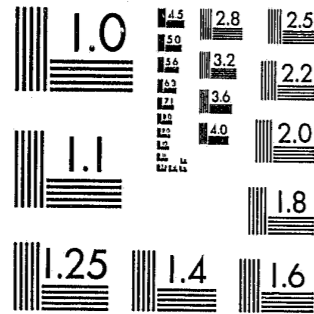


National Criminal Justice Reference Service



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United States Department of Justice
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✓ MISSISSIPPI DEPARTMENT OF CORRECTIONS
SYSTEMS DEVELOPMENT

✓ ANNUAL REPORT
CY 1979

This report was prepared in accordance with the instructions issued by Stevan Bonom, Comptroller, on October 5, 1979.

W. SCOTT FULTON, DIRECTOR
SYSTEMS DEVELOPMENT

NOVEMBER 19, 1979

UNIT DESCRIPTION

Unit Responsibilities

Systems Development (SD) is presently charged with two basic responsibilities: (1) the continued maintenance of an automated offender-based statistical and tracking system and (2) the development and implementation of electronic modules for the control of fiscal, personnel and inventory accounts.

SD operates as a unit within the Division of Technical Services.

Budget

On March 1, 1977 our program started up from ground zero. It was supported by a Law Enforcement Assistance Administration (LEAA) grant until September 30, 1978. Since then it has been fully funded by the State of Mississippi. An expansion budget, funded through the collection of supervision fees by the Division of Community Services, was cleared by the Budget Commission on October 30, 1979. Total expenditures for CY 1979 should approximate \$295,000.

Staff

Staff is composed of seven professionals and five data technicians. Two of the technicians are under the administrative supervision of the Director of Records at MSP. Three more technicians (data

control clerks) will be hired early in CY 1980, but it has not yet been determined how many of them will be located at Parchman.

(Please see the section entitled STAFF DUTIES).

Hardware

We do not have an off-line capability. Peripheral hardware is tied into the central processing units operated by the Mississippi Central Data Processing (CDPA), whose main frames are an IBM 370/155 and 370/158. Please see the hardware schematic.

