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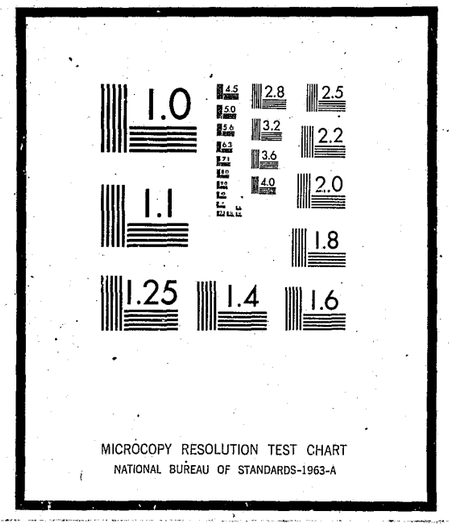

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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed 9/29/75

CITY OF ALBUQUERQUE

MUNICIPAL COURT

INFORMATION SYSTEM

ADMINISTRATIVE DOCUMENTATION

17438

~~CITY OF~~ ALBUQUERQUE

MUNICIPAL MISDEMEANOR COURT INFORMATION SYSTEM

The purpose for a Municipal Court Information System in the City of Albuquerque is because the Municipal Courts are overburdened and the work load at the present time precludes adequate identification of problem drinkers and habitual offenders once they come to the attention of the court.

Four judges handle the case load which is composed of approximately 60,000 moving traffic citations plus about 18,000 misdemeanor offenses. It is imperative that time spent by all Courts personnel be used in the most efficient manner. To accomplish this, we have developed an automated court system which is assigned to eventually tie together all agencies which must interact with the courts and maintain information files so that processing, identification, and rehabilitation of habitual offenders can be accomplished in the most efficient manner.

Offenses may be handled in any of three judicial systems, (Municipal, Magistrate and District Courts) within the City of Albuquerque, County of Bernalillo.

The Albuquerque Municipal Courts carry the greatest burden (number of cases handled). The Municipal Court hears lawyer represented cases within two to three months after arrest and the Magistrate Courts within about two weeks. In the case of District Courts, it has not been uncommon for a case to be heard one year after the offense. A Supreme Court ruling requires that all cases be heard in six months.

In rehabilitating or deterring the habitual offender, it must be remembered that courts only see those cases that are identified by the law enforcement agency. Once identified, it is necessary for the defendant to be classified as to the type of social problem and treatment needed by the Probation Department.

Aside from the large number of misdemeanor offenders who come before the courts, a sizeable portion of traffic (approximately 60,000) offenses are heard. To insure the identification of these habitual offenders, information regarding these offenses must be available to the courts on a timely basis. Automated data files provide this timeliness.

It must be kept in mind, however, that the evaluation of the court's effectiveness cannot be ascertained by looking at the courts as a separate entity. The courts must interact with the Police Department, Probation Officers, and those agencies whose function it is to decide whether a defendant may be suffering a behavorial illness, or is errant. In the former case, the courts can helpfully and constructively guide the sick to an agency of healing, or in the case of those who are errant, it can provide corrective education or punishment. It must be remembered that the court's primary function is one of correction and deterrence rather than punishment.

Therefore, the Municipal Court Information System was developed to include the following items:

a. Identify habitual offenders.

b. Vigorously prosecute and impose appropriate penalties or therapy on those who come within the purview of the Courts.

At the present time, the City of Albuquerque is endeavoring to implement a comprehensive Criminal Justice System encompassing all phases of Criminal Management (Police, Courts, Probation, Detention, etc.). It is hoped that the automated Court Information System which was developed to integrate with the overall Criminal Justice System which will eliminate costly duplication of effort now existing.

Systems Analysis

A detailed systems analysis was made of the Municipal Court System which has revealed the following problems.

