ASSESSMENT OF INFORMATION SYSTEM RESOURCES AND NEEDS OF THE EIGHTH JUDICIAL CIRCUIT COURT GAINESVILLE (ALACHUA COUNTY) FLORIDA

TECHNICAL ASSISTANCE REPORT

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ASSESSMENT OF INFORMATION SYSTEM RESOURCES AND NEEDS OF THE EIGHTH JUDICIAL CIRCUIT COURT GAINESVILLE (ALACHUA COUNTY) FLORIDA

Consultant:

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I. INTRODUCTION

A. Background of the Study

Under the leadership of Chief Judge Chester B. Chance, the Eighth Judicial Circuit Court in Gainesville, (Alachua County), Florida, has embarked on a jail capacity management/court delay reduction program which has included (1) obtaining the services of BJA's Adjudication Technical Assistance Project (ATAP) of the EMT Group, Inc. to identify potential areas of delay in the processing of criminal cases; (2) securing the services of the National Institute for Corrections (NIC) to analyze the County’s jail population and determine jail facility needs; (3) obtaining Federal Justice Assistance Act (JAA) Block Grant funds administered through Florida's Bureau of Public Safety Management to develop and monitor local time standards for the processing of felony cases; and (4) participating in a national workshop on Court Delay Reduction at which Judge Chance and other Alachua County officials developed a detailed workplan for reducing court delay.

An integral part of this workplan is to develop an adequate computerized information system for criminal and civil cases which can provide the information required for the court delay reduction program and for other general court management functions and which can also provide appropriate interface with other justice agencies in the County. Prior to applying for funds to upgrade the Court’s existing information system, Judge Chance requested the ATAP to assess the Court’s present information system needs and to determine the most appropriate direction for the Court to pursue regarding further information system development.

B. Technical Assistance Provided

The ATAP assigned Michael Greenwood, Senior Systems Analyst at the Federal Judicial Center and formerly on the staff of the National Center for State Courts to provide this requested assistance. Prior to Mr. Greenwood’s site visit, which took place May 14 and 15, 1987, the Court provided him with various background materials, including the Criminal Justice Criminal Justice Information System (CJIS) team priority list, submitted to the regional Information Center (RIC) which presently provides computer technology support for the Court, and excerpts from the Court’s Project Plan. In addition to reviewing these materials, Mr. Greenwood spoke by phone with Peggy Horvath, Deputy Director for programs at the Florida State Court Administrative Office (SCAO), and Donald Pritchett, Program Coordinator for the Florida Department of
Community Affairs regarding existing and future state-level court information requirements, Florida Supreme Court policies affecting Circuit Courts, new automation innovations and programs which the SCAO was undertaking and funding programs available from state or federal sources for trial court automation efforts. In addition, Mr. Greenwood also spoke with Judge Chance, Diane Cunningham, Director of Court Services, and Ramona Sabis, Deputy Court Administrator to clarify the objectives for his on-site visit.

During the course of the site visit, Mr. Greenwood separately interviewed the following individuals listed below, in sessions lasting between one and two hours, to elicit personal perceptions and experiences with the Alachua County criminal Justice Information System (CJIS) and the Civil Court Automation System. A group meeting was held on the afternoon of May 15th with three individuals except Nate Caldwell to review general findings and discuss future strategies and approaches. Maria Schmidt, Felony Trial Coordinator, attended all interviews and meetings.

- Chief Judge Chester Chance, Chief Judge of Eighth Judicial Circuit Court
- Judge Stanley R. Morris, Administrative Judge of the Criminal Division, Eighth Judicial Circuit Court
- Nate Caldwell, Director of Corrections & Division Director of Public Safety
- L. Diane Cunningham, Director of Court Services (responsible for Witness Management, Pre-trial Services, and Sentencing Alternatives Programs).
- Robert Williams, Director of Alachua County Regional Information Center (RIC)
- Liz Thomas, OBTS and Criminal Court Project Leader, Lead Programmer/Analyst, RIC
- Ben North, Trial Court Administrator, Eighth Judicial Circuit Court
- Ramona Sabis, Deputy Trial Court Administrator, Eighth Judicial Circuit Court
- Mary Grace Stephens, Clerk Court Administrator, primarily responsible for Criminal Division; Clerk of Court Liaison to RIC
- June Tillman, Supervisor in Charge, Eighth Judicial Circuit and Alachua County Civil Division

In addition, several deputy clerks in both civil and criminal divisions demonstrated the OBTS, felony criminal court, civil circuit, and civil county information systems.

The following sections of this report document the focus of Mr. Greenwood's site study, the issues addressed and his findings and recommendations.
II. EXISTING SITUATION

A. Current Information System Resources

The Alachua County Regional Information Center (RIC) provides the computer technology for the Criminal Justice Information System (CJIS). The RIC CJIS team has a staff of five full time employees consisting of one Senior Project Leader, a Programmer Analyst II, a Programmer- Analyst I, and two Programmers. The staff is responsible for completing the CJIS Team Priority List (see Appendix) of which it estimates 50% will be achieved in 1992, assuming the list is not amended. RIC is also responsible for implementing a similar Civil Priority list for the Court.

B. Existing OBTS and Civil Automation System

Compared to other circuit courts within the State of Florida and most other courts of general jurisdiction in the United States, the Alachua Circuit and County courts have operational a sophisticated and integrated multi-user court information system.

The court and the other law enforcement agencies in Alachua County have cooperated extremely well in developing, operating, and accessing a comprehensive multi-user OBTS (Offender Based Tracking System) that contains accurate information updated on a reasonably timely basis.

The court uses separate criminal and civil court information programs -- separate COBALT software programs using VSAM with both programs operating on the same IBM 4381 computer hardware using DOS/VSE under IBM VM operating system -- that provide many of the basic operational needs of the court, particularly clerk's office functions. Many of the desired uses of automation in trial courts are fully operational such as:

- electronic docketing of all case events and basic case information, thereby eliminating the use of manual docket books and manual entries (manual defined either as written or typewriter entries on a paper docket) for all cases except juvenile;

- electronic and microfiche production of case and party indexing, and automatic accessing of case and party information directly from computer terminals, thereby eliminating manual index books and index cards for all cases except juvenile;
- regular (daily, weekly, monthly, annual) production of a variety of standard reports used by clerical, administrative and judicial personnel to monitor case progress and review defendant case histories.

- automatic preparation of various court notices, and court calendars, thereby eliminating extensive manual production, reducing error rates and providing timely notification to litigants, court personnel, and other interested parties.

- good paper flow and clerical procedures to insure accurate and timely entry of information (usually within 48 hours of activity) into the system.

In addition, the court extensively uses NBI, Inc., word processing in chambers, clerks and administrative offices (word processing software and hardware rated as a leading product for the legal community) and each word processing unit has capability to access criminal and civil court information systems through an electronic network--eliminating the need for dual terminals in judicial and administrative offices.

The court has installed terminals throughout the courthouse (including the clerk's office, administrative offices, chambers, and courtroom) directly connected to the RIC computer system permitting on-line access to various civil, criminal and OBTS data files. Additional terminals and equipment are available in most other county law enforcement agencies (police, sheriff, state attorney, jail) all linked to the same computer system.

The response time for both on-line standard screen data entry or inquiries of information such as civil case information or criminal offender information is excellent (usually 1-3 seconds) and most standard screens are reasonably easy to use and understand by court personnel.