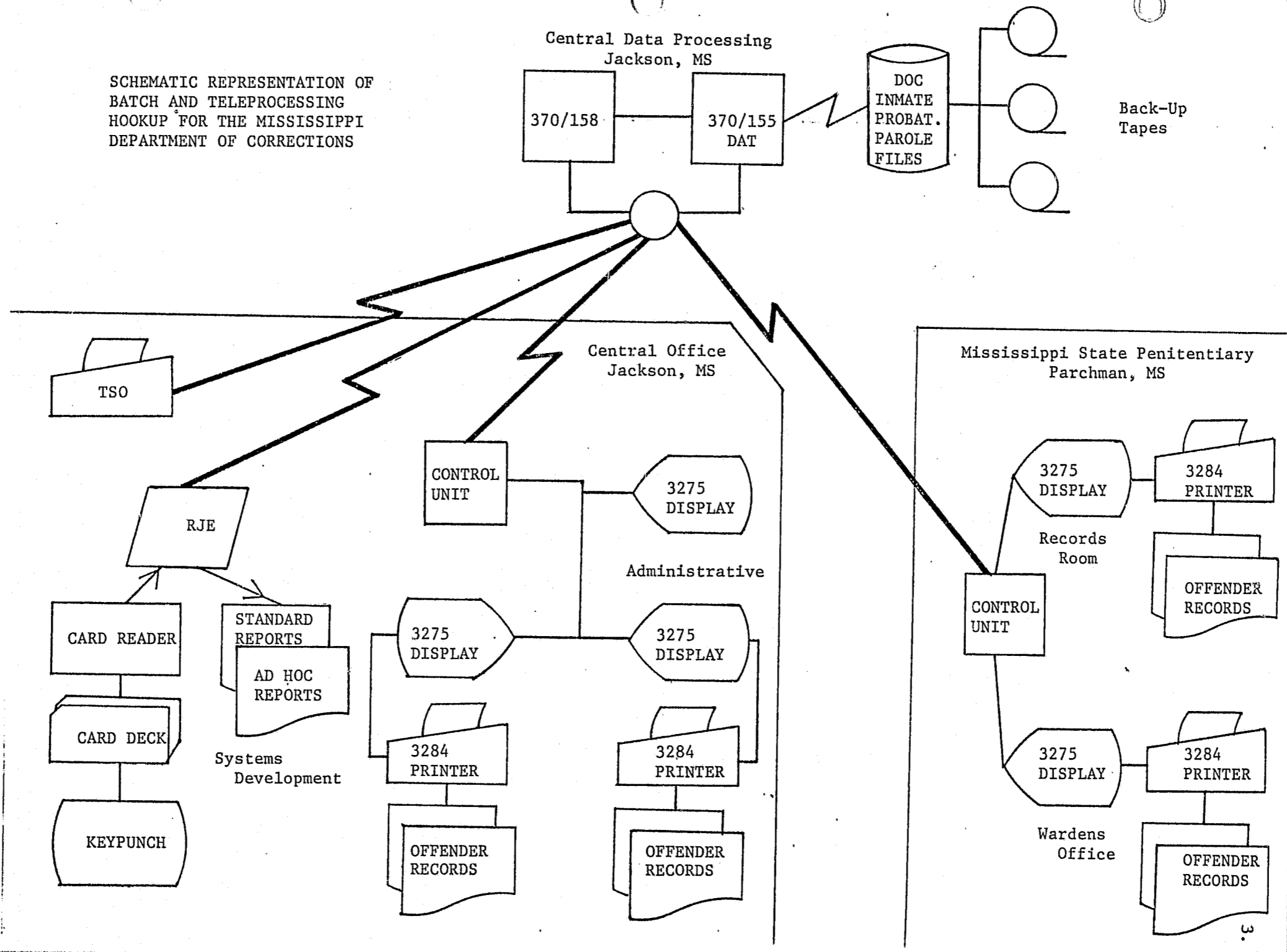
Offender Files

The following three offender files have been fully operational throughout CY 1979: Inmate, Probationer and Parolee. All data are currently entered and updated by batch mode. Inquiries on individual offenders are retrieved on-line. At the time of this writing, 16,709 offender records are on the computer, 5,753 of them in closed status. About one million items of data are in storage, approximately seven million bytes. A listing of the reports generated by these data bases will be found in the section entitled ACCOMPLISHMENTS.

Management Files

Under the newly approved expansion budget, the following four files will be developed and implemented: Purchase Order Control, Budget Control, Personnel/Payroll and Inventory Control. These systems are currently in the early design phase.

SCHEMATIC REPRESENTATION OF
 BATCH AND TELEPROCESSING
 HOOKUP FOR THE MISSISSIPPI
 DEPARTMENT OF CORRECTIONS



STAFF DUTIES

Since staffing is limited to a relatively small number of people, it is necessary for all personnel to remain flexible rather than confined to specific job categories. For example, all staff members are involved in initial coding, including the Director. Also, regardless of classification, professional personnel retrieve data as needed.

1 Director

- a. Has overall responsibility for the design and conduct of all aspects of the program.
- b. Has primary responsibility for systems design.
- c. Has direct supervision over the Assistant Director and indirect supervision over all program personnel.
- d. Works directly with the administrators of CDPA and other allied data processing units.
- e. Coordinates the activities of consultants.
- f. Acts as unit budget officer.

1 Assistant Director

- a. Has associate responsibility for the design and conduct of unit programs.
- b. Develops and supervises data capture systems and ad hoc data retrieval.
- c. Has direct supervision over the Senior Systems Analyst, the Statistician and the Data Entry Supervisor.
- d. Has responsibility for input accuracy.

- e. Acts as unit accountant.

1 Senior Systems Analyst (IV)

- a. Coordinates the programming activities and assignments of the other two Systems Analysts IV and the Systems Analyst III.
- b. Determines whether specific systems used are operating at maximum efficiency.
- c. Has responsibility for the on-hand technical design and writing of computer programs.
- d. Participates in file maintenance (on-going refinement and systems trouble-shooting).
- e. Writes file descriptions and coding manuals.
- f. Acts as unit training officer.

2 Systems Analyst (IV)

- a. Have responsibility for the on-hand technical design and writing of computer programs.
- b. Participate in file maintenance (on-going refinement).
- c. Write file descriptions and coding manuals.

1 Systems Analyst III

- a. Assists the three Systems Analysts IV in any of the duties outlined above.
- b. Primarily performs the more routine file maintenance tasks.

1 Statistician III

- a. Has primary responsibility for research reports (narrative plus tables, charts, etc.).

- b. Retrieves most of the ad hoc data requested.
- c. Performs manual data analysis as needed.
- d. Performs other duties as assigned, such as the completion of surveys derived from historical data.

