | 41 | 0.2 |
| CLINIC | NA | NA | 3 | NA | NA | NA | NA | 63 | 0 | NA | NA | 0 | 66 | 0.3 |
| SPECIAL | NA | NA | 14 | NA | NA | NA | NA | 98 | 0 | NA | NA | 29 | 141 | 0.6 |
| DISCHARGE | 0 | NA | 112 | NA | 469 | NA | 19 | 914 | 28 | NA | NA | NA | 1542 | 6.7 |
| NEWNUMBER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | NA | NA | 0 | 36 | 0.1 |
| Total | 373 | 4920 | 779 | 847 | 2202 | 1782 | 96 | 6066 | 3535 | 117 | 1317 | 881 | 22915 | 100.0 |
| Percent | 1.6% | 21.5 | 3.4 | 3.7 | 9.6 | 7.8 | 0.4 | 26.5 | 15.4 | 0.5 | 5.7 | 3.8 | | |

*NA = Terminals in this division do not have the capability to initiate this transaction.

TABLE 29

NUMBER OF CIMIS TRANSACTIONS INITIATED AT CCDOC
DURING DIFFERENT WORK SHIFTS*

| WORK SHIFT | NUMBER OF TRANSACTIONS | PERCENT |
|--------------------|------------------------|---------|
| 8 a.m. to 4 p.m. | 8810 | 38.4% |
| 4 p.m. to midnight | 8241 | 36.0 |
| midnight to 8 a.m. | 2482 | 10.8 |
| Subtotal | (19533) | (85.2) |
| 10 a.m. to 6 p.m. | 2145 | 9.4 |
| 6 p.m. to 2 a.m. | 661 | 2.9 |
| 2 a.m. to 10 a.m. | 574 | 2.5 |
| Subtotal | (3380) | (14.8) |
| Total | 22913 | 100.0 |

*The men's Receiving Room at CCDOC works different shift hours than do the other divisions. For this reason, the Receiving Room work shift (10 a.m. to 6 p.m., etc.) is presented separately from the regular CCDOC work shift hours.

The peak hours of CIMIS use throughout CCDOC occurred between 9 - 11 a.m. (15.2% of all transactions), and 4 - 6 p.m. (17.7% of all transactions;) a combined 32.9% of all inmate record-related transactions.

Division II, RCDC, and the Records Office for the men's divisions are the heaviest CIMIS users, accounting for 63.4% of all transactions initiated during the March sampling period. Divisions V and VI, and Cermak Hospital, are less frequent, but steady, CIMIS users, accounting for 23.1% of all transactions initiated during the March sampling period. The transactions used by these divisions are: INQUIRY, TIER, CHARGE, DISCHARGE, BOOK, HISTORY, and IDS.

The CCDOC divisions (not including RCDC) use CIMIS almost equally between the 8:00 a.m. - 4:00 p.m. and 4:00 p.m. - midnight shifts. These two shifts account for 38.5 and 35.9% respectively (almost 75%) of all transactions initiated during the March sampling period. The 10:00 a.m. - 6:00 p.m. shift in RCDC accounted for 63% of that division's CIMIS use. The peak hours of CIMIS use in RCDC are between 9:00 a.m. and 11:00 a.m., the daily inmate transfer hours, and 4:00 p.m. - 6:00 p.m., the busiest hours in RCDC.

In addition to presenting frequencies of the various CIMIS transactions used to create, access, and update inmate records, it is important to include the time element in a description of CIMIS use. As an added dimension to the description of CIMIS use, this section describes the time that elapses between the creation of a CIMIS inmate record with a BOOK transaction and the initiation of other CIMIS transactions. Describing these "time lags" provides two valuable insights:

- 1) To the extent that CIMIS use mirrors CCDOC operations, those operations are described in more detail than frequencies of transactions provide. Observations at CCDOC (See Appendix A) revealed that, in most cases, CIMIS use reflects actual CCDOC operations.
- 2) CIMIS operations are described in better detail.

Table 30 below describes CIMIS use time lags. It presents, for each male or female inmate "booked" into CCDOC during March 25-31, the average time, in minutes and hours, between the initial BOOK transaction and the first occurrence of each of the following transactions: HISTORY, TIER, ATIER, INQUIRY, and DISCHARGE. The high and low ranges of transaction time lags are also presented.

TABLE 30
Time Differences from the Initiation of the
BOOK Transaction to the Initiation of Other
Transactions for Males and Females
at CCDOC

| <u>MALES</u> | | | | | |
|-----------------------|--------------------|--------------------|------------------|-------------------|-----------------|
| Time from BOOK to: | Number of Cases | Average Minutes | Average Hours | Low/Hi Minutes | Low/Hi Hours |
| HISTORY | 644 | 86 | 1:24 | 0/1460 | 0/14 |
| TIER | 399 | 545 | 9:6 | 1/5999 | 0/100 |
| ATIER | 439 | 674 | 11:12 | 1/6978 | 0/176 |
| INQUIRY | 521 | 1559 | 26:0 | 0/7880 | 0/131 |
| DISCHARGE | 277 | 13312 | 221:54 | 897/35067 | 15/584 |
| <u>FEMALES</u> | | | | | |
| HISTORY | 73 | 6 | --- | 1/231 | 0/4 |
| TIER | 73 | 12 | --- | 3/257 | 0/4 |
| ATIER | 0 | 0 | --- | --- | --- |
| INQUIRY | 25 | 2080 | 34:40 | 28/5464 | 0/91 |
| DISCHARGE | 44 | 12277 | 204:36 | 3222/23425 | 53/390 |

On average, for male inmates, it takes just over an hour from the time that a BOOK transaction is initiated to conduct a HISTORY transaction, and about 9 hours to assign an inmate a living unit. An average of 26 hours elapses before an INQUIRY is conducted, and an average of 9 days elapses before an inmate record is discharged.

The average time lags for female inmates are generally shorter than those for males. HISTORY, TIER, and ATIER are usually initiated for female inmates within an hour of booking. The time lag from BOOK to INQUIRY averages 34 hours, and the time lag to DISCHARGE averages 8-1/2 days.

Averages can be misleading, however. The ranges presented in Table 30 indicate that there is much fluctuation in the time lag from booking to the various other transactions. For example, it can take anywhere from a few minutes to 14 hours to conduct a HISTORY transaction after a male inmate is booked. It can take from 15 to 584 hours (over 24 days) to discharge a male inmate after booking, based on the March 1981 sample of transactions.

Other Administrative Uses of CIMIS

In addition to creating, updating, and accessing CIMIS inmate records, CCDOC officers use CIMIS for a variety of other administrative tasks. Among the most important of these are: scheduling inmate movement using the CCSCH, COURTCALL, PRE-COURTCALL, and PSYR transactions (See pages 42 - 46 above); and counting inmates using the BOOKCOUNT, CELL, WHO, and COUNT transactions.

CIMIS also contains built-in user aids. The CODE transaction enables users to look up CIMIS data element code definitions on the terminal screen. The HELP transaction provides summary instructions on the use of CIMIS transactions. This section summarizes these uses of CIMIS.

Tables 31 and 32 below describe the use of the transactions mentioned above by each CCDOC divisions, and by work shifts. The data presented are a sample of 2,896 transactions monitored during a one-week period in July, 1981 (See "Methodology," pages 5 - 6).

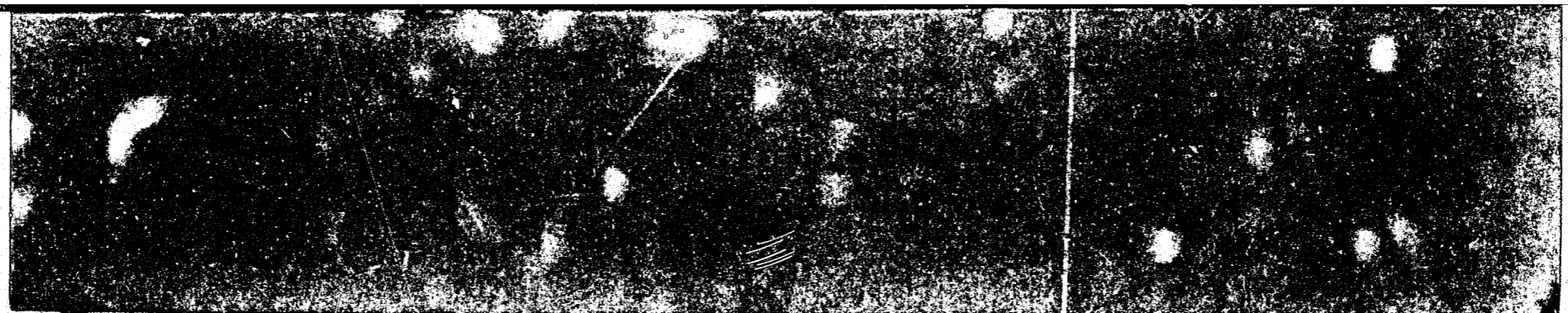


TABLE 31

NUMBER OF ADMINISTRATIVE TRANSACTIONS INITIATED
ON CCDOC TERMINALS IN DIFFERENT DIVISIONS

TRANSACTION

| DIVISION | CODE | HELP | BCNT | WHO | COUNT | CCSCH | CCALL | PRECC | TOTAL | PERCENT |
|--------------|------|------|------|------|-------|-------|-------|-------|-------|---------|
| Division I | 27 | 10 | 0 | 16 | 118 | 0 | 0 | 0 | 171 | 6.2 |
| Division II | 92 | 2 | 0 | 177 | 839 | 0 | 0 | 0 | 1110 | 40.5 |
| Division III | 4 | 2 | 2 | 0 | 14 | 0 | 5 | 10 | 37 | 1.3 |
| Division IV | 23 | 5 | 0 | 77 | 193 | 0 | 0 | 0 | 298 | 10.9 |
| Division V | 28 | 5 | 0 | 156 | 149 | 0 | 0 | 0 | 338 | 12.3 |
| Division VI | 9 | 0 | 0 | 122 | 401 | 0 | 0 | 0 | 532 | 19.4 |
| Work Release | 1 | 0 | 0 | 9 | 18 | 0 | 0 | 0 | 28 | 1.0 |
| RCDC | 64 | 5 | 0 | 0 | 39 | 0 | 0 | 0 | 108 | 3.9 |
| Records | 16 | 0 | 0 | 0 | 2 | 35 | 5 | 22 | 80 | 2.9 |
| Bridge | 0 | 0 | 0 | 0 | 0 | 27 | 0 | 12 | 39 | 1.4 |
| Total | 264 | 29 | 2 | 557 | 1773 | 62 | 10 | 44 | 2741 | |
| Percent | 9.6 | 1.1 | 0.1 | 20.3 | 64.7 | 2.3 | 0.4 | 1.6 | | 100.0 |

