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WEST VIRGINIA
COMPREHENSIVE CRIMINAL JUSTICE
INFORMATION AND DATA SYSTEMS PLAN

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ACQUISITIONS

STATE OF WEST VIRGINIA

COMPREHENSIVE CRIMINAL JUSTICE INFORMATION SYSTEM PLAN

A MULTI-YEAR CDS PLAN

Prepared For:

Criminal Justice Agencies of West Virginia, and
the Law Enforcement Assistance Administration,
United States Department of Justice

Prepared By:

The Governor's Committee on Crime,
Delinquency and Correction
Charleston, West Virginia

December, 1976

ARCH A. MOORE, JR.
GOVERNOR

PREFACE

West Virginia has experienced the lowest crime rate of any state in our nation for the past several years. Crime, however, has increased steadily in West Virginia over the past twenty years. In order to maintain our number one national ranking, and to make our state a safer place to live for all of our present and future citizens we must constantly endeavor to improve our criminal justice system and to devise new plans for reducing crime. For system improvements or crime reduction efforts to be designed, the primary prerequisites are a complete understanding of existing system performance and a detailed knowledge of crime and its impact on the government in general and our citizens in particular.

State and local level decision makers must be provided with meaningful, accurate and timely information relevant to crime and criminal justice performance. These fundamental data and information needs could be outlined as follows:

- CRIME - What kinds of crimes are being committed by what types of people against which citizens in what parts of the state, and what are the economic and human costs of such crimes?

- SYSTEM - What human, budgetary and technological resources are expended or allocated to the various criminal justice functions, how are those resources being utilized and what results or benefits are realized?

In conjunction with these foregoing basic data needs, information generated or collected by criminal justice agencies is absolutely essential for a variety of additional reasons:

The professional management of criminal justice agencies is dependent upon accurate and meaningful information being provided to administrators.

The identification of criminal offenders is contingent upon accessible and accurate information files.

The necessary exchange of information between law enforcement, prosecution, judicial and correctional agencies requires competent and relative data bases and information processes.

Long range planning for the criminal justice system relies on meaningful, timely information about the present system, with projections for the future.

True reflections of statistical data from information systems enhances the accountability of public officials and agencies.

This document presents a plan for the design, development and implementation of a Comprehensive Criminal Justice Data System (CDS) that includes both manual and computerized systems. The Law Enforcement Assistance Administration (LEAA) U.S. Department of Justice presently has categories of funds available to states for the design, development and implementation of comprehensive data systems. This CDS Plan has been developed in accordance with the present and long range needs of West Virginia's Criminal Justice System as well as those guidelines and procedures promulgated by LEAA.

The accomplishment of goals and schedules established herein will necessitate the concomitant actions of all criminal justice officials in the State. This Plan has been in the development phase for several years and is the result of long-range planning and represents the collective best judgments of criminal justice officials throughout the State.

Comprehensive Data System Plan

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INTRODUCTION

Criminal justice information requirements range from data relative to the commission of individual crimes, through the scheduling of congested court dockets, up to analyzing long range projections of anticipated inmates for correctional facilities. All individuals working within the criminal justice system require varying types of data constantly; examples of these information needs are endless, such as:

- The police officer needs to know if the motor vehicle operator he has just stopped is an armed, dangerous felon;

- The prosecuting attorney must inform witnesses when to appear for trial testimony;

- The warden must know how many inmates are in the prison hospital on a given day;

- The State Court Administrator must insure that all judges in the state have sufficient supportative resources.

- The Governor must decide if a new medium security correctional institution is needed in the southern part of the state.

Data and information must be collected, sored and disseminated to appropriate individuals in a timely and accurate manner. Like the raw materials of industry, information must be converted into something useful and important to the person receiving the information. The primary requirement for information systems is that the system deliver relevant data in a useable form to the appropriate level of an organization.[1]

Information can be classified into several categories. Certain data and information is designed for day to day utilization by line level staff. The need to know "which cases are scheduled for trial by assistant prosecutor Smith on a given day" is an example of this first category of information. Management information can be viewed as the second classification of information types. Annual budgets, resource allocations and establishment of agency objectives exemplify the types of decisions which rely upon management information. The remaining category of information could be referred to as total system planning data. To develop the long range plans which are critical to the orderly growth of our criminal justice system (and that system's ability to respond to increasing levels of crime) mandates the collection, analysis and conversion of data related to the entire criminal justice system.

In order to insure the proper management and planning of our criminal justice system, decision makers must be provided with relevant, accurate data. Charles Schultz, former Director of the U.S. Bureau of Budget, has provided us with the rationale for meaningful information and planning systems, when he stated, "Forced to choose among irrelevant alternatives, on the basis of misleading data, judgment can do little but grope intuitively in the dark."[2] The initial step in developing adequate information systems is the development of an appropriate plan.

Criminal justice managers are required to monitor and measure the performance of their agencies and various programs related thereto in order to insure that agency objectives and plans are being realized. This process of management control is the element which allows criminal justice officials from a Chief of Police through patrol sergeants to insure that activities undertaken and accomplished were, in fact, what was desired. Information systems and the data reported therein, provides individuals with directions, resources and prerequisites necessary for effective job performance.

It would appear that there are three categories of information systems. The optimum system provides individuals with necessary information prior to the time such information is needed (e.g., a system that detects deviations from plans before they occur). The second type of system provides information at the time such information is needed (e.g., a system that provides inmate counts as new shifts of correctional officers come on duty).[3] The last type of system provides information after a problem has been experienced (e.g. a system that informs you that the paroles granted last month place an inappropriate workload on your parole officers). This CDS Plan addresses all three types of information systems.

In accordance with the Comprehensive Criminal Justice Plan for West Virginia, the Governor's Committee on Crime, Delinquency and Correction in conjunction with State and local level criminal justice officials has been implementing and researching various information systems for the past several years. This document represents the planning, knowledge and best judgments of State and local officials based on these past efforts and applied to planning a comprehensive criminal justice data system for West Virginia. This Comprehensive Data Plan has been developed on the premise that plans alone cannot make an information system successful or adequate. Implementation of that plan is necessary and revisions to that plan will be required. Plans can concentrate efforts on established goals, they can assist in the analysis of alternatives and they can allow us to monitor system development. Plans endeavor to establish consistent, coordinated and logical structures of activities focused on agreed upon objectives. Without plans, such as this one, the best executed actions merely become random activity which may result in chaos.[4]

This Plan is divided into five major sections which are as follows:

Chapter One - The information system requirements of West Virginia. This chapter presents an analysis of information needs and available data within West Virginia's criminal justice system.

Chapter Two - A conceptual design for West Virginia's Comprehensive Data System.

Chapter Three - A summary of current information systems and the status of planned systems.

Chapter Four - A plan, including schedules, costs and organizational structures for designing, implementing and evaluating the conceptual model.

Appendices: Attached to this Plan are documents which include letters of commitment from public officials, current statutes governing data systems/crime statistics as well as examples of data elements to be utilized in the CDS.

This plan has been written by utilizing a straight forward approach to system descriptions and requirements. It is anticipated that future documents (applications for funds, system specifications, procedures, etc.) will provide the detail which is absent within this Plan.

WEST VIRGINIA CDS PLAN

CHAPTER ONE

INFORMATION SYSTEM NEEDS AND PROBLEMS

CHAPTER ONE

INFORMATION NEEDS IN WEST VIRGINIA'S CRIMINAL JUSTICE SYSTEM

This chapter of the CDS Plan will list the current and anticipated criminal justice information needs in West Virginia. A summary listing of problems (numbered consecutively with no prioritization) will be presented for both State and local levels of government.

LOCAL LEVEL INFORMATION NEEDS:

A. Local Law Enforcement

1. Local level law enforcement agencies require rapid access to State and national criminal history, stolen property, motor vehicle and wants/warrants information, and systems to provide that information instantly to officers "on the street."

2. Law enforcement agencies need to collect and analyze data relative to crime victims, geographic location of crimes, day-time-modus operandi-weapon utilization-property stolen/destroyed-witnesses-evidence-offender characteristics and other information for each and all crimes committed within their jurisdictions.

3. Law enforcement agencies need to collect and review dispatching and response time information.

4. Law enforcement agencies need to analyze crime.

5. Law enforcement agencies need to develop investigation and case management information systems.

6. Law enforcement agencies need information systems that allow them to coordinate investigations with other agencies.

7. Law enforcement agencies need traffic and arrest information systems.

8. Law enforcement agencies need personnel information systems as well as manpower development and utilization systems.

9. Law enforcement managers need budgeting, purchasing and inventory control (BPI) information systems.

10. Law enforcement agencies need to report various information to State and federal agencies.

11. Law enforcement agencies need to evaluate information systems.

B. Local Municipal Courts

12. Local municipal courts need information systems to control and report dispositions for dockets and cases.

C. Local Corrections (Jails)

13. Local agencies which detain individuals need the following data to be included in an information system: admissions, inmate movement control, releases, BIP, Manpower.

14. Local agencies need to report information to State and federal agencies.

D. Local Prosecution:

15. Local prosecutors need information systems which control and report case loads in regard to grand jury activities. Included in this system would be information supplied by law enforcement agencies.

16. Local prosecutors need information systems to control and report case files, witness schedules, dispositions, backlogs, court dockets and related matters.

17. Local prosecutors need information systems for Manpower and BIP.

18. Local prosecutors need to report certain data to State agencies, and receive relevant data from other agencies.

E. Circuit Courts

19. Circuit Courts need information systems to report and control Magistrate Court dockets, dispositions, Manpower and BIP for the Magistrate Courts.

20. Circuit Courts need information systems for controlling and reporting all activities relative to juries.

21. Circuit Courts need court docket control systems.

22. Circuit Courts need information systems which provide defendant background data and current case history files.

23. Circuit Courts need information systems which provide them with judge and courtroom schedules, age indexes of current cases, ranges of time which proceedings consume, defendant status (confined, etc.), and an index of multiple cases pending against individual defendants.

24. Circuit Courts need information systems which have the capability to determine monthly caseflow and manpower workload patterns.

25. Circuit Courts need to receive information from State systems which inform judges as to future caseload projections and the effectiveness of various dispositions.

26. Circuit Courts need to report certain information to other State and local agencies.

STATE LEVEL INFORMATION NEEDS:

F. State Level Law Enforcement Needs:

27. State level law enforcement agencies need management information systems which provide the same information as outlined earlier for local law enforcement.

28. State level law enforcement need to collect, analyze and report information on those activities which vary from local agencies, e.g., crime lab, aviation division, CIB, etc..

29. State level law enforcement must provide a communications system which allows for the rapid exchange of information between local law enforcement agencies and State/National information systems.

30. State level law enforcement should maintain a comprehensive and accessible history of all criminal offenders (criminal histories as well as subject in process systems or offender based transaction systems.) This central State repository should have adequate procedures to safeguard the information contained therein.

31. State level law enforcement should provide for the collection, analysis and reporting of uniform crime reports.

32. State level law enforcement needs information systems which receive data from national, State and local agencies and reports such data to appropriate agencies or officials.

G. State Level Corrections

33. Corrections need a comprehensive offender based State corrections information system which provides management, research, uniform classifications, offender, and population movement data.

34. Corrections needs to provide appropriate management and control information suited to the needs of each institution.

35. Corrections needs a tracking system to evaluate various treatment programs.

36. Corrections needs projections of anticipated inmate increases/decreases, and other data from other information systems.

37. Corrections needs to report data to other information systems, and to receive reports of data from other systems.

H. State Court System

38. The Supreme Court needs management information systems to coordinate the activities of magistrate and circuit courts statewide.

39. The Supreme Court needs information systems to assist the budgeting, inventory and purchasing functions for the State Court system.

40. The Supreme Court needs a State Judicial Management information system.

41. The Supreme Court's information system needs to exchange data with other information systems.

I. State Prosecution Information

42. The Attorney-General needs an information system which provides his office with data relevant to the status of cases in which the State has an interest throughout the State.