1. Because scheduling of cases is done manually, many times the judges find themselves completely overburdened on a given day or conversely find the number of cases scheduled to be less then they would be able to handle. Computer docketing will reduce this problem.
2. The City of Albuquerque is expending a large amount of money for police officer's overtime because of the difficulty in communication between police, City Attorney's Office, and Courts. This problem does not reflect culpability by any of the agencies, but merely is symptomatic of a gross overload of cases which must be processed. Telecommunications with the computer certainly narrow the gap.
3. Many cases are lost because officers or witnesses are not notified, therefore, they fail to appear when cases are called. This situation will improve because of a rapid communication networks established by automation.
4. In many cases, driver histories do not arrive from the State Department of Motor Vehicles until many days after the case is heard. This hampers the identification of repeat DWI offenders and does not allow judges to make proper decisions in sentencing the offender or referring him to diagnosis and treatment. A telecommunication link with the new computerized drivers record file at the Department of Motor Vehicles has solved this problem.

5. Case scheduling is done by many different departments independently dates may be set by the Court Administrator, a Probation Officer, the Violations Bureau, the Warrants Division, the Judges, and by the Booking Desk of the Albuquerque Police Department. Automation would result in an organized docketing system.
6. Records of compliance to the conditions of suspension must be handled manually. Storage of these records by Data Processing methods would provide timely information.
7. In the case of people who fail to appear, warrants must be issued and their status determined manually. Data Processing provides status reports automatically in a timely manner.
8. Statistical information, being hand compiled cannot be made available on a timely basis for efficient court management or evaluation. This would be a simple task with computerized records.

A team composed of Judges, Court Administrators, and Data Processing personnel were involved in an in-depth study of Municipal Court procedures. The results of this study clearly pointed out the need for the rapid service in court scheduling; ready look-up cases scheduled; rapid notification of officers, witnesses, and defendants; and statistics of court performance. The following outline of system scope contains the basis for gaining these objectives.

Systems Development

In developing an automatic Court System, it was intended that the system interfaced with existing or planned systems in other Albuquerque agencies, particularly the wanted persons and Criminal History Files of APD. This approach is in keeping with our philosophy of a Criminal Justice System which can serve many agencies without duplication of data gathering.

The Municipal Court System as it now exists is composed of two elements which may be approached separately: 1) Misdemeanors and traffic cases which require a court hearing; 2) routine traffic cases in which the fines are paid by the defendant without a court hearing.

We envision providing means of automating all procedures involved in those cases requiring court hearings leaving the automation of routine traffic violations to a later date.

The system provides for remote data entry and retrieval on misdemeanor arrests. The data flow is as follows:

1. Person is booked -- Data is captured at the booking desk and is stored directly on Computer files.
2. Arraignment Dockets -- From the data captured for one day, an arraignment docket is produced automatically for the following morning's custody arraignment court.
3. Court Date Established
   A court date and time of hearing is established at arraignment and entered to the computer system.
4. Calendar Generation
   Based on the court date, the case is included in the computer

court case calendar on the next daily run showing Court Room, Judge, Defendants, Time, etc.

5. Issuance of Subpoenas

   Subpoenas are automatically issued on cases with witnesses or police officers.

6. Docket Generation

   Based on the calendar, a Court Docket is produced once a week.

7. Court Hearing

   The case is heard and disposition is entered directly into the computerized files. The Court Room Clerk has the capability to retrieve and update any information regarding case being tried.

8. The disposed of case is then transferred into a history file for future reference.

Courts Information Disk File(s) Utilization. All information kept on file is in a form facilitating on-line updating, records entering, and inquiring from remote court stations.

