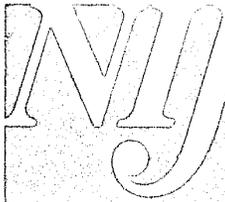


U.S. Department of Justice

National Institute of Justice

Office of Development, Testing, and Dissemination



National Institute of Justice

*Research Applications*

# Putting Research to Work

Tools for the  
Criminal Justice Professional

90598

U.S. Department of Justice  
National Institute of Justice  
*Office of Development, Testing, and Dissemination*

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# Putting Research to Work

## Tools for the Criminal Justice Professional

90538

U.S. Department of Justice  
National Institute of Justice

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May 1984

**National Institute of Justice**

**James K. Stewart**

*Director*

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## A Message From The Director

The National Institute of Justice is committed to discovering new and more effective approaches that can help criminal justice agencies and practitioners do a better job of protecting the public. We work to accomplish that goal by conducting research on major problems facing the criminal justice system today.

One part of the National Institute's program is devoted to translating research into action, presenting practical information criminal justice practitioners can use in carrying out their day-to-day responsibilities.

The manuals, guides, and other documents listed in this catalog are written expressly from the perspective of the practitioner and the policymaker. They summarize the practical implications of what has been learned through research, experimentation, and operational experience. This document is not an exhaustive review of National Institute publications; rather, it highlights practical handbooks and guides for action. For the criminal justice professional, the publications in this catalog offer a wide-ranging look at what is most promising in the field today and, equally important, what to avoid in fashioning new programs or practices.

We hope you will let us know what you think of this catalog and the publications it lists. The National Institute of Justice is committed to obtaining the best possible return on its research investment. Criminal justice professionals can help achieve that goal. You can put the results of research to work in your own agencies and then report back to us on the effects of the research recommendations. In this way, you can give us pragmatic feedback that will help set the direction for new inquiries.

Honorable James K. Stewart  
*Director*  
National Institute of Justice

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The documents cited in this catalog and bearing "NCJ" numbers are part of the collection of the National Institute of Justice/NCJRS and are accessible in a variety of ways. NCJRS maintains a Reading Room in the metropolitan Washington, D.C., area that is open to the public weekdays between 9 a.m. and 5 p.m. Visitors are encouraged to telephone NCJRS for directions to the facility (301/251-5500). Many of the citations may also be found in public and organizational libraries.

For researchers who prefer to obtain personal copies, sales sources are identified whenever possible. Document availability changes over time, however, and NCJRS cannot guarantee continued availability from publishers or distributors.

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Some documents are on sale by NCJRS on a cost-recovery basis; those presently available are designated by a price listing, and inquiries about other documents are welcomed. To order, write to:

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Documents not otherwise available in paper copy can be obtained from the NCJRS Copy Satisfaction Program. The charge is 10 cents per page, plus a \$5 service charge for each order. Thus, an order for a 50-page document would cost \$10, but an order for two 50-page documents would be \$15.

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The letters "GPO" after a citation indicate that copies may be purchased from the Government Printing Office. Inquiries about availability and cost should include stock number and title and be addressed to:

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National Institute of Justice/NCJRS  
Document Loan Program  
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Rockville, MD 20850

### **Documents Available From URC**

Research Utilization Program documents available from University Research Corporation are coded URC. To obtain these, send \$8.50 (unless otherwise noted) for each title to:

University Research Corporation  
Suite 1600  
5530 Wisconsin Avenue  
Chevy Chase, MD 20815

### **Unpublished Titles**

Projects listed in this catalog without an NCJ number represent research that is nearing completion or for which the published products are in press. Inquiries are welcomed to National Institute of Justice/NCJRS, Customer Service Desk, at the address above. Documents also are announced in *NIJ Reports*, a bimonthly bulletin of the National Institute which announces 10 percent of the most important recent additions to the NCJRS data base. To register for this free publication, write to:

NIJ Reports—User Services  
Box 6000  
Rockville, MD 20850

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# Introduction

The National Institute of Justice is one of the Federal Government's chief vehicles for generating through research the new knowledge that can lead to more effective crime control policies. Within the National Institute, the Office of Development, Testing, and Dissemination is responsible for promoting the application and use of new knowledge gained through research and experimentation. One of the ways the Institute communicates this policy-relevant information is through publications designed and written for the criminal justice practitioner and those who set criminal justice policy. The format varies—from detailed manuals and guidebooks to succinct reviews of the policy implications of selected research topics—but the intent is the same: to give busy professionals and policymakers information they need and can use in carrying out their important responsibilities.

This catalog lists a sampling of recent publications of the Office of Development, Testing, and Dissemination. It is designed to let you take advantage of the wealth of practical information available from the National Institute of Justice. The catalog lists 200 publications covering a range of 30 critical topics and issues—police patrol and investigation, career criminal programs, public defenders, plea negotiation, sentencing guidelines, jury operations, probation strategies, and correctional management. A number of publications deal with the issue of costs and cutback management in police, courts, and corrections.

The catalog is easy to use. It is arranged by the traditional categories of police, courts, corrections, probation and parole, and juvenile offenders. Other sections list studies dealing with victim/witness services and crime prevention. A final category covers special policy issues such as public drunkenness and school crime. Equipment standards and other publications of the Technology Assessment Program are also listed.

In some cases, several publications carry the same or similar titles. Each report provides a different look at the problem or issue. The National Institute uses a number of publication formats, each targeted at specific

audiences for criminal research. The publications are grouped in these series:

**Issues and Practices**—Reviews of research and evaluation findings, operational experiences, and expert opinion in a criminal justice topic area. Formerly called **Program Models**.

**Exemplary Projects**—Outstanding local criminal justice projects suitable for adaptation in other communities.

**Monographs**—Reports on innovations that appear promising but may have unresolved questions concerning feasibility or effects.

**Policy Briefs**—Summaries of the policy implications of research on significant criminal justice issues, with emphasis on legislative options.

**Test Designs**—Detailed specifications for testing experimental programs in varied field settings to assess their effectiveness and transferability.

**Criminal Justice Research Utilization Program**—Training materials to support the practical application of research results in State and local jurisdictions.

**Selected Bibliographies**—Topical bibliographies on contemporary interests and developments in law enforcement and criminal justice.

**Technology Assessment Program**—Standards for and guides to performance, economy, and safety of equipment used within the justice system.

Information about how to order publications appears opposite the contents page of this booklet.

National Institute of Justice publications have earned a place as useful tools for criminal justice professionals seeking reliable information on the problems and issues they confront each day. The Institute hopes you will look through this catalog for ideas you can use, and keep it on hand as a ready reference you can turn to when you need information. We also encourage you to share it with your colleagues.

# Crime and Justice: an Annual Review of Research

Ed. by Norval Morris, University of Chicago Law School, and Michael Tonry, University of Maryland Law School, Baltimore, Md.

This annual publication series features essays by prominent scholars reviewing research developments concerning contemporary criminal justice problems. The series is designed to keep policymakers, practitioners, and scholars abreast of developments in criminal justice research. Because no single perspective adequately reflects current knowledge, *Crime and Justice* takes an integrative approach, linking the various disciplines involved in criminal justice studies. Each volume of *Crime and Justice* covers a range of topics, summarizing what is known on important subjects, how it is known, and the implications of that knowledge for research, policy, and operations. Among the topics covered in the four volumes published to date are career criminal research, school violence, police role and function, private security, trends in violent crime, youth violence, and deterrence. The editorial board represents a diversity of viewpoints. The members are:

Alfred Blumstein  
Shari Diamond  
Albin Eser  
Lloyd Ohlin  
Sheldon Messinger

Patrick V. Murphy  
Albert J. Reiss, Jr.  
Patricia Ward  
Nigel Walker  
James Q. Wilson  
Franklin E. Zimring

Volume 1-1979, 357 pp. NCJ 63668  
Volume 2-1980, 475 pp. NCJ 74239  
Volume 3-1981, 358 pp. NCJ 80591  
Volume 4-1982, 313 pp. NCJ 89003  
Volume 5-1983, 320 pp. NCJ 92448

Available from: University of Chicago Press, 11030 South Langley Avenue, Chicago, Ill. 60628.

# Police

## Management

### MANAGING CRIMINAL WARRANTS

#### Program Models

By J.P. Gannon, J.W. Burrows, R.P. Grassie, and W.D. Wallace,  
Westinghouse National Issues Center, Columbia, Md., 1978

Effective criminal warrant service can contribute to such key police objectives as crime prevention and criminal apprehension. This report details recommended functions of both manual and computer-aided service systems and discusses effective approaches reported in a nationwide survey. 103 pp. Microfiche. NCJ 50018

### POLICE WORK SCHEDULING

#### Issues and Practices

By W.W. Stenzel and R.M. Buren, The Traffic Institute,  
Northwestern University, Evanston, Ill., 1983

This report examines the nature of police work scheduling, explores its impact on department operations (including both management and employee-related issues), and provides guidelines for determining the effectiveness of work schedules police agencies now use. Suggested techniques for managing shift assignments and recommended administrative policies and procedures are provided. 242 pp. \$9.95 or Microfiche. NCJ 88719

### CITATION RELEASE

#### Issues and Practices

By D. Whitcomb, Abt Associates, Inc., Cambridge, Mass.

Citation release is a mechanism through which persons arrested for certain offenses may be released on police authority at the scene, police stationhouse, or detention facility prior to arraignment. Potential benefits include cost savings, increased patrol efficiency, and reduced jail populations. This report analyzes pertinent literature and the experiences of five law enforcement agencies in implementing a citation release program. Publication in Fall 1983. Check *NIJ Reports* for availability.

### DALLAS POLICE LEGAL LIAISON DIVISION

#### Exemplary Project

By H.L. Wise, Abt Associates, Inc., Cambridge, Mass., 1976

This manual written for police administrators and planners describes an Exemplary Project created to prevent police legal errors and reduce the number of cases rejected or dismissed on technical grounds. The Police Legal Liaison Division not only provided training for police officers and investigators but maintained Assistant City Attorneys on call 24 hours a day to provide advice in case preparation. 110 pp. Microfiche. NCJ 34673

#### IMPROVING POLICE MANAGEMENT

Research Utilization Program

By D.F. Cawley, J. Kelly, and V. Strecher, University Research Corporation, Washington, D.C., 1981

Workshop materials acquainted police executives with management tools and methods derived from the Managing Criminal Investigations and Managing Patrol Operations field tests and other research. The participant's handbook outlines such topics as retrenchment or "cutback" management; analyzing work demands; and managing investigations, patrol, and calls for service. A book of 13 selected readings augmented the program.