J. State Public Defender System

43. At that time when a State Public Defender's office is created, such office will require appropriate information systems.

K. Other State Systems

44. Other State agencies (Department of Welfare, Mental Health, Department of Motor Vehicles) have information systems which need to exchange data with various criminal justice information systems. Those systems must be coordinated with criminal justice systems.

45. There is a need for a single state agency responsible for the statistical analysis of criminal justice information. Such information should be published for criminal justice agencies, managers, public officials and the public in general.

WEST VIRGINIA CDS PLAN

CHAPTER TWO

A COMPREHENSIVE DATA SYSTEM-CONCEPTUAL DESIGN

The conceptual design of a comprehensive data system for West Virginia has been constructed around seven fundamental goals. The goals for West Virginia's Comprehensive Data Plan are as follows:

- To design, develop, implement and evaluate efficient information systems and control processes to assit law enforcement officers, prosecutors, judges, clerks of courts, correctional officers, probation officers and other criminal justice employees to effectively function in their day-to-day operations.

- To develop, implement and evaluate management information systems which provide essential analytical and control data to criminal justice managers and administrators.

- To collect, collate and synthesize necessary and relevant data on all offenders entering the criminal justice system and report such data to appropriate criminal justice agencies and officials.

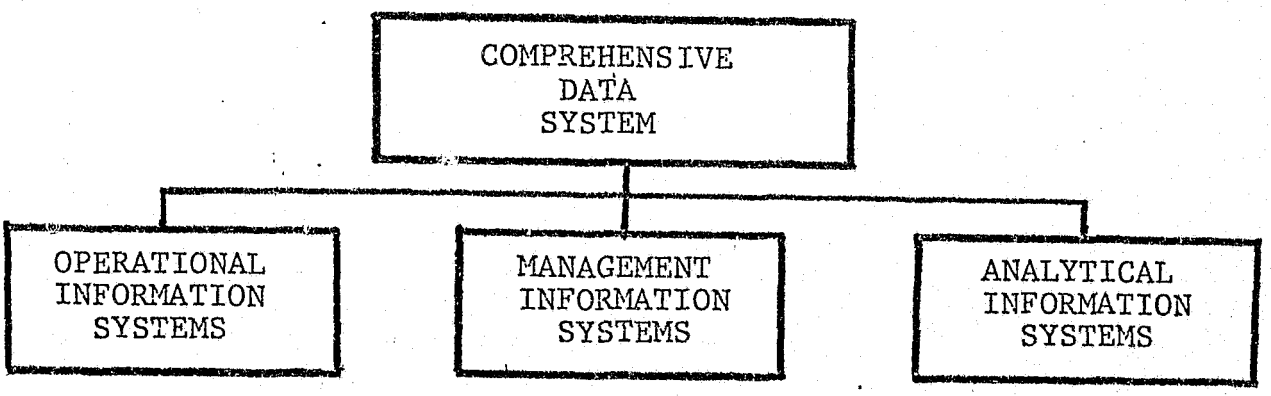
- To insure the security and privacy of all information concerning individuals which is maintained or reported through criminal justice information systems.

- To have consistent, coordinated information systems that utilize, to the extent possible, common data elements throughout West Virginia's Criminal Justice System.

- To collect, analyze and report crime trends, system performance and system effectiveness for the entire State.

- To insure that all information systems designed and implemented meet the needs of user agencies and remain cost/effective.

In an effort to simultaneously achieve the above goals, West Virginia's Comprehensive Data Plan addresses a minimum of twenty-two separate, but coordinated, information systems, and three State level public organizations. The design and classification of information systems and the building of those systems into a comprehensive criminal justice information system could be illustrated as follows:



Operational information systems are defined as those data collection and reporting processes which assist line level criminal justice employees through the provision of information that is essential to their work performance. Examples of operational systems would be as follows:

- The instant transmission of identification data on suspects (wants/warrants) to law enforcement officers.
- The reporting of cases scheduled for trial on a given day.
- The listing of special diets required of an institutional kitchen for a given dinner meal.

Management information systems are defined as those data collection, analysis and reporting processes that inform and provide criminal justice managers and administrators with information relative to the performance of agency tasks and the management of those tasks. Examples of management information systems would be:

- An information system that would perform a review and analysis of crime data to determine if different assignments of patrol officers should be necessary.
- A system that would report the scheduling of court cases over an entire term of court and then monitor that docket as it is executed.
- The assignment of assistant prosecutors to upcoming cases and the monitoring of caseloads for each assistant.
- The scheduling of inmates in various vocational and educational programs within an institution.
- The control of budgeting, inventory and purchasing for a police department.

Analytical information systems and processes are defined as the statewide review, research and analysis of data reported to State information systems in order to determine criminal justice system performance and to develop long range projections. Examples of analytical systems and processes are:

- Reviewing offender rehabilitation rates to inform judges about those types of sentences which appear to be most effective.
- Reports on crime trends and identification of geographic locations experiencing increased crime.

- Long range projections of anticipated growth rates in regard to the numbers of inmates requiring maximum security institutions.

Utilizing the foregoing classification of information systems, this Plan will address each component of the comprehensive data system. Exhibit One is a summary listing of the federal, State and local information systems which are included or addressed within the conceptual design of this data system. Each component will be described briefly in following sections of this plan. Exhibit Two presents an abbreviated listing of these same information systems based on their functional classification.

During the next four years (1977 to 1981) efforts will be exerted to design, implement and evaluate all of those information systems listed on Exhibit One. The basic purposes and elements of each system will now be discussed.

I. National Systems

A) NLETS - National Law Enforcement Teletype System

NLETS is a message switching service which allows for the computerized exchange of messages between State criminal justice information systems and national criminal justice system. The ability of states to instantly communicate with other states and national systems is essential for providing operational information to law enforcement officers. The optimum design will allow all on duty law enforcement officers to have access to NLETS information within fifteen seconds.

B) NCIC - National Crime Information Center

NCIC is an information system which contains data relevant to wanted persons, stolen property, stolen automobiles and weapons for the entire nation. The goal of this CDS Plan is to have all law enforcement agencies to input all locally stolen property, wanted persons and weapon information into this national system and to have direct access to that system.

C) FBI-UCR - Uniform Crime Reports, Federal Bureau of Investigation

FBI-UCR is a national crime reporting program sponsored by the FBI. The goal of this CDS Plan is to have all crime in West Virginia reported to the FBI-UCR.

D) NPS - National Prisoner Statistics

The National Prisoner Statistics program is an information

Exhibit 1

COMPREHENSIVE DATA SYSTEM COMPONENTS

I. National Level Information Systems:

A) NLETS - National Law Enforcement Teletype System
B) NCIC - National Crime Information Center
C) FBI/UCR - Federal Bureau of Investigation - Uniform Crime Reports
D) NPS - National Prisoner Statistics, U.S. Bureau of Prisons
E) LEAA/ORR - Law Enforcement Assistance Administration - Offender Rehabilitation Rates

II. State Level Information Systems:

A) UCR - Uniform Crime Reports
B) UOR - Uniform Offense Reports
C) OBTS/CCH - Offender Based Transaction Statistics - Computerized Criminal Histories
D) OBSCIS - Offender Based State Corrections Information System
E) SJIS - State Judicial Information System
F) PROMIS - Prosecutor Management Information System
G) SPDIS - State Public Defender Information System
H) DPS-MIS - State Police Management Information System
I) SAC - State Criminal Justice Statistical Analysis Center
J) DMVS - Department of Motor Vehicles Systems
K) WEAPON - West Virginia Automated Police Network

III. Local Level Information Systems:

A) LEMIS - Law Enforcement Management Information Systems
B) CMIS - Correctional (Jail) Management Information System
C) JIS - Judicial Information Systems (Component of SJIS)
D) PROMIS - Prosecutor Management Information Systems

E) BIP - Budgeting, Inventory and Purchasing Systems
F) Manpower - Manpower/Personnel Information Systems

gathering effort conducted by the U.S. Bureau of Prisons. The optimum design of information systems for our State should allow the Division of Correction to collect this data within their information system and report the data, via a computer, to the Bureau of Prisons.

E) LEAA-ORR - Law Enforcement Assistance Administration - Offender Rehabilitation Rates

Each State which receives funds from LEAA is required to report on the effectiveness of that State's correctional programs. This report is based on a data system that "tracks' each offender after release from a correctional institution to determine if that offender commits another crime or becomes a "recidivist". The reporting of such data will require the design and implementation of an offender based tracking system or OBTS. This Plan discusses the OBTS in a following section. The OBTS will incorporate a tracking system to develop LEAA - ORR data.

II. State Level Systems:

A) UCR - Uniform Crime Reports

A UCR program will be operated by the West Virginia State Police (Department of Public Safety). This information system will collect crime reports from all law enforcement agencies in West Virginia. The reports will be analyzed and reported to all State and local agencies, officials and news media as well as the FBI. This information system will provide valuable data relevant to the extent and cost of crime in our State.

B) UOR - Uniform Offense Reports

A new crime reporting program will be designed and implemented. The conceptual design calls for the development of common data elements to be recorded and reported by all law enforcement agencies. The data elements would include crime type, method of operation used by criminal, stolen property, victim information, suspect information and other information related to all crimes reported to the police. This data would then be communicated to the State Police where the data would be copied and placed on computers. Three information systems would then be updated. The State Police could automatically update the UCR information; reports could be returned to local law enforcement agencies which analyze crime for that agency; and crime, victim and suspect data could be supplied to the State Statistical Analysis Center for study.

C) OBTS/CCH - Offender Based Transaction Statistics and Computerized Criminal Histories.

The OBTS/CCH will establish and provide a unified automated

Exhibit 2

FUNCTIONAL CLASSIFICATION OF INFORMATION SYSTEMS

COMPREHENSIVE DATA SYSTEMS

	OPERATIONAL INFORMATION SYSTEMS	MANAGEMENT INFORMATION SYSTEMS	ANALYTICAL INFORMATION SYSTEMS
I. National Level	NLETS NCIC	FBI/UCR NPS LEAA/ORR	
II. State Level	WEAPON UOR OBTS/CCH OBSCIS DMVS	UCR UOR OBTS OBSCIS PROMIS SPDIS DPS-MIS	SAC OBTS/CCH
III. Local Level	WEAPON LEMIS CMIS JIS PROMIS	LEMIS CMIS JIS PROMIS	UOR

system to collect, store, analyze and disseminate data pertaining to individuals as they pass through the various stages of the criminal justice system. The ability to follow an arrested person through the criminal justice system will provide invaluable operational information to all criminal justice employees as well as important system performance data to the State Analysis Center. The conceptual design of this OBTS/CCH is to have the necessary data/information reported to this system by existing or planned operational information systems used by line level agencies. Appendix Three of this Plan lists examples of OBTS/CCH data elements. As information systems are developed for law enforcement, prosecution, court and correctional agencies, such systems will be designed so that OBTS/CCH data is collected and reported at the same time other data is collected. No duplicate or secondary data collection/reporting processes will be designed to provide OBTS/CCH data. Exhibit Three outlines a type of data flow which is planned for OBTS/CCH. The OBTS/CCH program will be operated by the State Police.

D) OBSCIS - Offender Based State Correction Information System

An OBSCIS, based on the national design, will be developed for the State level correctional agencies. This system will provide all necessary data and processes to provide operational as well as management information for the entire State and for each correctional institution. In addition to satisfying the operational and management needs of corrections, this system will be designed to provide OBTS/CCH, National Prisoner and Offender Rehabilitation data for other State and national systems.