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TABLE 32

NUMBER OF ADMINISTRATIVE TRANSACTIONS INITIATED ON CCDOC
TERMINALS DURING DIFFERENT WORK SHIFTS*

| WORK SHIFT | NUMBER OF TRANSACTIONS | PERCENT |
|--------------------|------------------------|---------|
| 8 a.m. to 4 p.m. | 731 | 26.7% |
| 4 p.m. to midnight | 1387 | 50.6 |
| midnight to 8 a.m. | 515 | 18.8 |
| Subtotal | (2633) | (96.1) |
| 10 a.m. to 6 p.m. | 47 | 1.7 |
| 6 p.m. to 2 a.m. | 30 | 1.1 |
| 2 a.m. to 10 a.m. | 31 | 1.1 |
| Subtotal | (108) | (3.9) |
| Total | 2896 | 100.0 |

*The men's Receiving Room at CCDOC works different shift hours than do the other divisions. For this reason, the Receiving Room work shift (10 a.m. to 6 p.m., etc.) is presented separately from the regular CCDOC work shift hours.

The peak hours of CIMIS use for administrative purposes throughout CCDOC occurred between 9 p.m. - midnight (28.2% of all transactions.)

Tables 31 AND 32 show that the CCDOC housing divisions (Divisions I-VII) use CIMIS more for these administrative purposes than do the Records, Receiving and other divisions. The housing divisions account for 90.6% of the administrative transactions initiated on CIMIS. CODE and HELP account for 10.7% of all of the administrative transactions monitored; WHO and COUNT account for 85%. The CELL (CELLCAP and CELLSTAT) transactions were not initiated in any division during the sampling period. The Human Services division did not use any of the transactions monitored during the sampling period.

FINDINGS AND RECOMMENDATIONS

This section presents the findings of the analysis of CCDOC's use of CIMIS. It lists aspects of CIMIS and CCDOC operations that detract from the system's usefulness. The findings listed here may overlap those listed in the Data Survey Report. This report emphasizes how CCDOC uses CIMIS, whereas the Data Survey Report focused on operations that affected the quality of CIMIS data. Each of the findings include a discussion clarifying its importance, and a specific recommendation for improvements to CIMIS operation at CCDOC.

The recommendations are made with the awareness that CCDOC is in the process of upgrading its CIMIS software. The new version of CIMIS at CCDOC will address some of the recommendations offered below, and will help minimize the efforts needed to improve CIMIS use.

FINDING 1

CCDOC uses CIMIS as a secondary procedure in data entry, data update, living unit assignment, and daily inmate count tasks.

DISCUSSION

The data elements that appear in CIMIS inmate records are always recorded on at least one document prior to entry into the CIMIS database, with the exception of those few elements that are computer-assigned (BOOKDATE, LAST STATUS). Court-related data are copied from the mittimi onto cards, and then into CIMIS. Inmate background, history, and updated court data are entered into CIMIS from the history cards. Living unit location data are recorded in log books, and later entered into CIMIS.

The data gathering processes that produce CIMIS inmate records could be streamlined if all data, except for those appearing on the court mittimi, were entered into CIMIS without first being recorded on paper. The elimination of initial paper recording steps will reduce the possibilities of conflicting entries in paper and computer records.

RECOMMENDATION

Data entry processes for creating and updating CIMIS inmate records should be streamlined wherever possible.

Specifically, as was recommended in the Data Survey Report (Finding 4, page 49), CIMIS inmate data should be entered directly into CIMIS terminals during inmate interviews, and CCDOC history cards should be generated by CIMIS at a later time. In addition, the updating of court data in the Records Offices should be done by transferring data directly from the mittimi, without first updating the history cards; and living unit data should be first entered into CIMIS and then used to generate housing ledgers.

FINDING 2

CCDOC does not use CIMIS to distinguish between RCDC and the Division V housing units as separate entities.

DISCUSSION

CIMIS recognizes both the Receiving Room (RCDC) and living units in the Administration Building as Division V. This convention makes it difficult for the housing units in Division V to match the daily count of inmates that are recorded on paper and in CIMIS, since all inmates in RCDC are coded in CIMIS as residing in living unit 5-0-0-0. As a result, CIMIS is not used at all by Division V housing unit officers to conduct daily counts of inmates.

While it is possible for Division V to avoid this problem by conducting block-by-block inmate counts, such a procedure would require 12 separate counts (one for each of the 12 housing blocks in Division V) for each of 6 daily division headcounts.

RECOMMENDATION

CIMIS should be changed so that RCDC is recognized by CIMIS as a division separate from Division V, or so that COUNT transactions initiated by the Division V security office count only inmates in the 12 housing blocks.

Once this change is implemented as a part of CCDOC-CIMIS software, officers in Division V should use CIMIS as part of the daily headcount procedure, and should enter cell assignments using CIMIS.

FINDING 3

CIMIS options for tracking inmate movement are not fully used at CCDOC.

DISCUSSION

In addition to recording living units, CIMIS provides three transactions for keeping track of the locations of inmates. The three transaction are:

- 1) INMATE - records the status and location of an inmate passing a checkpoint terminal.
- 2) ON - records an inmate's status as "ON THE TIER."
- 3) OFF - records an inmate's status as "OFF THE TIER."

CCDOC uses the living unit category "CC" to indicate an inmate is appearing in court in Division II only.

If all housing divisions at CCDOC made use of INMATE, ON, OFF, and indicators like "CC", closer track could be kept of inmates in transit to various locations, and daily counts of inmates could be more easily conducted.

Discussions with CJIS and CCDOC personnel reveal that the INMATE, ON, and OFF transactions are not used because they are impractical for group movements. If a block or tier of inmates, for example, is leaving a division to go outside for its exercise period, it is too time-consuming and troublesome to log each inmate as ON and OFF the location. CJIS and CCDOC recognize the need for a useful group monitoring component in CIMIS, in addition to the courtcall process, though plans do not exist to design one.

RECOMMENDATION

All housing unit divisions in CCDOC should be able to use the "CC" living unit category. CIMIS training should be provided to officers who will be using these CIMIS capabilities.

CCDOC and CJIS should design a group movement component for CIMIS.

FINDING 4

CCDOC does not use CIMIS to identify inmates with special statuses such as inmates who are receiving visitors, inmates at-

tending religious services or educational classes, or inmates on sick call (outpatients).

DISCUSSION

It would be an enhancement to CIMIS's inmate tracking capabilities if inmates with special statuses, such as those mentioned above, were flagged in the database.

RECOMMENDATION

The capability to identify inmates with special statuses should be built into CIMIS and reported on regular daily print-outs.

FINDING 5

CIMIS at CCDOC does not have emergency recovery procedures for use during system failures.

DISCUSSION

These recommendations suggest a major change in CCDOC recordkeeping procedures; namely, a much greater reliance on CIMIS with a corresponding decrease in use of paper records. A major concern of CCDOC personnel regarding such a change is loss of CIMIS capabilities during "down" times (times when the system is unavailable for record updating or report generation due to system failures). Such losses would be less of a problem if a recovery system was implemented at CCDOC.

"Backup" computer recovery procedures exist at CCDOC which insure that, if the system fails unexpectedly, the entire database can be restored in a short amount of time. This finding addresses problems that arise when system failure forces the Records and Receiving staffs to rely totally on a paper recordkeeping system. When this happens, inmate receiving and courtcall procedures slow down, data are lost or, more frequently, miscoded, and confusion heightens during normally hectic times.

RECOMMENDATION

Funds should be made available to design and purchase a backup computer system for use when the main CCDOC-CIMIS computer is out of service during times of heavy system use.

FINDING 6

CCDOC-CIMIS terminal capabilities are not coordinated fully with the needs of the terminal users.

DISCUSSION

As an aid to CIMIS management, and as a means of controlling access to CIMIS inmate records, CIMIS contains user and terminal security controls. Each CIMIS terminal at CCDOC, and each CIMIS user, has a specific set of transactions associated with it. For example, some officers have user security that only allows them to access CIMIS inmate records, while some may access and update them. In a similar fashion, some terminals have the capability to perform the BOOK transaction, and some do not.

In some instances, there is a lack of coordination between the needs of terminal users and terminal capabilities. For example, some divisions have the capability (on at least one terminal) to execute the BOOKCOUNT transaction, and some do not. In other instances, some CIMIS terminals are assigned capabilities they do not need, which increases opportunities for CIMIS misuse.

RECOMMENDATION

An effort should be made to improve coordination between CIMIS user needs and terminal capabilities at CCDOC. Table 33 below lists and recommends changes to be made regarding terminal capabilities in order to upgrade their coordination with user needs.

These recommendations are offered as modifications to present CIMIS terminal capabilities, and are not meant to suggest that CIMIS terminals operate only as the table suggests.

TABLE 33
 RECOMMENDATIONS FOR UPGRADING
 TERMINAL CAPABILITIES

| TRANSACTION | RECOMMENDATION |
|-------------|---|
| SEND | Should be made available to all terminals and users |
| MEDIC | Restrict use of this transaction to those users responsible for entering medical data |
| BOOKCOUNT | Should be provided to the terminals in each security office in the housing divisions |
| CCSCH | In Division III, should be available to the terminal in the Receiving Office |
| BOOK | In Division III, should be available to the terminal in the Receiving Office |

FINDING 7

CCDOC does not use CIMIS to its full potential as a support system for the information needs of its administrative divisions.