The Regional Information Center (RIC) provides over-night batch processing of all standard or special reports which are usually printed on high-speed impact printers at the RIC facility.

Alachua Circuit and County courts are already sophisticated users of both data processing and word processing services. They are definitely among the leaders in trial court information systems within the State of Florida, and should be proud of their accomplishments to date.
C. Issues of Concern Regarding the CJIS and Civil Automation Systems

During the interviews, each individual was asked what topics or policies need to be analyzed and answered by this technical assistance; and what should be the primary issues the court should address concerning automation efforts in the Eighth Judicial Circuit.

The key questions and issues raised during these interviews were:

- How well do the existing CJIS and civil automation systems used in the Eighth Judicial Circuit compare: (a) to other OBTS and civil information systems within the State of Florida, (b) other automated court information systems in comparable court jurisdictions in the United States, (c) to the anticipated automation requirements and services needed in the next five to ten years?

- Are the Criminal Justice Information System (CJIS) and CIVIL automation system supported by the Regional Information Center (RIC) adequate for future court needs?

- To what extent are the delays in providing additional automation services and capabilities related to: (a) computer hardware, (b) computer software, (c) programmer staffing resources, and (d) unrealistic user demands?

- What alternative automation and management strategies, if any, are suggested to maintain and modify the existing OBTS and civil information systems; and (b) to develop additional information systems such as a juvenile system and witness-victim information system?

- In what ways should the RIC (Regional Information Center) consider: (a) using a hierarchical or relational database management system (DBMS) approach as an alternative to VSAM, (b) obtaining additional software tools to provide more productive programming services and more flexible querying and reporting services, (c) testing and purchasing court-oriented software packages, and (d) developing a decentralized data processing systems using personal computers (PC's), minicomputers, or distributed data processing systems?
D. Future Court Automation Needs

Judicial leadership and staff in the Eighth Judicial Circuit are very progressive and far-sighted and not satisfied with the status quo. The court recognizes that within the next few years (a) there will be increased pressures for judicial accountability from the public, legislature, and the appellate courts; (b) they will require substantial expansion of computer resources and become increasingly dependent on automated information systems; (c) they need substantially more sophisticated yet "friendlier" automation tools and services to enter, access, and analyze data stored in computer systems; (d) there will be resistance to increase court staff even with expanded caseloads, thereby, requiring automated information systems to compensate for shortfalls in personnel budget allocations; and (e) local problems within the circuit concerning overcrowding conditions in jails and prison (approximately one-third of the entire Florida prison population resides within the Eighth Judicial Circuit), and rapidly expanding criminal and civil caseloads (thirty percent increase in felony filings in 1986) will require better automation services and resources.
III. IMPLICATIONS FOR THE COURT OF CURRENT DELAYS IN
ACHIEVING COURT AUTOMATION IMPROVEMENTS

A. Impact on Court Operations

Over the next few months (anticipated completion by October 1, 1987), the RIC will make substantial changes to their system software, including changing the operating system from DOS/VS to MVS; installing a new Safeguard system to improve terminal and system security; obtaining new application tools from IBM (Applications Program) that will permit easier and faster querying and reporting capabilities; and installing an IBM database management system (either DB2 or IMS) DBMS packages.

Considering the timetable and the significant changes required, the continuing obligations and commitments for software development and new telecommunications services, the loss and reassignments of experienced court programmers, the court should have serious reservations about (a) RIC achieving both existing and new commitments, and (b) the adequacy and flexibility of the new services to be provided.

The existing CJIS and CIVIL priority lists of automation needs reflect the increased requirements and demands for automation services by the courts and other law enforcement agencies, and a substantial backlog and significant delays in meeting these legitimate user requirements. The growing disaffection and impatience with RIC services by various law enforcement agencies, including the courts has manifested itself in the purchase and installation by several agencies of personal computers, their employment of outside consultants by these agencies, and their requests for technical assistance such as the court's.

The priority listing of pending automation needs for CJIS and CIVIL is substantial and lengthy. It includes:

- the need to develop automation tools for comprehensive monitoring of case-flow management, analysis of court delay, and elaborate court statistical analysis and revised state-level reporting requirements;

- the need to develop new court information systems for juvenile services, witness/victim services, pre-trial and probation monitoring, and jail management;
need for major revisions to existing systems for more expanded reporting and data processing tools (subpoena system, out-of-county warrants), revision of data entry and data extraction screens for civil, alternate report production facilities (equipment) and procedures (switch to on-line rather than batch production), and processing and accessing of archived case and defendant information.

Many of the high priority items on the priority listing have been pending for several years, and major new requests are projected to be completed by RIC in five to six years. Many new ad-hoc or standard reports may take several months to prepare; frequently, even minor report changes can take several weeks or months.

The court has no DP technical staff directly under its control. Therefore, the court must negotiate with both the RIC and other user groups for scarce programming resources; i.e., several competing interests chasing after the same limited data processing resources. The court and RIC are dependent on just one or two competent lead programmer/analysts whose time is limited and commitments are overwhelming. The unforeseen loss of just one of these individuals would further delay the delivery of automation services to the court.

Overall, the court is not yet in a crisis management situation concerning automation resources and services. However, if sufficient steps are not taken in the next year, there will be a major deterioration in court automation services and serious long-term consequences. Even the existing delivery schedule is intolerable for court and law enforcement users.

B. Considerations for Regional Information Center (RIC)

The Regional Information Center must understand that:

- the existing data processing services, particularly the software tools (operating system, primary programming language, applications programs) are insufficient to meet the future application development needs of the courts and other law enforcement agencies, and inadequate for rapid and comprehensive revisions of existing programs in a more timely manner.

- the RIC data processing personnel, particularly experienced and knowledgeable programmer/analysts available to the courts and law enforcement community,
are insufficient to maintain existing applications and to develop additional needed court software applications.

- the court and law enforcement community now require more flexible and productive automated information systems that provide easy-to-use analytical tools and techniques to extract and evaluate the computer data available.

- the legal and law enforcement communities' automation requirements and needs are never static or predictable; i.e. data collection, data extraction, and reporting requirements are constantly changing to meet both state and local management needs, and continuous changes in legislative laws and court rulings.

- there are a substantial number of court-oriented or court-developed information software packages available either through commercial sources or non-profit organizations and agencies that could substantially reduce future computer software developmental time and costs.

- the need for decentralization of computer resources (programming personnel, computer hardware, and computer software) will probably be necessary in the court and law enforcement community in order to maintain and improve necessary services to the public, legislators and judiciary. The degree and type of decentralization must be carefully planned and implemented, but RIC must understand that the substantial changes in computer technology and the increasingly sophisticated user needs will require some decentralization of computer resources and services. RIC must plan to relinquish control of some data processing resources; the courts should not be totally dependent on RIC for basically all computer resources and services.

- RIC's projected delivery schedule for new or modified components of the law enforcement and/or court system is totally unreasonable from both a user and data processing perspective and diminishes the credibility of RIC (most priorities on the criminal and civil priority list are estimated to take three to five years).
IV. RECOMMENDATIONS AND PLANNING CONSIDERATIONS

Both court (judges, administrators, and supervisory clerical staff) and technical (RIC Director and lead civil/criminal analyst/programmers) personnel need to become familiar with more advanced court software packages. During the site visit, court personnel were provided with a listing of various organizations, courts, and vendors that could either demonstrate such court information packages or could provide additional information about commercial or court-developed packages. The information provided should not be considered an endorsement or recommendation of such products, but a means to compare and plan for the court automation needs and capabilities for the next several years.