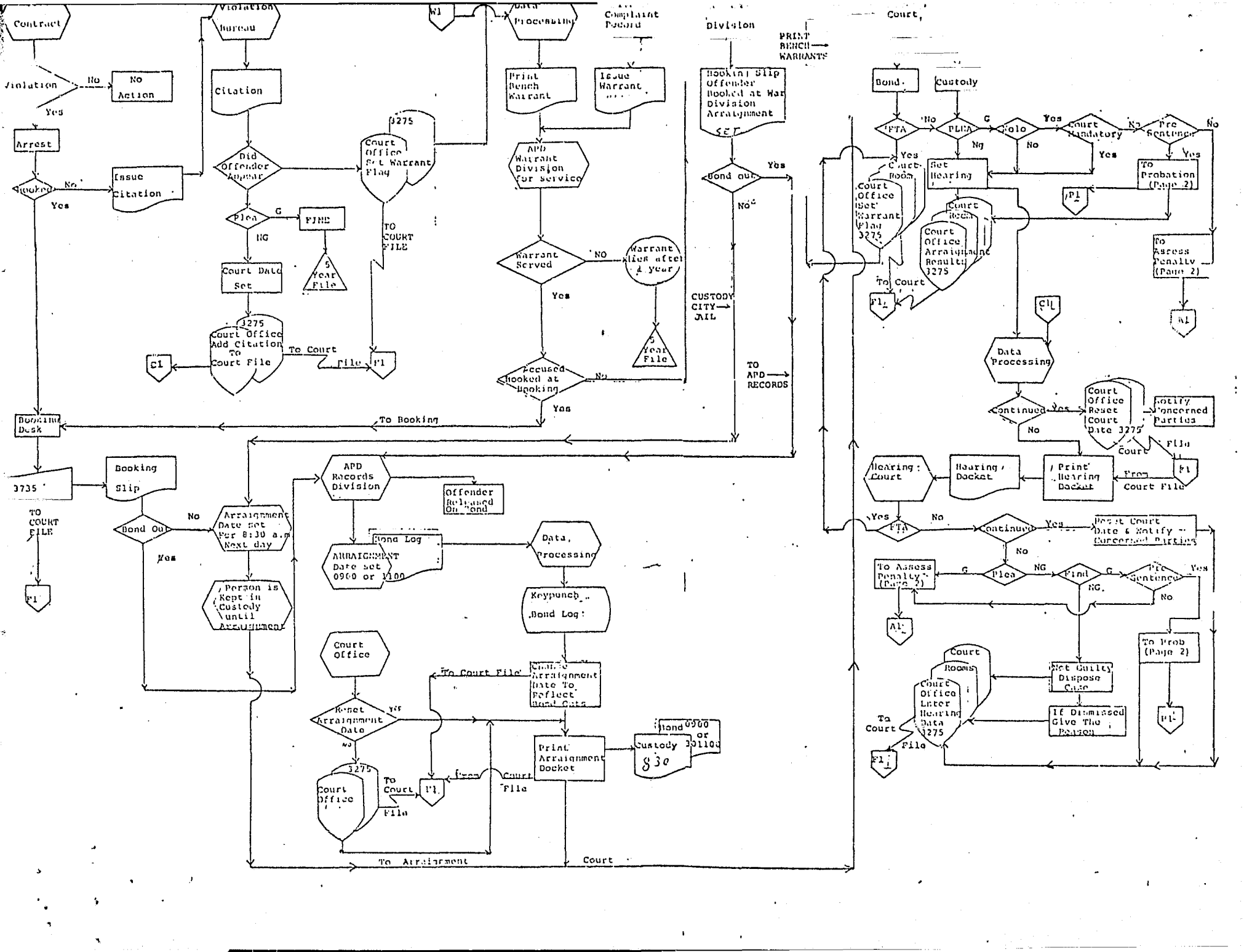
When creating this master file, many unknown factors must be considered; at least the following data was included in the file: name, birthdate, sex, social security number, charges and/or complaints, address, zip code, drivers license number, vehicle license number and state, aliases, arrest date, bond data, issuance date, scheduled appearance date, originating agency case number, disposition, disposition date, receipt number, warrant number, Probation data, etc.