Participant's Handbook, 258 pp. Microfiche or URC. NCJ 85326  
Selected Readings, 279 pp. Microfiche. NCJ 85422

#### POLICE STRESS

Selected Bibliography

Ed. by S. Duncan, R.N. Brenner, and M. Kravitz, National Institute of Justice/NCJRS, 1979

More than 100 documents are listed in this publication, giving an overview of job-related stress among police officers. Causal factors related to stress range from danger to boredom; its results range from impaired judgment to suicide. Strategies to reduce stress are treated in 56 citations. The bibliography also describes 33 training films. 96 pp. Free paper copy or Microfiche. NCJ 59352

#### POLICE MANAGEMENT

Selected Bibliography

Ed. by R.N. Brenner and M. Kravitz, National Institute of Justice/NCJRS, 1978

This compilation presents 123 annotated citations to literature on police management, organization, budgeting, personnel, and operations. Information on innovative management techniques with applications to

law enforcement is included. An appendix presents "Standards for Police Chief Executives" as developed by the International Association of Chiefs of Police. 106 pp. Microfiche. NCJ 49699

## **POLICE MANPOWER MANAGEMENT**

### **Selected Bibliography**

Ed. by M.H. Caplan, M.N. Emig, and R. Mills, National Institute of Justice/NCJRS, 1980

This annotated bibliography presents information about innovative methods for managing police manpower. Designed to help police instructors, supervisors, and students of police administration, it lists 130 publications in an overview of modern management techniques and chapters covering routine field operations, continuing investigations, and special operations. 53 pp. Free paper copy or Microfiche. NCJ 68514

## **Patrol and Investigation**

### **MANAGING PATROL OPERATIONS**

#### **Test Design**

1978

A growing body of research questions many traditional ideas about police patrol, especially immediate dispatch to all calls for service. Following a review and evaluation of traditional patrol allocation, this test design presented alternative patrol allocation strategies based on matching resources to workload and engaging in directed activities in lieu of random patrol (e.g., crime pattern analysis, saturation patrol, property marking, etc.). An evaluation design and a selected bibliography are provided. 38 pp. Microfiche. NCJ 48147

### **MANAGING PATROL OPERATIONS**

#### **Research Utilization Program**

By H.J. Miron et al., University Research Corporation, Washington, D.C., 1977

The Managing Patrol Operations training workshops for municipal police department staff focused on management issues. The Trainer's Handbook introduces the program, suggests how to prepare and deliver the information, and summarizes objectives and time and resource requirements. Space utilization diagrams, sample evaluation forms, and descriptions of the Research Utilization Program and field tests of the Managing Patrol Operations program as a management improvement

system are included. The Participant's Handbook is a course outline with worksheets for the workshop, summarizing current research in practical patrol management and existing programs. The accompanying Manual is a detailed analysis and bibliography of workshop topics and gives guidance for planning and implementation.

Trainer's Handbook, 163 pp. Microfiche or URC. NCJ 76632

Participant's Handbook, 172 pp. Microfiche or URC. NCJ 47033

Manual, 103 pp. Microfiche or URC. NCJ 47032

## DIFFERENTIAL POLICE RESPONSE TO CALLS FOR SERVICE

### Test Design

1980

This field experiment was designed to test a comprehensive differential response system for managing police calls for service. The program components included a classification scheme to set priorities for calls for service, a range of response techniques scaled to the urgency of the call, and changes in call-intake procedures. The design promoted priority treatment for the most urgent calls while attempting to reduce mobile response to noncritical calls. 48 pp. Microfiche. NCJ 74094

## TEAM POLICING—RECOMMENDED APPROACHES

### Program Design

By E.J. Albright and L.G. Siegel, Mitre Corporation, McLean, Va. 1979

This report shows the evolution of team policing concepts and examines the advantages and disadvantages of suggested program designs. To assist police managers in determining the suitability of team policing in a particular area, the report presents an evaluation study as well as guidelines for planning, implementing, operating, and assessing such programs. 104 pp. Free paper copy or Microfiche. NCJ 61088

## MANAGING CRIMINAL INVESTIGATIONS

### Program Design

By I. Greenberg and R. Wasserman, Abt Associates, Inc., Cambridge, Mass., 1979

Drawing on criminal investigations research, this document describes in detail five components of a program to manage criminal investigations: initial investigations, case screening, continuing investigation management, police-prosecutor relations, and an investigative monitoring system. Conditions necessary to successfully establish each component of the Managing Criminal Investigations program are discussed. Alternative investigative functions and strategies and a suggested

evaluation plan for program components are provided. 130 pp. Microfiche. NCJ 61427

## MANAGING CRIMINAL INVESTIGATIONS

Research Utilization Program

By D.F. Cawley et al., University Research Corporation, Washington, D.C., 1977

Modern management methods applicable to the investigative process include increased participation of uniformed personnel in a comprehensive initial investigation, a case-screening system that will remove weak cases from the process at an early point, and development of police-prosecutor relationships that will enhance the likelihood of successful prosecution. The Manual for this 3-day workshop serves as a text for these methods as well as for continuing investigation, monitoring investigational effectiveness, and resource allocation. The Participant's Handbook serves as a schedule, workbook, and discussion guide.

Manual, 261 pp. Microfiche. NCJ 42596

Participant's Handbook, 159 pp. Microfiche. NCJ 40294

## Crime Prevention

### ARSON PREVENTION AND CONTROL

Program Models

Abt Associates, Inc., Cambridge, Mass., 1980

Joint action by police and fire departments—in place of the traditional rivalry between these agencies—is but one of several requisites to the development of an effective arson control model. Other elements being used in the six cities described in the report include: formation of a citywide task force; community awareness through media campaigns; enforcement of existing codes; early and active involvement of the prosecutor; and development of an arson information system. 168 pp. Microfiche. NCJ 62607

### STREET CRIME UNIT—New York City Police Department

Exemplary Project

By A. Halper and R. Ku, Abt Associates, Inc., Cambridge, Mass., 1975

Shabbily clad officers appeared as obvious robbery targets in high-crime areas of New York while other plainclothes officers waited near the "decoys" to make "quality" arrests—arrests that lead to convictions. The manual not only describes the workings of the project but suggests

guidelines to maintain the integrity of undercover officers and to avoid entrapping suspects. 169 pp. Microfiche. NCJ 26492

#### FOCUS ON ROBBERY—THE HIDDEN CAMERAS PROJECT— Seattle, Wash.

Exemplary Project

By D. Whitcomb, Abt Associates, Inc., Cambridge, Mass., 1979

This document describes how Seattle police covered high-risk business sites with concealed cameras that were activated when a "trip" bill was pulled from a cash register. The resulting clear pictures of a robbery in progress were admissible as trial evidence and the expense of implementing the project was minimal. 77 pp. Microfiche. NCJ 59014

#### ARSON

Selected Bibliography

Ed. by J.T. Duncan, M. Caplan, and M. Kravitz, National Institute of Justice/NCJRS, 1979

Arson has increased dramatically in recent years. This bibliography with 89 abstracts highlights the nature and extent of the problem, active measures for arson prevention, and reactive measures for arson control. 69 pp. Free paper copy or Microfiche. NCJ 58366

### Cost Savings

#### SMALL POLICE AGENCY CONSOLIDATION—SUGGESTED APPROACHES—SUMMARY OF FINDINGS AND CONCLUSIONS Program Models

By T.W. Koepsell and C.M. Girard, International Training, Research, and Evaluation Council, Falls Church, Va., 1979

To cope with increasing costs while maintaining acceptable levels of service delivery, many rural police departments with 25 or fewer officers merge with larger departments. Survey data gathered from 34 such agencies suggest ways of meeting legal requirements, solving administrative and equipment problems, establishing cost-sharing, and evaluating the program. 111 pp. Microfiche. NCJ 50694

Also available from: GPO, Stock No. 027-000-00761-9

#### CENTRAL POLICE DISPATCH—DIVISION OF CENTRAL OPERATIONS FOR POLICE SERVICES (COPS)—Muskegon, Mich. Exemplary Project

By J.J. McDonnell, Abt Associates, Inc., Cambridge, Mass., 1975

Eight communities pooled their police dispatch resources to build an around-the-clock, civilian-staffed, high-quality communications system. This document describes how, under operational direction of senior police officers from the participating agencies, the system provided more extensive dispatching services than any of the participating jurisdictions could offer independently. 146 pp. Free paper copy or Microfiche. NCJ 30393

## **POLICE CONSOLIDATION**

### **Selected Bibliography**

Ed. by M.N. Emig and M. Kravitz, National Institute of Justice/NCJRS, 1980

The advantages and disadvantages of various approaches to police consolidation are described in 219 citations, of which 169 are annotated. Sections cover total and functional consolidation as well as alternatives such as contract services and mutual aid. 64 pp. Microfiche. NCJ 67142

## **Productivity**

### **MEASURING THE COSTS OF POLICE SERVICES**

#### **Program Models**

By K.J. Chabotar, Abt Associates, Inc., Cambridge, Mass., 1982

This handbook provides guidelines for both the collection and utilization of cost information in police management and budgeting. Starting with a discussion of fundamental issues in police costing, the report goes on to describe factors that typically prevent cost analysis as well as steps that can be taken to modify and improve cost reporting. Exercises that walk the reader through the actual performance of several types of cost analysis are also provided. 221 pp. \$9.95 or Microfiche. NCJ 82758

### **IMPROVING PATROL PRODUCTIVITY**

#### **Program Models**

By W.C. Gay and S. Schack, University City Science Center, Washington, D.C., 1977

Patrol operations are the most costly aspect of policing. This two-volume report suggests strategies for more efficient use of patrol officers' time. Beginning with workload and crime analysis, the first volume recommends specific steps departments can take to make routine patrols more effective. The second volume focuses on specialized patrols, pointing

out their function and recommending planning, implementation, deployment, tactics, and evaluation procedures for decoy operations, stakeouts, and covert surveillance.

Volume 1—Routine Patrol, 204 pp. Free paper copy or Microfiche. NCJ 42500

Volume 2—Specialized Patrol, 157 pp. Free paper copy or Microfiche. NCJ 42501

### COSTING POLICE SERVICES

Research Utilization Program

University Research Corporation, Washington, D.C.

This workshop provided police and other municipal officials with specific cost analysis principles and practices necessary for measuring the cost of and improving police services. Participants learned to identify and define key aspects of cost analysis, understand its applications to management functions, determine the effectiveness and/or efficiency of police services, and develop a strategic internal review process incorporating cost analysis findings.