DISCUSSION

In addition to providing management support to the receiving, records, and inmate housing divisions at CCDOC, CIMIS should provide similar support to CCDOC service and administrative divisions which deal directly with inmates, and would benefit from more access to inmate records.

Procedures are currently being established at CCDOC to ensure that medical data are entered into CIMIS for all inmates. The Human Services and Psychiatric Services Officers (both of which can access, but not update, CIMIS inmate records) would benefit from a closer link with CIMIS records. Both of these units have information needs that could be met by changes in CIMIS.

Human Services staff (CCDOC Social Workers) are in a good position to discover, and use, some of the inmate background elements that may not always be captured during inmate intake interviews. If they were allowed to update CIMIS inmate records, they could improve the quality of the CIMIS database while meeting their own data needs. The Psychiatric staff has its own segment of inmates' records that it is responsible for. This segment should be the one that contains such elements as:

- previous mental institution commitments;
- previous and current drug or alcohol abuse problems;
- previous drug programs attended; and
- previous and current medications.

RECOMMENDATION

Efforts to expand CIMIS support functions at CCDOC should continue, and should be expanded to include greater participation by Human and Psychiatric Services staffs.

Specifically, Human Services staff should be able to update inmate records as they uncover new facts. Psychiatric Services staff should be provided with the capability to enter and update the elements listed above.

This recommendation is made with the knowledge that CCDOC is implementing information support programs for the medical, payroll, and volunteer services staffs at CCDOC, and that plans exist to initiate other such support programs in CIMIS.

FINDING 8

Some confusion exists regarding CIMIS conventions for recording sentence information on the parts of Records and Hospital staffs at CCDOC.

DISCUSSION

The Records Office staffs are responsible for updating CIMIS records based on court pronouncements. In some instances, inmates may be sentenced by the courts to "mental health care" for an indefinite period of time (e.g., until the inmate is fit to stand trial). CIMIS will accept numeric characters of two or three digits as valid entries for sentence elements (with the exception of "LIFE," "DEATH," and "DMH," for Department of Mental Health). Records Office staffs apparently are unaware of the option to enter DMH, and have been entering arbitrary sentences (e.g. one week, one month) for inmates sentenced to mental health care. These arbitrary sentences create confusion for Hospital staff, because they expect inmates to leave the hospital on certain dates (according to CIMIS), though orders are never received to release them. It should be noted that these are rare occurrences.

RECOMMENDATION

Records Office staff should be trained to use the DMH entry for sentences to mental health care.

FINDING 9

The length of time it takes to complete INQUIRY searches on common last names delays Records Office responses to some inquiries regarding inmates.

DISCUSSION

When an INQUIRY is made into the CIMIS database on a last name, CIMIS lists all possible names of active inmates on the terminal screen. In the cases of common last names (i.e., Williams, Smith, Johnson) up to 150 or more names may match the name for which the INQUIRY was initiated. Since terminal screens can only list 21 names at a time, INQUIRIES on common names can take a long time to complete. This problem is compounded by the fact that inmate names are stored in CIMIS based on their order of entry into CCDOC. Most phone requests to the Records Office concern inmates recently admitted to CCDOC---those that appear at the end of the INQUIRY lists.

RECOMMENDATION

CIMIS should be changed so that either INQUIRY searches can be made on more than "last name", or so that new CCDOC inmates appear first on INQUIRY lists.

FINDING 10

Cook County Criminal Court officials sometimes send inmates to CCDOC who could have paid their bond in court, thus resulting in needless booking and housing of inmates at CCDOC.

DISCUSSION

Any inmate that is sent to CCDOC from the Cook County Criminal Courts must be booked into the institution (formally received, searched, interviewed, and assigned a living unit). CCDOC officers note that in some instances, inmates arrive at CCDOC who could have met their bond requirements at the court. These inmates must be booked, and are usually released shortly

thereafter. This poses problems for CIMIS operations because unnecessary booking and bonding out procedures wastes valuable computer space and personnel time.

RECOMMENDATION

CCDOC and Cook County Criminal Courts personnel should review the procedures by which inmates are sent to CCDOC, and change (or enforce) them so that needless booking of inmates at CCDOC is reduced.

FINDING 11

The inmate reception process at CCDOC, which can involve up to five CIMIS transactions per inmate, should be streamlined to require fewer transactions.

DISCUSSION

When inmate records are created in CIMIS during the receiving process, BOOK and HISTORY transactions are always initiated. Some records require that one or two additional transactions (ALIAS and IDS) be initiated to complete the process. These transactions add few elements to CIMIS inmate records. The time required to process new inmates could be shortened if the IDS elements were incorporated into the BOOK or HISTORY transactions.

RECOMMENDATION

In conjunction with two other recommendations made concerning CCDOC's receiving process (See Finding 4, page 49, Data Survey Report; and Finding 1 above, page 61), the optional elements entered using IDS should be incorporated into the BOOK or HISTORY transactions.

FINDING 12

At CCDOC, LEADS is not used to check for wants or warrants against inmates being booked into, or discharged from, the institution.

DISCUSSION

Many inmates at CCDOC may have outstanding arrest warrants, extradition warrants, or may be wanted on charges other than those they are currently in custody for. At present, however, inmates are only asked, during the receiving process, if they have other cases pending or in progress. Therefore, inmates may be released who should actually be detained.

The CCDOC men's Records Office has a LEADS terminal that could be used to determine whether or not an inmate is wanted for other reasons than the current booking charge(s) by running an inquiry for each new inmate. Alternatively, a direct linkage between CCDOC-CIMIS and LEADS could be established to perform an inquiry for each BOOK and DISCHARGE transaction performed at CCDOC. In either case, the probability of releasing an inmate who should be held, would be greatly reduced.

RECOMMENDATION

CCDOC should perform a LEADS inquiry for every BOOK and DISCHARGE transaction. This should be done automatically as an interface between CCDOC-CIMIS and LEADS.

APPENDIX A

Schedule of Observational Visits to
the Cook County Department of Corrections

Schedule of Observational Visits to the Cook County
Department of Corrections

| DATE OF VISIT | PURPOSE SERVED BY VISIT |
|---------------|--|
| 1/27/81 | toured CCDOC to become acquainted with the complex; visited thirty-four CIMIS terminal locations and discussed CIMIS operations with CCDOC officers; |
| 1/28/81 | observed the inmate intake process at RCDO, including CIMIS data collection (intake interviews) and entry; |
| 2/3/81 | observed the inmate intake process; observed records office operations, day shift; |
| 2/10/81 | observed records office operations, day shift; |
| 2/18/81 | observed records office operations, evening shift; |
| 2/23/81 | observed records office operations, evening shift; |
| 3/3/81 | observed records office operations, evening shift; |
| 3/4/81 | observed records office operations, evening shift; |
| 3/5/81 | observed morning transportation of inmates to court appearances in the Criminal Courts Building; |
| 3/24/81 | observed inmate intake procedures in RCDC; observed CIMIS operation in the work release division; |
| 4/1/81 | observed the intake process in the women's division; |
| 4/3/81 | observed morning shipment of inmates to the Joliet Correctional Center, and the morning transfer of inmates to appearances in the branch courts; observed records office operations in the women's division; |
| 4/14/81 | observed Cook County Court Services operations at the Criminal Courts Building; |
| 5/19/81 | observed RCDC procedures for assigning living units to inmates; |
| 5/27/81 | observed RCDC procedures for assigning living units to inmates; discussed living unit assignment procedures with officers in Division VI; |



| | |
|---------|---|
| 5/28/81 | observed RCDC procedures for assigning living units to inmates; discussed living unit assignment procedures with officers in Division IV; |
| 6/2/81 | discussed CIMIS operations with the Psychiatric Services Unit; discussed living unit assignment and inmate count procedures with officers in Division II; |
| 6/11/81 | discussed living unit assignment and inmate count procedures with officers in Divisions I and V; |
| 6/30/81 | visited officers in Divisions I and II to clarify points regarding CIMIS use; |
| 7/1/81 | to discuss living unit assignment and inmate count procedures with officers in Divisions III and IV; |
| 7/9/81 | visited officers in Divisions V and VI to clarify points regarding CIMIS use; |
| 9/3/81 | continued discussion with the Psychiatric Services Unit regarding its CIMIS needs. |

APPENDIX B

Cook County Department of Corrections
Paper Source Documents

- 1) Arrest Report Form
- 2) Order of Sentence and Commitment to Cook County Department of Corrections
- 3) Order Committing Defendant to Cook County Department of Corrections to be Held Without Bail
- 4) Order Committing Defendant to Cook County Department of Corrections for Failure to Give Bail
- 5) Order of Sentence and Commitment to Illinois Department of Corrections
- 6) Defendant Custodial Status Sheet
- 7) CCDOC History Card

CONTINUED

1 OF 2

CC-303-A-REVISED
2-7-79 (919) 50M

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

(County) _____ DEPARTMENT _____
(Municipal) (Division) (District)

People of the State of Illinois

v.
Defendant

No. _____

ORDER OF SENTENCE AND COMMITMENT TO
COOK COUNTY DEPARTMENT OF CORRECTIONS

The defendant having been adjudged guilty of committing the offenses enumerated below,
IT IS ORDERED that the defendant _____
be and he is hereby sentenced to the Illinois Department of Corrections as follows:

| | | | |
|---------------|-----------|------------|------------|
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |

IT IS FURTHER ORDERED that the Clerk of the Court shall deliver a copy of this order to the Sheriff of Cook County.

IT IS FURTHER ORDERED that the Sheriff of Cook County shall take the defendant into custody and confine him in the manner provided by law until the above sentence is fulfilled.