The court should carefully examine the additional functionality (e.g. civil, criminal, juvenile, case-tracking, defendant-tracking) and capabilities (e.g. ad-hoc reporting, data entry techniques, validation techniques, screen development and revision tools) of alternative approaches, in particular:

- the potential advantages of implementing a database management software package (preferably following a relational database approach) that can substantially improve the productivity, efficiency, and flexibility of automated court information systems. RIC has already acquired UNIFY, one of the more sophisticated and leading relational database packages, that works on various mainframe and mini-computer systems including the NBI 570 installed in the RIC facility.

- the relative ease of developing new court information systems such as juvenile information or victim/witness information system or revamping and expanding an existing information system such as the civil circuit or civil county systems;

- the additional capabilities for non-technical or non-programmer staff to develop and use the information system; particularly, court administrative personnel, court staff analysts, supervisory personnel, and judges;

- the ad-hoc reporting and querying capabilities that would permit court users to more easily and efficiently extract and analyze information in the computer system; particularly, on an "as-needed" basis. RIC can demonstrate the use of
SQL (Structured Query Language) and RPT (General Report Writer) available on the UNIFY database.

The overall goals and objectives for automation in the Eighth Judicial Circuit suggest the following implications:

- courts should not remain dependent on RIC for all data processing services and programming support.

- RIC must acknowledge its resource limitations and over-extended commitments and work with the courts to develop some court-based information system within the next two years.

- the level of complexity and the amount of development of the existing OBTS does not make it a prime candidate for immediate conversion to a DBMS package. However, a four-year plan should be developed to convert the existing CJIS to a data base management system with serious consideration given to a non-IBM DBMS package.

- do not suggest, however, substantial development of a court information system on personal computers (microcomputers) with DBMS packages except (a) to demonstrate the capabilities of a DBMS software (mini-computer or mainframe computer); (b) if a very simple single-user application is desired; or (c) to "download" data from multi-user computer (electronically transfer some standard reports or data from larger computer into smaller personal computer) for ad-hoc data analysis.

- explore the possibility of obtaining additional data processing expertise from the University of Florida computer science department to assist in technical assessment and development of court-based information systems to supplement RIC resources.
specialized court application software programs are available (some of these programs can be run on the IBM 4381 or NBI 570 computers which the RIC now maintains). Several of these software programs should be evaluated by the court and RIC personnel. It is strongly suggested that at least one of these programs should be used by the court to develop one or two applications programs presently listed on the CJIS or Civil automation priority listings.
CJIS TEAM PRIORITY LIST
April 3, 1987

The following is the current priority list of the CJIS Team.

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State Attorney Case Statistics Revision - requested 9/85 - currently working on user affected - Clerk's Office

CLERK: The SRS report is required by the Supreme Court of Florida to be submitted monthly, beginning January 1, 1986, to assist in its management role. The portion of the report that affects CJIS is as follows: Circuit Criminal by Defendants, Circuit Criminal by Counts, Circuit Criminal Special Procedures, Circuit Juvenile, County Criminal by Defendants, County Criminal Special Procedures, Criminal Traffic. The case load for the divisions in 1985 are as follows: Circuit Criminal 4,200, Circuit Juvenile 1,700, County Criminal 10,500, Criminal Traffic 6,600.

The Circuit Criminal by Defendants, Circuit Criminal Special Procedures, County Criminal by Defendants, County Criminal Special Procedures, Criminal Traffic reports are computerized. This software has been updated to comply with the new form. The other reports must be designed and programmed into CJIS. Until this can be completed, a manual system must be used.

To manually complete each of the remaining complex reports, it will require personnel at a grade level of a Court Specialist III (minimum yearly salary of $11,918.00) or higher to calculate and compile the information needed. This job cannot be done with the existing staff without either neglecting other duties (i.e., noticing people for court, assisting the public, court appearances, etc.) or working extensive overtime.

This report has also interrupted the processing of documents in a timely manner. The information must be processed within certain timeframes by Administrative Order and could result in required overtime by data entry personnel to maintain the existing caseload within these timeframes.

A computerized system would allow the existing personnel to handle data entry requirements without overtime. There would be no need for an additional Clerk Specialist III as the
computer would handle the report preparation.
All the counts on the report must have an audit trail to be
maintained for three years. For a manual system, this means
lots of paper to be recorded on, filing cabinets to put it in and
a place to put the filing cabinets. The computerized system
will microfiche the report and audit trail and require much less
storage space.

Impact: Forty hours of overtime each week or one new staff
position, or neglect of current duties. Space for manual
records.

Benefits: Meet requirements without the impacts stated
above.

2.) 2. Terminal Security - requested 3/81 - pending
users affected - all current users and any future users
R&I: Because of the sensitive and sometimes confidential
information contained in the CJIS files, a well functioning
security system is a necessity. The CJIS Committee is growing
daily as is the number and variety of requests for access. Not
providing this access is putting the users to extra trouble to
make copies of the information and to distribute it, or forcing
the agencies to do without information that would facilitate
their jobs.

COURT SERVICES: Court Services is affected by terminal
security in that it is necessary for us to have a functional
system to protect access to our records. Additionally,
financial records of individuals supervised by Probation and
Community Service who have been assessed restitution, fees,
or other court costs are kept on the Court Services CSR2
screen. At present, the Clerk of the Court collects these fees
from the defendants, however, because the Omnilog system
has not yet been implemented for the Clerk's Office, they are
not able to view this screen and must frequently contact our
office by telephone in order to obtain an accurate balance.

STATE ATTORNEY: Security for confidential information is a
necessity. If an employee leaves this office or any Law
Enforcement Agency to go into private practice or elsewhere
we need a complete security system.

CLERK: The Clerk's Office will not be able to utilize any of
the programs developed for Court Services until the security
program is completed. Because of this the Court Services
Department has been unable to provide needed information to
the Clerk's Office. This information must be obtained by phone tying up two employees for about twenty hours a month. The CJIS files are the central part of our office. We depend on them to maintain and support our office. Other offices depend on the accuracy of the information obtained from the CJIS files. This necessitates an accurate, working security system to insure the information is not altered in any way.

The Juvenile and Victim/Witness Systems can not be implemented until a security system is in place, because of the confidential information they would contain.

ASO: Terminal Security would provide access to other systems that we might gain information so that we could perform our particular tasks in a more expeditious manner. At this time, we have to wait for someone to compile information for us or just do without it. We also need the security so that our confidential records are not tampered with.

3.) 3.

Juvenile System - requested 10/82 - pending
users affected - Clerk, GPD, ASO, SA, Judges

CLERK: The Juvenile Division is a manual system at this time. The computerization of this division would eliminate the manual processing of intake, summons, numerous dockets, notices sent to three agencies for every hearing, notices to the children, court orders, indexes, progress dockets, warrants, histories for defendants and review hearings. These documents are hand typed and copies made for the numerous agencies. The computer would produce the bulk of the above documents in batch reports. The amount of clerical time would be cut from one hundred sixty hours to eighty hours per month. The computer will compile the case histories and statistical information for each child in an efficient, practical and retrievable method for each agency's use. This will create a valuable information bank for all agencies to retrieve from.