Handbook, 250 pp. URC (\$17.50). NCJ 90439

### POLICE PRODUCTIVITY

Selected Bibliography

Ed. by J. Freimund and M. Kravitz, National Institute of Justice/NCJRS, 1978

The 82 citations of this annotated bibliography focus on the nature of the police function, the effectiveness of police management, and problems of defining and measuring police productivity. Examples of programs to increase productivity include team policing, crime analysis units, consolidation, and reorganization. 57 pp. Microfiche. NCJ 50501

# Courts

## Pretrial Release Decisionmaking

### SUPERVISED PRE-TRIAL RELEASE

Test Design

1980

This document outlines requirements for an experiment assessing different types of supervised release designed to assure defendants' appearance in court for trial while reducing the number of defendants confined awaiting trial. The test measured the impact of supervised release on the criminal justice system, on failure-to-appear rates, and on rates of pretrial crime by program participants. 80 pp. Microfiche. NCJ 65782

### DILEMMA OF DIVERSION

Monograph

By J. Mullen, Abt Associates, Inc., Cambridge, Mass., 1975

"Diversion" describes procedures to provide accused or convicted offenders with an alternative to traditional correctional actions. Pretrial diversion provides selected defendants with rehabilitative services in lieu of normal prosecution. This monograph expresses reservations about pretrial diversion programs, based on an evaluation and site visits in the mid-1970's. 118 pp. Microfiche. NCJ 25998

### PRETRIAL SERVICES AGENCY, Washington, D.C.

Exemplary Project

By G.P. Rikoski and D. Whitcomb, Abt Associates, Cambridge, Mass. 1982

This manual describes an innovative program that used alternatives to bail whenever these were consistent with the program's dual responsibility to ensure defendants' court appearances and protect the public. Using guidelines, interviews, and an automated records system, the agency screened defendants to find which of them it could recommend for citation release or release by the court. In 1980, 75 percent of those arrested and charged in court were released on citation or personal recognizance; 95 percent kept their scheduled court appearances. Less than 8 percent of the defendants released without bail were arrested and charged with a serious offense while at liberty before trial. The manual includes guidelines, evaluations, and costs to assist replication efforts. 123 pp. \$7.50 or Microfiche. NCJ 84508

## **Prosecution**

### **PROSECUTOR'S MANAGEMENT INFORMATION SYSTEM (PROMIS), DISTRICT OF COLUMBIA**

Exemplary Project

Institute for Law and Social Research, Washington, D.C., 1977

By tracking every case from initial charge to final disposition, this comprehensive approach to analyzing court records produced information about what happens after arrest in the District of Columbia. The data from more than 100,000 cases not only yielded important information for policymakers but resulted in 27 separate research reports, most of which are described in a National Institute of Justice brochure, "Using Court Records for Policy Analysis."

Exemplary Project Report, 14 pp. Microfiche. NCJ 43722

Available from: Institute for Law and Social Research, Washington, D.C.  
Brochure, 8 pp. Free paper copy. NCJ 76213

### **PROSECUTION OF ECONOMIC CRIME--SAN DIEGO AND SEATTLE FRAUD DIVISIONS**

Exemplary Project

By P. Finn and A.R. Hoffman, Abt Associates, Inc., Cambridge,  
Mass., 1976

This manual describes two highly successful efforts to curb economic crime activities: the district attorneys' offices in San Diego and Seattle. The report describes how these agencies set goals, organized resources and operations, and measured results. 163 pp. Microfiche. NCJ 31615

### **CONNECTICUT ECONOMIC CRIME UNIT**

Exemplary Project

By D. Whitcomb, L. Frisina, and R.L. Spangenberg, Abt Associates,  
Inc., Cambridge, Mass., 1979

The report details how a prosecution-investigation team, working out of the chief State's Attorney's office, pressed consumer fraud cases and promoted awareness of economic crime among law enforcement officers and the public. During 3 years, the unit cost \$474,778 to operate and returned \$723,610 in restitution to victims, \$20,832 to the State in fines. The report highlights issues for consideration by planners and policymakers and gives sample formats and strategies for developing similar units. 79 pp. Free paper copy or Microfiche. NCJ 60332

## MAJOR VIOLATOR UNIT—San Diego, California

### Exemplary Project

By D. Whitcomb, Abt Associates, Inc., Cambridge, Mass., 1980

This report examines a prosecutors' unit which focused attention on serious repeat robbery offenders. The Major Violator Unit attempted to reduce plea bargaining by requiring defendants to plead either to the top felony charge or to more than one charge. During the project's evaluation period, 95 percent of defendants were convicted with no reduction in charge; 100 percent of those convicted were incarcerated. 139 pp. Free paper copy or Microfiche. NCJ 72472

## DISTRICT ATTORNEY'S OFFICE—MAJOR OFFENSE BUREAU— Bronx County, N.Y.

### Exemplary Project

By D. McGills, Abt Associates, Inc., Cambridge, Mass., 1976

The unit described in this manual prosecuted cases in which the offense was particularly heinous or the accused a serious recidivist. To achieve higher conviction rates, the Bureau limited plea bargaining and used full disclosure to defense counsel, immediate case preparation, and the assignment of a single prosecutor to follow each case from start to finish. Its successes included a median time of 97 days from arrest to trial and an overall conviction rate of 96 percent. 145 pp. Microfiche. NCJ 37810

## CAREER CRIMINAL PROGRAMS

### Policy Brief

By W. DeJong, Abt Associates, Inc., Cambridge, Mass., 1980

Career criminal programs (CCP) or major violator units are usually established as separate prosecutorial units in the district attorney's office to concentrate investigative and prosecutorial resources on the conviction of repeat offenders. This policy brief reviews such programs and outlines California's approach to developing a State-financed career criminal program, which is based on determining local needs, responding to issues of concern, enacting legislation and implementing legislation. 17 pp. Microfiche. NCJ 70870.

## CAREER CRIMINAL PROGRAMS

### Special National Workshop

University Research Corporation, Washington, D.C., 1979

This special national workshop reviewed the growing body of research on the problem of the habitual offender. The report includes concept

papers which discuss new knowledge about the behavior of these offenders and describe priority prosecution programs and their effectiveness in curbing both adult and juvenile crime. Other papers explore crime during the pretrial period, development of the career criminal concept, identification of the habitual offender, and results of a national evaluation of career criminal programs. 150 pp. Microfiche. NCJ 86885

## Defense

### EARLY REPRESENTATION IN PUBLIC DEFENDER PROGRAMS

Test Design

1981

This document outlines specific program requirements, site selection criteria, and an evaluation design for the National Institute of Justice field test of early representation by defense counsel. Program goals were to (1) establish management policies to broaden the range of services provided the defendant; (2) improve the attorney-client relationship; and (3) improve efficiency, effectiveness, and cooperation in the criminal justice system. 44 pp. Microfiche. NCJ 77642

### GUIDE TO ESTABLISHING A DEFENDER SYSTEM

Program Models

By N.A. Goldberg and J.L. Lichtman, National Legal Aid and Defender Association, Washington, D.C., 1977.

This program model describes several approaches to structuring a strong, independent system for indigent defense. The models described include a centrally administered staff defender system; provision of defense services by contracting with one or more private agencies; and "mixed systems" using both a defender organization and assigned counsel selected from the private bar. 133 pp. Free paper copy or Microfiche. NCJ 44091

Available also from: GPO, Stock No. 027-000-00617-5

### OPERATING A DEFENDER OFFICE

Research Utilization Program

By B.E. Dorworth et al., University Research Corporation, Washington, D.C., 1979

Case management, budgeting, personnel administration, and external office relationships were major topics addressed in these workshops on operating a defender office. Additional topics included innovative

ways of presenting, justifying, and marketing the budget, and methods of monitoring, controlling, and retrieving information for budget requests. Performance appraisal systems, staff team-building, good community relationships, and volunteer assistance were also discussed. The manual presents source materials and examples; the participant's handbook offers session-by-session training aids for the 3-day workshop; and the trainer's handbook provides lesson plans and teaching aids.

Participants' Handbook, 228 pp. Microfiche or URC. NCJ 66780

Participants' Manual, 236 pp. Microfiche or URC. NCJ 66779

Trainer's Handbook, 295 pp. Microfiche or URC. NCJ 66551

#### PUBLIC DEFENDER SERVICE OF THE DISTRICT OF COLUMBIA Exemplary Project

Abt Associates, Inc., Cambridge, Mass., and Public Defender Service,  
Washington, D.C., 1974

Up to 60 percent of Washington's indigent accused were represented by Public Defender Service staff, and the Public Defender Service coordinated the system for appointing counsel for the remaining financially unable defendants. This manual reviews the benefits of such a "mixed" system of public defenders and appointed counsel which overcomes the traditional defense problems of high caseloads and inadequately trained attorneys while providing quality representation to the indigent from arrest to release.

Volume 1, Policies and Procedures, 82 pp. Microfiche. NCJ 15080

Volume 2, Training Materials, 287 pp. Microfiche. NCJ 15081

Available also from: Volume 2, National Technical Information Service,  
5285 Port Royal Road, Springfield, Va. 22161. Stock No. PB 240 284

#### ARGERSINGER V. HAMLIN

Special National Workshop

University Research Corporation, Washington, D.C., 1977

This special national conference reviewed the research and experience related to implementing the U.S. Supreme Court requirement that no person may be imprisoned without adequate representation by counsel. Trial judges, district attorneys, court administrators, and public defenders met to consider the implications of the decision in light of research studies and review recommendations for enhanced compliance with the court's ruling. A summary report features formal presentations and highlights of seven workshops. 122 pp. Microfiche. NCJ 42239

## **Sentencing Issues**

### **MULTIJURISDICTIONAL SENTENCING GUIDELINES PROGRAM**

Test Design

1978

This multijurisdictional test design outlines steps for examining the applicability of sentencing guideline programs as a way of reducing sentencing disparity on a statewide scale. Objectives included evaluating the effectiveness of guidelines, testing the feasibility of sentencing guidelines across a number of jurisdictions within a State, and providing a body of knowledge for jurisdictions looking for a means to structure judicial decisionmaking. 59 pp. Free paper copy or Microfiche. NCJ 53479

### **PRINCIPLES OF GUIDELINES FOR SENTENCING: METHODOLOGICAL AND PHILOSOPHICAL ISSUES IN THEIR DEVELOPMENT**

Monograph

By L.T. Wilkins, Abt Associates, Inc., Cambridge, Mass., 1981

This report discusses significant issues in the development of sentencing guidelines and presents the overall logic involved in their development. The problems addressed are sentencing disparity and judicial discretion. The researchers used simulation strategies to project sentences, reported the projected sentences to judges, and then used the judges' reactions to provide extended insight into judicial decision processes. 81 pp. Microfiche. NCJ 76216

### **DEVELOPING SENTENCING GUIDELINES—A METHODS MANUAL**

Research Utilization Program

By A.M. Gelman, J.M. Kress, and J.C. Calpin, University Research Corporation, Washington, D.C., 1979

This workshop helped judges and other officials use sentencing guidelines and present them to judicial peers and others. The trainer's handbook outlines goals, instructional methods, and materials, and discusses sentencing guidelines, their establishment and problems, and planning and implementation. The methods manual is for policymakers responsible for developing a sentencing guidelines system, and covers coding manual design, sample validation, and system implementation based on models developed from pilot projects in five cities.