E) SJIS - State Judicial Information System

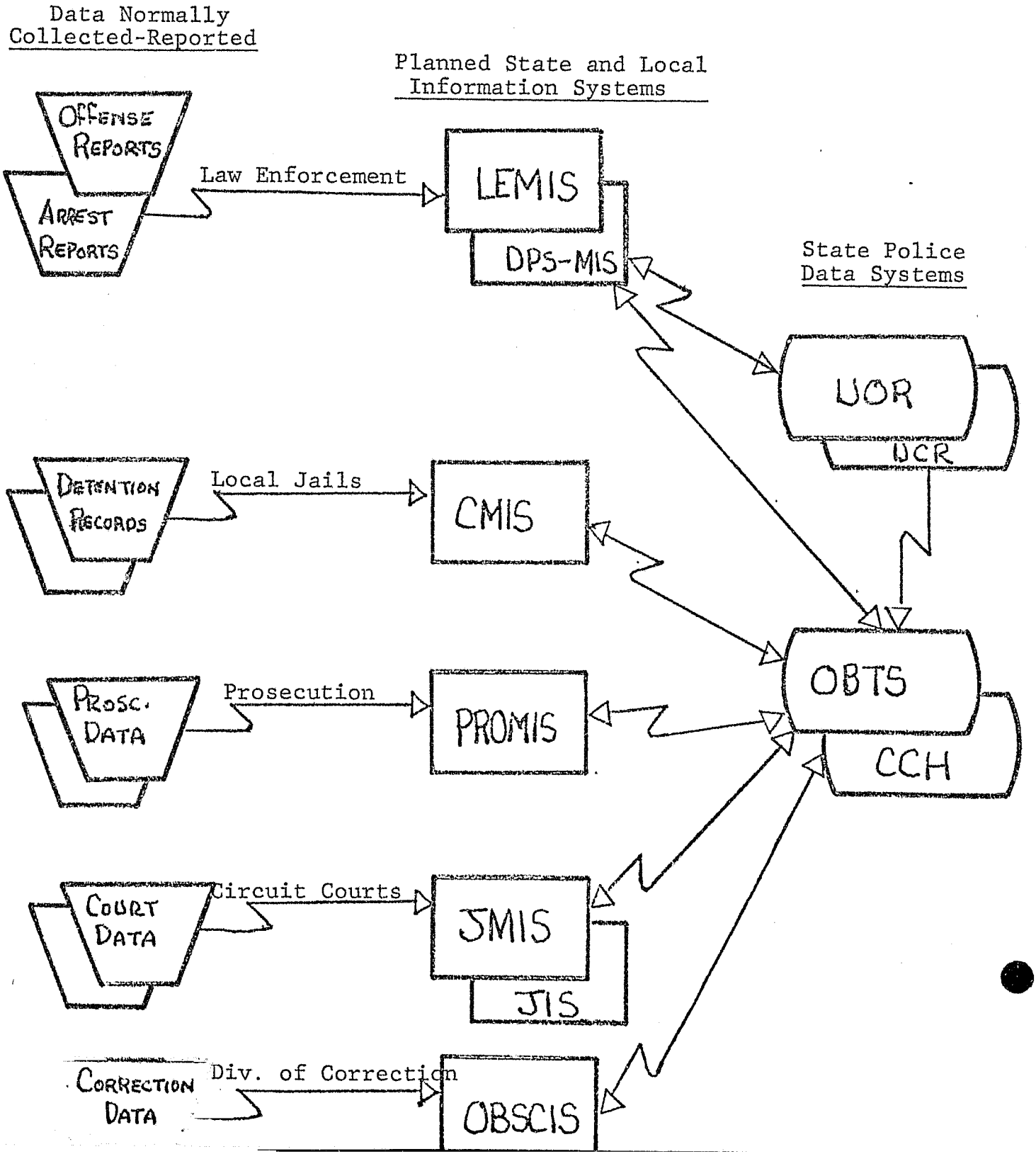
The State Supreme Court and its administrative offices will be developing and studying several operational and management information system components. Their goal will be the development of systems which are required for the operation, planning and management of the entire State court system. One objective of this system development will be to incorporate those data elements required for other State information systems (primarily OBTS-CCH and OBSCIS) within their initial system design. It is anticipated that this SJIS will involve magistrate courts, circuit courts and the Supreme Court.

F) PROMIS - Prosecutor Office Management Information System

It is anticipated that the State Attorney General will become interested in collecting and reviewing information relative to the criminal caseloads maintained within the fifty-five county prosecuting attorney's offices. The information systems designed for county prosecutors will incorporate data elements that can be reported to the State level PROMIS once a need for such system is determined by the Attorney General.

Exhibit 3

SAMPLE DATA FLOW FROM
PLANNED INFORMATION SYSTEMS
TO OBTS/CCH



G) SPDIS - State Public Defender Information System

At that time in the future when a State Public Defender's office is established it is anticipated that such an office will require operational and management information systems. Presently, it appears that this system would not report data or exchange information with any other State level systems. Input to this system, however, could be provided from arrest files created from law enforcement agencies and court scheduling systems.

H) DPS-MIS - Department of Public Safety

The State Police will have an operational and management information system to meet their needs. This system would exchange data with OBTS-CCH, UCR and prosecutor systems.

I) SAC - Statistical Analysis Center

There will be a State Statistical Analysis Center established. This Center will be charged with the following duties:

To provide independent, objective interpretive analysis of criminal justice data, including that data collected by line-level agencies.

To generate statistical reports on crime and the processing of offenders in support of planning and operational agencies.

To provide and coordinate the technical assistance necessary for the development of information systems outlined in this Plan and to promote the orderly development of those systems.

To collect, analyze and disseminate management/administrative statistics relative to criminal justice resources expended within the State.

To provide staff services for a State Criminal Justice Information Systems Advisory Committee.

To provide uniform data on criminal justice processing for the preparation of national statistical reports.

The Statistical Analysis Center (SAC) will have three or four full time positions when it is fully developed. The SAC will be physically located within the organization of the Governor's Committee on Crime, Delinquency and Correction. The ultimate goal for the SAC is to receive data from all information systems in the State and to serve all statistical analysis needs of the Governor and Legislature and input data to national level systems. The services of the SAC will also be valuable for State and local level criminal justice managers.

J) WEAPON - West Virginia Automated Police Network

WEAPON is a computerized criminal justice message switching system designed to facilitate the efficient and effective carrying out of various CDS elements. The initial functions of WEAPON will be to provide tele-communications and other operational support to law enforcement agencies. The ultimate WEAPON configuration will be interfaced between the communication and information systems of all criminal justice agencies. This system will interface with other State Information Systems and computer hardware. WEAPON will be a system operated by the State Police.

III. Local Level Systems:

A) LEMIS - Law Enforcement Management Information Systems

Varying types of a LEMIS will be designed to meet the needs of municipal and county law enforcement agencies. These systems will be designed to provide operational and management information for law enforcement agencies. Uniform data elements will be designed to enable the LEMIS to disseminate appropriate data to the OBTS/CCH and UCR/UOR programs. These systems will be designed to meet the law enforcement needs as outlined in the first chapter of this Plan.

B) CMIS - Correctional (Jail) Management Information Systems.

Based on the difference in sizes of county and municipal jails, several versions of CMIS will be developed utilizing common data elements. The CMIS will meet the management and operational needs of the local jails as well as providing relevant data to the OBTS/CCH and OBSCIS Information Systems.

C) JIS - Judicial Information Systems

In conjunction with the State Judicial Management Systems, local systems may be designed to meet the needs of local circuit and magistrate courts as outlined in Chapter One of this Plan. Such systems would exchange relevant data with both State and local systems.

D) PROMIS - Prosecutor Office Management Information Systems

Information systems to provide operational and management data to county prosecutors will be developed. Such systems will provide data for State level systems. These systems will meet the information needs of prosecutors as outlined in Chapter One of this Plan.

E) BIP - Budgeting, Inventory and Purchasing

BIP systems will be designed to meet the operational and manage-

ment information needs of all criminal justice agencies. Such systems would allow managers to monitor and control agency budgets and inventories as well as assisting in purchasing.

F) Manpower System

Information which assists criminal justice in all phases of Manpower will be developed. Recruitment, selection, training, promotion, turnover, retirement and transfers are examples of information to be collected and analyzed with manpower systems for criminal justice managers.

In order to finalize a description of the conceptual design for this comprehensive data system, it is important to expand upon the utilization of this system by criminal justice functions. Exhibit Four illustrates the flow of law enforcement data. Exhibit Five illustrates the flow of prosecution data. Exhibit Six indicates the flow of correctional data. Exhibit Seven indicates the flow of court data.

Both manual and computerized systems will be utilized to operate this system. Manual systems will be primarily designed to amend existing systems or to replace existing manual information systems. The computerized systems are expensive and require detailing organizational responsibilities. Those systems developed for local agencies which require computers will utilize local computers when available. For State level information systems, there are two computer facilities, namely, the Department of Public Safety and the Information System Services Division, ISSD, (Central State Electronic Data Processing Agency). These computer centers electronically communicate with each other. The primary system responsibilities by agency will be as follows:

DPS - WEAPON
OBTS/CCH
UCR/UOR (Input)

ISSD - OBSCIS
SJIS
PROMIS
SPDIS
DPS-MIS
DMVS

Exhibit 4

LAW ENFORCEMENT MANAGEMENT
INFORMATION SYSTEMS

A. Potential Users: Municipal Law Enforcement Agencies and County Sheriff's offices

B. Types of System: Manual and Computerized

C. Data Input to System: Crime Reports (including property and victim data), arrest reports, investigation files, case status, dispatching/response data, traffic accidents, manpower allocations, personnel, budgets, inventory purchasing, trial schedules

D. Examples of Internal Reports: Crime analysis, stolen property lists, case status reports, manpower analysis, traffic accident reports, budget/expenditure reports, inventory lists, training needs reports, witness schedules

E. External Reports or Inputs to Other systems:
Updated UCR/UOR State Records
Inputs Stolen Property and Wants/Warrants into State and national systems
Informs Prosecutor of Arrests
Updates OBTS System

Exhibit 5

PROMIS - Prosecution
Management Information System

A. Potential Users: County Prosecutors

B. Types of Systems: Manual and Computerized

C. Data Input to System by Other Systems: Arrest reports, investigation reports, court dockets, offender histories

D. Data Input by Prosecutor's Office: Case files status, dispositions, witnesses, office manpower, purchasing-budgets-inventory

E. Examples of Internal Reports: Assignment of cases, monitoring court docket, profiles of defendants, office manpower analysis, budgeting data, witness schedules and notification, indictments to present, early notices of arrests/charges

F. External Reports or Inputs to Other Systems: Automatic updates to OBTS/CCH
Automatic updates on WANTS/WARRANTS

Exhibit 6

CMIS - Correction Management
Information Systems

A. Potential User: County Sheriffs, Chiefs of Police that operate lock ups

B. Types of Systems: Manual and computerized

C. Data Input: Inmate admission data, sentencing information, inmate classification information, inmate releases, manpower, budgets, inventory, purchasing

D. Examples of Internal Reports: Supplies/Inventory purchases needed, counts of inmates, schedules of releases, manpower allocations, inmate cost analysis, inmate classification data

E. External Reports or Inputs to other Systems: Automatic updates of OBTS/CCH
Informs State Corrections (OBSCIS) of prisoners in various stages of sentencing that will be going to institutions

Exhibit 7

JUDICIAL MANAGEMENT
INFORMATION SYSTEMS

A.	Potential Users:	Circuit Courts
B.	Types of Systems:	Manual and Computerized
C.	Data Received from other Systems:	Magistrate dockets and dispositions; magistrate manpower/purchasing and inventory data; aging status of defendants being detained; defendant backgrounds
D.	Data Input by Courts:	Jury schedules, court docket, dispositions, manpower data, judge assignments, probation caseloads, indictments, request for warrants, hearing schedules.
E.	Examples of Internal Reports:	Docket and Judge schedules, jury schedules, magistrate caseloads, budgeting/purchasing, inventory data, analysis of detained individuals by how long they have been waiting trial, case aging
F.	Data Input to Other Systems:	Update prosecutors docket; update OBTS/CCH files

CHAPTER THREE

COMPREHENSIVE DATA SYSTEM STATUS

The preceding chapters of this Plan have outlined broad based information system needs and a conceptual design to satisfy those information needs. Notwithstanding these plans, information systems are currently being utilized by all elements of the criminal justice system. Moreover, statutory authority for the implementation and operation of certain state level systems presently exists. This chapter will outline, in summary manner, the present status of the CDS Plan and other information systems.