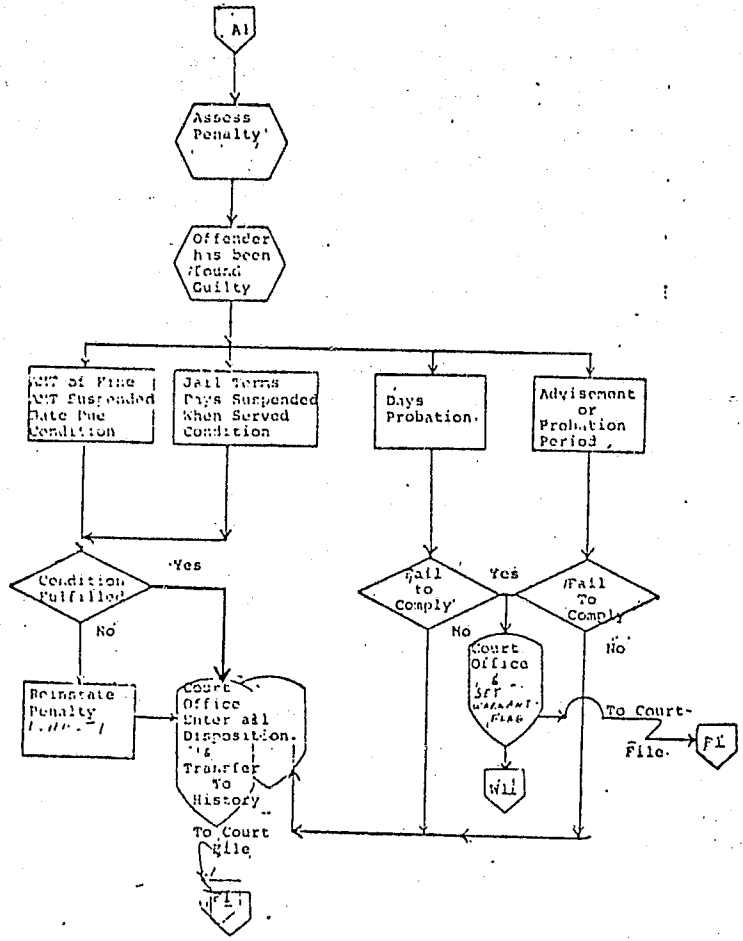
The master file record contains 1664 characters in length.

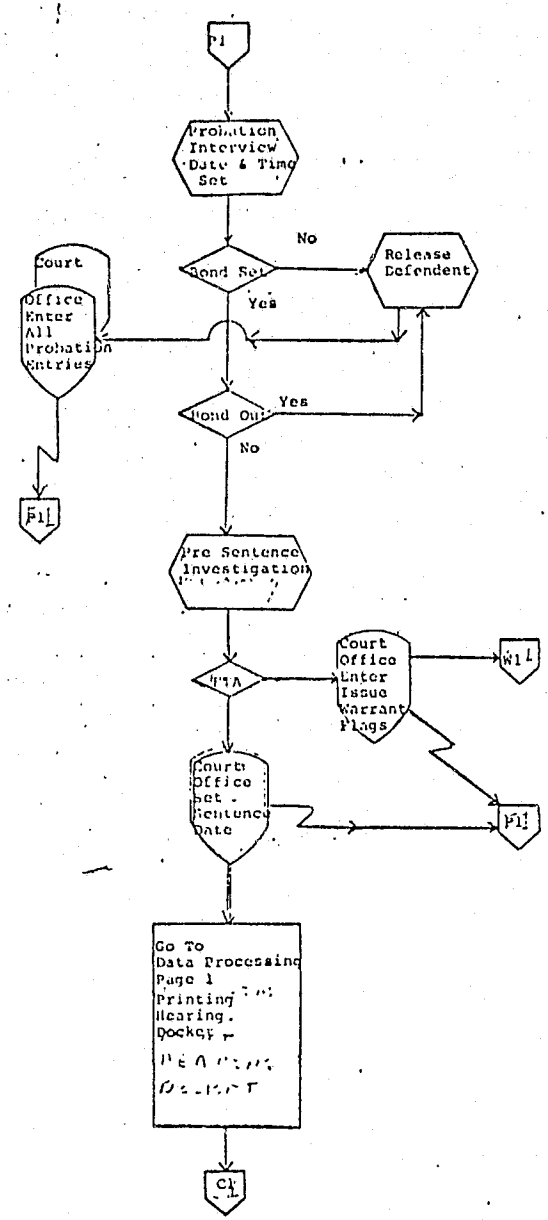
Sixty thousand records of 1664 characters in length will take 95% of the available space on one 2314 disk pack. That is, the master file should take at least 190 of the 199 cylinders of data storage available. The remainder of disk space will partially be used to provide software generated indexes to data necessary for random, on-line retrieval.