ENTER: _____
Judge

Dated: _____

INSTRUCTIONS

CLERK is requested to insert in the appropriate spaces above (1) each sentence and the conditions thereof, including the condition that the sentence shall run concurrently or consecutively, as the case may be, with other sentences imposed by the court in this case, or other sentences imposed by courts in other cases; and (2) fill in the following information:

Name and address of counsel for defendant _____

Police Individual Record No. _____ Illinois Bureau Identification No. _____

MORGAN M. FINLEY, CLERK OF THE CIRCUIT COURT OF COOK COUNTY

| | | | | | | | | | | | |
|---|--|-------------------------------|--|---|--|--|--|-------------------------------------|--|-------------------------|--|
| DOCUMENT CONTROL NUMBER D02730540 | | ARRESTING AGENCY NCIC NO.-ORI | | STATE BUREAU NUMBER-OCI | | LAST NAME-NAM | | FIRST NAME | | MIDDLE NAME | |
| ARREST CARD | | CONTRIBUTOR-NCIC NO.-ORI | | FBI NUMBER-FBI | | SEX RACE | | DOB | | DATE OF BIRTH-DOB | |
| ARREST JACKET NUMBER-IQ | | ALIAS DOB | | ARRESTEE HELD FOR PROSECUTION <input type="checkbox"/> YES <input type="checkbox"/> NO | | HAIR-HAI | | SKIN-SKN | | SCARS/MARKS/TATTOOS-INT | |
| ALSO KNOWN AS-AKA | | ALIAS DOB | | SOCIAL SECURITY NUMBER-SOC | | MISCELLANEOUS-MRU | | WEIGHT | | EYES | |
| ALSO KNOWN AS-AKA | | ALIAS DOB | | CLASSIFICATION | | STATE USE ONLY | | REFERENCE | | | |
| DATE OF ARREST-DOA | | DATE OF OFFENSE-DOO | | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS | | IDENTIFICATION NO. | | NCIC FINGERPRINT CLASSIFICATION-FPC | | | |
| SIGNATURE OF ARRESTEE | | DATE PRINTED | | CAUTION BASIS FOR CAUTION-ICO <input type="checkbox"/> | | NOTICE: THIS INFORMATION MAY BE COMPUTERIZED IN LOCAL STATE AND NATIONAL FILES | | | | | |
| CITY OF BIRTH | | RESIDENCE ADDRESS | | CITY | | STATE | | ZIP CODE | | COURT CASE NUMBER | |
| ARRESTING OFFICER-NAME | | ID OR BADGE NO. | | DEFENDANT'S DRIVERS LICENSE | | NUMBER OF DEFENDANTS | | NUMBER OF CHARGES | | | |
| BOOKING NUMBER | | REPORT REFERENCE NO. | | CHARGES | | OFFENSES | | DESCRIPTION OF OFFENSE | | SIC A | |
| TIME OF ARREST | | BEAT | | SUB-BEAT | | 1 | | | | | |
| ARREST LOCATION CODE | | TYPE WEAPON | | 2 | | | | | | | |
| ARREST LOCATION/DATE | | 3 | | | | | | | | | |
| RESISTED OFFICER | | ASSAULTED OFFICER | | INJURED OFFICER | | SOBER OFFICER | | MARCOTICS OFFICER | | | |
| PHOTOGRAPHED | | PHOTO NUMBER | | 6 | | | | | | | |
| WARRANT NUMBER | | WARRANT CLEARED | | LEADS | | 7 | | | | | |
| WAIVED BY | | WARRANT NUMBER | | ISSUE DATE | | BOND SET BY: (1) RULE OF COURT OR (2) JUDGE | | ENTER JUDGE'S NAME | | | |
| SEND CRIMINAL HISTORY RECORD TO: | | NCIC AGENCY | | BOND NUMBER | | BOND AMOUNT | | | | | |
| AGENCY INFORMATION: | | NCIC AGENCY | | TYPE BOND | | CASH | | CARD | | BOND DEPOSIT | |
| | | | | INITIAL COURT DATE | | PROP BOND | | 10% BOND | | TIME | |
| | | | | INITIAL COURT LOCATION | | | | | | | |

COPY 1 ARRESTING AGENCY

OLK6-135(7/78)

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

DEPARTMENT (County) (Municipal) (Division) (District)

People of the State of Illinois

v.

Defendant

No.

ORDER COMMITTING DEFENDANT TO COOK COUNTY
DEPARTMENT OF CORRECTIONS TO BE HELD
WITHOUT BAIL

This cause coming on to be heard and the court after considering the following charges filed against the defendant:

| Charge | Ill. Rev. Stat. | | |
|--------|-----------------|-------|-------|
| | Ch. | Sec. | Par. |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

IT IS ORDERED that the defendant _____ shall not be released on bail.

IT IS FURTHER ORDERED that the Sheriff of Cook County shall take the defendant into custody and confine him in the Department of Corrections of Cook County.

IT IS FURTHER ORDERED that the Sheriff of Cook County shall bring the defendant before the Judge sitting in Branch _____, located at _____, on _____, at 9:30 A.M., for a hearing.
(Insert date)

IT IS FURTHER ORDERED that the Clerk of the Circuit Court of Cook County shall deliver a copy of this order to the Sheriff of Cook County.

ENTER: _____
Judge

Dated:

INSTRUCTIONS

Clerk is requested to (1) fill in the information required above and (2) to submit the following information:

Name and address of counsel for defendant _____

Police Individual Record No. _____ Illinois Bureau Identification No. _____

MORGAN M. FINLEY, CLERK OF THE CIRCUIT COURT OF COOK COUNTY

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

DEPARTMENT (County) (Municipal) (Division) (District)

People of the State of Illinois

v.

Defendant

No.

ORDER COMMITTING DEFENDANT TO COOK COUNTY
DEPARTMENT OF CORRECTIONS FOR FAILURE TO
GIVE BAIL

This cause coming on to be heard and the court after considering (a) the following charges filed against the defendant:

| Charge | Ill. Rev. Stat. | | |
|--------|-----------------|-------|-------|
| | Ch. | Sec. | Par. |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

- (b) the amount of bail for the release of the defendant; and
- (c) the inability of the defendant to give bail.

IT IS ORDERED that the amount of bail on the charge of _____ is hereby set at _____ Dollars \$ _____

which shall stand as bail for all other charges enumerated above.

IT IS FURTHER ORDERED that the Sheriff of Cook County shall take the defendant _____ into custody and confine him in the Department of Corrections of Cook County until he gives bail as required by this order.

IT IS FURTHER ORDERED that if the defendant does not give bail, the Sheriff of Cook County shall bring him before the Judge sitting in Branch _____, located at _____, on _____, at _____, for a hearing.
(Insert date) (Insert time)

IT IS FURTHER ORDERED that if the defendant does give bail, the Clerk of the Court shall indicate on the bail bond (1) the time and place of the court hearing shown above, and (2) all charges filed against the defendant.

IT IS FURTHER ORDERED that if the defendant is released on bail, he shall appear for a hearing at the time and place as shown above.

IT IS FURTHER ORDERED that the Clerk of the Court shall deliver a copy of this order to the Sheriff of Cook County.

ENTER: _____
Judge

Dated:
Branch Ct. No.

INSTRUCTIONS

CLERK is requested to fill in the following information:

1. Name and address of counsel for defendant _____

2. Police Individual Record No. _____ Illinois Bureau Identification No. _____

| 3. Complaint No. | Charge | ILL. Rev. Stat. | | | Disposition of Complaint |
|------------------|--------|-----------------|-------|-------|--------------------------|
| | | Ch. | Sec. | Par. | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

MORGAN M. FINLEY, CLERK OF THE CIRCUIT COURT OF COOK COUNTY

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

DEPARTMENT
(County) (Municipal) (Division) (District)

People of the State of Illinois

v.

Defendant

No.

ORDER OF SENTENCE AND COMMITMENT TO
ILLINOIS DEPARTMENT OF CORRECTIONS

The defendant having been adjudged guilty of committing the offenses enumerated below,

IT IS ORDERED that the defendant _____
be and he is hereby sentenced to the Illinois Department of Corrections as follows:

| | <small>Ill. Rev. Stat.</small> | | |
|---------------|--------------------------------|------------|------------|
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |
| Offense _____ | Ch. _____ | Sec. _____ | Par. _____ |

IT IS FURTHER ORDERED that the Clerk of the Court shall deliver a copy of this order to the Sheriff of Cook County.

IT IS FURTHER ORDERED that the Sheriff of Cook County shall take the defendant into custody and deliver him to the Illinois Department of Corrections.

IT IS FURTHER ORDERED that the Illinois Department of Corrections shall take the defendant into custody and confine him in the manner provided by law until the above sentence is fulfilled.

ENTER: _____
Judge

Dated:

INSTRUCTIONS

CLERK is requested to insert in the appropriate spaces above (1) each sentence and the conditions thereof, including the condition that the sentence shall run concurrently or consecutively, as the case may be, with other sentences imposed by the court in this case, or other sentences imposed by courts in other cases; and (2) fill in the following information:

Name and address of counsel for defendant _____

Police Individual Record No. _____ Illinois Bureau Identification No. _____

MORGAN M. FINLEY, CLERK OF THE CIRCUIT COURT OF COOK COUNTY

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

THE PEOPLE OF THE STATE OF ILLINOIS,

or

v.

Case No.

Charge

Date of Sentence

First Report Date: Saturday, 19

Term of Periodic Imprisonment

PERIODIC IMPRISONMENT ORDER

Upon a finding of guilty and a judgement of guilty, the defendant is sentenced to the term of periodic imprisonment shown above. It is further ordered that:

1. Defendant shall report to the Guard House of the Department of Corrections at 2700 South California Avenue, Chicago, Illinois at 9:00 A.M. on the first report date shown above, unless otherwise specifically ordered below, and may remain in custody for the first 24 hours and bring a copy of this Order with him.
2. The defendant shall be assessed \$5.00 room and board per day unless waived or modified by the Court.
3. The defendant may be released on the holidays designated by the Sheriff unless otherwise provided by the Court.
4. Upon reasonable grounds to believe there is a violation of this Order, or the Department of Correction regulations, or the commission of another offense, the Sheriff may hold the defendant in confinement for a court hearing on the violation up to 48 hours, unless further ordered by the Court. The Court retains the power to revoke or modify the provisions of this periodic imprisonment.
5. Additional orders: (Court shall note conditions of confinement) (Monday through Friday with hours released, weekends only with hours of incarceration)

Defendant acknowledges receipt of this Order and states that he understands the conditions of his periodic imprisonment as set forth above.

