

Utah Council on Criminal Justice Administration
Project on Criminal Justice
Standards and Goals

INFORMATION SYSTEMS

Corrections Information Systems

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Approved by
Utah Information Systems Task Force, and
Utah Council on Criminal Justice Administration
Room 304 State Office Building
Salt Lake City, UT 84114



GALVIN L. RAMPTON
GOVERNOR

STATE OF UTAH
OFFICE OF THE GOVERNOR
SALT LAKE CITY

JUL 19 1975
RECOMMENDATIONS

October 22, 1975

Dear Citizens:

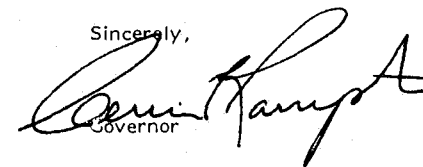
This pamphlet is one of a series of reports of the Utah Council on Criminal Justice Administration. The Council's five Task Forces: Police, Corrections, Judicial Systems, Community Crime Prevention, and Information Systems, were appointed on October 16, 1973 to formulate standards and goals for crime reduction and prevention at the state and local levels. Membership in the Task Forces was drawn from state and local government, industry, citizen groups, and the criminal justice profession.

The recommendations and standards contained in these reports are based largely on the work of the National Advisory Commission on Criminal Justice Standards and Goals established on October 20, 1971 by the Law Enforcement Assistance Administration. The Task Forces have sought to expand their work and build upon it to develop a unique methodology to reduce crime in Utah.

With the completion of the Council's work and the submission of its reports, it is hoped that the standards and recommendations will influence the shape of our state's criminal justice system for many years to come. Although these standards are not mandatory upon anyone, they are recommendations for reshaping the criminal justice system.

I would like to extend sincere gratitude to the Task Force members, staff, and advisors who contributed something unknown before--a comprehensive, inter-related, long-range set of operating standards and recommendations for all aspects of criminal justice in Utah.

Sincerely,


Governor

CORRECTIONS INFORMATION SYSTEMS

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Administration with the aid of Law Enforcement Assistance Funds.

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TABLE OF CONTENTS

Introduction	1
Standard 7.1 Development of a Corrections Information System	2
Standard 7.2 Uniform Classification of Data	3
Standard 7.3 Expansion of Corrections Data Base	4
Standard 7.4 Offender Statistical Data	5
Standard 7.5 Corrections Population and Movement	6
Standard 7.6 Corrections Experience Data	8
Standard 7.7 Evaluating the Performance of the System	9

CORRECTIONS INFORMATION SYSTEMS

Information must be available to correctional administrators to support decision-making and departmental research. The system must be able to analyze inter-relationships among the data.

Administrative decisions concerning corrections programs depend heavily on information and statistics to recognize the characteristics of offenders in question. The system can also provide information as a basis for projecting future needs, as well as be used as a basis of evaluation.

The following standards concentrate on key factors in the design, development, and implementation of information/statistical systems for use by corrections personnel. Data classification and requirements, operations, staffing, and evaluative research are important considerations discussed in the corrections information systems standards.

**STANDARD 7.1: DEVELOPMENT OF A CORRECTIONS
INFORMATION SYSTEM**

STANDARD

A corrections information system must satisfy the following requirements:

- 1. The information/statistics functions of offender accounting, administrative decision making, ongoing research, and rapid response to questions should be supported.**
- 2. The information now used or needed by corrections personnel at each decision point in the corrections system should be ascertained before the information system is designed.**
- 3. The requirements of other criminal justice information systems for corrections data should be considered in the data base design. Interface between the corrections system and other criminal justice information systems should be developed.**

UTAH STATUS AND COMMENTS

The information/statistics functions of offender accounting, administrative decision making, and ongoing research is being met partially by both the Utah State Prison Information System for Management and the Adult Probation and Parole Information System for Management. The State Prison system has fully developed the capability to maintain a data base on each inmate at the prison which can be computer processed. However, other management data such as the capability for prison manpower resource allocation and accounting functions have not been integrated into the Prison Management Information System.

The Adult Probation and Parole Management Information System is currently under development and provides for a research capability under the data base which has been generated. Ongoing management information reports are currently under development, even though manual statistical reports have been generated by the Adult Probation and Parole Office for several years. The system currently under development will expand the research data base and increase the capability to monitor and allocate resources. In the development of

both the AP&P and prison systems, the consideration of information needed by corrections personnel at each decision point has been or is being taken into consideration as a function of each system.