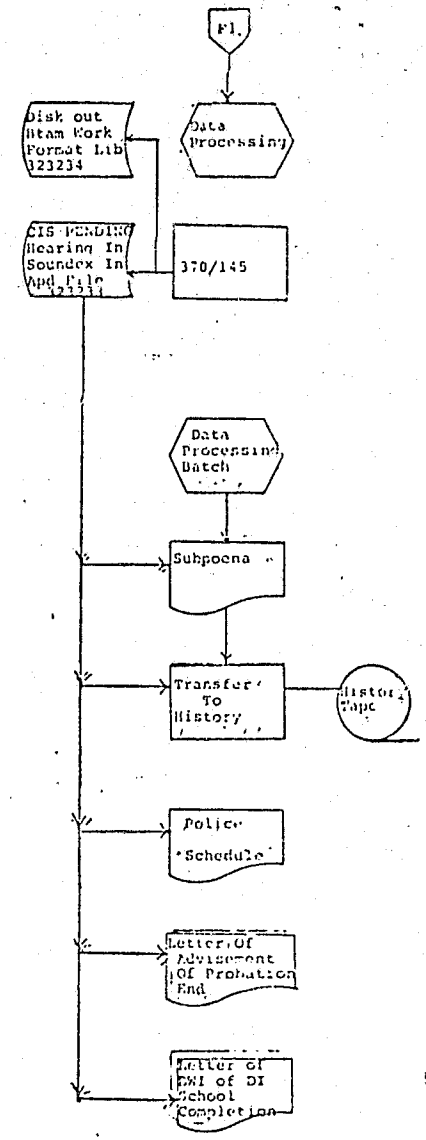
COURT INFORMATION SYSTEM

SYSTEM FLOW CHARTS


Contract
Violation Bureau
Complaint Record
Division
PRINT BENCH WARRANTS
Court
Violation
No
No Action
Yes
Citation
Arrest
Booked
No
Yes
Issue Citation
Did Offender Appear
3275 Court Office Set Warrant Flag
Plea
G
FINE
NG
5 Year File
Court Date Set
TO COURT FILE
3275 Court Office Add Citation To Court File
To Court File
C1
F1
Print Bench Warrant
Issue Warrant
APD Warrant Division for service
Warrant Served
NO
Warrant dies after 1 year
Yes
5 Year File
Booking Desk
To Booking
Booking Slip Offender Booked at War Division Arraignment
Bond out
Yes
No
CUSTODY CITY JAIL
Accused Booked at Booking
No
Yes
TO APD RECORDS
Bond
Custody
IFTA
No
Yes
PLEA
G
NG
Solo
No
Yes
Court Mandatory
No
Yes
Pre Sentence
No
Yes
Court Room
Court Office Set Warrant Flag 3275
Set Hearing
To Probation (Page 2)
P1
Court Room
Court Office Arraignment Results 3275
To Court
F1
To Assess Penalty (Page 2)
A1
C1
Data Processing
Continued
Yes
No
Court Office Reset Court Date 3275
Notify Concerned Parties
Court File
F1
Hearing Court
Hearing Docket
Print Hearing Docket
From Court File
Yes
FTA
No
Continued
Yes
Reset Court Date & Notify Concerned Parties
No
To Assess Penalty (Page 2)
G
Plea
NG
Find
G
NG
Pre Sentence
Yes
No
A1
Court Rooms
Court Office Later Hearing Data 3275
To Court File
F1
Set Guilty Dispose Case
If Dismissed Give The Person
To Prob (Page 2)
P1
3735
TO COURT FILE
F1
Booking Slip
Bond Out
No
Yes
Arraignment Date Set For 8:30 a.m Next day
Person is Kept in Custody until Arraignment
APD Records Division
Offender Released On Bond
Bond Log
ARRAIGNMENT Date set 0900 or 1100
Data Processing
Keypunch Bond Log
Court Office
Reset Arraignment Date
Yes
No
To Court File
Change Arraignment Date To Reflect Bond Data
3275 Court Office
To Court File
From Court File
Print Arraignment Docket
Bond 0900 or 1100 Custody 830
To Arraignment
Court