This program will also generate service of process cards in triplicate and summons with the information for persons being served on the document, for the Sheriff's Office, Civil Division. These two procedures will eliminate hours of typing. The CJIS system has an in-County warrant program in operation for the Alachua County Sheriff's Office with the exception of the Juvenile custody warrants which are done manually. The initiation of the Juvenile system will complete the warrant project. Having the warrants on-line will help eliminate the arrest of a Juvenile twice on the same warrant, which could lead to a lawsuit.
The judge of the Juvenile division would be able to retrieve information from his terminal and not require the Clerk to provide it for him. We have several judges requesting that the Juvenile division be computerized.

**GPD:** The computerization of these files as we are currently doing with adults, will allow all agencies to have instant access to criminal histories of juveniles within our county. Since crime is mobile, this file would allow any ACCJIS agency access to files for comparison and tracking. As with the adult histories on file currently, this file should allow the different agencies to scan for similar M.O.'s or track types of criminal activities.

This file would also provide tracking of each case as it passes through the criminal justice system. If a fingerprint format is added, it could provide an invaluable tool to aid in apprehensions.

Juvenile crime is always on a constant increase. Without this information on file, the criminal justice agencies are greatly hampered in their efforts. Many hours are spent tracking small bits of information that could make or break a case if computerized. Unfortunately all agencies must fend for themselves as the information at one agency is not really available to another. The same reasoning used for the adult file can be used for justification of the juvenile file.

It is estimated that when this program is completed and in operation, forty (40) man hours per month will be saved department wide. We are currently using approximately sixty (60) hours a month to research juvenile cases. The result in savings will mean that only twenty (20) hours will be spent in this area.

**ASO:** The computerization of the Juvenile files will enable Sheriff's Office personnel to perform the same functions associated with the adult CJIS Program. This program would provide monthly printouts on juvenile cases compatible with reports currently received on adults. It would allow more efficient and effective juvenile case tracking and enable Sheriff's Office personnel to expeditiously update juvenile records, i.e., execution or unexecution of juvenile orders. The impact of not having this program would be that monthly reports would have to continue to be done manually. Case tracking would continue to be done manually by the Clerk's personnel and extended delays as to the execution or unexecution of juvenile process would still exist. Full
CJIS TEAM PRIORITY LIST
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The implementation of the Wanted Person's Query System cannot be accomplished without this system. The conversion from a manual system would save approximately forty hours a month.

**STATE ATTORNEY:** The State Attorney's Office Juvenile Division is a manual system. The computerization will eliminate numerous man hours. Notices, Orders, Indexes, cards, labels, etc., are done by hand at this time. The amount of secretarial time would be cut 70 hours a month. The computer would give statistics for monthly reports required as well as giving attorney's access information for statistics/media. This is now hand counted. The computers would enable the attorney and secretary to watch and keep track of warnings on Speedy Trials. The access to juvenile printed history would be very valuable for the attorney as well as judges for final disposition.

4.)  3. Out of County Warrants - requested 2/83 - in testing stages user affected - ASO

ASO: The Out of County Warrants Program would complete the Computerized Warrants Package. Without this program, warrants checks would still have to be done by hand and reports received from RIC would have to be manually amended to reflect the impact of Out of County Warrants.

With this program running, the major users of the Warrants System would have direct access to ASO Warrants Files, reports received from RIC would be complete and allocation of manpower resources could be more effectively accomplished. The total savings in manpower upon the implementation of the complete package will be in the 40 to 60 hours per month range.

5.)  5. POD Locator Modifications - requested 9/81 (11/85) - pending user affected - Corrections

**CORRECTIONS:** This form is utilized to keep track of inmate movement on and off a cell pod. It is also used to show housing assignments for residents. Our shift counts are also logged on this form. We would like the capability of generating this form for any individual pod or the entire facility at any given time. Currently, we have the form updated only once a day which hinders officers working rear confinement and the control booth. The pod locator and recreation logs need to be printed on an as-needed basis at Corrections. We would also like the system to automatically move the housing location to the next
priority offense when the individual is released on the charge which has the housing indicator next to it. Clerk/Officers currently spend approximately 70 to 90 hours a month manually updating pod locations. This ties up a number of staff who could be performing other duties if this procedure was online. Presently other job functions are left unfinished or are not accomplished at all due to the large amount of time spent updating the pod locator. Areas such as quality control, filing, typing, checking paperwork, etc. are lacking because of the time spent for the priority item of a pod locator. A security officer is often utilized to fill in for the control clerk while he/she is typing the locator. We need to be utilizing security staff for security work not clerical work.

6.) 6.

Victim/Witness Assistance Act - requested 11/84 - pending
users affected - Clerk, ASO, GPD, Court Executive Assistant
State Attorney,
RIG: This should work in conjunction with the Clerk and ASO
teams at RIG.

CLERK: The State of Florida has mandated each Circuit to
develop programs to help witnesses and victims. One part of
this program is the notification of each witness/victim to each
court appearance. We would like to develop a system to take
each person, to be notified, through each case to payment.
This is now being done on a manual system, having to type the
persons name and address numerous times on different
documents to obtain his presence and assure payment. The
entire system would benefit each agency and will save hours of
clerical work. This statute must be studied at length to see
what is required of each agency.

STATE ATTORNEY: Computerization of Victim/Witness
System would Provide:
- immediate case status updates
- verification to the employer that the witness did appear as
  required in Florida Statute 43.35
- cross reference with the witness name and defendant
- verification of mileage
- prompt payment of witness fee
It would eliminate excess work involved in preparing motions
for payment of out of town witnesses. Secretaries would not
have to notify witness coordinator as to which cases scheduled
were actually going to trial. Approximately 50 hours a month
would be saved if the system was computerized.
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**GPD:** The automation of a Victim/Witness Assistance system would assist in augmentation of our parking program with a current tracking on all persons who qualify under 960.30 FSS. Parking must be provided for all witnesses and victims under this statute. The tracking information would assist our agency in proper crediting or voiding of citations issued to persons who fall within the statute guidelines.

When this program is on-line it is expected to save approximately twenty (20) man hours per month for the Records Division alone. The wasted man hours are also a result of incoming phone calls from victim/witness/jurors who have received parking citations. If citations must be researched, then calls back and forth, must be made by the person receiving the citation, GPD and the Court Clerk's Office. An order may need to be made and issued by the Chief Judge to make the voiding of these citations automatic based at their appearance at court.

7.)  6.

**Subpoena System - requested 6/83 - pending users affected - ASO, State Attorney, Clerk ASO** When the courts or any user of this office for service of process calls to inquire as to the status of the papers we are attempting to serve, the information must be looked up in a manual system. The system was workable when the number of services we did was small, but in recent years we are trying to keep track of 50,000 or more. It takes approximately 40 hours a month to answer these types of inquiries. Computerization would provide typed cards with correct addresses etc. This is now being typed manually.

Other information which would generate would be an efficiency statistic for the deputies who do the work. This is now kept manually by recording the information which they put on the activity card turned in daily. Computerization would generate a statistical report so that the Sheriff would be able to see what is actually being done in the Civil Office. A file for the Writs of Execution must be kept with each writ having a life of 20 years, and if one should get overlooked or satisfied out of the priority which is established by the date of receipt at the Sheriff's Office then the sheriff would be liable to the injured writ holder.