1 Data Control Supervisor

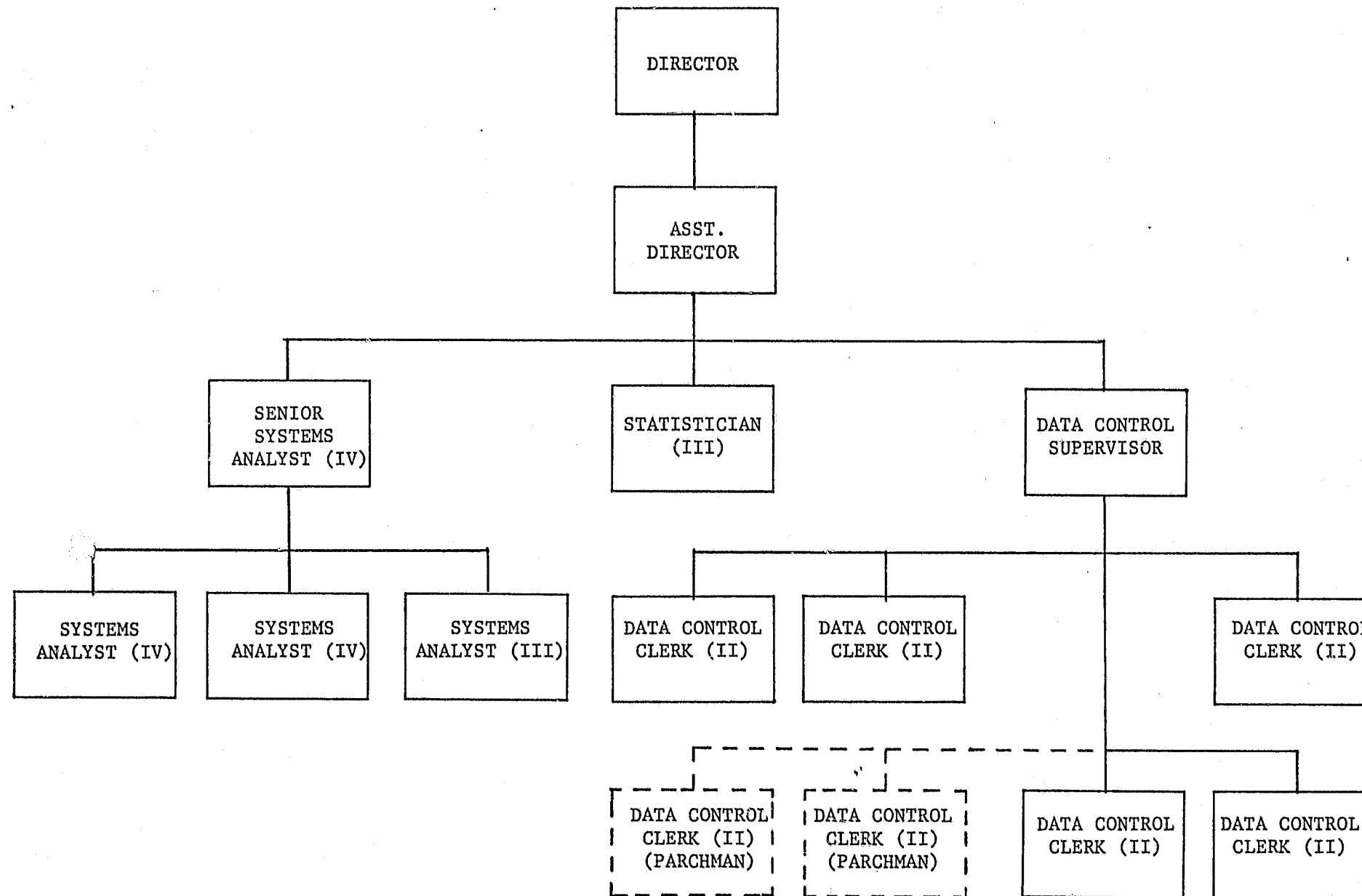
- a. Has direct supervision over five Data Control Clerks II.
- b. Under the supervision of the Assistant Director, bears direct responsibility for input accuracy.
- c. Completes special assignments, such as input form design, charts, tables, etc.
- d. Codes at data collection point.
- e. Operates keypunch machine and stationary terminal.
- f. Enters data on the computer.
- g. Keeps track of the stock of office supplies, computer paper, keypunch cards, etc., and generally acts as office manager.