Defendant's Signature

Defendant's Address Zip

Date

ENTER: _____
Judge

Print Name

MORGAN M. FINLEY, CLERK OF THE CIRCUIT COURT OF COOK COUNTY



DEFENDANT CUSTODIAL STATUS SHEET

NAME : _____

CASE NUMBER: _____

CHARGE: _____

JUDGE: _____

ROOM NUMBER: _____

NEXT COURT DATE: _____

DEPUTY: _____

BAIL SET/INCREASED: _____

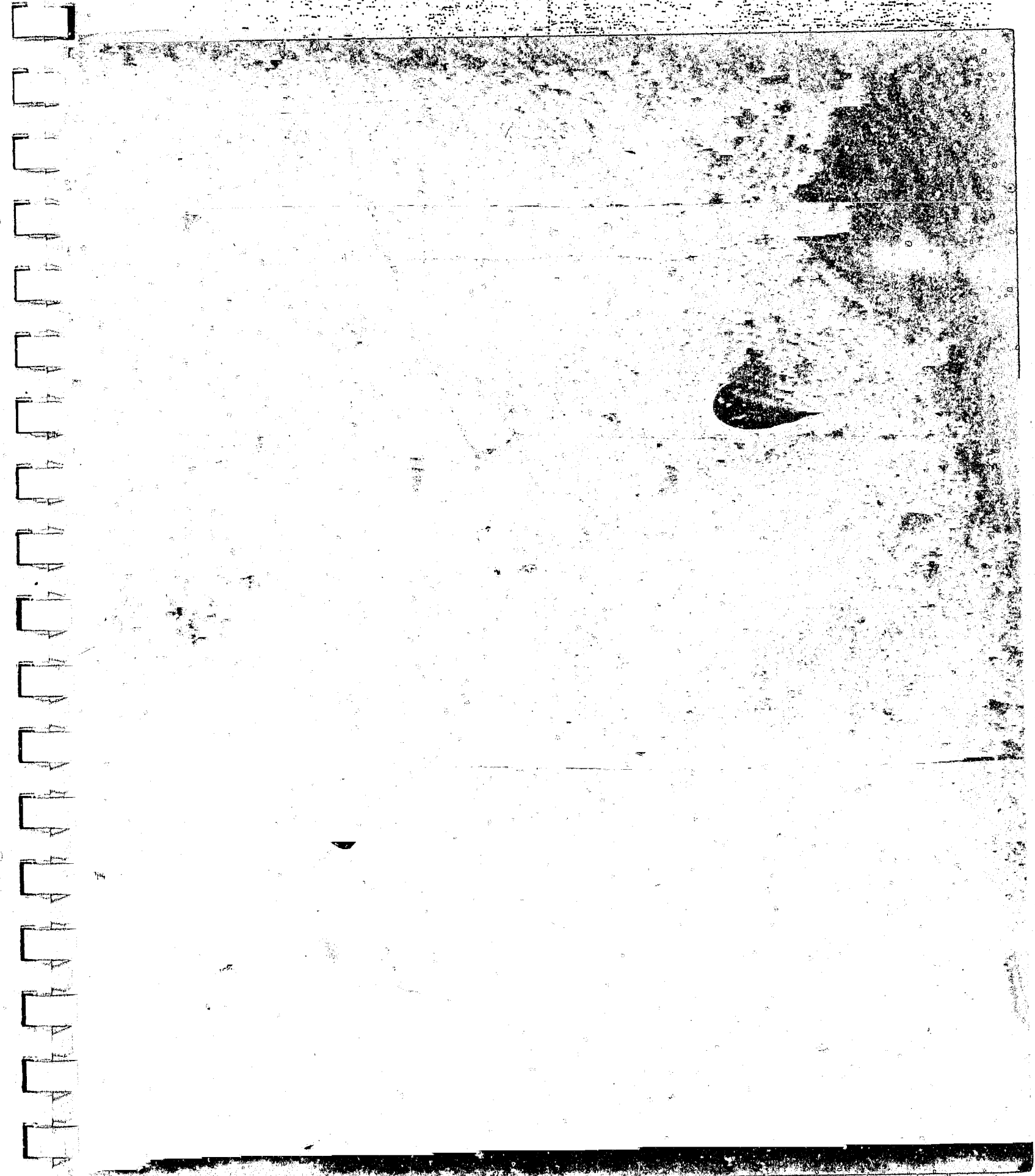
BAIL REDUCED: _____

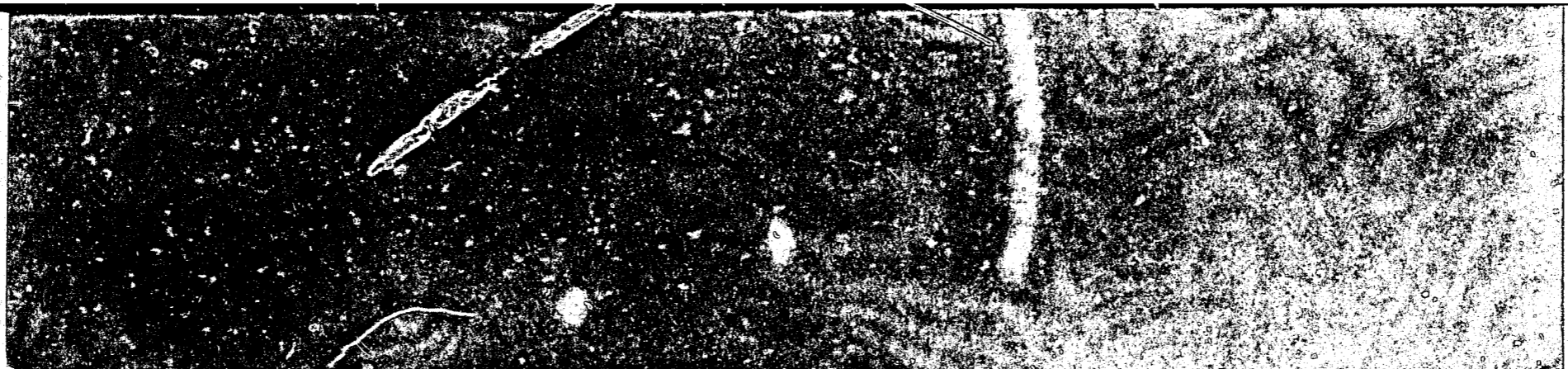
DEFENDANT DISCHARGED: _____

DEFENDANT SENTENCED: _____

JUDGE

DATED: _____





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| NAME | | | ALIAS | ADDRESS | INMATE No. |
|-------------------------------|---------|-----------|-----------------------------------|---------|------------|
| HT. | WT. | AGE | PREVIOUS ARRESTS AND PENAL INSTS. | | |
| HAIR | EYES: | RACE: | CHARGES (1) | | |
| D.O.B. | PLACE | | (2) | TERM | |
| HOW LONG IN USA | COUNTY | | (3) | TERM | |
| MARITAL STATUS | | | | | |
| SINGLE | MARRIED | DIV. SEP. | | | |
| No. CHILDREN | AGES | | | | |
| SPOUSE | | | | | |
| ADDRESS | | PHONE | HOMOSEXUAL: YES NO | | |
| CITY | | STATE | | | |
| RELIGION | | | MENTAL INST. YES NO | | |
| IN CASE OF EMERGENCY | | | WHERE | | |
| NAME | | REL. | CITY STATE | | |
| ADDRESS | | PHONE | LENGTH DATE REL. | | |
| NAME | | REL. | TYPE: ABSOLUTE CONDITIONAL | | |
| ADDRESS | | PHONE | MILITARY YES NO | | |
| CITY | | STATE | | | |
| OCCUPATION | | | EDUCATION | | |
| PRESENT EMPLOYER | | | GRADE COMPLETED: | | |
| EMPLOYER'S ADDRESS | | | LAST SCHOOL ATTENDED | | |
| | | | | | |
| SOC. SEC. NO. | | | COMMENTS: | | |
| SOURCE OF INCOME PUBLIC OTHER | | | | | |
| ATT. SUICIDE | | | | | |
| | | | PERSONAL PROPERTY | | |
| ATT. ESCAPE | | | MONEY \$ | | |
| | | | | | |
| INTAKE OFFICER: | | | PROPERTY OFFICER: | | |

APPENDIX C

Cook County Department of Corrections
CIMIS Reports

- 1) Pre-Court Call Report (Report 03)
- 2) Alphabetic and Numeric Inmate Roster (Report 01)
- 3) Housing Report (Report 02)
- 4) Dropsheets (Report 06)
- 5) Dispatch Sheets (Report 09)

Pre-Court Call Report

PRFCR FOR TUE, FEB 24, 1981
 CIVIS: COOK COUNTY DEPARTMENT OF CORRECTIONS PAGE: 1
 REPORTING CORRECTIONAL INSTITUTION MANAGEMENT INFORMATION SYSTEM DATE: 02/20/81
 PRELIMINARY COURT CALL REPORT TIME: 08:08