Trainer's Handbook, 162 pp. Microfiche or URC. NCJ 54147

Methods Manual, 217 pp. Microfiche or URC. NCJ 47394

## MANDATORY SENTENCING—THE EXPERIENCE OF TWO STATES

Policy Brief

By K. Carlson, Abt Associates, Inc., Cambridge, Mass., 1982

This report draws on the findings of two major evaluations to examine the effect of mandatory sentencing laws in New York and Massachusetts. It concludes that these laws have both intended positive effects and unintended negative effects. Although some targeted crime was reduced, there were negative effects on case flow and case processing. Based on early studies, the report urges States to proceed with caution in developing and implementing similar provisions. 27 pp. Microfiche. NCJ 83344

## SENTENCING TO COMMUNITY SERVICE

Monograph

By J. Beha, K. Carlson, and R.H. Rosenblum, Abt Associates, Inc., Cambridge, Mass., 1977

Believing that a fine or jail term is not always in the best interest of society or the offender, many courts have embraced the concept of community service, particularly in cases involving misdemeanors. This monograph describes several types of community service alternative sentencing programs and discusses the issues and problems typically facing these programs. 74 pp. Microfiche. NCJ 43460

## DETERMINATE SENTENCING—REFORM OR REGRESSION?

Research Utilization Program

Correctional Information Service, Inc., New York, N.Y., 1978

This conference examined California's 1977 law narrowly circumscribing sentences for each offense: how the law came about and what it might produce. In the published report, a proponent explains the concept and explores arguments for and against abolition of parole. Another conferee suggests that prosecutorial discretion, especially in plea bargaining, must be controlled if the reform is to be successful. A critic maintains that parole disparity and abuse will be increased by eliminating the parole board's discretion. 161 pp. Microfiche. NCJ 46779

Available also from: GPO, Stock No. 027-000-00654-0

## PERSPECTIVES ON DETERMINATE SENTENCING

Selected Bibliography

Ed. by W.D. Pointer, C. Rosenstein, and M. Kravitz, National Institute of Justice/NCJRS, 1982

This bibliography cites 213 works covering the arguments for and against determinate sentencing as well as the impacts of determinate sentencing on corrections. The annotated citations are presented in chapters addressing the issues, legislation, impact on corrections, effect on inmates, parole, juvenile justice, and international perspectives. 95 pp. Free paper copy or Microfiche. NCJ 84151

Available also from: GPO, Stock No. 027-000-01168-3

## STRUCTURED PLEA NEGOTIATIONS

Test Design

1979

This test was intended to increase the equity, efficiency, and effectiveness of plea bargaining. The design spells out required procedures before, during, and after a plea conference. It describes the evaluation results as they affect the implementation of a plea negotiation process equitable to all parties, subject to judicial review, and cognizant of all parties' needs. 45 pp. Microfiche. NCJ 66847

## PLEA NEGOTIATION

Selected Bibliography

Ed. by A.A. Cain et al., National Institute of Justice/NCJRS, 1980

The bibliography includes 130 citations with abstracts. Chapters highlight the nature of plea negotiation, eliminating plea negotiation, restructuring plea negotiation, and legal issues and Federal rules. Sample topics are effects of plea bargaining on sentencing, research on plea bargaining, juvenile plea bargaining, and issues of constitutionality. 108 pp. Free paper copy or Microfiche. NCJ 66559

## Examining Court and Jury Operations

### GRAND JURY REFORM: A REVIEW OF KEY ISSUES

Monograph

By D. Day, Abt Associates, Inc., Cambridge, Mass., 1983

This monograph focuses on recent proposals to reform the grand jury through an examination of commentary by proponents and opponents of reform; the American Bar Association's Policy on the Grand Jury and Model Grand Jury Reform Act; the U.S. Attorney's Manual on grand jury procedures; and State legislation. The document provides a national overview of the extent to which States have enacted grand jury reform legislation and provides selected examples of practitioner experiences under these laws. 117 pp. \$7.50 or Microfiche. NCJ 87645

## ONE DAY/ONE TRIAL JURY SYSTEM

Exemplary Project

By K. Carlson, D. Whitcomb, and A. Halper, Abt Associates, Inc.,  
Cambridge, Mass., 1977

Jurors in Wayne County, Mich., served for only one trial or one day, whichever took longer; they were excused from further service for a year. According to this project report, judges and administrators praised the system for using seven times as many citizens for jury duty, making better use of jurors' time, and saving money for the courts. 204 pp. Free paper copy or Microfiche. NCJ 41516

## JUROR USAGE AND MANAGEMENT WORKSHOP

Research Utilization Program

By W.R. Pabst, Jr., and T. Munsterman et al, University Research  
Corporation, Washington, D.C., 1977

Three-day workshops described the goals of good jury management as maximum responsiveness to court needs, maximum citizen participation in jury service, minimum economic burden on the individual, and minimum economic burden on the community. A participant's handbook supplements texts for the course by providing case studies, worksheets, and other study guides; a trainer's handbook supplies lesson plans and presentation notes.

Participant's Handbook, 235 pp. Microfiche or URC. NCJ 40304  
Trainer's Handbook, 108 pp. Microfiche or URC. NCJ 76692

## SPEEDY TRIAL: SELECTED BIBLIOGRAPHY AND COMPARATIVE ANALYSIS OF STATE SPEEDY TRIAL PROVISIONS

Selected Bibliography

By B.O. Fort et al., Midwest Research Institute, Kansas City, Mo.,  
1978

The bibliography contains 165 annotated citations to published articles and books pertaining to the right to speedy trial. In addition, it cites 53 constitutional provisions, 239 statutes, 63 court rules, and approximately 2,357 court decisions consolidated into 2,712 entries pertaining to each of the 50 States, the District of Columbia, and U.S. Federal courts. The comparative analysis uses a series of matrixes to index the legal citations by State. 199 pp. Free paper copy or Microfiche. NCJ 48110

## **Court Management**

### **TRIAL COURT MANAGEMENT SERIES—EXECUTIVE SUMMARY Program Models**

By C.S. Cooper, American University, Washington, D.C., 1979

This court management project, launched in 1977, provided trial court managers with a framework for financial, personnel, and records resource and workload management. Over 40 trial courts were studied in the course of the project's 13 months. This summary provides an overview of research reported in three items next listed below. 144 pp. Microfiche. NCJ 52653

### **TRIAL COURT MANAGEMENT SERIES—PERSONNEL MANAGEMENT**

#### **Program Models**

By R. Tobin, American University, Washington, D.C., 1979

The volume on personnel management discusses development and maintenance of a personnel system, system improvements, and specialized personnel procedures. Assessment questions guide managers through organization, staffing, and employee performance and relations. A five-phase implementation schedule shows how to develop or restructure a court personnel system. 62 pp. Microfiche. NCJ 53624

### **TRIAL COURT MANAGEMENT SERIES—FINANCIAL MANAGEMENT**

#### **Program Models**

By R. Tobin, American University, Washington, D.C., 1979

The volume on financial management discusses funding sources for trial court operations, a court's financial management responsibilities, and relationships between Federal, State, and local governments. An outline of the elements of a trial court financial management system and self-assessment questions aid managers in determining the range and effectiveness of functions performed. Court managers will also find practical help for the budgeting process, including principal stages of the process and specific management issues and techniques. 78 pp. Microfiche. NCJ 53623

TRIAL COURT MANAGEMENT SERIES—RECORDS  
MANAGEMENT

Program Models

By E.H. Short and C. Doolittle, American University, Washington, D.C.,  
1979

The volume on records management explains court records and their processing, from initiation through access, use, and distribution, to disposition. Considerations for developing a court records program and records management principles are described, as well as guidelines for assessing and improving a program. 92 pp. Microfiche. NCJ 53625

COURT PLANNING AND RESEARCH—THE LOS ANGELES  
EXPERIENCE

Monograph

By D. McGillis and L. Wise, Abt Associates, Inc., Cambridge,  
Mass., 1976

This case study of the Los Angeles Municipal Courts Planning and Research Unit illustrates one type of unit that is improving court operations in a large metropolitan area. A sample of the most significant projects includes bail by mail, implementation of an alcohol detoxification center, automated case calendaring, and trial court reorganization. 80 pp. Free paper copy or Microfiche. NCJ 34392

COURT UNIFICATION—ITS HISTORY, POLITICS,  
AND IMPLEMENTATION

Monograph

By L. Berkson, S. Carbon, and A. Ashman, American Judicature Society,  
Chicago, Ill., 1978

Court unification attracted interest from the beginning of the century when reformers noted that a multiplicity of courts resulted in duplicated services, waste, inefficiency, and inflexible schedules for overworked judges. This monograph describes unification efforts in 11 States, pointing out strengths and weaknesses. Topics covered include centralized management, Supreme Court rulemaking authority, budgeting, and State financing, with attention to specific problems and recommended solutions for implementing these reform measures. 663 pp. Microfiche. NCJ 47168

CITIZEN COURT WATCHING—THE CONSUMER'S PERSPECTIVE

By K. Carlson, L. Morris, R. Spangenberg, and D. Whitcomb,  
Abt Associates, Inc., Cambridge, Mass., 1977

Citizen court watching efforts have proliferated with the recent trend toward open government and decisionmaking at all levels. By observing a court's proceedings on a regular basis for a specified period of time, trained court monitors are able to recognize and document inadequacies and to press for their correction. Their accomplishments range from installing information booths in courthouse lobbies to developing recommended standards for determining indigency for assignment of public defenders. This report synthesizes the necessary elements for a successful citizen effort in court improvement. 160 pp. Microfiche. NCJ 43360

#### RURAL LEGAL RESEARCH—CREIGHTON LEGAL INFORMATION CENTER

##### Exemplary Project

By G.W. Peters, Abt Associates, Inc., Cambridge, Mass., 1977

After a survey revealed that only 63 percent of 173 rural judges and lawyers had access to U.S. Supreme Court materials and only 22 percent to other court reporting services, Creighton University made researchers available to serve as mail and telep<sup>r</sup>one law clerks to rural Nebraska judges, prosecutors, and court-appointed defenders. This report describes effects of the project in reducing "information delay" in rural courts. 135 pp. Microfiche. NCJ 39468

#### PARALEGALS

##### Selected Bibliography

Ed. by A.A. Cain, J. Fisher, and M. Kravitz, National Institute of Justice/NCJRS, 1979

This bibliography with abstracts documents various paralegal work settings—police, courts, prisons—and provides information sources about this growing occupational field. Fifty-one citations with abstracts are presented in sections covering career paralegals, student interns, and inmate paralegals. 43 pp. Free paper copy or Microfiche. NCJ 57986

## Alternatives to Traditional Case Processing

#### NEIGHBORHOOD JUSTICE CENTERS—AN ANALYSIS OF POTENTIAL MODELS

##### Program Models

By D. McGillis and J. Mullen, Abt Associates, Inc., Cambridge, Mass., 1977.