Requirements for other criminal justice information systems for corrections data have been considered in the development in each of the two systems. Specifically, consideration has been given to the development of Computerized Criminal History and Offender Based Transaction Statistics disposition information, which must be generated by correctional agencies. The actual implementation of CCH/OBTS corrections disposition data will be developed under the current CCH/OBTS project housed under the Utah Bureau of Identification.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

STANDARD 7.2: UNIFORM CLASSIFICATION OF DATA

STANDARD

Uniform definitions should apply to all like data in all institutions and divisions of the corrections system. Standard procedures should be established and clearly outlined for recording, collecting, and processing each item of statistical data.

All data element definitions developed for the use of correctional agencies should be approved by the Utah Criminal Justice Information Systems coordination staff.

UTAH STATUS AND COMMENTS

In the Department of Corrections, uniform definitions for like data are utilized; however, each system collects some data that the other system does not collect. The need exists to define certain data elements to a unique level for each system because of different utilization requirements. Currently, both the Adult

Probation and Parole Department and the Utah State Prison use the same data element definition lists, and more detailed specifications are currently being outlined.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

STANDARD 7.3: EXPANSION OF CORRECTIONS DATA BASE

STANDARD

The corrections information/statistics system should be flexible enough to allow for expansion of the data base and to meet new information needs. A modular system should be designed and implemented to provide this flexibility. Techniques should be established for testing new modules without disrupting the ongoing operation of the system. Interaction with planners and administrators should take place before the data base is expanded or new techniques are produced.

UTAH STATUS AND COMMENTS

The Management Information System currently under development at the Utah State Prison and the Adult Probation and Parole Department are not modular in the sense that one module or application could operate independently of another. However, the modular concept of development has been employed, and both systems either has been or is being developed in major modular segments supported by common data elements.

The modular technique of development accomplishes the basic requirement outline in Standard 7.3, to provide for the expansions of the data base to meet new information needs.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

STANDARD 7.4: OFFENDER STATISTICAL DATA

STANDARD

The following types of corrections data about the offender should be collected. Minimum requirements are:

1. Official data, including date of entry into the correctional system, offenses and sentences, concurrent or consecutive sentences, recommendations of the court, conditions of work release or assignment to halfway houses or other community supervision, and county (court) of commitment or entry into the correctional system;

2. Personal data, including age, race, and sex; marital/family status; intelligence classification; military experience; classification category, other test and evaluative information, job placement, housing arrangements, and diagnostic data; and

3. Historical data, including family background, educational background, occupational record, alcohol and drug use background, and prior criminal history.

The correctional system may not need all of the information described above for persons involved in short-term custody. Each system should make a careful determination of its information needs concerning short-term detainees.

UTAH STATUS AND COMMENTS

Official data including date of entry into the correctional system, offenses and sentences, concurrent or consecutive sentences, recommendations of the court, conditions of work release or assignments to halfway houses or other community supervision, and county of commitment or entry into the

correctional system information is maintained by the prison information system except for the condition of release, and the recommendation of the court. This information is applicable to the parole board and not the prison.

The Adult Probation and Parole system maintains all information listed previously except for the recommendations of the court and data relative to the individual status within the AP&P system relative to the conditions of release. Personal data including age, race, sex, marital/family status, intelligence classification, military experience, as well as test and evaluative information, job placement, housing arrangements, and diagnostic data are maintained by the prison system.

The Adult Probation and Parole maintains all information listed except for intelligence classification, job placement, housing arrangements, and diagnostic data. Historical data, including family background, educational background, and prior criminal history is all maintained either manually or on the automated system at the prison. The Adult Probation and Parole system stores all historical information listed, with the exception of family background. The prison does not differentiate in the amount of information obtained when a person is in short-term custody. However, different levels of information is gathered on inmates as opposed to probationers or parolees.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

STANDARD 7.5: CORRECTIONS POPULATION AND MOVEMENT

STANDARD

The corrections information and statistics system should account for the number of offenders in each corrections program and the daily changes in those numbers. Offenders should be identified by the institution or jail in which they are incarcerated or the probation, parole, or other community program to which they are assigned.

Movement of an individual from one institution or program to another should be recorded in the corrections information system as soon as possible. Assignment to special status such as work release or weekend furlough also should be recorded to enable the system to account for all persons under supervision. Sufficient information must be recorded to identify the offender and the reason for movement. Each agency should record admissions and departures and give the reasons for each.