COURT CALL TUE, FEB 24, 1981

| CCOR # | NAME | LIVING UNIT | DESTINATION | OFFICIAL | PTY |
|---------|-------------|-------------|-----------------------------|----------|-----|
| 7804349 | A WILTE | 4-M-2-17 | CRTMNAL COURT POMPEY | | 01 |
| 7902900 | P CALVIN | 1-C-2-9 | CRTMNAL COURT BARRARO | | 01 |
| 7903148 | C THOMAS | 1-C-2-8 | CRTMNAL COURT BARRARO | | 01 |
| 7904054 | B PASCHAL | 5-M-1-19 | CRTMNAL COURT MACHAIA | | 01 |
| 7923065 | S JOSEPH | 1-C-1-6 | CRTMNAL COURT MILLER, REN | | 01 |
| 7923068 | L RENNY | 1-C-1-8 | CRTMNAL COURT MILLER, REN | | 01 |
| 7923074 | J ALBERT | 1-C-1-7 | CRTMNAL COURT MILLER, REN | | 01 |
| 7925692 | H BORGIE | 5-R-2-16 | CRTMNAL COURT PINCHAM | | 01 |
| 7926006 | W D'WAYNE | 1-C-2-7 | CRTMNAL COURT POMPEY | | 01 |
| 7927056 | D THOMAS JR | 2-CC-0-0 | CRTMNAL COURT MACHAIA | | 01 |
| 7931340 | P GEORGE | 1-C-2-14 | CRTMNAL COURT BARRARO | | 01 |
| 7939160 | G EUGENE | 1-C-3-19 | CRTMNAL COURT SHETA | | 01 |
| 7939041 | C JONV | 5-C-2-19 | CRTMNAL COURT GOZIAN | | 01 |
| 7943674 | M BARRY | 2-CC-0-0 | CRTMNAL COURT SHATN | | 01 |
| 8000171 | C BRINNEY | 1-F-3-10 | CRTMNAL COURT BENTIVENGA | | 01 |
| 8000310 | I LIMITE | 1-C-0-15 | CRTMNAL COURT MALONEY | | 01 |
| | | | CRTMNAL COURT MALONEY | | 02 |
| | | | CRTMNAL COURT MALONEY | | 03 |
| 8002234 | S JAMES | 4-M-2-114 | CRTMNAL COURT COUSINS | | 01 |
| 8002239 | C CHARLIE | 1-F-1-14 | CRTMNAL COURT COUSINS | | 01 |
| 8004293 | G JAMES | 0-K-1-16 | CRTMNAL COURT COUSINS | | 01 |
| 8004246 | S WILLIAM | 4-M-2-10 | CRTMNAL COURT COUSINS | | 01 |
| 8005043 | S LONZO | 1-C-2-9 | CRD CRTMNAL COURT STRAYHOON | | 01 |
| 8006762 | H DILLIE B | 5-C-2-14 | CRTMNAL COURT BARRARO | | 01 |
| | | | CRTMNAL COURT BARRARO | | 02 |
| 8008114 | M ANTONIO | 1-H-2-16 | CRTMNAL COURT PINCHAM | | 01 |
| 8008751 | A ELDIV | 4-R-2-12 | CRTMNAL COURT POWLEY, J | | 01 |
| 8009007 | E MICHAEL | 4-P-1-2 | CRTMNAL COURT STRAYHOON | | 01 |
| 8009008 | J CHARLES | 1-F-1-2 | CRTMNAL COURT STRAYHOON | | 01 |
| 8011191 | M LARRY | 6-0-2-119 | CRTMNAL COURT POMPEY | | 01 |
| 8012729 | B JOHNNY | 1-D-3-8 | CRTMNAL COURT FITZ, T H | | 01 |
| 8013751 | C JOSE | 1-H-0-6 | CRTMNAL COURT COUSINS | | 01 |
| 8014705 | P CHARLES | 5-K-2-113 | CRTMNAL COURT SHATN | | 01 |
| | | | CRTMNAL COURT SHATN | | 02 |
| | | | CRTMNAL COURT SHATN | | 03 |
| 8016000 | D CARL | 4-C-2-115 | CRTMNAL COURT SHLSKI | | 01 |
| 8017250 | L JAMES | 4-0-2-14 | CRTMNAL COURT COUSINS | | 01 |
| 8018774 | T FREDRICK | 0-115-0-0 | CRTMNAL COURT SHLSKI | | 01 |
| 8018788 | A FERDITE | 0-4P-CH-0 | CRTMNAL COURT HEYDA | | 01 |
| | | | CRTMNAL COURT HEYDA | | 02 |
| | | | CRTMNAL COURT HEYDA | | 03 |
| 8018857 | S MARK | 4-K-2-114 | CRTMNAL COURT HEYDA | | 01 |
| | | | CRTMNAL COURT HEYDA | | 02 |
| | | | CRTMNAL COURT HEYDA | | 03 |
| 8018095 | D FREDRICK | 5-L-2-12 | CRTMNAL COURT MACHAIA | | 01 |
| | | | CRTMNAL COURT MACHAIA | | 02 |

National Criminal Justice Reference Service

ncjrs

While portions of this document are illegible, it was micro-filmed from the best copy available. It is being distributed because of the valuable information it contains.

National Institute of Justice
United States Department of Justice
Washington, D.C. 20531

Alphabetic and Numeric Inmate Roster

| CIVIL REPORT | | COOK COUNTY DEPARTMENT OF CORRECTIONS CORRECTIONAL INSTITUTION MANAGEMENT INFORMATION SYSTEM | | | | | PAGE: 27 DATE: 02/25/81 TIME: 00:19 | | | |
|---------------------------------------|-------------------|---|------|-------------|-------------|--------------|---|-----------|----------------|------------|
| NUMERIC INMATE ROSTER FOR DIVISION 02 | | | | | | | | | | |
| CCNO | FULL NAME | IRTH DATE | RACE | LIVING UNIT | DATE BOOKED | CHARGE | ***** NEXT COURT DATE | JUDGE | ***** LOCATION | TOTAL BOND |
| 8106590 | US - DAVID | 08/26/80 | M | 2-YD-2-C | 02/22/81 | | | SENT | | **NONE** |
| 8106595 | M. DENNIS P | 03/16/51 | M | 2-4D-3-M | 02/22/81 | 38/10-1, R/B | 02/26/81 | HOGAN | BRANCH 48 | 12,000 |
| 8106610 | C. DAVID | 02/10/47 | M | 2-4D-2-B | 02/22/81 | 56, 57, 1402 | 03/23/81 | OLSON | BRANCH 57 | 7,500 |
| 8106632 | K. GARY G | 08/02/51 | M | 2-CC-0-0 | 02/23/81 | 38/16-1 | 02/25/81 | FITZ, R | CRIMINAL C | 5,000 |
| 8106633 | S. DANIEL | 01/22/42 | M | 2-01-1-AY | 02/23/81 | 38/10-1, R/B | 03/09/81 | UNKNOWN | EVANSTON | 15,000 |
| 8106635 | L. CHARLES | 01/08/50 | M | 2-4D-3-C | 02/23/81 | 38/16-1 | 03/02/81 | UNKNOWN | EVANSTON | 3,500 |
| 8106638 | M. WILLIAM | 02/12/40 | M | 2-YD-3-M | 02/23/81 | 38/17-3 | 03/02/81 | UNKNOWN | EVANSTON | **NONE** |
| 8106651 | M. WILLIAM J | 06/08/30 | M | 2-YD-3-M | 02/23/81 | 38/11-21 | 02/26/81 | UNKNOWN | OAK LAWN | 2,500 |
| 8106651 | D. CLIFFORD | 09/14/50 | M | 2-03-1-AY | 02/23/81 | TRAFFIC | 03/09/81 | UNKNOWN | MARKHAM | 2,000 |
| 8106659 | A. LARRY | 03/22/54 | M | 2-4D-3-F | 02/23/81 | 38/18-2, R/B | 03/16/81 | FITZ, P | CRIMINAL C | 5,000 |
| 8106661 | L. ROBERT | 03/10/40 | M | 2-03-3-W | 02/23/81 | 38/18-2, R/B | 03/16/81 | FITZ, P | CRIMINAL C | 5,000 |
| 8106666 | A. JR. ROBERT JR | 09/30/05 | M | 2-4D-3-C | 02/23/81 | 38/16-1 | 03/10/81 | UNKNOWN | BRANCH 38 | 1,000 |
| 8106669 | D. LOUIS E | 02/10/40 | M | 2-4D-2-A | 02/23/81 | 38/18-2 | 03/16/81 | FITZ, P | CRIMINAL C | 12,000 |
| 8106671 | E. MELVIN | 03/12/62 | M | 2-CC-0-0 | 02/23/81 | 38/12-3 | 03/12/81 | HANDY | BRANCH 38 | 2,000 |
| 8106671 | F. GREGORY W | 09/29/50 | M | 2-03-1-AY | 02/23/81 | 38/20-1 | 03/02/81 | MCDONNELL | BRANCH 46 | 5,000 |
| 8106690 | M. LAURENCE | 05/17/42 | M | 2-03-1-T | 02/23/81 | | | SENT | | **NONE** |
| 8106699 | C. JOSEPH | 12/00/08 | M | 2-4D-2-A | 02/23/81 | 38/16-1 | 03/02/81 | UNKNOWN | NORTHLAKE | 3,000 |
| 8106702 | D. DAVID | 11/26/56 | M | 2-4D-3-C | 02/23/81 | 38/16-3 | 03/11/81 | WALSH | ALSTP | 2,000 |
| 8106712 | V. EDWARD BERNARD | 01/28/40 | M | 2-CC-0-0 | 02/23/81 | TRAFFIC | 02/25/81 | GLEWICKI | ELK GROVE | 4,000 |
| 8106723 | C. JOHN | 03/27/61 | M | 2-CC-0-0 | 02/20/81 | 38/20-1 | 02/25/81 | OLSON | BRANCH 24 | 50,000 |
| 8106773 | G. FREDRIT | 01/15/00 | M | 2-4D-2-D | 02/20/81 | 56, 57/700 | 04/03/81 | OLSON | BRANCH 57 | 1,500 |
| 8106777 | D. ROBERT | 11/26/55 | M | 2-YD-3-M | 02/20/81 | 38/10-1 | 03/10/81 | HRGO | BRANCH 66 | 100,000 |
| 8106707 | A. D. ROBERT | 06/10/56 | M | 2-YD-3-M | 02/20/81 | 38/10-1 | 03/17/81 | FITZ, R | CRIMINAL C | 12,000 |
| 8106810 | K. TONEY | 04/20/40 | M | 2-03-1-AY | 02/20/81 | 38/12-2 | 03/10/81 | HOGAN | BRANCH 60 | 1,000 |
| 8106815 | F. ADAM | 03/12/40 | M | 2-YD-3-M | 02/20/81 | 38/18-2 | 03/17/81 | FITZ, R | CRIMINAL C | 25,000 |
| 8106817 | H. MITCH | 00/26/50 | M | 2-YD-3-M | 02/20/81 | 38/18-1 | 03/04/81 | UNKNOWN | BRANCH 29 | 3,500 |
| 8106818 | S. SAM | 07/20/53 | M | 2-4D-3-C | 02/20/81 | | NONE | | | 10,000 |
| 8106823 | P. GILBERT | 00/20/08 | M | 2-CC-0-0 | 02/20/81 | 38/9-1, R/B | 02/25/81 | POMPEY | CRIMINAL C | **NONE** |
| 8106825 | D. DONALD | 08/01/53 | M | 2-YD-3-M | 02/20/81 | 38/11-1 | 02/27/81 | MACHALA | CRIMINAL C | **NONE** |
| 8106827 | H. CHARLES JR | 01/17/46 | M | 2-YD-3-M | 02/20/81 | 38/16-3 | 02/26/81 | SODINI | BRANCH 26 | 1,000 |
| 8106828 | L. MARK | 05/13/62 | M | 2-YD-3-M | 11/18/80 | | NONE | | | 30,000 |
| TOTAL FOR DIVISION 02 = 1000 | | | | | | | | | | |