Resolving minor disputes in informal local forums instead of using formal arrest or court action can save time and money. In addition, these forums often result in longer lasting resolution of problems. Six dispute processing projects, including arbitration, mediation, referral to small claims courts, and referral to courts of general jurisdiction, are reviewed; the report also makes recommendations for future experimental models. 212 pp. Free paper copy or Microfiche. NCJ 43580

#### NEIGHBORHOOD JUSTICE CENTERS

Policy Brief

By D. McGillis, Abt Associates, Inc., Cambridge, Mass., 1980

Effective adjudication in many civil and criminal cases is hampered by extensive delays, limited access to courts, high dismissal rates, and ineffective procedures. This guide for policymakers describes programs for resolving minor disputes without arrest or formal court action, using conciliation, mediation, or arbitration techniques to deal with interpersonal conflicts. Sources for further information are given and an appendix provides sample legislation supporting justice centers. 20 pp. Microfiche. NCJ 69075

#### ADMINISTRATIVE ADJUDICATION OF TRAFFIC OFFENSES

Policy Brief

By J. Mullen and D.A. Day, Abt Associates, Inc., Cambridge, Mass., 1980

Using administrative adjudication procedures instead of criminal court actions to dispose of traffic violations can lead to reduced costs, increased revenues, reduced strain on criminal justice resources, and citizen satisfaction. This guide for policymakers discusses a modified judicial system as an alternative approach to administrative disposition. 25 pp. Microfiche. NCJ 66410

#### ADMINISTRATIVE ADJUDICATION BUREAU OF THE NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES

Exemplary Project

By A. Halper and J. McDonnell, Abt Associates, Inc., Cambridge, Mass., 1975

In 1969, criminal courts in the City of New York were handling 4 million traffic or parking offenses. This manual reports how time and costs were saved and sanctions became more uniform by transferring noncriminal traffic offenses to administrative disposition. Although criminal courts retained concurrent jurisdiction, almost all cases were heard by the Administrative Arbitration Bureau. 202 pp. Microfiche. NCJ 30389

CITIZEN DISPUTE SETTLEMENT—THE NIGHT PROSECUTOR  
PROGRAM OF COLUMBUS, OHIO—A REPLICATION MANUAL

Exemplary Project

Abt Associates, Inc., Cambridge, Mass., 1974

This manual reports how law students conducted hearings outside normal court procedures on such matters as simple assaults, bad checks, and family disputes, suggesting resolutions where the parties could not reach an agreement. Prosecutors supervised the program, which saved court costs, reduced caseload pressure, and tended to defuse potentially violent disputes. 77 pp. Microfiche. NCJ 15156

# Corrections

## Management

### FEES FOR CORRECTIONAL SERVICES

Monograph

By J. Sasfy, Mitre Corporation, McLean, Va., 1980

The booklet provides a nationwide assessment of the growing practice of charging correctional supervision fees. It includes summary descriptions of charging fees to probationers and parolees for room and board in various transitional settings such as halfway houses or prerelease centers; fees for specific services or programs such as drug, mental health, and employment services; and fees for general correctional supervision. 82 pp. Free paper copy or Microfiche. NCJ 63291

### ADULT OFFENDER EDUCATION PROGRAMS

Monograph

By J.P. Conrad, Abt Associates, Inc., Cambridge, Mass., 1981

This report reviews the state of the art in correctional education programs for adult offenders and suggests options for improving administrative, programmatic, and policymaking activities in this area. Using data gathered from interviews with corrections staff and authorities, onsite visits to 12 correctional institutions across the country, and a literature review, the report identifies obstacles to correctional education while asserting its value and the right of inmates to receive it. The monograph outlines the general structure of a prison education system and administrative options for its management and control. 194 pp. Microfiche. NCJ 75650

### CONTROLLED CONFRONTATION—WARD GRIEVANCE PROCEDURE OF THE CALIFORNIA YOUTH AUTHORITY

Exemplary Project

By D. McGillis, J. Mullen, and L. Studen, Abt Associates,  
Cambridge, Mass., 1976

Does the inmate have a right to make reasonable suggestions about the way his life is regulated during incarceration? This manual shows how concerned correctional professionals, together with inmates and outside arbitrators, sought to answer this question by adapting the tradition of formal conflict resolution through negotiation and arbitration within the unique environment of confinement. The Ward Grievance

Procedure was based on the notion that inmates and staff must be able to turn to an independent party for an unbiased review. 188 pp. Microfiche. NCJ 35801

#### PRISON GRIEVANCE MECHANISMS

Research Utilization Program

By J.M. Keating, University Research Corporation, Washington, D.C., 1977

This 10-session, 3-day workshop was designed to help participants understand effective prison grievance mechanisms, gain awareness of the potential benefits of grievance mechanisms, appreciate the importance of thorough planning and implementation, and grasp techniques that are helpful in solving planning and implementation problems. A manual provides basic references, a participant's handbook serves as a workbook, and a trainer's handbook offers lesson plans.

Manual, 69 pp. Microfiche or URC. NCJ 43402

Participant's Handbook, 69 pp. Microfiche or URC. NCJ 40306

Trainer's Handbook, 140 pp. Microfiche or URC. NCJ 54149

#### MANAGEMENT OF STRESS IN CORRECTIONS

Research Utilization Program

By J.J. Dahl, University Research Corporation, Washington, D.C., 1979

This handbook was used in workshops on identifying and remedying such stress-caused problems as employee disability, alcoholism, drug abuse, and troubled inmate-staff relations. Before designing the 12-session workshop, developers surveyed 37 correctional agencies to determine perceived causes and effects of stress among officers, information needs regarding stress, and administrative responses.

Participant's Handbook, 137 pp. Free paper copy, Microfiche, or URC. NCJ 75874

#### FEMALE OFFENDER

Selected Bibliography

Ed. by D.M. Horton and M. Kravitz, National Institute of Justice/NCJRS, 1979

Selected literature on adult female offenders embraces three themes—ideology and implications, legal and procedural matters, and management and discharge of female inmates. The 82 abstracts address such issues as the historical development of female-specific criminology; current statistical research on the nature, extent, and causes of female

criminality; the effects of social forces and attitudinal changes on women in society; and the constitutionality of sex-based treatment and processing differentiations in light of the 14th amendment. 58 pp. Free paper copy or Microfiche. NCJ 55637

## **Facilities and Services**

### **HEALTH CARE IN CORRECTIONAL INSTITUTIONS**

Research Utilization Program

By N.B. Gluckstern et al., University Research Corporation,  
Washington, D.C., 1977

This 3-day workshop for State and local policymakers featured resources and guidance for needs assessment, health care standards in the correctional setting, management of health care delivery, planning, and training. The participant's handbook offers sample forms, worksheets, checklists, and a bibliography to supplement the basic text of the manual, and a trainer's handbook charts the 11-session course.

Manual, 166 pp. Microfiche or URC. NCJ 47392

Participant's Handbook, 130 pp. Microfiche or URC. NCJ 47393

Trainer's Handbook, 218 pp. Microfiche or URC. NCJ 54148

### **SAVING ENERGY DOLLARS IN PRISONS AND JAILS**

National Institute of Justice/NCJRS, 1980

Correctional administrators can use this booklet to determine their institution's energy-saving potential and plan effective energy-management programs. The booklet uses programs that conserve or generate energy at correctional institutions to demonstrate how energy management can save money. Resources include information about biomass and conversion processes, a glossary, references, and information about State energy conservation agencies. 63 pp. Free paper copy or Microfiche. NCJ 76516

### **PRISON INDUSTRIES**

Selected Bibliography

Ed. by C. Johnson and M. Kravitz, National Institute of Justice/NCJRS,  
1978

This bibliography of 43 annotated citations includes Federal and State initiatives in prison industries and the efforts of several other nations. An introduction highlights philosophical, correctional, and labor-economic issues reflected in the citations. 41 pp. Free paper copy or Microfiche. NCJ 49701

## HANDICAPPED OFFENDER

### Selected Bibliography

By W.D. Pointer and M. Kravitz, National Institute of Justice/NCJRS, 1981

This annotated bibliography cites 182 items covering all aspects of the handicapped offender and the criminal justice process: arrest, pretrial evaluation, determination of competency to stand trial, civil versus criminal proceedings, and community and institutional treatment. Separate sections cover the special needs of the handicapped offender, identification and classification of the handicapped, the link between disability and crime, programs and services, personal and civil rights, and deinstitutionalization. 75 pp. Microfiche. NCJ 79848

## PRISON AND JAIL HEALTH CARE

### Selected Bibliography

Ed. by W.D. Pointer and M. Kravitz, National Institute of Justice/NCJRS, 1981

This bibliography presents 96 annotated and 24 unannotated citations of documents dating from the mid-1970's through 1980 dealing with various aspects of correctional health care including judicial response, environmental issues, and standards and accreditation. Many are publications of the American Medical Association and the American Bar Association. An appendix lists national organizations and Federal agencies concerned with health care in correctional institutions. 44 pp. Microfiche. NCJ 70206

## RECREATION AND LEISURE-TIME ACTIVITIES IN THE CORRECTIONAL SETTING

### Selected Bibliography

Ed. by M.A.C. Booth and R. Mills, National Institute of Justice/NCJRS, 1981

Designed for the prison administrator and prison correctional program planner, this bibliography contains 57 annotated citations. Topics include the history and development of recreation as a therapeutic tool, current prison reform legislation, opposing views about recreational programming, and descriptions of programs and approaches, including goals and effectiveness measures. 48 pp. Free paper copy or Microfiche. NCJ 69083

## Community Corrections

### UNIFICATION OF COMMUNITY CORRECTIONS

#### Program Models

By E.K. Nelson, Jr., R. Cushman, and N. Harlow, American Justice Institute, Sacramento, Calif., 1980

This guide for consolidating the organization and planning of community-based corrections explains findings at 17 on-site assessments and offers three organizational models: countywide, multijurisdictional, and State-level. The report also analyzes the change process and strategies, and includes guidelines for managing organizational change. 172 pp. Microfiche. NCJ 71091

### COMMUNITY CORRECTIONAL CENTERS

#### Program Models

By R.M. Carter, R.C. Cushman, and F.P. Trapp, American Justice Institute, Sacramento, Calif., 1980

This report suggests three basic program models for community correctional centers and provides specific operating guidance. It includes alternatives to jail both before and after trial, a prerelease center combining the halfway house with work release, and private centers operated by nonprofit organizations. 236 pp. Free paper copy or Microfiche. NCJ 73480

### HALFWAY HOUSES

#### Program Models

By H.E. Allen, E.W. Carlson, E.C. Parks, and R.P. Seiter, 1978

These aftercare programs provide residential services to adult offenders as a transitional step between release from an institution and a return to independent life in the community. This report examines literature on the subject, summarizes practices in 153 halfway houses identified through a national survey and 30 selected for site visits, and discusses available evaluations. Prescriptive statements offer guidance in critical planning, operations, and evaluation issues. 127 pp. Free paper copy or Microfiche. NCJ 45542

### COMMUNITY-BASED CORRECTIONS IN DES MOINES

#### Exemplary Project

By D. Boorkman, E.J. Fazio, Jr., N. Day, and D. Weinstein, Urban and Rural Systems Associates, San Francisco, Calif., 1976

The manual describes a comprehensive community corrections program in Des Moines, Iowa, that offered pretrial release on recognizance, supervised release, probation supervision, and presentence investigation, and operated a community-based correctional facility—all through a single administrative unit. The program was the first to be designated an Exemplary Project. 245 pp. Microfiche. NCJ 34542

#### ALTERNATIVES TO INSTITUTIONALIZATION

##### Definitive Bibliography

Ed. by J.R. Brantley and M. Kravitz, National Institute of Justice/NCJRS, 1979

This bibliography describes all the literature (over 2,200 entries) in the National Criminal Justice Reference Service data base concerning the broad subject of alternatives to institutionalization. Materials pertain to prerelease centers, halfway houses, work-release programs, restitution, weekend sentencing, community service orders, group and foster homes, and probation and parole. Bail and release on recognizance are included when they are used as a means of diversion for avoiding incarceration. 253 pp. Free paper copy or Microfiche. NCJ 58518

## Probation and Parole

#### PROMISING STRATEGIES IN PROBATION AND PAROLE

##### Program Models

By E.K. Nelson, H. Ohmart, and N. Harlow, University Justice Associates, Inc., Sacramento, Calif., 1978

Describing innovative and successful probation and parole programs across the United States, this manual presents guidelines for administrators and planners. The report considers both urban and rural programs, including systems that combine parole and probation and those that treat them separately. Highlighted are programs that mobilize community resources. 139 pp. Free paper copy or Microfiche. NCJ 46895

#### PROBATION UNDER FISCAL CONSTRAINT

##### Issues and Practices

By E.K. Nelson, University of Southern California, Los Angeles, Calif.