7 Data Control Clerks (II)

- a. Code at data collection points.
- b. Operate keypunch machine and stationary terminal.
- c. Enter data on the computer.

NOTE: Although these positions are part of the SD budget, two of these technicians are supervised by the Director of Records at MSP. Three of these positions, funded under the expansion programs are vacant at this time and will not be filled until early in CY 1980.

DEPARTMENT OF CORRECTIONS
Systems Development



INMATE PROGRAMS

Other than the automated and statistical reports listed elsewhere in this paper, SD does not handle any inmate programs as such.

ACCOMPLISHMENTS DURING CY 1979Reports

During CY 1979 alone, SD produced a total of 418 reports, an average of almost 35 per month or 1.6 per working day.

A. Standard Reports

324 Standard Reports were published, 27 each month. They are listed below by file:

Probationer File

1. Statewide Caseload
2. Compact Cases
3. Transfers
4. Summary Statistics - Caseload Movement
5. Mississippians Being Supervised Out-of-State
6. Discharges Overdue
7. Absconders
8. Advance Terminations
9. Caseload by Supervisor

Parole File

1. Statewide Caseload

2. Compact Cases
3. Transfers
4. Mississippians Being Supervised Out-of-State
5. Absconders
6. Caseload by Supervisor

Inmate File

1. Alpha Listing of Inmates
2. Alpha Listing of State Inmates in County Jails
3. Alpha Listing of Departures
4. Admissions and Departures: Summary Statistics
5. Parole Eligibility
6. Work Release Eligibility
7. Supervised Earned Release Eligibility
8. Advanced Listing of Tentative Releasees
9. Inmate Profile
10. Pre-Classification Roster

Administrative Standard Reports

1. Offender Population Breakdown: Summary Statistics by Offense Sorted by Violent and Property Crimes
2. Advanced Eligibility for Community Programs: Robbers and Drug Offenders

B. Ad Hoc Reports

In response to specific requests, 82 Ad Hoc Reports were presented. A sample listing of ten follows:

<u>Requested By</u>	<u>Content</u>
Director of Clinical Treatment, MSP	Alpha listing of inmates convicted of murder or manslaughter who were under the age of 20 at time of incarceration.
DOC Planner	Profile of inmates released upon expiration of sentence.
DOC Planner	Map of property offenders with 0, 1 and 2 prior confinements.
Public Information Officer	Inmates under the age of 18 who are mentally defective.
Research Intern	Profile of inmates over age 65.
Parole Office	Alpha listing of inmates convicted of non-violent crimes who have served one year of sentence by April, 1979.
Director of Mental Health, Mississippi State Penitentiary (MSP)	Alpha listing of State inmates confined in Washington and Bolivar County jails.

Public Information Officer, Department of Corrections (DOC) Governor	Alpha listing of inmates under 17 years of age and those 18-21, inclusive.
DOC Planner	Alpha listing of inmates who worked on flood control.
	Summary statistics of inmates released to parole, work release and supervised earned release by month.

C. Research Reports

During CY 1979 eleven (11) Research Reports were published, almost one (1) per month.

1. A Comparison of Total Average Sentence Length of All Offenders, First Offenders, and Recidivists Committed to the Mississippi State Penitentiary for 1977 and 1978.
Sandy Martin January 18, 1979
2. An Analysis of Average Length of Sentence vs. Average Length of Incarceration, July-December, 1978.
Sandy Martin February 20, 1979
3. Female Offender Study
Sandy Martin, Cheryl Purvis February 20, 1979

4. An Analysis By Race and Sex, Primary Offense, Average Current Age, and Average Age at Commitment of Inmates Serving Life Sentences.
Sandy Martin, Cheryl Purvis February 22, 1979
5. Average Sentence Lengths and Numbers Probated in District 14.
Sandy Martin, Cheryl Purvis April 12, 1979
6. An Evaluation of Releases to and Returns from Supervised Earned Release.
Sandy Martin May 4, 1979
7. Armed Robber Study
Sandy Martin, Cheryl Purvis April 3, 1979
8. Modal Series of Inmates Released to Parole, Work Release and Supervised Earned Release
Sandy Martin June 15, 1979
9. Analysis of Inmate Academic Performance, Volume I
Sandy Martin August 16, 1979
10. Study on Average Length of Stay
Cheryl Purvis September 27, 1979
11. Analysis of Inmate Academic Performance, Volume II
Sandy Martin October 19, 1979

On-Line Expansion

At the beginning of CY 1979, one page of screen information was on-line for each inmate, probationer and parolee. During the year, three additional pages of information were brought up for each inmate and two more for each probationer and parolee. Approximately 1000 individual inquiries indicating on-line response are received each month from judges, district attorneys, sheriffs, other interested parties and legislators when they are in session (at which time traffic becomes exceptionally heavy). These are short inquiries requesting brief information, e.g., on offender's parole eligibility date, the number of his sentences, whether or not he will be accepted for out-of-state supervision, etc.