I. National Systems:

At the present time, local and state criminal justice agencies have access to NCIC information through NLETS and the WEAPON systems. Primary problems currently encountered are, (1) insufficient data is reported to NCIC and, (2) there are presently only sixty WEAPON terminals in operation, therefore, the entire CJS does not have access to WEAPON and NLETS Systems. The State Police, through the Uniform Crime Reports Program, provides the FBI with UCR data for the entire State.

The Division of Correction has manual systems in operation which provide National Prisoner Statistics. Plans call for the conversion of this manual system to one that would be computerized. Because no offender based transaction system exists, it is currently impossible to report offender rehabilitation or recidivism rates to LEAA.

II. State Level Systems:

The Department of Public Safety, Division of Correction and Supreme Court currently utilize operational and management information systems. These systems are primarily manual in nature although some components are computerized. The Division of Correction is currently studying several OBSCIS models and will be designing such a system in the near future. The Supreme Court has discussed the possibility of implementing a statewide management information system. The Attorney General has yet to indicate a need for the PROMIS System although such need is anticipated by this Plan.

Primary system development efforts have been located within the Department of Public Safety. To date, a fully operational, statewide UCR Program is conducted by the State Police. The UCR Program authorized by amendments to the Criminal Identification Bureau Act of 1971, became operational January 1, 1972. Crime data and information is submitted by state, county and municipal law enforcement agencies on a daily, monthly and annual basis. The daily report consists of the fingerprints of all persons arrested, detained or charged with any crime or offense in West Virginia in which the penalty provided therefore is confinement in any penal or correctional institution or of any persons who they have reason to believe is a fugitive from justice or an habitual criminal. On a monthly basis "Part I" offenses are reported as well as supplemental offense infor-

mation such as the value of property stolen and recovered as well as circumstances surrounding homicides and other pertinent data. Further, additional information as to age, sex and race of persons arrested is submitted as well as disposition data on all arrested juveniles. On an annual basis information is submitted concerning police employee data, persons formally charged, and dispositions. Data submitted is subjected to verification procedures by the State Police and appropriate training is furnished to submitting agencies. Uniform Crime Reporting data is currently received from 263 municipal, county and state law enforcement agencies representing 100 percent of the estimated West Virginia population. The West Virginia UCR Program methodology has been borrowed by many states for transferability and modification.

In addition to the UCR Program, the State police also operate the West Virginia Automated Police Network. While the initial functions of the system are to provide tele-communications and other operational support to law enforcement, the system is planned to evolve into one serving criminal justice agencies at all levels of government. Located at State Police Headquarters is a mini-computer (Digital Equipment Corporation PDP 11/45) designed to have message-switching capability and to provide an interface with state and national criminal justice files to all authorized criminal justice agencies in West Virginia. The system presently services an approximate 60 remote terminal devices located in local police departments and State Police posts throughout the State. WEAPON affords these terminals immediate access to the FBI's NCIC files, the National Law Enforcement Teletype System (NLETS), and to driver and motor vehicle registration files maintained by the West Virginia Information Systems Services Division (ISSD) of the Department of Finance and Administration. Planned improvements to the system in the immediate future include duplexing the current system for increased reliability, expanding the number of agencies served, and upgrading the terminal devices from the current low speed teletypewriter to high speed visual display terminals. Current plans also include the addition of operational files to the WEAPON data base such as stolen vehicles, wants/warrants and a weather report file.

Lastly, the State Police are involved in developing an Offender Based Transaction System (OBTS) and Computerized Criminal Histories (CCH). Since January, 1974 automated criminal history records have been established by the Criminal Identification Bureau on criminal offenders entering the West Virginia criminal process. These records, currently numbering an approximate 40,000 are in NCIC/CCH format and maintained on magnetic tape for eventual inclusion in the national system as appropriate. They are continually updated as new disposition or correctional information is received. The reporting of arrest, disposition, and correction data is mandatory pursuant to legislation (see Appendix I). No conversion of historical data is being made at the time these records are created, accordingly such data will require conversion before participation in NCIC/CCH can be contemplated. No provision exists at present for the collection of

OBTS information not available through the CCH record. The CCH records are utilized for developing criminal justice statistics which are provided to the Governor's Committee, to the FBI's Uniform Crime Reporting Program, and to all criminal justice agencies in West Virginia through monthly publication of the "Police Exchange Bulletin." Further, requests are honored from criminal justice agencies for special statistical compilations.

The largest impediments to full development of any OBTS are: (1) complete submission of arrest data, including fingerprints, by all law enforcement agencies; (2) reporting of all court dispositions by magistrate and circuit courts and; (3) the implementation of a correctional management information system which generates OBTS/CCH data effectively without adding manual duties to overworked correctional staff.

Two topics of concern in regard to state level CDS Plans remain for discussion of existing status.

Statutory authority for the collection, maintenance and dissemination of data consistent with the objectives of the CDS Program has been provided by the West Virginia Legislature (see Appendix I). The West Virginia Department of Public Safety's Criminal Identification Bureau was established June 1, 1933 by Section 29, Article 2, Chapter 15 of the West Virginia Code, otherwise referred to as the Criminal Identification Bureau Act. The Bureau is under mandate to serve as the State's central depository for fingerprint cards, criminal histories and other information pertaining to the investigation of crime and the apprehension of criminals. In February, 1971, the Legislature enacted an amendment to the foregoing act giving the Bureau the authority to implement a mandatory statewide Uniform Crime Reporting Program binding upon all state, county, and municipal law enforcement agencies. Subsequently, in January, 1972, the act was further amended by the Legislature to make mandatory disposition reporting to the Bureau by all courts within the State.

In January, 1972, the aforementioned act was further amended to authorize creating a Criminal Justice Information System within the Department of Public Safety. This amendment provides that the system be dedicated to law enforcement purposes, be exclusively controlled by the Department of Public Safety, and not be integrated with any non-criminal information system. Specific responsibilities are placed on the Department to establish appropriate security measures; to assure records are appropriately updated; to develop purging procedures; and to afford appropriate protection to juvenile records. Restrictions are included as to use of the data maintained, and provision is made for allowing an individual to correct his record should an inaccuracy appear thereon. There is a feeling that some additional amendments may be necessary for full implementation of this CDS Plan.

At the present time, there is no Statistical Analysis Center (SAC) which operates for West Virginia's criminal justice system. The Governor's Committee on Crime, Delinquency and Correction (GCCDC), as the State Criminal Justice Planning Agency, currently analyzes existing crime and criminal justice data. Moreover, through the Comprehensive Plan, GCCDC provides funding and technical assistance for the development of criminal justice information systems. Within the Program Development Division (Planning-Research-Evaluation) of GCCDC, a systems analyst and statistician currently work in the area of information systems as well as statistical analysis.

III. Local Level Systems:

All local level criminal justice agencies collect, perform various reviews and report to other agencies, a great deal of criminal justice data. Moreover, certain operational and management information systems exist within all law enforcement, local jail, prosecutor and court agencies. The present status, however, finds that most of these manual systems do not: (1) meet the operational and management needs of respective agencies; (2) do not provide adequate exchanges of information between agencies; (3) do not utilize common, consistent data elements; (4) have too much data for manual operations, and; (5) do not provide sufficient, uniform data to state level systems for analysis and planning purposes. There is a need to revise and coordinate many of these existing information systems. Some of these systems, however, will probably need to be completely redesigned and/or converted to computerized operations.

The present status of all information systems in West Virginia's criminal justice system finds that much has been accomplished in the past several years, but many tasks remain.

CHAPTER FOUR

COMPREHENSIVE DATA SYSTEM ACTION PLAN

Chapter Four
Comprehensive Data System
Action Plan

Preceeding chapters of this Plan have outlined information system needs, conceptual designs for the CDS and current CDS status. The last step of CDS planning is to present the actual schedule for designing, implementing and evaluating the conceptual CDS model and thereby satisfying information needs. This action plan will address each CDS component and provide the following information:

When will the component be designed?
Who will implement the component?
Who will be responsible for the component?
When will the component be implemented?
Who will pay for the implementation?
Who will pay for component operations?
What are the long range costs?

Every effort has been made to base these anticipated schedules on available funds, current component status, state-of-the-art in technology, and to be consistent or coordinated with all other CDS activities. The components to be covered, in sequential order, are as follows:

1. Statistical Analysis Center (SAC)
2. Offender Based Transaction/Computerized Criminal Histories (OBTS/CCH)
3. State Judicial Information System (SJIS)
4. Offender Based State Correction Information System (OBSCIS)
5. West Virginia Automated Police Network (WEAPON)
6. Uniform Crime and Offense Reports (UCR/UOR)
7. Prosecutor Office Management Information Systems (PROMIS)
8. State Public Defender Information System (SPDIS)
9. Law Enforcement Management Information System (DPS/MIS-LEMIS)
10. Correctional (Jail) Management Information System (CMIS)

Each of the above components will be discussed individually on subsequent pages. At the conclusion of these individual plans, summary charts for activities and costs involving the total Comprehensive Data System are presented.

These plans will be updated as official grant applications are developed or when LEAA guideline changes occur. GCCDC will report the status of these planned activities to LEAA from time to time as LEAA requires.

The State of West Virginia through the GCCDC will be developing and implementing operational and functional standards, consistent with those relevant and appropriate standards adopted by the National Advisory Commission on Criminal Justice Standards in regard to the information systems planned herein.

Each component description that follows provides a year by year outline of planned activities and objectives. Additionally, multi-year budgets are presented for each action plan. In presenting these budgets, five separate fund types are presented. Each fund type is defined as follows:

A. LEAA CDS Funds - these are the discretionary funds allocated by LEAA solely for purposes of CDS planning or development.

B. LEAA DF Funds - these are the discretionary funds placed in separate categories by LEAA i.e., discretionary funds for OBSCIS which are in a separate program category.

C. State Block Funds - these are the Parts B, C or E LEAA funds which are awarded to the State each year.

D. State Funds - these are the regular funds appropriated to agencies each year by the State.

E. Local Funds - local general revenue funds.

When dollar amounts are budgeted for federal funds (i.e., fund types A, B and C) the amount indicated includes required matching funds.

STATISTICAL ANALYSIS CENTER

ACTION PLAN NUMBER 1

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - Upon approval of this CDS Plan by LEAA, a discretionary grant application will be developed by Governor's Committee on Crime, Delinquency and Correction. This application will provide for one full-time Chief of the SAC, necessary secretarial support and funds for computer costs. The SAC will be created as an organizational entity within the Program Development Division of the Governor's Committee on Crime, Delinquency and Correction. Until the SAC grant is operational, existing SPA staff will assume SAC functions. The SAC will have four primary responsibilities: (1) To review, revise and plan implementation efforts relative to the CDS Plan, (2) To provide technical assistance to criminal justice agencies in regard to developing operational and management information systems, (3) To be actively involved in the design and testing of large statewide systems, and (4) To develop necessary programs and interfaces for the GCCDC to perform statistical analysis which includes crime and the criminal justice system.

To assist the SAC in CDS Plan implementation, the Supervisory Board of the GCCDC must be expanded to include a Subcommittee that will serve as the State Criminal Justice Information Systems Advisory Committee. This Subcommittee will serve as a fully functional committee of the Supervisory Board and its members, representing state and local information system leaders, must be appointed to the Supervisory Board by the Governor. The functions of this Committee will include: (1) Agreement on common data elements for the entire system, (2) Review and updating the CDS Plan, (3) Review requests for CDS and block grant funds relative to information systems, and (4) Adopt standards and goals for information systems. It is anticipated that this Committee will include representatives of the State Computer Center (ISSD), State Police Data Processing Division, an information system specialist from private enterprise, a court representative, local law enforcement, an attorney and a representative of the Division of Correction.