This program model informs probation administrators about effective strategies developed by their colleagues in response to budget reductions and associated problems. The report summarizes innovative prac-

tices, identified through a national survey, and includes both internal strategies, which emphasize organization operations, and external strategies, which emphasize networking and other support-building activities within the community. Case studies describing three effective probation systems and an examination of critical issues relating to organizational change are included to explain the practical realities of implementing the strategies. Publication in Fall 1983. Check *NIJ Reports* for availability.

#### PAROLE OFFICER AIDE PROGRAM IN OHIO

Exemplary Project

By R.R. Priestino and H.E. Allen, Ohio State University, Columbus, Ohio, 1975

The project described in this manual used ex-offenders as parole officer aides in an effort to decrease recidivism and reduce parole violations by bridging the gap between the adult parole authority and parolees. Twenty-three aides were compared to a control group of parole officers. Recidivism rates for parolees supervised by aides were compared with parole officers' caseloads, and indicated that clients supervised by aides had significantly fewer failures in every category than clients of parole officers. 158 pp. Microfiche. NCJ 35045

#### IMPROVED PROBATION STRATEGIES

Research Utilization Program

By J.J. Dahl et al., University Research Corporation, Washington, D.C., 1979

This workshop addressed scarce resources, management dilemmas, and the role of probation—specifically, resource management, program planning, development and evaluation, presentence investigation strategies, community resource management, and other topics. A manual served as the basic textbook. The participant's handbook contains the agenda, task descriptions and problem statements, exercises, and checklists. The trainer's handbook describes the program and curriculum and includes goals, rationales, outlines of materials, instructions, and worksheets.

Participant's Handbook, 243 pp. Microfiche or URC. NCJ 66783

Manual, 210 pp. Microfiche or URC. NCJ 66782

Trainer's Handbook, 241 pp. Microfiche or URC. NCJ 66781

## Juvenile Offenders

PROJECT NEW PRIDE—Denver, Colo.

Exemplary Project

By C.H. Blew, G. Bryant, and D. McGillis, Abt Associates, Inc.,  
Cambridge, Mass., 1977

Project New Pride was a community-based program offering remedial education, vocational and individual counseling, and cultural enrichment services to juveniles aged 14 to 17, many with lengthy criminal records. It operated on the premise that the offender must be guided to a conventional lifestyle as an alternative to the delinquent lifestyle he has known. The manual describes a program involving alternative education, intensive personal counseling, vocational rehabilitation, and cultural exposure. 147 pp. Free paper copy or Microfiche. NCJ 42020

PROVIDENCE EDUCATIONAL CENTER

Exemplary Project

URSA Institute, San Francisco, Calif., 1974

This manual describes a nonresidential, community-based juvenile educational correctional institution. The project combined educational, social science, and aftercare functions in a single administrative structure. The Providence Educational Center in St. Louis, Mo., treated 12- to 16-year-old boys who had been charged with stranger-to-stranger crimes and had histories of poor academic achievement and social failure. The basic premise underlying the program was that long-term rehabilitation of such delinquents is contingent on development of skills they need to succeed in school, in family and social relationships, and at work. 246 pp. Microfiche. NCJ 15651

COMMUNITY ARBITRATION PROJECT—Anne Arundel County,  
Md.

Exemplary Project

By C.H. Blew and R. Rosenblum, Abt Associates, Inc.,  
Cambridge, Mass., 1979

The Community Arbitration Project (CAP) in Anne Arundel County, Md., reduced the burden on the courts' unmanageable caseloads through a voluntary diversion program for juveniles. The manual describes how the project provided juveniles with case processing within 7 working days, courtroom-style settings for the arbitration hear-

ing, involvement of victims in the hearing, and constructive disposition such as restitution, counseling, and special education programs. 93 pp. Microfiche. NCJ 61012

#### JUVENILE DIVERSION THROUGH FAMILY COUNSELING

##### Exemplary Project

By R. Baron and F. Feeney, University of California, Davis, Calif., 1976

The Sacramento County Diversion Project for Juveniles treated runaways, youth beyond control of their parents, unmanageable youths, and other troubled adolescents. According to this manual, the approach relied on immediate, intensive handling of cases, most within the first hour or two after referral; creation of a prevention and diversion unit handling cases from beginning to end; complete avoidance of formal court proceedings; and avoidance of Juvenile Hall through counseling and the use of alternative placements that were both temporary and voluntary. 441 pp. Microfiche. NCJ 32026

#### ADOLESCENT DIVERSION PROJECT

##### Exemplary Project

By R. Ku and C.H. Blew, Abt Associates, Inc., Cambridge, Mass., 1977

The Urbana-Champaign (Ill.) Adolescent Diversion Project described in this manual combined academic research and university-based service to analyze the impact of diversion and community treatment on youngsters in trouble with the law. The Adolescent Diversion Project involved children, parents, professors, graduate and undergraduate students, policemen, teachers, and community social workers in a cooperative effort to divert youngsters in legal jeopardy from the juvenile justice system. 130 pp. Microfiche. NCJ 38510

#### PROJECT CREST (Clinical Regional Support Teams) - Gainesville, Fla.

##### Exemplary Project

By W. DeJong and C. Stewart, Abt Associates, Inc., Cambridge, Mass., 1980

The manual describes Gainesville's Project CREST, which provided professional counseling to delinquent youth in three Florida counties. The program supplemented State probation services and used a dual treatment approach under which probation officers imposed restrictions while counselors worked to establish a supportive relationship with the youths involved. 77 pp. Microfiche. NCJ 70868

NEIGHBORHOOD YOUTH RESOURCES CENTER—Philadelphia, Pa.  
Exemplary Project  
Abt Associates, Inc., Cambridge, Mass., 1974

After 5 years of escalating gang warfare in Philadelphia, the Neighborhood Youth Resources Center (NYRC) was established in 1971. As described in the manual, the center used the services of more than 190 agencies to provide youth in crime-ridden neighborhoods with individual casework and followup services, including college scholarships, orthopedic, medical, or mental health resources, emergency housing, recreation and cultural programs, and drug abuse treatment. 138 pp. Microfiche. NCJ 16769

VOLUNTEER PROBATION COUNSELOR PROGRAM  
Exemplary Project  
Abt Associates, Inc., Cambridge, Mass., 1975

The Lincoln, Neb., program described in this manual achieved dramatic reductions in recidivism by carefully screening, selecting, and training volunteers to aid supervising probationers. Volunteers and probationers were matched one-to-one after extensive interviews. The volunteer served as friend, role model, supervisor, or counselor, depending on the probationer's needs. 124 pp. Microfiche. NCJ 30392

SERIOUS JUVENILE OFFENDER  
Selected Bibliography  
Ed. by T. Schrinel and M. Kravitz, National Institute of Justice/NCJRS,  
1980

Focusing on individual criminal activity of the serious juvenile offender rather than on gang or group activity, this bibliography cites 98 documents and provides ideas for program innovations and further research concerning youthful recidivists, violent offenders, and perpetrators of property loss or damage. Chapters focus on definition of the serious juvenile offender, adjudication and disposition, and treatment. 49 pp. Microfiche. NCJ 68103

VIOLENT JUVENILE OFFENDER  
Selected Bibliography  
Ed. by National Center on Institutions and Alternatives,  
Washington, D.C., 1979

More than 250 citations deal with the lifestyle, treatment, and public misconceptions of violent youth. Reports, guidelines, opinion papers,

research and evaluation studies, and reform measures were provided by the National Criminal Justice Reference Service, the National Council on Crime and Delinquency, and the Police Foundation. 20 pp. Microfiche. NCJ 58753

## **Ex-Offender Programs**

### **PRERELEASE CENTER PROGRAM**

Test Design

1978

Community-based work or education release, client participation, comprehensive nature of services, and supervision with gradually increasing freedom are program components examined under this Test Design. The assessment procedure randomly assigned clients at selected sites to experimental and control groups with prescribed criteria determining the programs' effectiveness. 22 pp. Microfiche. NCJ 66869

### **WORK RELEASE/PRERELEASE CENTER—Montgomery County, Md.**

Exemplary Project

By R. Rosenblum and D. Whitcomb, Abt Associates, Inc.,

Cambridge, Mass., 1978

The Maryland program described in this manual offered an array of services, including work and educational release, counseling, community social services, and social awareness instruction. Control of the residents' behavior was maintained through contractual agreements developed jointly by each offender and a staff member prior to arrival at the Prerelease Center, periodic unannounced head counts and drug/alcohol testing, frequent checks with employers and personnel of community service agencies, and a supervised furlough/release plan. 208 pp. Free paper copy or Microfiche. NCJ 46250

### **EMPLOYMENT SERVICES FOR EX-OFFENDERS**

Test Design

1980

This field test assessed the effectiveness of programs designed to assist new prison and jail releasees in obtaining and retaining employment. The manual specified that programs be examined at three sites to learn more about effectiveness of employment services in providing extend-

ed prerelease and assessment activities, job preparation and placement services, and postplacement support services. 51 pp. Microfiche. NCJ 66868.

Available also from: GPO, Stock No. 027-000-00931-0

#### STRATEGIES FOR REINTEGRATING THE EX-OFFENDER

##### Selected Bibliography

Ed. by C.T. Jones and M. Kravitz, National Institute of Justice/NCJRS, 1980

This 145-citation bibliography focuses on the postrelease problems of ex-offenders. The abstracts are presented in eight chapters: Reintegration Issues and Programs, Financial Resources, Employment, Supported Work, Employment in Criminal Justice Agencies, Civil Disabilities, Ex-Offender-Operated Programs, and Reference Sources. 47 pp. Free paper copy or Microfiche. NCJ 61571

# Victim/Witness Services

## Victim Compensation

### CRIME VICTIM COMPENSATION

#### Program Models

By D.M. Carrow, Abt Associates, Inc., Cambridge, Mass., 1980

Examining the status of victim compensation in the United States, this Program Model focuses on variations in policies, structures, and procedures among programs and explores advantages and disadvantages associated with particular approaches. Compensable losses and crimes, criteria defining beneficiaries, ways for promoting victim cooperation with the criminal justice system, emergency awards, and attorney fees are described to assist program planners and government officials considering changes in existing programs. 235 pp. Microfiche. NCJ 63250

### CRIME VICTIM COMPENSATION

#### Policy Brief

By D.M. Carrow, Abt Associates, Inc., Cambridge, Mass., 1980

Using 15 years' experience of several States, this Policy Brief shows how State programs of monetary compensation assist crime victims. A victim compensation program may include medical costs not covered by insurance, loss of earnings, funeral costs, short-term emergency awards, attorneys' charges, and disability compensation. Program features and options are presented to guide legislators and policymakers. 29 pp. Free paper copy or Microfiche. NCJ 70989

### COMPENSATING VICTIMS OF CRIME: AN ANALYSIS OF AMERICAN PROGRAMS

#### Monograph

By D. McGillis and P. Smith, Abt Associates, Inc., Cambridge, Mass., 1983

In light of continuing State and Federal interest in victim compensation, the Attorney General's Task Force on Violent Crime recommended a study of crime victim compensation programs and their results. Developed in response to that mandate, this study presents the results of a national survey and on-site analysis of six programs. It explores current program developments, advantages and disadvantages of program structures and procedures, costs and funding of the State programs, and factors influencing Federal and State legislative efforts. 200 pp. \$9.95 or Microfiche. NCJ 86442