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Housing Report

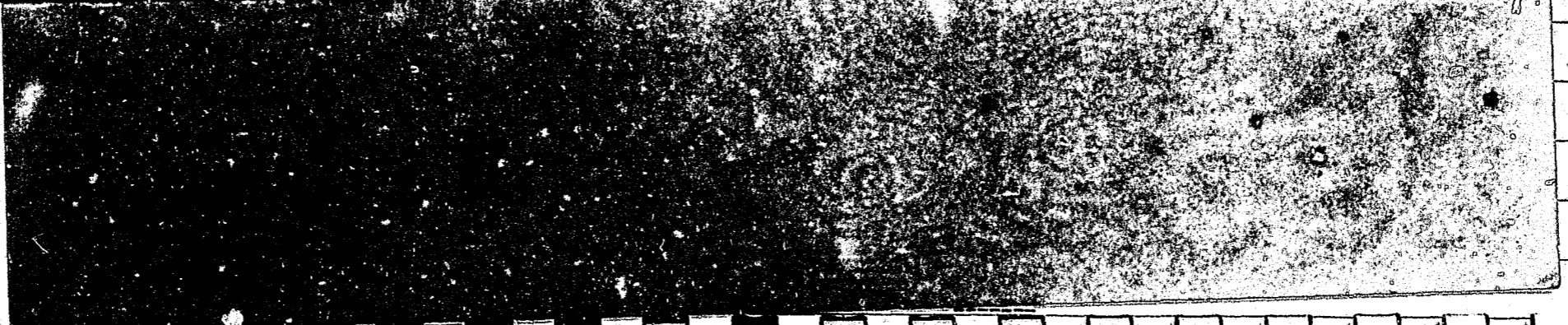
CIMIS: CHICK COUNTY DEPARTMENT OF CORRECTIONS PAGE: 4
 REPORTING: CORRECTIONAL INSTITUTION MANAGEMENT INFORMATION SYSTEM DATE: 02/24/81
 TIME: 11:21

HOUSING REPORT

LIVING UNIT: 3-A-1- *****

| CELL | CAP | CAP/STAI | DAYS | NAME | CCDC # | CHANGES | | |
|------|-----|----------|------|--------------|----------|---------|-----|------|
| | | | | | | NEW | OLD | AUTH |
| 00 | 0 | | 0 | UNOCCUPIED | | | | |
| 01 | 1 | | 158 | M LULA | F8002439 | | | |
| 02 | 1 | | 40 | A DIANE | F8003135 | | | |
| 03 | 1 | | 20 | U SANDRA | F8004178 | | | |
| 04 | 2 | | 47 | A BEVERLY | F8100099 | | | |
| | | | 57 | H PATRICIA | F8001552 | | | |
| 05 | 1 | | 14 | M MAXINE | F8100459 | | | |
| 06 | 2 | | 57 | H JAVET | F8100140 | | | |
| 07 | 1 | | 175 | R ERNESTINE | F8002370 | | | |
| 08 | 2 | | 52 | F SHEILA | F8100023 | | | |
| 09 | 1 | | 61 | E KATHY | F8003643 | | | |
| 10 | 2 | | 15 | H SHEILA | F8004946 | | | |
| 11 | 1 | | 20 | R PEARLIE | F8100041 | | | |
| 12 | 2 | | 7 | G DORINDA | F8100621 | | | |
| | | | 0 | H SHARON | F8100685 | | | |
| 13 | 1 | | 1 | C JAMIE | F8100689 | | | |
| 14 | 2 | | 2 | C JOANN | F8100671 | | | |
| | | | 15 | R BELINDA | F8100529 | | | |
| 15 | 1 | | 24 | K DIANE | F8002357 | | | |
| 16 | 2 | | 64 | J KATHLEEN | F8004153 | | | |
| 17 | 1 | | 64 | J ROSALEE | F8004194 | | | |
| 18 | 2 | | 58 | D EARNESTINE | F8004546 | | | |
| 19 | 1 | | 19 | A TARDANA | F8100467 | | | |
| 20 | 1 | | 11 | R ALTHEA | F8100542 | | | |
| 21 | 1 | | 14 | H JUDY | F8100454 | | | |

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Dropsheets

CINIS: REPO1 04 COOK COUNTY DEPARTMENT OF CORRECTIONS CORRECTIONAL INSTITUTION MANAGEMENT INFORMATION SYSTEM PAGE: DATE: 02/20/81 TIME: 10:20
SCHEDULED DROPS FOR FRT, FEB 27, 1981 IN DIVISION 3

LIVING UNIT: 3-A-1- TIER CALL: 3
** RECEIVING ROOM CALLS: 3
F8001542 H- PATRICIA F8000194 J ROSALEE F8002439 W LILA

LIVING UNIT: 3-A-2- TIER CALL: 3
** RECEIVING ROOM CALLS: 3
F8100579 C DERRA F8003805 R LAVERNE F8100504 G HELEN

LIVING UNIT: 3-A-3- TIER CALL: 1
** RECEIVING ROOM CALLS: 1
F8100495 D DERRA
**** TOTAL BLOCK CALL: 7 ****

LIVING UNIT: 3-3-1- TIER CALL: 3
** RECEIVING ROOM CALLS: 3
F8100006 C CASHANER F8100006 G GLENDA F8100472 H GINGER

LIVING UNIT: 3-3-2- TIER CALL: 2
** RECEIVING ROOM CALLS: 2
F8003583 H CAROL F8100534 R RENEE

LIVING UNIT: 3-3-3- TIER CALL: 3
** RECEIVING ROOM CALLS: 3
F8100109 D EVELYN F8100500 J MORMA F8000618 N ROSA
**** TOTAL BLOCK CALL: 8 ****

**** TOTAL DIVISION CALL: 15 ****

*** TOTAL PEOPLE WITH SCHEDULED EVENTS: 15

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Dispatch Sheets

CMTS:
REPORTOR

COOK COUNTY DEPARTMENT OF CORRECTIONS
CORRECTIONAL INSTITUTION MANAGEMENT INFORMATION SYSTEM

PAGE:
DATE: 02/24/81
TIME: 10:20

DISPATCH SHEET FOR DIVISION 3 FPE, FEB 27, 1981
RECEIVING ROOM

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| INMATE | LIVING UNIT | RET | NAME | MRN | MED | CODE | # | DESTINATION | TIME OUT | SIGNATURE | TIME IN | SIGNATURE |
|---|-------------|-----|----------|-----|-----|------|----------|----------------------|----------|-----------|---------|-----------|
| INMATES FOR DESTINATION: 13THMICH | | | | | | | | | | | | |
| 7-A-1-1 | Y | M | LUIA | | | | FR002430 | 13THMICH | | | | |
| 7-A-2-21 | Y | R | LAVERNE | | | | FR003A05 | 13THMICH | | | | |
| 2 INMATES FOR 13THMICH | | | | | | | | | | | | |
| INMATES FOR DESTINATION: BRANCH 40 | | | | | | | | | | | | |
| 7-A-2-26 | | C | DFBRA | | | | FR100579 | BRANCH 40 | | | | |
| 1 INMATES FOR BRANCH 40 | | | | | | | | | | | | |
| INMATES FOR DESTINATION: BRANCH 42 | | | | | | | | | | | | |
| 7-A-2-53 | | R | RENFE | | | | FR100536 | BRANCH 42 | | | | |
| 1 INMATES FOR BRANCH 42 | | | | | | | | | | | | |
| INMATES FOR DESTINATION: BRANCH 57 | | | | | | | | | | | | |
| 7-A-1-59 | | G | GIENDA | | | | FR100046 | BRANCH 57 | | | | |
| 7-A-2-41 | | J | NORMA | | | | FR100509 | BRANCH 57 | | | | |
| 7-A-1-39 | | N | GINGER | | | | FR100072 | BRANCH 57 | | | | |
| 3 INMATES FOR BRANCH 57 | | | | | | | | | | | | |
| INMATES FOR DESTINATION: BRANCH 66 | | | | | | | | | | | | |
| 7-A-2-45 | | D | EVELYN | | | | FR100109 | BRANCH 66 | | | | |
| 1 INMATES FOR BRANCH 66 | | | | | | | | | | | | |
| INMATES FOR DESTINATION: CRIMINAL COURTS BUILDING | | | | | | | | | | | | |
| 7-A-2-5 | Y | B | DFBRA | | | | FR100495 | CRIMINAL COURTS BUIL | | | | |
| 7-A-1-32 | Y | C | CASHNER | | | | FR100006 | CRIMINAL COURTS BUIL | | | | |
| 7-A-1-17 | Y | J | POSALF | | | | FR004190 | CRIMINAL COURTS BUIL | | | | |
| 7-A-2-3 | Y | R | HLEFN | | | | FR100390 | CRIMINAL COURTS BUIL | | | | |
| 7-A-2-54 | | N | ROSA | | | | FR000610 | CRIMINAL COURTS BUIL | | | | |
| 5 INMATES FOR CRIMINAL COURTS BUILDING | | | | | | | | | | | | |
| INMATES FOR DESTINATION: MARKHAM | | | | | | | | | | | | |
| 7-A-1-0 | | H | PATRICIA | | | | FR001362 | MARKHAM | | | | |
| 1 INMATES FOR MARKHAM | | | | | | | | | | | | |

GLOSSARY OF CIMIS AND CCDOC TERMS

I. CIMIS Data Elements and CCDOC Terms

Accuracy: The CIMIS Data Project defines accuracy as correspondence between CIMIS data elements obtained from paper source documents and the entries present on those documents.