We also manually keep a file of active Civil Arrest Orders which is badly in need of improvement. (This being computerized would be a more correct and efficient file.) The hours saved by these computerizations are hard to estimate,
but is likely that forty to sixty hours per month will be saved. The major benefit will be the promptness in locating answers to the inquiries we receive from the citizens of the County. Information is filed by the Defendant's name, if the citizen does not know the name it is virtually impossible to locate without spending many man hours to contact each man to see if he might have this order or process with him on the road.

**STATE ATTORNEY:** The computerization of the Subpoena System would reduce cost to the State by providing prompt notification when appearances are not necessary. If a witness loses or doesn't bring their subpoena with them it would greatly reduce the elimination process of finding what attorney subpoenaed the witness. It would provide a master list which states who was subpoenaed, the date, time, place, defendants name and case number. It is estimated that computerization of this system will save 30/40 hours a month.

**CLERK** The Subpoena System would enable each department access to the cross reference of witness to defendant. We are not currently able to locate where a witness is to be unless the defendants' name is known. The system would be developed from the original witness subpoena, to batch print documents now being hand typed, then to a finance system to insure prompt and proper payment. This should also be programmed to immediately notice witnesses of cancellations to avoid paying unnecessary witness fees. The computerization of the system will save the criminal division alone, about 10 hours a month. There are more savings to other departments in the Clerk's Office.

8.) 7.  

**CJIS History System** - requested 11/83 - pending users affected - all current users and any future users RIC: A system is needed to allow convenient, fast access to records not active at the time. At present, we do not purge anything from the CJIS files, this results in longer processing time, slower access and increased disk space utilization, the cost of which are passed to each agency.

**ASO:** This system is needed to retrieve information that is not active at this time. This is information that is requested daily by the general public and other agencies that require background information on subjects. If this system is implemented it could save approximately 60 man hours a month, over a period of a year this is very costly. This time could be spent on other duties of more importance and would also keep the workload flowing at a faster pace.
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**GPD:** The CJIS History system creates problems when attempting to research cases that have been removed from the system for storage. Currently when researching a Criminal History, a phone call must be made to the Court Clerk's Office for a hand search of files currently stored in the basement. This could possibly be eliminated if the page containing the case number could be changed from "file in history" to read "type of crime and disposition" (e.g. robbery/convicted). This would be an approximate ten (10) man hours per month savings in time for the Police Department and probably the equivalent time savings for the Court Clerk's Office.

**CLERK:** The purpose of CJIS history is to develop a retrieval method which gives us needed information on closed cases without extensive disk space being used. We must have information on-line for agencies to use, for investigative information and defendant past histories, but in a concise form. Keeping the entire progress docket, entries of which may only pertain to active cases, uses extensive disk space. This in turn causes loss of time in processing statistical reports, daily runs, and retrieval of information in general. There is also a cost factor to consider. The only alternative is to continue to build files and add on disk space or remove the information on to a form of hard copy which will require storage space, which is not currently available.

**COURT SERVICES:** The Court Services Department is affected by the history system in that we provide computerized records for the court's use in determining pre-trial release or detention. It is essential that information on defendants' prior arrests, convictions, and appearance or failure to appear in court remain easily retrievable if we are to provide accurate criminal histories. Additionally, criminal histories are utilized to assess the risk level and subsequent supervision level of individuals who are supervised by the Court Services Department. If accurate criminal records are not easily obtainable, our risk assessment is invalid, with the potential for increased risk to the community caused by a lower level of supervision provided to someone who we think has little or no record.

**STATE ATTORNEY:** This system is needed to provide convenient and fast access to records that are not active at the time. Therefore causing a longer and costly processing period.
9.) 8. Report Number System Rewrite (RPRT) - requested 10/82 - pending
Users affected - ASO, GPD, UPD
ASO: The computerization of the case tracking by report number would be very beneficial to this agency. It would minimize the time it takes for an investigator to check the status of his case. It would also eliminate the prolonged time that it takes for a case to be looked up in the terminal, then a release form processed by the property section and sent to the State Attorney's office for release of evidence. The wait at this time is anywhere from 2 weeks to 30 days. This not only keeps our property and evidence room overloaded but keeps the citizen from gaining the release of their property for a long period of time. If the case tracking is implemented, this could be instantaneous. Our agency alone could save 40 to 60 manhous a month that could be utilized doing other duties. If not implemented, this will tie up Records and Property for longer periods of time.

GPD: It would save approximately twenty (20) man hours per month for the Records Division and probably an equivalent amount of time to the Investigations Division if criminal cases could be recalled by our original report number. This number normally appears on the subjects arrest history page but must be recalled by court case number to locate reports that are required for court presentation.

10.) 8. Inquiry by Citation Number - requested 6/84 - pending
user affected - ASO, Clerk, GPD, UPD
ASO: The computerization of inquiry by citation number would enable the Sheriff's Office and the Clerk's Office to obtain information from the terminal using citation number only. This is presently available for infractions only. This would save the Sheriffs Office approximately 40 hours a month that are wasted because of illegible citations. The Sheriffs Office would have a better control of the workload on the citation desk and the work would get done in a more timely manner. Currently much time is not utilized that could be spent doing other important tasks. The time is wasted searching manually for matches of citations and printed disposition cards from Data.

GPD: The same benefit assigned to Report Number System Rewrite would benefit our agency in this area. If we were able to recall case information by citation number, we would be able to provide better control of dispositions and paperwork for court presentation. This would save approximately ten (10)
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hours per month of employee time.

**CLERK:** When a payment is made to the office by mail, the printed citation number on the citation is readable, but the handwritten defendants name is not always clear. The current system only allows inquiry by the defendants name, so it could take a clerk hours to locate the case to post the payment. If the ticket is overlooked or cannot be matched with a case, a capias or DL4, to suspend the defendant's license, would be issued unnecessarily and in error. The criminal traffic caseload was at 6,600 last year so the possibility for unlawful arrest is high and at least forty hours a month is wasted.

11.) 9. Docket System Rewrite - requested 6/81 - pending users affected - Clerk, Court Services

**RIC:** There are several court appearances never addressed under the old system that need to be added.

**CLERK:** The system to advise the Corrections Department of forthcoming court dates is connected to this system and does not work. This program will help to automate the Corrections Department on who is to be where, when and why, saving time and useless trips to the courthouse.

**COURT SERVICES:** Presently, when a defendant is released to the supervision of the Pre-Trial Services Division, one of our main goals is to try to assure the defendant's appearance in court at the designated time. Currently, we have two ways of ascertaining when a defendant should be in court: 1) client report; and 2) review of each and every court docket to search for client names. Both of these methods are problematic, in that the client's report of a court date is usually questionable, at best, and Pre-Trial Release counselors have active case loads ranging from 75-100 at any given time. They also interview hundreds of defendants in a year's time. This can make it rather difficult to recognize a client's name on a lengthy docket. These difficulties can result in missed court appearances by defendants, requiring further paperwork for the Clerk of the Court and ASO and resulting in the subsequent arrest of the defendant with housing in the overcrowded Detention Center. Additionally, it is rather expensive to pay professional staff to sit and search for names on dockets. Their time would be better utilized in any number of ways.