1977 efforts will be primarily concentrated in the area of system component designs, refinement of CDS Plans and activities scheduled. Very little statistical analysis will be possible until late 1977 or early 1978.

B. 1978 - The SAC will be expanded to include one additional professional staff position, a statistician. SAC resources will also be expanded to include additional funds for computer time and rental of an intelligent computer terminal that interfaces with several of the State systems. Limited statistical analysis will be possible in time for the FY-1979 Comprehensive Plan. Funding will continue under an LEAA CDS grant.

C. 1979 - Most State and local information systems will have been designed and implemented thereby allowing the SAC to allocate nearly full time efforts to statistical analysis of the State's criminal justice system. Funding of the SAC will be transferred to Part C or B funds.

D. 1980 - The SAC should be fully operational and producing reports of great interest to criminal justice managers, elected officials and the public in general.

II. COSTS FOR STATE AND FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	47,000.	77,000.	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	-0-
C. State Block Funds	-0-	-0-	77,000.	-0-
D. State General Revenues	-0-	-0-	-0-	80,000.
E. Local Funds	-0-	-0-	-0-	-0-
Totals	47,000.	77,000.	77,000.	80,000.

OFFENDER BASED TRANSACTION STATISTICS/COMPUTERIZED CRIMINAL HISTORIES

ACTION PLAN NUMBER 2

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - The OBTS/CC H Program is now and will remain an operation within the Department of Public Safety. Primarily, the system contains four organizational components, namely:

(1) The development of data reporting processes,
(2) The development of computer hardware and software to receive, store and disseminate OBTS/CCH data,
(3) Communications systems for providing direct input and interfacing OBTS/CCH data with local, other State and federal information systems,
(4) Development of analytical programs to generate statistical reports based on the OBTS/CCH data base.

During 1977 the data elements to be included within West Virginia's OBTS/CCH will be agreed upon by the Information Systems Advisory Committee. Definitions of data elements will be developed and reporting requirements (who? when?) will be established. The State Police will develop data reporting processes following the agreement upon those elements to be included. Reporting systems will be designed in two manners; (1) Those information systems that currently contain all OBTS/CCH data will be amended to report OBTS/CCH data to the State Police, and/or (2) Where information systems are under design, temporary/manual reporting processes will be designed and implemented.

Once data elements and reporting requirements are finalized, LEAA discretionary funds will be utilized to purchase additional computer hardware and to design software for OBTS/CCH operations at the State Police Computer Center. The State Police will continue CCH conversion efforts to insure that the CCH file is consistent with State and national system needs.

OBTS/CCH data and reporting requirements will be similar to those contained in Appendix 3 of this Plan.

B. 1978 - During 1978 the computer software, hardware and reporting processes will be implemented, evaluated and revised if necessary. Data processing should attain maximum levels during the latter part of 1978.

C. 1979 - It is anticipated that other major information systems will be providing OBTS/CCH data directly via computerized exchanges of data. Sophisticated criminal justice system data

will be available for statistical analysis including offender tracking or rehabilitation data. The State will initiate assumption of OBTS/CCH costs.

D. 1980 - During 1980 a major discretionary grant from LEAA will be utilized to determine cost/effectiveness of OBTS/CCH systems and to produce additional computer software or programs for analysis of OBTS/CCH data.

II. COSTS FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	200,000.	400,000.	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	100,000.
C. State Block Funds	25,000.	25,000.	-0-	-0-
D. State General Revenues	-0-	-0-	200,000.	250,000.
E. Local Funds	-0-	-0-	-0-	-0-
Totals	225,000.	425,000.	200,000.	350,000.

STATE JUDICIAL INFORMATION SYSTEMS

ACTION PLAN NUMBER 3

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - Current management and operations information systems utilized by Magistrate, Circuit and the Supreme Courts will continue operating. The newly appointed Judicial Planning Committee, in conjunction with the SAC will perform a data needs analysis with funding of an SJIS development grant through LEAA discretionary funds anticipated for funding in FY-1978. State block grant funds may be utilized for developing RFPs and funding of a SJIS design. Manual systems to temporarily generate OBTS/CCH data may be utilized.

B. 1978 - Implementation and testing of the SJIS is anticipated with that system meeting, management and operational information needs of the Supreme Court, Circuit and Magistrate Courts, as determined by the Supreme Court.

C. 1979 - If an SJIS proves to be cost/effective and responsive to the needs of the State Courts, such system should be fully operational by 1979 with funding to be provided by a second LEAA discretionary grant.

D. 1980 - The operational cost of the SJIS should be assumed by the State of West Virginia

II. COSTS FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	200,000.	200,000.	-0-
C. State Block Funds	25,000.	50,000.	-0-	-0-
D. State General Revenues	-0-	-0-	75,000.	150,000.
E. Local Funds	-0-	-0-	-0-	-0-
Totals	25,000.	250,000.	275,000.	150,000.

OFFENDER BASED STATE CORRECTION INFORMATION SYSTEM

ACTION PLAN NUMBER 4

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - An information needs analysis will be conducted. This survey will include the Division of Correction, each institution and community based facility. Following the survey a consultant will be selected to develop the OBSCIS. This OBSCIS will be designed to meet management and operational needs of the Division of Correction and the institutions as well as being able to generate OBTS/CCH data.

B. 1978 - System implementation efforts will commence with necessary hardware and software procurements taking place. An LEAA discretionary grant is anticipated.

C. 1979 - The OBSCIS will be finalized and evaluated with the State assuming full operational costs by FY-1980.

II. COSTS, BY FUND TYPE, FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	$200,000.	$150,000.	-0-
C. State Block Funds	$25,000.	50,000.	-0-	-0-
D. State General Revenues	-0-	-0-	50,000.	$150,000.
E. Local Funds	-0-	-0-	-0-	-0-
Totals	25,000.	250,000.	200,000.	150,000.

WEST VIRGINIA AUTOMATED POLICE NETWORK

ACTION PLAN NUMBER 5

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - The West Virginia Automated Police Network, WEAPON, is a highly sophisticated, computerized, message switching and communications system. WEAPON is an integral component in that it is the communications "heart" of the CDS Plan. The WEAPON system will ultimately provide computer terminals and data processing capabilities to all appropriate State and local criminal justice agencies

During 1977 the lease/purchase and terminal rental costs of WEAPON will be absorbed within the Comprehensive Plan. A Wants/Warrants file will be added to the WEAPON system. A discretionary grant will be submitted to LEAA to provide for a statewide communications system study. This study will include a plan for the location and accessibility of WEAPON terminals statewide. At the optimum level, every law enforcement agency, county jail, prosecutor's office, circuit court and state correctional institution will have access to a WEAPON terminal. Each terminal would provide access to NCIC, Wants/Warrants, OBTS/CCH, DMV, and UCR/UOR information files for the users. In addition to providing access to the foregoing information files, the WEAPON terminals will allow criminal justice agencies to input data automatically to those files. All agencies who have access to a WEAPON terminal will be covered by regulations of the West Virginia Security and Privacy Plan.

B. 1978 - During 1978 the number of WEAPON terminals will be expanded pursuant to the suggestions of the communications study. Existing terminal costs, being funded by the Comprehensive Plan, will be absorbed by appropriate State and local agencies. As the UCR/UOR program is expanded, the feasibility of the direct input of UCR/UOR data via the WEAPON system will be examined.

C. 1979 - The numbers of terminals will be expanded, interfaces with other State information systems will be enhanced.

D. 1980 - The full costs of WEAPON terminals, switching devices and personnel will be absorbed by appropriate State and local agencies.

II. COSTS FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	$ 30,000.	-0-	-0-	-0-
C. State Block Funds	400,000.	300,000.	200,000.	-0-
D. State General Revenues	75,000.	175,000.	250,000.	300,000.
E. Local Funds	10,000.	50,000.	150,000.	300,000.
Totals	515,000.	525,000.	600,000.	600,000.

UNIFORM CRIME REPORTS-UNIFORM OFFENSE REPORTS

ACTION PLAN NUMBER 6

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - During 1977 a meeting of law enforcement officials will be held to discuss the possibilities of developing a uniform offense reporting form for all law enforcement agencies. During this year the Department of Public Safety will continue the UCR program as it presently operates. The costs of the UCR program will be assumed by the State during FY-1977.

B. 1978 - The Uniform Offense Report Form will be tested within several cities to determine if it meets all information and data needs of that city and is easy to complete and understand. When the uniform report form is acceptable, it will be tested to see if the copies of the individual forms can be sent to the State Police instead of the existing UCR reporting forms. This UCR component will be evaluated to determine if submission of UOR forms is a better process than the current UCR program.

C. 1979 - If the tests of UOR forms are positive they will be implemented statewide. The UCR data receipt processes will be amended to allow agencies to submit the UOR forms directly to the State Police. The State Police could then expand the UCR program to include victim, geographic and offender data for crime analysis. This system, when fully developed, should allow for the statewide analysis of crime, where it is committed, by whom, against whom.

D. 1980 - The new UCR/UOR System should be fully operational and supported completely with State funds.

II. COSTS, FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	-0-
C. State Block Funds	$ 1,000.	$ 15,000.	$ 25,000.	-0-
D. State General Revenues	$110,000.	$110,000.	$120,000.	$150,000.
E. Local Funds	-0-	-0-	-0-	-0-
Totals	$111,000.	$125,000.	$145,000.	$150,000.

PROSECUTOR OFFICE MANAGEMENT INFORMATION SYSTEMS

ACTION PLAN NUMBER 7

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - Prosecutor Management Information Systems will be designed and implemented, with block grant funds, for several of the State's largest county prosecutor's offices. These systems will be designed so as to be flexible enough to transfer them to other prosecutor's offices. The PROMIS systems will be designed to generate OBTS/CCH data for State systems, as well as management and operational data for the prosecutors.

B. 1978 - Expansion of local prosecutors who utilize the PROMIS is anticipated. Initial efforts will be realized towards defining information needs of the Attorney General's office.

C. 1979-1980 - Development of a limited PROMIS for the Attorney General and expansion of PROMIS to other Prosecutors is anticipated.

II. COSTS FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	-0-
C. State Block Funds	100,000.	100,000.	100,000.	-0-
D. State General Revenues	-0-	-0-	-0-	25,000.
E. Local Funds	10,000.	50,000.	50,000.	75,000.
Totals	110,000.	150,000.	150,000.	100,000.

STATE PUBLIC DEFENDER INFORMATION SYSTEM

ACTION PLAN NUMBER 8

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - In that no State Public Defender's office has been created, it is difficult to anticipate the need or timing for such a system. If an office is established during 1977 it would be 1978 before such a system is required.

B. 1978 - If a Public Defender's office has been established, funds will be allocated during FY-1979 for the establishment of management and operational information systems. If such an office has not been established a manual system may be designed for the Supreme Court (the Court administers funds for payment of appointed attorneys) to assist them in managing this function and collecting operational information relative to court appointed counsel.

II. COSTS, BY FUND TYPE FOR STATE FISCAL YEARS

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	-0-
C. State Block Funds	-0-	-0-	25,000.	-0-
D. State General Revenues	-0-	-0-	-0-	30,000.
E. Local Funds	-0-	-0-	-0-	-0-
Totals:	-0-	-0-	25,000.	30,000.

LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEMS

ACTION PLAN NUMBER 9

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - During 1977 a model operational and management information system will be designed and tested, with block grant funds, for one of the largest city police departments in the State. This system will be designed so that it can be transferred to other larger agencies once evaluated. The State Police will continue to expand and revise their management information systems. These systems will be consistent with State standards and be designed to generate OBTS/CCH and UCR/UOR data.