## Victims of Sexual Assault

### RAPE—GUIDELINES FOR A COMMUNITY RESPONSE

#### Program Models

By D.M. Carrow, Abt Associates, Inc., Cambridge, Mass., 1980

Based on rape research and a survey of 31 rape crisis programs, this Program Model describes the components and activities of an effective community response to rape. Five essential elements—victim services, rape crisis centers, criminal justice response, medical service response, and public education—are described along with implementation and operation issues. Sample forms and procedures help program planners develop or implement similar programs. 285 pp. Microfiche. NCJ 59807

Executive Summary, 26 pp. Microfiche. NCJ 66818

### COMMUNITY RESPONSE TO RAPE

#### Exemplary Project

By G. Bryant and P. Cirel, Abt Associates, Inc., Cambridge, Mass., 1977

Hospitals, schools, and volunteers joined law enforcement agencies to form the Polk County, Iowa, Rape/Sexual Assault Case Center, described in this manual. The center sought to lessen the burdens on rape victims and to increase the chance of convicting assailants through a program of public education, training for police and medical personnel, victim counseling, and efforts to reform State laws. 111 pp. Microfiche. NCJ 38480

### STOP RAPE CRISIS CENTER—Baton Rouge, La.

#### Exemplary Project

By D. Whitcomb, D.A. Day, and L.R. Studen, Abt Associates, Inc., Cambridge, Mass., 1979

The manual describes how the Stop Rape Crisis Center (SRCC) in Baton Rouge linked criminal justice goals (increasing the reporting of rape and the number of arrests and convictions) with victim support goals (involving the community in program services and reducing victims' trauma). The Baton Rouge District Attorney's Office created the center, thus enhancing its credibility in dealing with other criminal justice personnel, community agencies, the public, and potential and actual rape victims. 90 pp. Microfiche. NCJ 60498

## RAPE AND ITS VICTIMS

Research Utilization Program

By M.L. Keefe et al., University Research Corporation, Washington, D.C., 1977

The manual documents a workshop that explored the problems in achieving coordination among agencies responsible for delivering rape-related services. By outlining the social and legal context of rape, the workshop helped agencies understand underlying problems and develop thoughtful and comprehensive service programs. Prescriptions for change, research findings, and a bibliography appear in the workshop manual, and a participant's handbook offers working documents.

Manual, 103 pp. Microfiche. NCJ 47390

Participant's Handbook, 124 pp. Microfiche. NCJ 47032

## ASSISTING CHILD VICTIMS OF SEXUAL ABUSE

Exemplary Project

By D. Whitcomb, Abt Associates, Cambridge, Mass., 1982

Sexual abuse of children often goes unreported and, when it is reported, medical personnel frequently complain that law enforcement officers are too intent on clearing the case to be sensitive to the needs of the victim. This manual explains how two hospital centers achieved dramatic increases in reporting and in cooperation with criminal justice agencies. These program descriptions point the way to greater concern for the special needs of abused children and more convictions and treatment placements for offenders. Program planners and directors gain specific tools and approaches for training staff, treating child victims, and involving the community in awareness and support activities. 124 pp. Microfiche. NCJ 84606

Also available at \$10.95 from: Aspen Systems Corporation, 1600 Research Boulevard, Rockville, Md. 20850.

## Victim Services

### VICTIM/WITNESS ASSISTANCE

Monograph

By R.H. Rosenblum and C.H. Blew, Abt Associates, Inc., Cambridge, Mass., 1979

Public education, victim counseling, witness services, and financial remuneration were the types of services offered by four programs selected for review for this document. The programs shared two major

goals: enhancing the quality of justice by satisfying the emotional and social needs of crime victims and witnesses; and increasing the willingness of victims and witnesses to cooperate with police and prosecutors after reporting a crime. 106 pp. Microfiche. NCJ 60327

#### WITNESS INFORMATION SERVICE—Peoria, Ill.

Exemplary Project

By C.H. Blew and R.H. Rosenblum, Abt Associates, Inc.,  
Cambridge, Mass., 1980

With a paid staff of only three people, and a dedicated corps of volunteers, the Witness Information Service (WIS) in Peoria, Ill., called witnesses about court dates, served as witness aides in the courthouse, assisted victims with compensation claims, and performed needed clerical chores. This manual details the services of the Witness Information Service in keeping victims informed about recovered property and the complaint-filing process, and presents guidelines for other agencies interested in developing similar programs. 87 pp. Free paper copy or Microfiche. NCJ 70867

#### VICTIM/WITNESS SERVICES

Research Utilization Program

By E.C. Viano et al., University Research Corporation,  
Washington, D.C., 1977

This document, which combines the participant's handbook and manual from an executive training workshop, focuses on the services justice agencies can provide to victims and witnesses. Guidance in identifying victim/witness problems, setting up crisis intervention programs, providing information, and restoring property is included. Other practical information includes needs assessment, service plans, and restitution programs. Sample forms, program and budget information, service requirements, and a bibliography enhance the practical nature of this handbook. 103 pp. Microfiche. NCJ 47391

#### VICTIM/WITNESS ASSISTANCE

Selected Bibliography

Ed. by A.A. Cain and M. Kravitz, National Institute of Justice/NCJRS,  
1978

This 58-citation bibliography includes documents on victim/witness services, compensation, and restitution. There are two chapters: Victim/Witness Services, and Compensation and Restitution. 52 pp. Free paper copy or Microfiche. NCJ 49698

# Crime Prevention

## Commercial Security

### COMMERCIAL SECURITY TEST DESIGN

Test Design  
1979

The commercial security program was designed to reduce the vulnerability of small commercial establishments to burglary, robbery, and larceny. The design stresses cooperation of businessmen and police in the conduct of crime prevention surveys and subsequent implementation of survey recommendations. The program was tested in three cities with populations of more than 250,000 each. 37 pp. Microfiche. NCJ 59015

### SECURITY AND THE SMALL BUSINESS RETAILER

Program Models

By E. Chelimsky, F.C. Jordan, Jr., L.S. Russell, and J.R. Strack, Mitre Corporation, McLean, Va., 1978

This practical handbook shows retailers how to determine their vulnerability to crime and points out the essentials of security planning. In addition to describing the operating methods of the four types of criminals who most often plague small businesses—robbers, burglars, shoplifters, and internal thieves—the report discusses weaknesses in security installations and procedures. A catalog of low-cost security techniques makes it possible for small retailers to take immediate steps to protect their property. 122 pp. Free paper copy or Microfiche. NCJ 51335

Available also from: Mitre Corporation, 1820 Dolley Madison Boulevard, McLean, Va. 22102, Stock No. MTR-7713; GPO, Stock No. 027-000-00765-1

### RETAIL SECURITY

Selected Bibliography

Ed. by M.H. Caplan, J.T.S. Duncan, and R. Mills, National Institute of Justice/NCJRS, 1980

This bibliography features 108 abstracts of documents and films on external and internal retail crime, preventive techniques, investigative techniques, morale building, and detecting and dealing with potentially

dishonest employees. The citations serve as references for retailers, private security personnel, police, and prosecutors. 40 pp. Free paper copy or Microfiche. NCJ 67519

## **Community Crime Prevention**

### **PARTNERSHIPS FOR NEIGHBORHOOD CRIME PREVENTION Issues and Practices**

By J.D. Feins, J. Peterson, and E.L. Rovetch, Abt Associates, Inc.,  
Cambridge, Mass., 1983

Effective community action against crime, this report explains, has two defining characteristics: it must be designed to fit the individual neighborhood and must be carried out by a partnership between the police and existing neighborhood organizations. Chapters cover starting and building the program, mobilizing resources, and evaluating the effort. An appendix lists 34 possible tactics. 73 pp. \$6.95 or Microfiche. NCJ 87389

### **NEIGHBORHOOD FIGHT AGAINST CRIME: MIDWOOD-KINGS HIGHWAY DEVELOPMENT CORPORATION Monograph**

By W. DeJong and G. Goolkasian, Abt Associates, Inc.,  
Cambridge, Mass., 1982

This community project in Brooklyn, N. Y., linked crime prevention with neighborhood revitalization efforts. It sought to improve the appearance of commercial buildings and housing, raise rents to a level that would discourage transients, and attract more permanent residents with a stake in the community. The effort included anticrime measures such as civic, block, and tenant organizing, block watches, civilian patrol, property marking, better locks and intruder alarms, court watchers, and legislative surveillance. 98 pp. \$7.50 or Microfiche. NCJ 87609

### **COMMUNITY CRIME PREVENTION PROGRAM—Seattle, Wash. Exemplary Project**

By P. Cirel, D. McGillis, P. Evans, and D. Whitcomb, Abt Associates, Inc., Cambridge, Mass., 1977

Residential security inspection services, services for marking personal property, block watches, and information materials were featured in the burglary prevention program this manual describes. In 1972, a survey of Seattle citizens found them more concerned about burglary than any

other crime. At about the same time, studies found that many simple security precautions were being neglected by burglary victims in the city. The resulting crime prevention program substantially reduced losses. 174 pp. Microfiche. NCJ 42383

#### COMMUNITY CRIME PREVENTION PLANNING—Selected Readings Research Utilization Program

By R. Wasserman, S. Gaffigan, and S.S. Steinberg, University Research Corporation, Washington, D.C., 1980

Selected readings discuss the goals of community crime prevention programs along with the planning and implementation of such programs; a literature review and selected annotated bibliography of 113 items on community crime prevention provide background information. 481 pp. Microfiche or URC. NCJ 78426

#### CITIZEN CRIME PREVENTION TACTICS

Literature Review and Selected Bibliography

Ed. by J.T.S. Duncan and J. Slone, National Institute of Justice/NCJRS, 1980

A literature review of individual and collective crime prevention initiatives and the concept and history of crime prevention precedes an annotated bibliography on prevention with 113 entries. The literature reviewed describes significant crime prevention activities at the individual level and includes residential security surveys, property-marking programs, residential security systems, personal protection measures against crime in the streets, and rape prevention methods. 121 pp. Free paper copy or Microfiche. NCJ 65156

### **Fraud, Corruption, and White-Collar Crime**

#### PREVENTION, DETECTION, AND CORRECTION OF CORRUPTION IN LOCAL GOVERNMENT

Program Models

By T.R. Lyman, T.W. Fletcher, and J.A. Gardiner, Stanford Research Institute, Menlo Park, Calif., 1978

The problem of local government corruption and factors in diagnosing and fighting it through laws and policies are considered along with managerial, administrative, and external remedies. The role of laws and policies is reviewed with attention to the following: the effects of laws, formal policies, and written rules; codes of ethics; conflict of interest legislation; disclosure policies; declaration of interest and related policies;

open-meeting policies; campaign finance regulations; and implementation of laws. 93 pp. Microfiche. NCJ 50199

#### FRAUD IN GOVERNMENT BENEFIT PROGRAMS—SUGGESTED STATE/LOCAL PREVENTION STRATEGIES

Monograph

By J.A. Gardiner, S.W. Hentzell, and T.R. Lyman, Stanford Research Institute, Menlo Park, Calif., 1982

This report is based on a literature review and six site visits in three States. The monograph describes the conditions that permit fraud and abuse in welfare and other programs and presents practical prevention and training approaches. A general model for fraud prevention is synthesized from the cited approaches' experience. 98 pp. \$6.95 or Microfiche. NCJ 81671

#### MAINTAINING MUNICIPAL INTEGRITY

Research Utilization Program

By D. Austern et al., University Research Corporation, Washington, D.C., 1980

This workshop was designed to help local government officials assess and support their government's integrity. The participant's handbook discusses maintaining integrity through laws, policies, management, and outside intervention, and includes an integrity checklist, discussion of measures to be taken and their consequences, planning, and model laws. The trainer's handbook can be used with other training materials to replicate the workshop.