Records Added

At the beginning of CY 1979 there were 11,043 offender records on the computer. Since then, the five SD data control clerks have coded, keypunched and entered 6,866 additional records.

Monthly Fact Sheets

These are a two-page capsuled report of the major statistics produced by the Standard Reports. Published monthly beginning in September, they are distributed to the Commissioner, other DOC administrators, the DOC Planner and the Public Information Officer.

Program Expansion

As noted above, an expansion budget was cleared by the Budget Commission on October 30, 1979. This will enable SD to bring up the following additional files, which should be operational in the autumn of 1980:

1. Purchase Order Control
2. Budget Control
3. Personnel/Payroll
4. Inventory Control

Partial Interface with the Mississippi Highway Patrol (MHP)

Following the initial request by David R. Huggins, Director, Investigative Division, MHP, partial interface was accomplished on November 12, 1979. It now gives MHP direct access to DOC on-line files. Also ad hoc reports can be routed to the MHP remote job entry printer.

This cooperative effort between allied criminal justice agencies obviously represents progress and should become increasingly beneficial to both departments.

Refinement of File Maintenance

File maintenance is an on-going, time-consuming process, brought to refinement during CY 1979. It involves constant review, both manually and electronically, to verify daily file activities such

as the addition and deletion of offender records. It is intended to identify problems at an early stage before they reach serious proportions and thus could require days to correct.

FUTURE PLANSCY 1980

Develop and implement the following:

1. On-line updating of offender records.

This will eliminate keypunching from the updating process and greatly facilitate timeliness, particularly with MSP records.

2. Budget Control File

This will monitor and document expenditures at both the budget allocation level and at the individual account level. For the Department of Corrections budget allocation, each program or unit allotment will be specified and its current balance maintained. This will enable analysis of program or unit cost-effectiveness. Expenditures for each account will be recorded, summarized, and used to compute the balance of each program or unit allotment.

3. Purchase Order Control File

The purchasing system will be tracked from purchase requisitions through purchase orders, partial shipments and

payments to final expenditures.

4. Personnel/Payroll File

The Personnel File will monitor the distribution of staff, summarize employee-related costs per program, provide information regarding employee records, facilitate the processing of applications for employment, and identify training programs and participating employees.

5. Inventory Control File

The Inventory Control File will minimize inventory costs, facilitate inventory purchasing, and provide inventory cost information to accounting, budgeting, and institutions staff. Inventory costs are minimized when only the required inventory is on hand and on order; keeping inventories high ties up funds in low priority areas. Purchasing methods are a key to keeping inventories low. Identifying vendors whose lead times are short and whose service is reliable and identifying items which can be purchased at a savings or transferred within the Department, can reduce costs.

CY 1981

1. Continue the maintenance and expansion of both offender and management files.
2. Develop a Data Base Management System (DMS)

A key advantage lies in the DMS capacity to accommodate

assorted items of information and to keep track of the linkage to particular offenders and other programs, which may be important for purposes of summarizing, cross reference, sequencing for reports, etc.

CY 1982-1984

Develop and Implement the following:

1. Prison Industries Module

The purpose of this module is to provide accounting, sales analysis, inventory control, and production information for each prison industry within the Department of Corrections.

2. Food Services Module

The purpose of this module is to summarize food expenditures, insure compliance with nutrition standards, estimate supplies to be ordered, and monitor the quantity of food supplies on hand. Expenditures must be kept within the budget allotment, and purchasing must be sufficiently accurate to maintain adequate but not excessive inventories. Estimating food purchases will require reports regarding population trends which must be derived outside this module.

3. Plant Maintenance Module

The purpose of this module is to provide the Department of Corrections with needed information to promote preventative maintenance practices within its facilities.

It will provide a maintenance schedule, monitor maintenance repairs performed, identify maintenance costs, and project needed repairs. It will also monitor contractor and vendor performance and equipment inventory levels.

END