UTAH STATUS AND COMMENTS

Currently, in the Division of Corrections, both the Adult Probation and Parole and prison systems account for the number of offenders in each corrections program, the identity of each offender by institution to which they are assigned, the movement of an offender from one institution to another, and the status of each individual. The majority of this information is maintained on a manual basis in separate systems both in the Adult Probation and Parole Department and the Utah State Prison. The advanced development of the Adult Probation and Parole Management Information System and the Prison Management System will provide for the coordination and rapid updating of data outlined in Standard 7.5. Currently, information maintained by both organizations is totally separate and not directly coordinated.

The Adult Probation and Parole generates management reports on offender movements in the system on a monthly basis, although reports on daily population movements could be made currently if requested by management.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

STANDARD 7.6: CORRECTIONS EXPERIENCE DATA

STANDARD

Prior to the release of the offender, data describing his corrections experience should be added to his statistical record. When associated with postrelease outcomes, these data can be particularly valuable in evaluating correctional programs. Such data should include:

1. Summary of work and training experience, attitude, job placement, salary, etc.;
2. Summary of education experience and accomplishments;
3. Participation in counseling or other specialized programs;
4. Participation in treatment for drug addiction or alcoholism;
5. Participation in special organizations (self-help groups, civic associations);
6. Frequency of contacts with corrections staff, attempts to match offenders with corrections personnel, and direct services provided by the staff;
7. Services provided by other agencies outside the corrections system;
8. Summary of disciplinary infractions in an institution or violations of probation or parole; and
9. Special program exposure.

Much of this information will not be applicable to persons involved in short-term custody. Each system should make an appropriate determination of its information needs concerning short-term detainees.

UTAH STATUS AND COMMENTS

The information system at the Utah State Prison maintains all provisions of Standard 7.6 and consider each to be important and relevant to carrying out correctional programs within the prison.

The Adult Probation and Parole Department maintains the provisions of Standard 7.6 only in part. Violations of probation and parole are the only provisions of the standard which are entered formally into the records process. Users of the AP&P system indicated that an expansion of the information currently maintained on experience data would be very useful.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

STANDARD 7.7: EVALUATING THE PERFORMANCE OF THE SYSTEM

STANDARD

An information system for corrections should provide performance measures that serve as a basis for evaluation on two levels - overall performance or system reviews as measured by recidivism and other performance measures, and program reviews that emphasize more immediate program goal achievement.

UTAH STATUS AND COMMENTS

Currently, the information system at the prison does not provide for any organized comprehensive evaluation system on either overall performance or program goals achievement. However, periodic evaluations are made via individual studies to examine the effectiveness of specific programs. Recidivism at the prison is currently being evaluated using three different definitions in an attempt to determine which will be the most effective.

The Adult Probation and Parole Department examines overall performance relative to incarcerations resulting from parole violations, escapes, and re-

cidivism. No system currently exists in AP&P for the evaluation of specific program goal achievements, although studies are periodically undertaken to review the effectiveness of specific programs.

METHOD OF IMPLEMENTATION

This standard has been identified for implementation through administrative policy.

Raymond A. Jackson
Chairman

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Director

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Ernest D. Wright, Director
Division of Corrections

James F. Yardley, Commissioner
Garfield County Commission

WHAT IS THE UTAH COUNCIL ON CRIMINAL JUSTICE ADMINISTRATION (UCCJA)?

In 1968 the Omnibus Crime Control and Safe Streets Act was passed resulting in the creation of the Law Enforcement Assistance Administration (LEAA) in the U.S. Department of Justice. The act required the establishment of a planning mechanism for block grants for the reduction of crime and delinquency.

This precipitated the establishment of the Utah Law Enforcement Planning Council (ULEPC). The council was created by Executive Order of Governor Calvin Rampton in 1968. On October 1, 1975, the council was expanded in size and redesignated the Utah Council on Criminal Justice Administration (UCCJA).

The principle behind the council is based on the premise that comprehensive planning, focused on state and local evaluation of law-enforcement and criminal-justice problems, can result in preventing and controlling crime, increasing public safety, and effectively using federal and local funds.

The 27-member council directs the planning and funding activities of the LEAA program in Utah. Members are appointed by the governor to represent all interests and geographical areas of the state. The four major duties of the council are:

1. To develop a comprehensive, long-range plan for strengthening and improving law enforcement and the administration of justice . . .
2. To coordinate programs and projects for state and local governments for improvement in law enforcement.
3. To apply for and accept grants from the Law Enforcement Assistance Administration . . . and other government or private agencies, and to approve expenditure . . . of such funds . . . consistent with . . . the statewide comprehensive plan.
4. To establish goals and standards for Utah's criminal-justice system, and to relate these standards to a timetable for implementation.

END

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