A1
Assess Penalty
Offender has been found Guilty
Amt of Fine Amt Suspended Date Due Condition
Jail Terms Days Suspended When Served Condition
Days Probation.
Advisement or Probation Period
Condition Fulfilled
Yes
No
Reinstate Penalty
Court Office Enter all Disposition. & Transfer To History
To Court File
Fail to Comply
Yes
No
Court Office & Set WARRANT FLAG
W1
Fail To Comply
Yes
No
To Court File.
F1


P1
Probation Interview Date & Time Set
Bond Set
No
Release Defendent
Yes
Court Office Enter All Probation Entries
F1
Bond Out
Yes
No
Pre Sentence Investigation
PSA
Court Office Enter Issue Warrant Flags
W1
F1
Court Office Set Sentence Date
Go To Data Processing Page 1 Printing Hearing Docket
C1


F1
Disk out Btam Work Format Lib 123234
Data Processing
CIS PENDING Hearing In Soundex In Upd File 123234
370/145
Data Processing Batch
Subpoena
Transfer To History
History Tape
Police Schedule
Letter Of Advisement Of Probation End
Letter of DWI of DI School Completion

LEAA DISCRETIONARY GRANT PROGRESS REPORT	1. GRANT NO. 71-DF-584	2. REPORT DATE /X/ April 1 /_/ October 1 /_/ Other	3. REPORT TYPE /_/ Interim /xx/ Final

4. GRANTEE	5. IMPLEMENTING SUBGRANTEE
Ronald L. Porter, Project Director Municipal Court P.O. Box 133 Albuquerque, New Mexico	City of Albuquerque P.O. Box 1293 Albuquerque, New Mexico

6. TITLE OR CHARACTER OF PROJECT	7. GRANT AMT.	8. COVERING PERIOD
Municipal Court Management Improvement	$32,645.00	4-1-73 TO 6-30-73

TO /_/ Cognizant Regional Office, Law Enforcement Assistance Admin.

/xx/ State Planning Agency, State of New Mexico

9. EXPLANATION

Submitted herewith is the grantee's progress report for the period above.

10. SIGNATURE OF PROJECT DIRECTOR	12. TYPED NAME & TITLE, PROJ. DIR.
Ronald L. Porter	Ronald L. Porter Court Administrator

13. COMMENCE REPORT HERE. (Add continuation pages as required.)

The original intent of the Municipal Court Management Improvement Grant was to expedite and sophisticate storage retention and retrieval of information involving misdemeanor cases coming under the jurisdiction of the Albuquerque Municipal Court.

The intended goals of the project have been achieved and the Court Management System has enabled the Court to provide faster and more accurate service to the public, the Court, and other related agencies requiring information on misdemeanor cases.

Although the original intent of this grant has been met, and this the final Progress Report concerning the same, the Court will now begin to initiate plans to expand the use of the equipment obtained under the grant to provide automation in the areas of court traffic cases, subpeonas, warrants, statistical reports, and other areas where automation may greatly aid the system by replacing the increasingly obsolete and unreliable manual system which is presently in use.

The grant award for this initial Court Management System has been extremely beneficial and will serve to provide the ground work for what is invisioned to eventually be a highly automated court system.

Instructions Appear on Reverse Side

END