B. 1978 - During 1978 an information system for smaller departments will be designed, implemented and evaluated. This system can then be transferred to other law enforcement agencies.

C. 1979 - Continued expansion of law enforcement management information system capabilities and transfer of those systems to new agencies.

D. 1980 - Continued transfer of systems to requesting agencies.

II. COSTS, BY FUND TYPE FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	-0-
C. State Block Funds	10,000.	25,000.	50,000.	50,000.
D. State General Revenues	-0-	-0-	-0-	-0-
E. Local Funds	5,000.	10,000.	25,000.	100,000.
Totals	15,000.	35,000.	75,000.	150,000.

CORRECTION (JAIL) MANAGEMENT INFORMATION SYSTEMS

ACTION PLAN NUMBER 10

I. OBJECTIVES AND ACTIVITIES BY CALENDAR YEAR:

A. 1977 - No activity.

B. 1978 - In responde to the needs of local corrections several similar management and operational information systems will be designed. These systems will assist county sheriffs and chiefs of police who manage local jails. One system will be designed for several sizes of counties, it will be tested in one or two counties, evaluated and then transferred to those counties that desire such a system. This information system will be designed to produce OBTS/CCH data and prisoner status information for input to the judicial information systems.

C. 1979 - Continuation of efforts to have an informational system for all fifty-five counties.

II. COSTS, BY FUND TYPE, FOR STATE FISCAL YEARS:

	FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	-0-	-0-	-0-	-0-
B. LEAA DF Funds	-0-	-0-	-0-	-0-
C. State Block Funds	-0-	5,000.	35,000.	-0-
D. State General Revenues	-0-	-0-	-0-	-0-
E. Local Funds	-0-	-0-	20,000.	80,000.
Totals	-0-	5,000.	55,000.	80,000.

Exhibit Number 8

Summary of Multi-Year CDS Activities

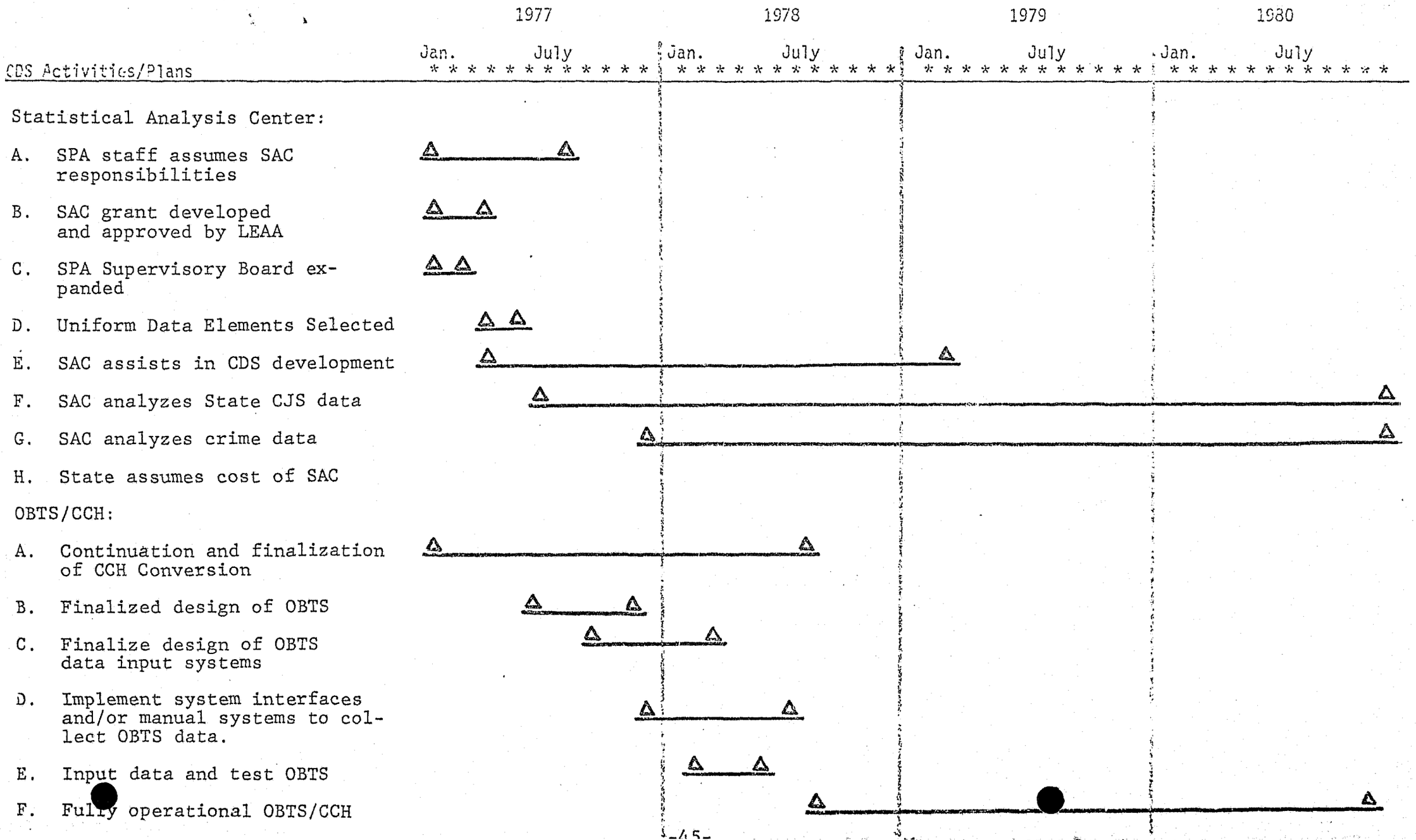


Exhibit Number 8 (continued)

Summary of Multi-Year CDS Activities

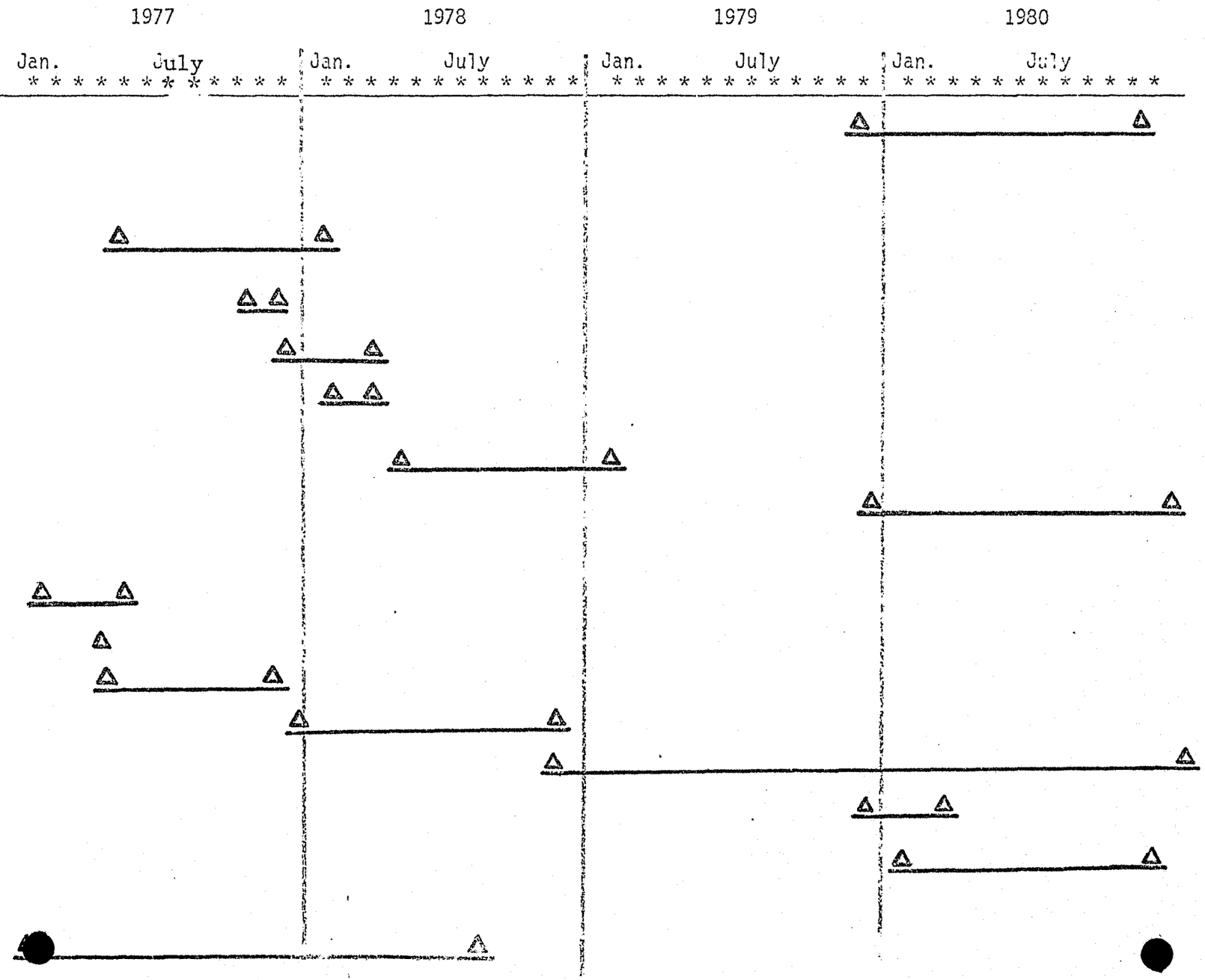


Exhibit Number 8 (continued)
Summary of Multi-Year CDS Activities

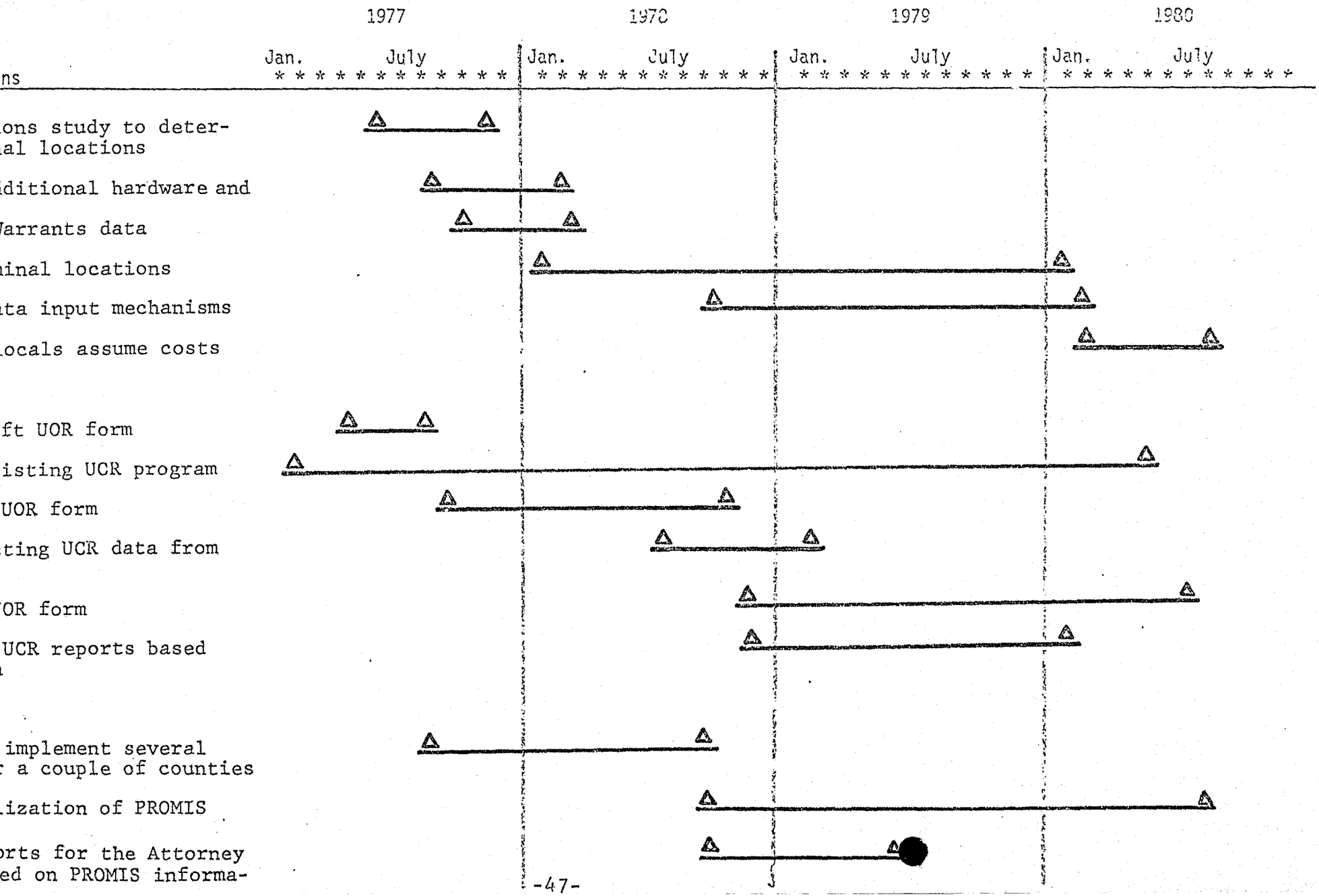


Exhibit Number 8 (continued)