Implementation of the request would: 1) reduce professional man hours spent looking at dockets (approximately 8 hours per week + minimum $3,300 per year for base salary, not including
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benefits); 2) decrease failure to appear rates, resulting in reduced costs and time for the Clerk of the Court and ASO and reduce overcrowding and costs to the Alachua County Detention Center.

12.) 9. Corrections Appointment Screen - requested 1/81 - pending user affected - Corrections
CORRECTIONS: This screen is to produce a listing of all individuals who are incarcerated and their type of court appearance, place, time, and presiding judge on any given day. This would be an accurate and complete listing of all Correction's appointments. Currently we are not always notified of some court appointments and we do not receive dockets on traffic appearances. With the current manual system, we run the risk of missing court dates and being held in contempt. The ACDOC cannot depend on attorneys to notify us of court appointments for their clients. We have had to explain to judges on more than one occasion why an individual is not at a hearing.

The amount of Failure to Appear capias charges issued to individuals who are in our custody due to us not being notified is excessive, (approximately 15-20 per month) This holds up an individual's release and has a direct impact on our population. The Courthouse Coordinator currently spends approximately forty to fifty hours per month manually checking numerous court dockets. This time could be better utilized supervising and coordinating.

Benefits: (1) Coordinator would have dockets readily available daily and no over-time would be necessary. (2) FTA would be substantially reduced by availability of information.

13.) 10. Jail Management System Interface - requested 2/87 - pending user affected - Corrections

14.) 10. ACDOC Jail Cards - requested 2/83 - pending users affected - Corrections, Court Services
CORRECTIONS: This card gives us the most concise and accurate information on an inmate's arrest, bond information, current disposition status, and personal data. It also contains running narrative regarding any unusual events involving the inmate; i.e., security risks, admittance to hospital, furloughs,
etc. The computerization of the cards would eliminate the duplication of work. If the card could be printed at the same time the arrest information is entered into the system it would save a tremendous amount of time. Case numbers and CJIS numbers would automatically correspond, therefore, there would be less likelihood for errors. Security and staff currently have to type the jailcard in the WAR Zone. Again, we are utilizing security personnel to accomplish a clerical task. There is also a duplication of work, as the entry on the card is also entered into the computer system when the card is brought into the Control Room. It would certainly be more cost effective to eliminate this duplication and to utilize clerical employees at a lesser rate of pay than correctional officers. We also experience the problem of having a high degree of booking errors. Correctional officers' duty post are frequently rotated and their skills are not developed or as keen in these fields as that of a control clerk who would perform these duties on a daily basis.

COURT SERVICES: Computerization of jail cards would allow immediate entry of all Pre-Trial defendants into the CJIS system. With immediate entry, batch reports of local criminal histories could be generated automatically. Currently, Court Services clerical staff must enter the CJIS number of each defendant and submit a request for a special batch report. This must be done 365 days per year. Cost of clerical hours required to perform this task is a minimum of $4,000. Implementation of the jail card request and an automated batch report would reduce that cost to zero.

15.) 11.

Financial System - requested 2/83 - pending
users affected - Clerk, ASO
CLERK: The CJIS system needs to have a means of receiving payments in a manner that can be recognized by the system. The payments would be automatically posted to each file and generate all the needed reports for statistics and disbursement of monies collected. The immediate posting of monies collected would enable the Corrections Department to release defendants upon a fine being paid, saving housing costs. This system could also update the Court Services files at the same time as the CJIS files. The automatic entry from the cash register would eliminate the duplicate posting of the information in both the Clerk's office and Court Services, saving 40 hours a month in both offices.

Safeguards could be built into the system to prevent a capias being active when the case has been closed with a payment.
This will prevent an unlawful arrest.

**ASO:** There is a need for a separate screen for the financial or fiscal section to have the information they need regarding date (worker's compensation, damage to equipment or vehicle, etc.) It would also be helpful to have information regarding financial information section. This area could be used for fines, extradition and restitution information. This would enable ASO to know at any given time what restitution has been ordered, will enable us to track restitution, and advise the court when full restitution has been made. We now have no accurate way to track court ordered restitution, nor inform the court of the status. This information would help warrants, bookkeeping, fiscal, court, and Civil (Domestic Relations) departments.

16.) 12.

**Fingerprint Classification/Photo Numbers Systems-requested** 2/83 - pending
users affected - ASO, GPD, UPD
**ASO:** This request, as far as ASO is concerned, is for the purpose of a screen which would file a 10-finger card in the computer by NCIC classification for people who have been arrested. In addition, it would file the Single Print Classification (SPC) of those falling into the category of Burglary, Rape and Robbery. This would enable computerization searches of the NCIC and SPC classifications. Fingerprint comparisons with FCIC/NCIC would be on-line.

Secondly, even if just one print is lifted at a crime scene you would be able to immediately search our local computer by single fingerprint file or FPC classification.

Currently, fingerprint checks are processed through FCIC/NCIC and we experience extended waiting periods for responses. We would have faster, on-line fingerprint checks which would aid many investigative areas. CID could use this to locate information on a person arrested for certain crimes.

This needs to be separate from the known offender file. It should be for Fingerprints/Photo's only. The known offender file will not be of too much use until we actually get a data base established and have enough information in the system then when it comes time to take information from the system it will be of great benefit. They should be separate files.
GPD: The computerization of this format and these files would allow us to have a more efficient and effective means of identification of subjects or suspects involved in criminal activity in this county. As crime scene prints are classified they could be entered into ACCJIS and possibly matched. This would eliminate long hard searches and save time and money.

As subjects are arrested and post arrest prints are cataloged, the entries will form a basis for a search program which will allow a high speed computerized search of all prints on file. This would lead to a much more rapid search of existing files and should increase apprehension rates. The classification should be entered into the system by NCIC classification which would allow us the ability to draw from all prints on file on both state and federal levels.

Currently a hand search must be made of all fingerprints on file to attempt to match crime scene prints. This is extremely time consuming. Also the amount of prints on file for comparison are limited by storage space or number of arrests. If the program is accepted, then the limits would be increased to county wide arrests. This program is a must, without it, we would be severely limited in the full use of the automated system for tracking and apprehension of criminal subjects.

Hand searching of the fingerprints on file require approximately eighty (80) hours per month for the Fingerprint Classification Specialist with our Department. If this system were automated approximately sixty (60) hours per month could be saved and assigned for other duties.

17.) 13.

Offense Program for Reports - requested 6/83 - pending user affected - ASO
RJC: This will allow the interface of the CAD and CJIS systems to streamline the paperwork in the records divisions of ASO and help the investigative division by having complete, readable information available faster. This will work in conjunction with the ASO Team at RJC.

ASO: On-line entry would allow Records Sections to update partitioned history by entering supplemental information. The entire offense report would be available on-line, in house by each section, as well as status of case. A reduction in workload would occur because the requests received by records would diminish as would searching for reports that have been misfiled. Without this capability we will continue to search our files manually causing forty to sixty hours monthly wasted
Evidence System - requested 3/84 - pending
users affected - Clerk, ASO, GFD, UPD, State Attorney

- CLERK: This program is to develop an automated system to maintain evidence. Evidence must be logged in and destroyed on a timely basis. The storage of evidence is expensive and evidence must be destroyed or returned to its proper owner, when the time is appropriate. This is now being maintained on a manual system which is a time consuming job. This system would provide an inventory of the property, the owner of the said property, and the time limits per case.