Alias: Another name(s) by which the inmate is known, or which the inmate uses.

Arrest Report: An official document completed by the arresting police agency that identifies an arrested person and describes the offense(s) and the circumstances of the arrest. A carbon copy of the Arrest Report accompanies each new inmate entering CCDOC.

Bailiff: A Cook County Sheriff Criminal Courts official responsible for the custody of CCDOC inmates while they attend court hearings.

Block: A CCDOC inmate housing unit within a Division.

Bond: Cash amount a inmate must pay to leave CCDOC on bail.

Book: A procedure by which new inmates are received and processed into CCDOC.

Bridge: A CCDOC location marking the boundary between CCDOC and the Cook County Criminal Courts building at 2600 South California Avenue.

CCDOC Identification Card: A card created during inmate intake processing at CCDOC that contain the inmate's photograph, thumbprint, CCDOC Number (See below,) and signature.

CCDOC Number: Unique number assigned to each inmate of the Cook County Department of Corrections.

Cell: A CCDOC inmate housing unit within a Tier.

Charge: The statutory code for an offense charged against a inmate.

Completeness: The CIMIS Data Project defines completeness as the presence of data in CIMIS data entry fields.

Court Call: A CCDOC report that lists inmates with court appearances for a certain day.

Data: Items of information re resen-

electronic media, from which conclusions are drawn or actions are taken.

Database: An arrangement of data in a computer to facilitate storage, retrieval, and update of the data.

Division: A distinct operational unit of CCDOC.

Dropsheet: A CIMIS report that lists, for individual Divisions in CCDOC, persons with court appearances.

History Card: A card used by CCDOC to record information concerning new inmates during intake, and to update court and sentence information in the manual files.

Mittimus: The court document committing a inmate to CCDOC, containing charge, bond, and court event data. Inmates may be committed to CCDOC by any one of four mittimi (See Appendix B for copies of each):

- 1) Order of Sentence and Commitment to CCDOC;
- 2) Order Committing Defendant to CCDOC to be Held Without Bail;
- 3) Order Committing Defendant to CCDOC for Failure to Give Bail; and
- 4) Order of Sentence and Commitment to IDOC.

Next Court Branch: The branch number of a inmate's next scheduled court appearance.

Next Court Date: The date of a inmate's next scheduled court appearance.

Next Court Judge: The judge presiding at a inmate's next scheduled court appearance.

Preliminary Court Call: A procedure by which the Court Call list is prepared.

Inmate ID Number: See CCDOC Number.

Scope: Scope refers to the number of specific transactions used at CCDOC, and the range of data elements captured.

Shift Commander: A CCDOC officer in charge of operations within a Division during a work shift.

Tier: A CCDOC inmate housing unit within a Block; or, the processes of assigning inmate living units.

Tiering Sheet: A manual record of CCDOC inmate housing assignments.

Transaction: An exchange of data between a terminal and a computer, or a word or phrase that initiates such an exchange.

Update: To modify a computer record to represent the current, or most recent state, of something.

Wing Officer: A CCDOC officer in charge of operations on a certain "wing" (section) of inmate housing units during a work shift.

II. CIMIS Transactions Used to Access and Update Inmate Records

ATIER (ADMTIER): Changes a inmate's living unit across division boundries within CCDOC.

ALIAS: Records or updates aliases for an inmate.

BOOK: Records information when a new inmate is admitted into CCDOC, and assigns the CCDOC NUMBER. It must always be the first transaction initiated for an inmate.

CHARGE: Records, updates, and displays an inmate's criminal charges and court information.

CHANGE NAME (CHGNAME): Changes an inmate's name.

COURT HISTORY (CHIST): Displays an inmate's history of court actions concerning the criminal charges against him or her.

CLINIC: Provides two forms for recording, updating, and reviewing an inmate's scheduled clinic appointments.

DISCHARGE (DISCH): Discharges an inmate from CCDOC.

HISTORY (HIST): Records biographic and demographic data concerning an inmate at intake.

IDS: Enters and updates inmate identification numbers.

INMATE (INM): Records the status and location of an inmate passing a checkpoint terminal.

INQUIRY (INQ): Displays data concerning a inmate, based on data drawn from the ALIAS, BOOK, CHARGE, HISTORY, IDS, INMATE, MEDIC, OFF, ON, and TIER TRANSACTIONS.

LOCKER: Assigns and updates a inmate's locker number.

MEDIC: Enters, displays, and updates a inmate's medical data.

NEWMEMBER (NEWNUM): Changes a inmate's CCDOC number.

OFF: Records a inmate's status as "off the tier."

ON: Records a inmate's status as "on the tier."

OUTDATE: Enters and updates a inmate's release date.

SPECIAL: Same as ORDERS. Records, displays, and updates a judges orders for future events for a inmate.

TIER: Records a housing assignment for a inmate within a division at CCDOC.

III. CIMIS Transactions Used for Other Management Purposes

BOOKCOUNT: Counts all inmates booked on a specified date in the terminal user's division.

CCSCH: Prioritizes multiple events scheduled for an inmate on a single specified date.

CELLCAP: Reviews and updates the cell capacities of a specified tier.

CELLS: Used to add cells to, or delete cells from, a specified tier.

CELLSTAT: Used to enter, review, and update the status of a specified cell.

CODE: Used to check on the validity or the translation of single codes.

COUNT: Used to count the number of inmates assigned to a specified cell, tier, block, or division.

COURTCALL: Used to prepare the dropsheets, dispatch sheets, and court passes for all inmates in the terminal user's division scheduled to appear in court on a specified date.

HELP: Used to display instructions for the use of CIMIS transactions.

PRECC (PRE-COURT CALL): Used to prepare the preliminary court call report for the terminal user's division, for a specified date.

PSYR: Used to produce a report of all inmates in the terminal user's division scheduled for psychiatric review on a specified date.

TRAFFIC: Used to produce a report of all inmates in the terminal user's division scheduled to appear in traffic court on a specified date.

WHOTHERE: Used to find out who is assigned to a specified cell.

AVAILABLE SAC PUBLICATIONS

- DATA SOURCES ON THE INCIDENCE OF ARSON IN ILLINOIS, by Chip Coldren (November, 1977; revised March, 1981)
- REPORT ON TECHNICAL ASSISTANCE PROJECT: DOMESTIC VIOLENCE SURVEY, by L. Edward Day (September, 1978)
- A METHODOLOGICAL REVIEW OF "THE IMPACT OF MANPOWER SERVICES ON ILLINOIS OFFENDERS," by George W. Knox, by Carolyn R. Block (October, 1978)
- A GUIDE TO THE SOURCES OF DATA ON CRIMINAL CASES PROCESSED IN THE COOK COUNTY CIRCUIT COURT, by Karen P. Smith & James Zuehl (December, 1978; revised June, 1979)
- ILLINOIS UNIFORM CRIME REPORTS USER'S GUIDE UPDATE FOR 1977 DATA, by Linda Kok (February, 1980)
- ILLINOIS VICTIM SURVEY DATA: A GUIDE TO THEIR USE, by Ruth A. Perrin (October, 1977; revised March, 1979)
- GUIDE TO ILLINOIS PAROLE AND RELEASE DATA, by Carolyn R. Block (July, 1979; revised December, 1980)
- DESCRIPTIVE TIME SERIES ANALYSIS FOR CRIMINAL JUSTICE DECISION MAKERS: LOCAL ILLINOIS ROBBERY AND BURGLARY, by Carolyn R. Block (November, 1979)
- INMATE PROFILE ANALYSIS, by Edward F. Maier & Stephen F. Tapke (November, 1979)
- DATA SOURCES ON PROBATION, CONDITIONAL DISCHARGE, SUPERVISION AND PERIODIC IMPRISONMENT IN ILLINOIS, by James R. Coldren Jr. (December, 1979)
- The COMPILER, editor: Eric Newcomer (newsletter published bi-monthly)
- PATTERNS OF CHANGE IN CHICAGO HOMICIDE: THE TWENTIES, THE SIXTIES AND THE SEVENTIES, by Carolyn R. Block & Richard Block (April, 1980)
- DECISIONS AND DATA: THE TRANSFORMATION OF ROBBERY INCIDENTS INTO OFFICIAL ROBBERY STATISTICS, by Richard Block & Carolyn Block (July, 1980)
- AGGREGATION PROBLEMS IN THE ANALYSIS OF ILLINOIS STATEWIDE CRIMINAL JUSTICE DATA, by James R. Coldren, Jr. (November, 1980)
- GUIDE TO ILLINOIS FIREARM DATA, by Carolyn R. Block (November, 1980)
- VIOLENT CRIME IN ILLINOIS, by Larry V. Dykstra (March, 1981)
- HOW TO TRACE CRIMES THROUGH THE ILLINOIS CRIMINAL JUSTICE SYSTEM: A Method for Comparing Police Data to Court and Correctional Data, by Carolyn Block (July, 1981)
- DATA SURVEY REPORT: COOK COUNTY DEPARTMENT OF CORRECTIONS, by James R. Coldren, Jr. and Brant Serxner (July, 1981)
- FOCUS: RURAL CRIME IN ILLINOIS, by Carolyn Block & Louise S. Miller (January, 1982)
- DATA ON HANDGUN USE IN ILLINOIS, by Carolyn Block & Louise S. Miller (October, 1981)
- SHOPLIFTING IN ILLINOIS, by Larry V. Dykstra (March, 1982)
- RESIDENTIAL BURGLARY IN ILLINOIS, by Larry Dykstra (March, 1982)

END