Summary of Multi-Year CDS Activities

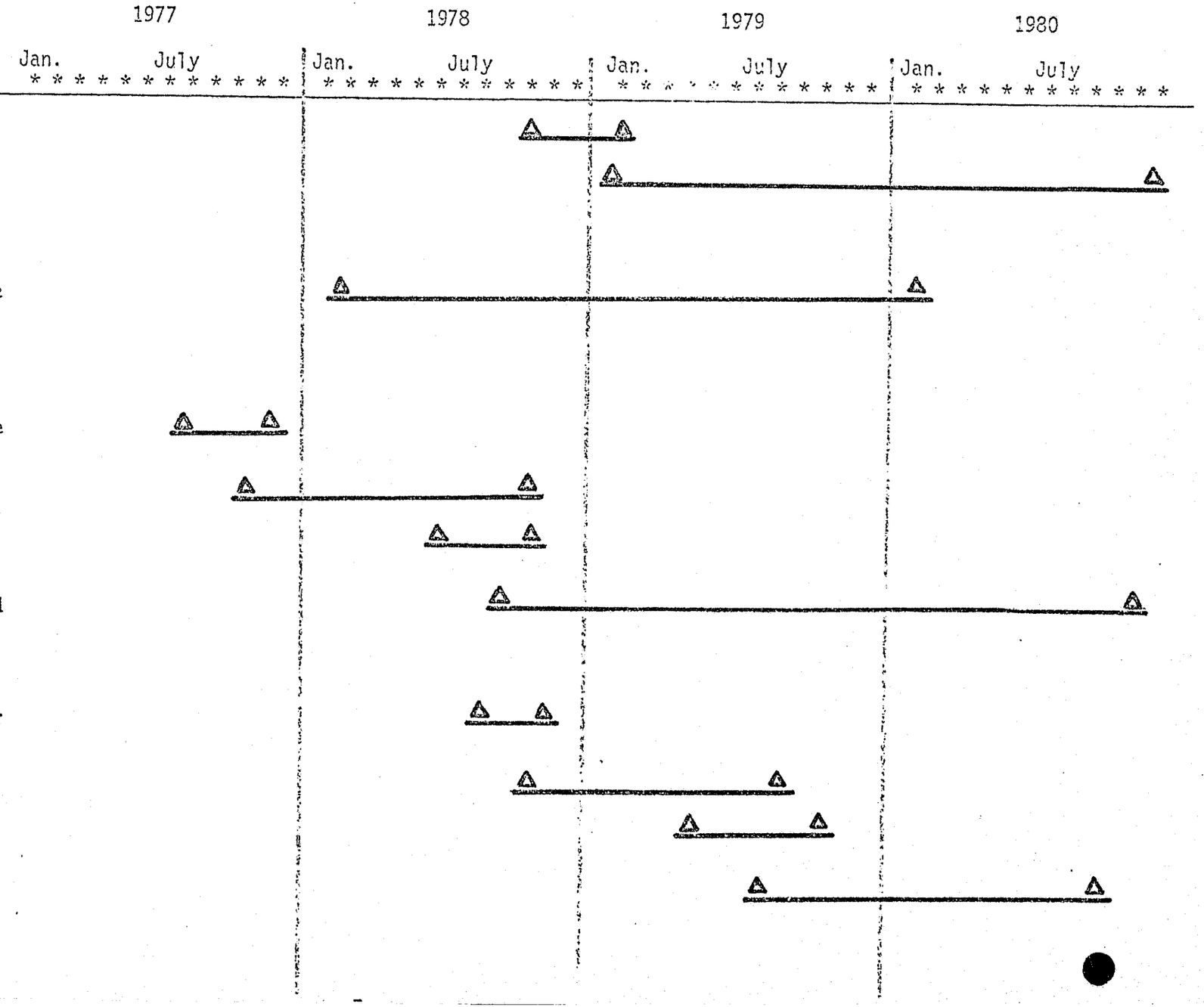


Exhibit 9

Summary of Total CDS Costs

I. TOTAL SYSTEM COSTS BY AREA:

Area	TOTAL COST FY-1977	FY-1978	FY-1979	FY-1980
SAC	$ 47,000.	$ 77,000.	$ 77,000.	$ 80,000.
OBTS/CCH	225,000.	425,000.	200,000.	350,000.
SJIS	25,000.	250,000.	275,000.	150,000.
OBSCIS	25,000.	250,000.	200,000.	150,000.
WEAPON	515,000.	525,000.	600,000.	600,000.
UCR/UOR	111,000.	125,000.	145,000.	150,000.
PROMIS	110,000.	150,000.	150,000.	100,000.
SPDIS	-0-	-0-	25,000.	30,000.
LEMIS	15,000.	35,000.	75,000.	150,000.
CMIS	-0-	5,000.	55,000.	80,000.
TOTALS:	$1,073,000.	$1,842,000.	$1,802,000.	$1,840.000.

II. TOTAL SYSTEM COST BY FUND TYPE:

	TOTAL COST FY-1977	FY-1978	FY-1979	FY-1980
A. LEAA CDS Funds	$ 247,000.	$ 477,000.	$ -0-	$ -0-
B. LEAA DF Funds	30,000.	400,000.	350,000.	100,000.
C. State Block Funds*	586,000.	570,000.	512,000.	50,000.
D. State Funds*	185,000.	285,000.	695,000.	1,135,000.
E. Local Funds*	25,000.	110,000.	245,000.	555,000.
Totals:	$1,073,000.	$1,842,000.	$1,802,000.	$1,840,000.

*NOTE: In most instances, these dollar amounts do not represent "new" appropriations or allocations. These amounts have already been planned, are currently expended for manual systems, or represent dollars that would be spent on expanding existing systems.

FOOTNOTES

1 Marion Harper, Jr., "A New Profession to Aid Management," Charles Coolidge Parlin Memorial Lecture, p. 13 (Philadelphia: Philadelphia Chapter, American Marketing Association, 1960).

2 Hinricks, Harley H. and Taylor, Graeme, M.; Program Budgeting And Benefit-Cost Analysis, (California: Goodyear Publishing Co., 1969). p.1.

3 Koontz, Harold and O'Donnell, Cyrril; Principals of Management, (New York: McGraw-Hill Book Company, 1964). p. 537.

4 ibid., p. 72.

APPENDIX 1

LETTERS OF COMMITTMENT

STATE OF WEST VIRGINIA
OFFICE OF THE GOVERNOR
CHARLESTON 25305

ARCH A. MOORE, JR.
GOVERNOR

The design, development and implementation of comprehensive information systems for our State's criminal justice system is a difficult task, but it is an effort we must all be willing to initiate. This Comprehensive Data Plan outlines a succession of important tasks for the next several years. If this coordinated effort on the part of federal, State and local governments is realized, I am confident that our criminal justice system will realize substantial benefits as will the citizens of our State.

In endorsing this Plan, I am committing the available energies and resources of our State and those funds appropriated by the Law Enforcement Assistance Administration, U.S. Department of Justice, towards attainment of the objectives contained herein. I am additionally requesting that all local level criminal justice officials avail themselves of the programs and services contained within this Plan.

The development and utilization of adequate information systems is vital to our criminal justice system and is of such importance that efforts will continue long after federal support has been exhausted.

Sincerely,

Arch A. Moore, Jr.

Arch A. Moore, Jr.
Governor

STATE OF WEST VIRGINIA

GOVERNOR'S COMMITTEE ON
CRIME, DELINQUENCY AND CORRECTION

ARCH A. MOORE, JR
GOVERNOR

Morris Square, Suite 321
1212 Lewis Street
Charleston, West Virginia 25301

GERALD S. WHITE
EXECUTIVE DIRECTOR

January 6, 1977

M E M O R A N D U M

TO: Cornelius M. Cooper, Regional Administrator

FROM: Gerald S. White, Executive Director

SUBJECT: Comprehensive Data System Plan

The development of necessary information systems for the varying elements of our criminal justice system is of such importance that the Governor's Committee on Crime, Delinquency and Correction has developed a Multi-year Plan for such systems. This Plan reflects the opinions of criminal justice officials throughout the State and represents the collective knowledge gained from our past endeavors as well as the activities of other states in this regard.

Many of the information system components contained in this Plan have previously been implemented and are currently operational. The total information system needs and plans are presented herein to provide the reader with a total perspective as to system components and plans. The Governor's Committee may revise this Plan in the future as necessary. Current and future efforts of the Governor's Committee will be based on achievement of the objectives outlined in this Plan.

GSW:blw

Office of
Executive Director
(304) 348-8814

Program Management
Division
Philip R. D'Anta, Director
(304) 348-5385

Program Development
Division
Michael L. Minsker, Director
(304) 348-8820

Support Services
Division
Robert H. Plumley, Director
(304) 348-3689

OFFICE OF THE GOVERNOR
Charleston, West Virginia
FEDERAL STATE RELATIONS

Arch A. Moore, Jr.
Governor

January 3, 1977

File: PNRS-C
#77011001

Mr. Gerald S. White,
Executive Director
Governor's Committee on Crime,
Delinquency and Correction
Morris Square, Suite 321
1212 Lewis Street
Charleston, West Virginia 25301

Dear Jerry:

The purpose of this letter is to inform you that the Comprehensive Data System Plan for West Virginia has been reviewed and approved by the State Clearinghouse. Pursuant to the procedures of West Virginia Statutes and Federal Office of Management and Budget Circular A-95, we have determined that the CDS Plan is consistent with approved State Plans that are related to the goals and purposes of this Plan.

As always, if we can be of additional service in this regard, please feel free to call on us.

Sincerely,

Robert V. Barill

Robert V. Barill
Deputy Director
Office of Federal-State Relations

RVB:am

cc: Dr. B. L. Coffindaffer

APPENDIX 2

CURRENT LEGISLATIVE AUTHORITY

§ 15-2-29. Criminal identification bureau; establishment; officer in charge; purpose; fingerprints, photographs, records and other information; reports by courts and prosecuting attorneys; offenses and penalties.

(a) The superintendent of the department of public safety shall establish, equip and maintain at the departmental headquarters a criminal identification bureau, for the purpose of receiving and filing fingerprints, photographs, records and other information pertaining to the investigation of crime and the apprehension of criminals, as hereinafter provided. The superintendent shall appoint or designate a regularly enlisted member of the department as officer in charge of the criminal identification bureau and such officer shall be responsible to the superintendent for the

affairs of the bureau. Members of the department assigned to the criminal identification bureau shall carry out their duties and assignments in accordance with internal management rules and regulations pertaining thereto promulgated by the superintendent.