ASO: Computerization of the Evidence System would provide an inventory list of the property, the owner of the property, and the case it is involved with. This would speed up the return of property to the victim or the destruction of evidence, which in turn will free up the storage room which is in great demand at this time, as we are handling approximately 2,200 cases yearly. If this system is implemented it would save approximately 40 hours per month to the records and property section. In records it takes a supervisor to look up information because of the many different ways it has to be searched. If the information is put into the computer thru the evidence system, then a regular clerk II would be able to locate the information without searching thru many screens.

Property could just pull the information up with one entry eliminating records having to look up information for them and find whether the State says to destroy, release, etc., thus eliminating the time the property release forms have to be processed and sent to State Attorney's Office and then returned back to the property section. This could result in a time frame of up to 30 days, just spent waiting on the release form to be returned. This keeps the evidence room from being emptied out sooner to make room for new evidence that comes in daily. This needs to be tied in with the Report Number System (RPRT).

STATE ATTORNEY: This program would provide a faster return of the property to the victim or the destruction of evidence. Therefore a numerous amount of evidence release forms will not be waiting to be processed by individual State Attorney's. When a criminal case is closed out on the computer a evidence form could be released automatically. This system will benefit the State Attorney's Office, Clerk, and evidence rooms within various Law Enforcement Agencies.
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GPD: A County wide listing of all evidence is mandatory to increase the recovery rate and the return of property to the owners/victims. In addition to saving approximately forty (40) hours per month in research time, this would also benefit all agencies by freeing up mandatory storage space.

19.) 15. Changes in Arrest Screen - requested 11/84 - pending users affected - ASO, all agencies who use ARRM screen

ASO: This is a request for a change in the arrest screen to allow for the booking of an inmate on a court order when an arrest is not made or would refer to last previous number. This will allow for an expeditious determination of whether a defendant was arrested on Capias/Warrant or transported from another facility on court order. Also will help reduce the possibility of a defendant's premature release from custody and will aid in the preparation of Division of Correction documents. If this is not implemented, it will require Corrections personnel to continue to assign non-arrest numbers each time a person is placed in jail. This will add to the confusion of whether a defendant is there by arrest or court order and will continue the difficulty in the preparation of Division of Corrections documents.

CLERK: The Clerk's Office is requested by the Court to determine the number of days each defendant gets for credit for time served. The ARRM screen needs to be updated as to what the defendant is incarcerated for, an arrest, or booked to serve time. Now the information must be calculated from the jail card, the case file and the computer. This involves personnel from the Clerk's Office and Corrections, when only one Office should be spending this time.

CORRECTIONS: Corrections concurs with the justification given by ASO. Corrections assigns arrest numbers to each arrest and with this capability the original arrest number could be used instead of assigning a non-arrest number.

20.) 16. PERS Revision - requested 7/84 - pending users affected - all agencies that assign accjis numbers

ASO: Screen needs to be changed in order to allow space to indicate who/what operator made the entries. At the present time we have no way of determining who entered an accjis number. Many are being entered erroneously, then corrections have to be made by going in and combining these accjis
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numbers. This will be a method of determining who made the mistakes and secondly, it would help eliminate duplicates in the system.

COURT SERVICES: It seems that many defendants have more than one CJIS number. This results in inaccurate criminal history checks and possible Pre-Trial release of defendants who may have extensive numbers of criminal convictions and failures to appear in court. This can cause unnecessary risk to the community.

CLERK: The duplication of ACCJIS numbers in the CJIS system has become a major problem. This duplication could cause inaccurate information about the defendant to be supplied to the court and other criminal agencies. Defendants are now sentenced as to the statewide guidelines and points are given for each conviction. An incorrect records check could cause errors and needless searching trying to locate convictions. If the proposed changes were made to the PERS screen, the people responsible for the duplicate entries could be given extra training.

21.) 17.

Bond Number Cross Reference - requested 8/84 - pending users affected - Clerk, ASO

CLERK: This system will aide in the management of bonds being posted in Alachua County. Bonds must be maintained by the Clerk's Office and the Sheriff's Office. This would provide a system for locating, estreating and releasing bonds when necessary. This is now being done manually and is time consuming.

ASO: This would enable an automatic entry from the arrest screen when a cash bond is written, the number of the bond is transferred automatically to the case screen, eliminating the need for someone to make another entry. Bonds should be entered into the system in such a way that a report can be generated on a weekly basis for all disposed of bonds. The benefit for ASO would be that our bookkeeper would be able to have a weekly printed report with current information on all cash bonds that are disposed. At the present time the bookkeeper keeps cash bonds for indefinite periods of time because of the lack of this information. Often so much time has lapsed that locating the depositor is difficult, if not impossible, in order to refund the bond.
22.)  18. PF key to page through by ACCJIS Number - requested 6/85 - pending  
user affected - Corrections  
RIC: Corrections would like the capability to press a key on a certain ACCJIS number and all the arrests associated with that ACCJIS number would be called up one at a time for review.  
CORRECTIONS: Corrections would like the capability to PF and ACCJIS number and be able to view the entire Arrest Menu for each separate arrest. Many Law Enforcement and Criminal Justice Agencies utilize Detention Center personnel to look up or verify information. The capability to see all arrest information, arrest by arrest, would save much time and give more readily accessible information.

23.)  19. Pre-Trial Release/Probation Reports - requested 1/86 - pending  
user affected - Court Services  
COURT SERVICES: At present we are notified that an individual has been placed on Probation or must complete Community Service hours by one of two methods. Either the defendant physically reports to our office following court, or the Clerk of the Court sends us a photo copy of the Court order that mandates the defendants supervision. Sometimes (and we have no way of ascertaining how frequently) these systems do not work and we are unaware that the Court has required that we provide supervision. The Pre-Trial Services Division is made aware that they are required to provide supervision at the First Appearance Hearing, because they are present at the hearing, or by receiving a copy of the Court order Stipulating supervision as a condition of a bond reduction. Occasionally (and again we have no way of knowing how frequently), we do not receive a copy of the Court order and the Alachua County Detention Center releases the defendant without informing us. We are then unable to monitor the conditions of release that have been ordered by the Court. We are concerned about the liability to the County, should a defendant be rearrested for a crime committed while he or she should have been under supervision, when in fact we had no knowledge that supervision was mandated.

24.)  20. Pre-Trial Release/Community Service Case Disposition  
Reports - requested 1/86 - pending  
user affected - Court Services  
RIC: A printout is currently provided that lists any case that
has been disposed of during the previous week for clients of Court Services. When there is a way to distinguish which case is a Court Services case, then the report needs to be modified to show just the Court Services assigned cases.

COURT SERVICES: Presently the four Pre-Trial Release counselors learn a client's case has been closed and the client can be terminated from our supervision in several different ways. They each review the weekly disposition summaries provided by the Clerk of the Court in search of client names (thirty minutes per counselor per week equals two hours per week). They may also be aware that a client's court day was due, or may be informed by a client or defense attorney that a case has been closed. In either of these incidences, the counselor is required to check on the computer for case disposition on a case by case basis (one hour per counselor equals four hours per week).