(b) The criminal identification bureau shall cooperate with identification bureaus of other states and of the United States to develop and carry on a complete interstate, national and international system of criminal identification.

(c) The criminal identification bureau may furnish fingerprints, photographs, records or other information to authorized law-enforcement and governmental agencies of the United States and its territories, of foreign countries duly authorized to receive the same, of other states within the United States and of the State of West Virginia upon proper request stating that the fingerprints, photographs, records or other information requested are necessary in the interest of and will be used solely in the administration of official duties and the criminal laws.

(d) The criminal identification bureau may furnish, with the approval of the superintendent, fingerprints, photographs, records or other information to any private or public agency, person, firm, association, corporation or other organization, other than a law-enforcement or governmental agency as to which the provisions of subsection (c) of this section shall govern and control, but all requests under the provisions of this subsection (d) for such fingerprints, photographs, records or other information must be accompanied by a written authorization signed and acknowledged by the person whose fingerprints, photographs, records or other information is to be released.

(e) The criminal identification bureau may furnish fingerprints, photographs, records and other information of persons arrested or sought to be arrested in this State to the identification bureau of the United States government and to other states for the purpose of aiding law enforcement.

(f) Persons in charge of any penal or correctional institution including any city or county jail, in this State shall take, or cause to be taken, the fingerprints and description of all persons lawfully committed thereto or confined therein and furnish the same in duplicate to the criminal identification bureau, department of public safety. Such fingerprints shall be taken on forms approved by the superintendent of the department of public safety. All such officials as herein named may, when possible to do so, furnish photographs to the criminal identification bureau of such persons so fingerprinted.

(g) Members of the department of public safety, and all other state law-enforcement officials, sheriffs, deputy sheriffs, constables, and each and every peace officer in this State, shall take or cause to be taken the fingerprints and description of all persons arrested or detained by them, charged with any crime or offense in this State, in which the penalty provided therefor is confinement in any penal or correctional institution,

or of any person who they have reason to believe is a fugitive from justice or an habitual criminal, and furnish the same in duplicate to the criminal identification bureau, department of public safety, on forms approved by the superintendent of said department of public safety. All such officials as herein named may, when possible to do so, furnish to the criminal identification bureau, photographs of such persons so fingerprinted. For the purpose of obtaining data for the preparation and submission to the governor and the legislature by the department of public safety of an annual statistical report on crime conditions in the State, the clerk of any court of record, the justice of any justice court and the mayor or clerk of any municipal court before which a person appears on any criminal charge shall report to the criminal identification bureau the sentence of the court or other disposition of the charge and the prosecuting attorney of every county shall report to the criminal identification bureau such additional information as the bureau may require for such purpose, and all such reports shall be on forms prepared and distributed by the department of public safety, shall be submitted monthly and shall cover the period of the preceding month.

(h) Any person who has been fingerprinted or photographed in accordance with the provisions of this section, who is acquitted of the charges upon which he or she was arrested, and who has no previous criminal record, may, upon the presentation of satisfactory proof to the superintendent of the department of public safety, have such fingerprints or photographs, or both, returned to them.

(i) All state, county and municipal law-enforcement agencies shall submit to the bureau uniform crime reports setting forth their activities in connection with law enforcement. It shall be the duty of the bureau to adopt and promulgate rules and regulations prescribing the form, general content, time and manner of submission of such uniform crime reports. Wilful or repeated failure by any state, county or municipal law-enforcement official to submit the uniform crime reports required by this article shall constitute neglect of duty in public office. The bureau shall correlate the reports submitted to it and shall compile and submit to the governor and the legislature semiannual reports based on such reports. A copy of such reports shall be furnished to all prosecuting attorneys and law-enforcement agencies.

(j) Neglect or refusal of any person mentioned in this section to make the report required herein, or to do or perform any act on his or her part to be done or performed in connection with the operation of this section, shall constitute a misdemeanor, and such person shall, upon conviction thereof, be punished by a fine of not less than twenty-five nor more than two hundred dollars, or by imprisonment in the county jail for a period of not exceeding sixty days, or both, in the discretion of the court. Such neglect shall constitute misfeasance in office and subject such person to removal from office. Any person who wilfully removes, destroys, or mutilates any of the fingerprints, photographs, records or other information

of the department of public safety, shall be guilty of a misdemeanor, and such person shall, upon conviction thereof, be punished by a fine not exceeding one hundred dollars, or by imprisonment in the county jail for a period of not exceeding six months, or by both, in the discretion of the court. (1935, c. 27; 1965, c. 141; 1969, c. 43; 1971, c. 130; 1972, c. 45.)

Effect of amendment of 1971. — The amendment added present subsection (i) and redesignated former subsection (i) as (j).

Effect of amendment of 1972. — The amendment eliminated the former third and fourth sentences of subsection (g), which related to reports of arresting officers, and added the present third sentence of subsection (g).

Fingerprinting arrested persons mandatory.—Any person, regardless of age, who is arrested or detained by police officers (1) charged with any crime or offense in which the penalty provided therefor is confinement in any penal or correctional institution or (2) who is reasonably believed by police officers to be a fugitive from justice or an habitual criminal must be fingerprinted by police officers, with a duplicate of the fingerprint record being supplied to the State's department of public safety. For an officer to fail or refuse to secure such fingerprints from persons so charged constitutes a misdemeanor. Such person may, upon satisfactory proof that he has been acquitted of the charges and is free, have returned to him such fingerprint record. 51 Op. Att'y Gen. 878 (1966).

Juvenile detained but not charged with offense not to be fingerpriated.—A person under eighteen years of age (a juvenile) detained by police officers pending action by a juvenile court upon a petition which seeks to have that person adjudged a neglected child or a delinquent child, but who is not charged with any crime or offense punishable by confinement in any penal or correctional institution and is not reasonably believed by the police officers to be a fugitive from justice or an habitual criminal, is not to be fingerprinted by police officers. 51 Op. Att'y Gen. 878 (1966).

APPENDIX 3

OBTS/CCH DATA ELEMENTS

Standard 7.1

Data Elements for Offender-Based Transaction Statistics and Computerized Criminal History Records

Identical data elements should be used to satisfy requirements for similar information to be developed from either an OBTS or CCH system over all areas of the criminal justice system.

Advisory committees determining the designs of both systems should have some membership in common to assure data element compatibility. Before completion of the data element list for both systems, conferees from both advisory committees should meet to confirm data element conformity.

The coding structure of all overlapping data elements should be developed to guarantee that both statistical and operational information will be available and comparable. Where national specifications and requirements for data element structure exist, they should be considered the minimum acceptable.

Commentary

Although the OBTS and CCH systems each have specific objectives and uses in support of criminal justice, some of the data elements are the same for both systems. These elements blanket all segments of the criminal justice system to describe arrest, prosecution, and corrections transactions.

The definition and coding structure of the common elements must be the same to assure compatibility and facilitate collection.

In all areas, the overlapping data elements should be compatible in their coding structure [illegible]d support the uses of both systems.

Table 7–1 shows the data elements in both the NCIC-CCH system and in the OBTS minimum data requirements specified by LEAA.

Table 7.1. Comparison of OBTS and CCH Data Elements**

OBTS	CCH
IDENTIFICATION ELEMENTS	**IDENTIFICATION SEGMENT**
	Message Key
State Identification No.*	Originating Agency
FBI No.* →	FBI Identification No.
State Record No.	Name
Sex →	Sex
Race →	Race
	Place of Birth
Date of Birth →	Date of Birth
	Height
	Weight
	Color of Eyes
	Color of Hair
	Skin Tone
	Scars, Marks, Tattoos, etc.
	Social Security No.
	Miscellaneous Identification No.
	Fingerprint Classification
	Identification Comments
	State Establishing Record
	Date Record Established
	Date of Latest Update
POLICE/PROSECUTOR ELEMENTS	**ARREST SEGMENT**
Arresting Agency No.*	Message Key
	Arrest Agency Identifier
	Date of Birth
	State Identification No.
	FBI Identification No.
	Name Arrestee Used
Sequence Letter →	Sequence Letter
Date of Arrest →	Date of Arrest
	Arrest Charge No.
	Date of Offense
	Statute Citation
	General Offense Character
Charged Offense—Most Serious →	Arrest Offense—Numeric
	Arrest Offense - Literal
Police Disposition →	Arrest Disposition—Numeric
Prosecutor Disposition	Additional Arrest Disposition Data
Police/Prosecutor Disposition Date	
LOWER CRIMINAL COURT ELEMENTS	**JUDICIAL SEGMENT**
Court Identification No.*	Message Key
	Agency Identifier
	State Identification No.
Initial Appearance Date	FBI Identification No.
	Sequence Letter
	Date of Arrest
	Court Count No.
Disposition Date	Court Disposition Date
	Statute Citation
	General Offense Character
Charged Offense (Most Serious) →	Court Offense Classification—Numeric

**Arrows indicate corresponding data elements.*

OBTS	CCH
	Court Offense Classification—Literal
Lower Court Disposition →	Court Disposition—Numeric
Release Action	Sentence Suspended
Release Action Date	Confinement
Final Charge (Most Serious)	Probation
Type of Charge	Fine
Plea (At Trial)	Other Court Sentence Provisions—Literal
Type of Trial	Other Court Sentence Provisions—Numeric
Date of Sentence	Date Case Appealed
Type of Sentence	On Bail Pending Results of Appeal
Confinement Term (Days)	
Probation Term (Months)	
Type of Counsel	

COUNTY PROSECUTOR GRAND JURY ELEMENTS

Prosecutor Identification No.*
Date of Filing
Type of Filing
Filing Procedure
Date of Arraignment
Charged Offense (Most Serious)
Initial Plea
Release Action
Release Action Date

SUPPLEMENTAL SEGMENT

Message Key
Agency Identifier
State Identification No.
FBI Identification No.
Sequence Letter
Date of Arrest
Court Count No.
Court (Chief Executive) Disposition Date
Court (Chief Executive) Disposition
Sentence Suspended
Confinement
Probation
Fine
Other Court Sentence Provisions—Literal
Other Court Sentence Provisions—Numeric

FELONY TRIAL ELEMENTS

Court Identification No.*
Trial Date
Trial Type
Final Plea
Trial Ending/Disposition Date
Final Charge (Most Serious)
Type of Charge
Court Disposition
Sentence Date
Sentence Type
Confinement—Prison (Years)
Confinement—Jail (Days)
Probation (Months)
Type of Counsel

CUSTODY—SUPERVISION SEGMENT

Message Key
Agency Identifier
State Identification No.
FBI Identification No.
Sequence Letter
Date of Arrest
Status Change Character
Custody or Supervision Status Starting Date
Custody or Supervision Status—Numeric
Custody or Supervision Status—Literal Extended

CORRECTIONS ELEMENTS

Agency Identifier*
Receiving Agency
Date Received
Status
Date of Exit
Exit

*Data element should be in data base at state level but is not required to be reported to LEAA in Comprehensive Data Systems Program.

APPENDIX 4

Cross References From This CDS Plan to LEAA Guideline Requirements

LEAA Guideline Manual M6640.1, Comprehensive Data Systems Program, provides directions to each state preparing a CDS Plan. The purpose of this cross reference is to facilitate LEAA review of West Virginia's CDS Plan.

Guideline Manual Requirement - Paragraph Number	See Pages Numbered
20 Eligibility	Appendix 1
21 Letters of Commitment	Appendix 1
22 SPA Approved	Appendix 1
24 Action Plan Elements	
a. Current Status	26 to 29
b. Development Strategy	
1. Conceptual Approach	9 to 24
2. Component Description	9 to 24 and 33 and 34
3. Organization Placement	33 and 34
4. Schedule	45 to 48
5. Cost Estimates	49
6. Legislative Documents	Appendix 2
25 Standards and Goals	32
28 Status Reports	31
29 Plan Updates	31

END