At present the three Community Service Coordinators (caseload approximately 270 clients each) are able to close out a case only when they receive proof from the client that he or she has completed the required number of hours, or notice from the Court that the hours have been modified to a fine or the case has been dismissed or disposed of in some other manner. They are able to obtain this information only by reviewing weekly disposition summaries in hopes of recognizing their clients' names, and almost impossible task with a caseload that high, or by looking at each case on the computer on an individual basis. With a caseload this high, the man hours needed to perform this task are rarely available. This can result in inaccurate reporting of caseload statistics as well as the potential for recommending a revocation for non-compliance, when in fact the defendant has opted to pay fines via the Clerk of the Court, in lieu of performing the Community Service hours. During Fiscal Year 1986, a temporary Clerk Typist who was hired with lapse salary funds and spent approximately two months researching and catching up on cases that should have been terminated.

25.) 21.

New Arrestees Reports - requested 1/86 - pending
user affected - Court Services
COURT SERVICES: Monthly report of new arrestees interviewed by Pre-Trial Services versus those posting bond prior to First Appearance. Currently the Pre-Trial Services Secretary III spends approximately eight hours per month compiling these statistics.
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<td>22. Failure to Appear Monthly Statistical Report - requested 1/86 - pending user affected - Court Services <strong>COURT SERVICES:</strong> Currently the Pre-Trial Release counselors make recommendations for release or detention based on &quot;common knowledge&quot; of what variables are correlated with a defendant's appearance/non-appearance in Court. With adequate programming, research could be done on these variables allowing for more appropriate Pre-Trial release or detention with subsequent reduction in jail population and reduction of failures to appear in Court.</td>
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<td>27.</td>
<td>23. Worthless Check System - requested 12/86 - pending user affected - State Attorney <strong>STATE ATTORNEY:</strong> This is for the benefit of all agencies. For example, if John Doe has been arrested for a worthless check, the restitution has been made and court cost has been taken care of, at a later date the victim files this check once again by mistake, the defendant would be arrested on a check that has been previously prosecuted. A law suit is chanced. So, a date and/or check number is needed to verify any duplicates.</td>
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<td>24. First Appearance Program user affected - Corrections <strong>NO WRITTEN REQUEST RECEIVED</strong></td>
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<td>29.</td>
<td>25. Criminal Traffic Case Dispositions on Tape user affected - Clerk <strong>NO WRITTEN REQUEST RECEIVED</strong></td>
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<td>30.</td>
<td>26. FDLE Grant Forms users affected - ASO, Clerk, GPD, UPD, Corrections, State Attorney <strong>NO WRITTEN REQUEST RECEIVED</strong></td>
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<td>31.</td>
<td>27. Jail Review Reports - requested 8/86 - in progress</td>
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users affected - Court Services, Corrections

COURT SERVICES: The Pre-Trial Services Division conducts a weekly review of the jail population with special emphasis on unsentenced misdemeanor and traffic offenders and a weekly review of all defendants arrested in the previous week who had remained in the custody of the Corrections Department. A report has already been provided for the unsentenced misdemeanor and traffic offenders. In order to facilitate the review of the defendants arrested and remaining in custody, we need a report showing these defendants.

32.)  29. Identification of Court Services Clients - requested 8/86 pending
user affected - Court Services
COURT SERVICES: Currently, the Court Services Department is notified that a defendant has been released to the Supervision of the Court Liaison Program or Supervised Release Program only when: a) they are present at the First Appearance Hearings; b) they are present at the Bond Reduction Hearing; c) they receive a copy of a Court Order; or d) they are informed verbally by the Judge or Detention Center. Occasionally, all of these methods fail and a defendant is released who has been ordered to participate in our program, but we are not informed. We have previously requested reports listing all individuals released to the programs, we are now requesting the addition of TC codes or some other method of identification that will allow the production of batch reports.

33.)  29. Alachua County Local Circuit Court Delay Reduction Project - requested 7/87 - in progress
users affected - Judges, Court Services, Clerk, Corrections
NO WRITTEN REQUEST RECEIVED

34.)  30. On-line Statute Numbers - requested 2/87 - pending
users affected - Clerk, Corrections, ASO, GPD, UPD
NO WRITTEN REQUEST RECEIVED

35.)  Twenty-Four Hour Access
users affected - Corrections, ASO, GPD, UPD, Court Services
CORRECTIONS: Due to the nature of our business and the
fact that the majority of members in the Criminal Justice System operate on a twenty-four hour system, the need for around-the-clock accessibility is immense. The system would be more accurate if entries could be made as they occur. This would benefit all members of the CJIS Team as each agency is held up with the current scheduled downtime (files closed). This does not take into account the additional "log" caused by unscheduled downtime.

In the past there have been occasions where work has been up to three days behind when you have the above circumstances compiled by situations which are beyond anyone's control; i.e., bomb threats, hospitalizations, etc. With the twenty-four hour system we would be able to stay current with the capability available to "catch-up" once the crisis passes. Currently, the crisis passes for us to find we are facing an additional three hours of scheduled downtime.

It is essential if we are going to be "automated" to have a reliable system and one that is operational twenty-four hours a day. We in the Criminal Justice field work on a twenty-four hour schedule and need a computer system that is available at all times. The current downtime is such that work cannot be kept up-to-date. This slows up everyone in the system. We have turned individuals away from the Center because we had no manual record of them being ordered to turn themselves in and the computer's files were closed for three hours.

We have also had to pay overtime to employees to "catch-up" work which had piled up due to Data not having files available on a twenty-four hour basis.

COURT SERVICES: Without 24 hour access, the Corrections Department will not have on-line jail cards (Priority #10). Without on-line jail cards, Court Services cannot have automated batch reports and criminal history checks and will have to continue to pay overtime to clerical staff on weekends and holidays.

GPD: It is requested that program changes be made to allow all agencies 24 hour access to the ACCJIS system and the information contained therein. As stated by Corrections, the nature of our business requires an ability to access information at any time of day. It was the impression of this Department that two (2) computer systems were to be in use, one (1) being used to update information available and the other system to be constantly on-line. The matter of downtime has fluctuated from almost none to near fifty (50) percent in the past due to maintenance and breakdowns. Information in the system must
be available on a twenty-four (24) hour basis with service only being interrupted by mainframe system failures.

ASO: When the warrants, Capias, etc. go on-line this is imperative that we have 24 hour access in order to be able to check active information before arresting persons.

User Oriented Query Language -
RIC: Several of the users have expressed a desire to be able to do inquiries on the CJIS files for information purposes. Because of the large backlog of large program intensive requests the smaller quick one time only requests for information get ignored. The ability to do searches for how many informations filed last year vs. 2 years ago, or the number of DWI cases last year, would help the departments with their planning or with the requests they get from newspapers, etc. for this information. In conjunction with this request is the need for users to be able to submit jobs to run in the batch mode and print on their printers.

COURT SERVICES: Lack of information that could be made available with a system such as Easy Key hinders us severely in preparation of budget requests, planning and resource allocation. Data needed is either not collected due to the pressure of daily activities or is collected with extensive utilization of manpower with subsequent reduction in service levels of our departmental objectives.

STATE ATTORNEY: The ability to have statistics readily for news media, radio etc. Also it would help operation budget when needed.

ASO: This would allow us access to the known offender file. The known offender file is currently being used as a data base; we are unable to retrieve information at this point.