Participant's Handbook, 191 pp. Microfiche. NCJ 54588

Trainer's Handbook, 306 pp. Microfiche. NCJ 66669

#### PREVENTION AND DETECTION OF FRAUD, WASTE, AND ABUSE OF PUBLIC FUNDS

Special National Workshop

University Research Corporation, Washington, D.C., 1979

Published proceedings document a workshop in which participants identified the following as their greatest concerns: legislative support, quality and management controls, program design, organizational redesign, and education and training. Major emphasis in combating fraud and abuse should be in prevention, the conferees agreed, and models should be developed for uniform legislation in public assistance and grants-in-aid programs. 73 pp. Microfiche or URC. NCJ 71077

Available also from: GPO, Stock No. 027-000-00993-0

## VEHICLE THEFT PREVENTION

### Issues and Practices

By N. Rikowsky, B. Lee, and D. Whitcomb, Abt Associates, Inc.,  
Cambridge, Mass.

Combating vehicle theft, a multi-billion-dollar business for professional thieves, requires a comprehensive prevention effort involving individual owners, the vehicle manufacturing and salvage industry, departments of motor vehicles, and insurers, as well as the law enforcement and criminal justice system. This report outlines the preventive measures each of these can take, and highlights strategies implemented to date by selected organizations and jurisdictions. Finally, it reviews coordinated regional and national efforts to combat vehicle theft. Publication in Fall 1983. Check *NIJ Reports* for availability.

## CONSUMER FRAUD

### Policy Brief

By L.D. Stellwagen, Abt Associates, Inc., Cambridge, Mass., 1982

This review of State legislation focuses on unfair and deceptive consumer fraud practices. Government officials can benefit from these summaries of successful fraud prevention mechanisms and legislative actions required to revise and expand existing consumer fraud legislation. 30 pp. Microfiche. NCJ 83345

## WHITE-COLLAR CRIME

### Selected Bibliography

Ed. by M. Caplan and M. Kravitz, National Institute  
of Justice/NCJRS, 1980

The 250 annotated citations treat such topics as official corruption, abuse of government programs, marketplace crime, and computer abuse. Other topics covered are organized crime involvement in white-collar crime and the detection, investigation, and prosecution of white-collar criminals. 89 pp. Free paper copy or Microfiche. NCJ 69331

# Policy Issues

## Documents

### CRIMINAL JUSTICE PLANNING FOR LOCAL GOVERNMENTS Program Models

By R.C. Cushman, Abt Associates, Inc., Cambridge, Mass., 1980

Directed to local government officials, the report describes planning at three levels: agency, city or county, and intergovernmental. The step-by-step planning process cites examples from six jurisdictions, offers alternative organizational structures, and outlines evaluation measures. 122 pp. NCJ 60407

### DECRIMINALIZATION OF PUBLIC DRUNKENNESS – TRACING THE IMPLEMENTATION OF A PUBLIC POLICY

Monograph

By D.E. Aaronson, C.T. Dienes, and M.D. Musheno, ed.,  
American University, Washington, D.C., 1982

The study describes and assesses the practice of holding police responsible for the delivery of inebriates to public health facilities, comparing criminal and therapeutic approaches in the District of Columbia, St. Louis, and Minneapolis. The findings suggest that decriminalization leads to significant reductions in the number of persons arrested for public drunkenness. Further, under decriminalization, police take more homeless men to health facilities while ignoring other types of inebriates or disposing of them informally. 263 pp. Microfiche. NCJ 81539

Available also from: GPO, Stock No. 027-000-01161-6

### MONTGOMERY COUNTY EMERGENCY SERVICE, Norristown, Pa. Exemplary Project

By C.H. Blew and P. Cirel, Abt Associates, Inc., Cambridge, Mass., 1978

The manual tells of the Montgomery County Emergency Service (MCES), a private, nonprofit corporation and a fully licensed and accredited psychiatric hospital with a psychiatric and drug and alcohol emergency service. Services included telephone "hot line" assistance, a specially equipped emergency ambulance, psychiatric evaluation, detoxification, short-term hospitalization, and referral to other agencies. In the period since the Montgomery County Emergency Service opened in 1974, 30 percent of its client contacts had been criminal justice referrals. 143 pp. Microfiche. NCJ 44950

## Research Utilization Program

### MANAGING THE PRESSURES OF INFLATION IN CRIMINAL JUSTICE

Research Utilization Program

By H.J. Miron et al., University Research Corporation,  
Washington, D.C., 1979

These workshops helped local government managers deal with the pressures of inflation on local government programs. Participants gained insights into inflation's impact on revenue sources, expenditures, and policies. The focus was on planning for cutback management, with attention to strategic issues and implementation procedures. The participant's handbook includes outlines, summaries, charts, exercises, and other materials to help agencies improve productivity and change strategies in a period of scarce resources; the manual provides selected readings.

Participant's Handbook, 182 pp. Microfiche or URC. NCJ 59247  
Manual, 207 pp. Microfiche or URC. NCJ 59239

### URBAN CRISIS PLANNING

Special National Workshop

University Research Corporation, Washington, D.C., 1979

Senior law enforcement and local government officials at this 3-day Special National Workshop participated in simulation exercises designed to help them plan appropriate responses to urban crises like massive power failure, public demonstrations by controversial groups, and a citywide employee strike. The exercises dramatized the need for contingency planning, strengthened the participants' crisis response skills, and provided insights about the role that Federal law enforcement might play. An instructor's manual and a collection of case studies permit replication of the exercises.

Instructor's Manual, 11 pp. Microfiche. NCJ 86883  
Case Studies, 35 pp. Microfiche. NCJ 86884

### SECOND NATIONAL WORKSHOP ON CRIMINAL JUSTICE EVALUATION

Special National Workshop

1978

These abstracts represent 15 papers from a 1978 National Conference on Criminal Justice Evaluation held in Washington, D.C. Topics ranged from the Massachusetts gun control law, to the American Medical Association's program to improve health care in jails, to the Hidden Camera Project used to identify commercial robbers in Seattle, Wash. 51 pp. Microfiche. NCJ 53863

### STATE LEGISLATIVE STRATEGIES FOR CORRECTIONAL REFORM

Special National Workshop

By G.D. Reiner et al., University Research Corporation, Washington, D.C., 1981

This Special National Workshop examined the major correctional reform issues facing State legislators around the country. Legislators from approximately 20 States shared their experiences on prison overcrowding, prison conditions, sentencing alternatives, and alternative correctional programs. This report of the proceedings includes speeches presented to the participants and summaries of the small group sessions. 81 pp. Microfiche or URC. NCJ 77110

### SPOUSE ABUSE: STOPPING THE VIOLENCE

Research Utilization Program

By M. Millar, University Research Corporation, Washington, D.C.

This workshop gave senior policymakers, social service providers, and local government executives state-of-the-art information about programs for preventing or reducing this major category of violent crime. The workshop emphasized the nature and extent of the problem, systems and laws to handle such crimes, role of the criminal justice system in intervening, and barriers that can interfere with effective operation of the system to prevent or reduce spouse abuse.

Handbook, 200 pp. URC

Readings and Resources, 242 pp. URC

## Selected Bibliographies

### EVALUATION TECHNIQUES

Selected Bibliography

Ed. by C. Klein and R. Mills, National Institute of Justice/NCJRS, 1982

This 173-item bibliography includes abstracts of basic references for researchers, planners, and practitioners. Along with an overview of

technical issues, the selections include procedure manuals and guides. The citations are presented in three chapters: General Evaluation Techniques, Criminal Justice Evaluation Techniques, and Reference Documents. 65 pp. Microfiche. NCJ 72009

#### ETIOLOGY OF CRIMINALITY—NONBEHAVIORAL SCIENCE PERSPECTIVES

##### Definitive Bibliography

Ed. by J.R. Brantley and M. Kravitz, National Institute of Justice/NCJRS, 1979

Possible biological and environmental causes of criminal behavior are the focus of studies by biological and physical scientists in this annotated bibliography with 324 citations. Among the topics covered are epileptic disorders, learning disabilities, minimal brain dysfunctions, visual problems among delinquents, neurological abnormalities, and disorders of the brain or disturbances in its chemical balance. 51 pp. Microfiche. NCJ 60117

#### CHILD ABUSE AND NEGLECT

##### Literature Review and Selected Bibliography

Ed. by M. Eskin and M. Kravitz, National Institute of Justice/NCJRS, 1980

State legislation has not significantly reduced child abuse, now estimated at from 60,000 to over 1 million incidents annually. This review of child abuse and neglect literature covers the major historical, legal, social, and medical issues, discusses treatment and prevention, and presents a bibliography with 78 abstracts. 121 pp. Microfiche. NCJ 62013

#### CRIME ANALYSIS

##### Selected Bibliography

Ed. by M. N. Emig, R.O. Heck, and M. Kravitz, National Institute of Justice/NCJRS, 1980

This bibliography features 50 citations clarifying the role of crime analysis and presenting operational and administrative policies. The documents cited describe its application for resource deployment, investigation, and apprehension. There are three chapters: Tactical Use, Strategic Use, and Long-Range Planning. 33 pp. Microfiche. NCJ 66146

## CRIMINAL JUSTICE INFORMATION SYSTEMS

### Selected Bibliography

Ed. by C. Klein and N. Arnesen, National Institute of Justice/NCJRS, 1980

There are 197 citations in this bibliography addressing issues, concepts, and assessments of information systems; State plans developed in compliance with Federal regulations; issues of individual rights and the Privacy Act of 1975; and security and privacy plans for information systems. Citations also cover computerized criminal histories, offender-based transaction statistics, and the Prosecutor's Management Information System (PROMIS). 77 pp. Free paper copy or Microfiche. NCJ 68818

## RURAL CRIME AND CRIMINAL JUSTICE

### Selected Bibliography

Ed. by R.D. Hubbard et al., National Institute of Justice/NCJRS, 1980

This annotated bibliography lists publications on crime and the administration of criminal justice in rural America, as well as on the justice system in rural areas. Containing 140 citations, the bibliography has five sections: nature and extent of rural crime, criminal justice in rural America, rural crime prevention and law enforcement, adjudication and corrections systems, and rural juvenile justice. 59 pp. Microfiche. NCJ 69221

## VOLUNTEERS IN THE CRIMINAL JUSTICE SYSTEM

### Literature Review and Selected Bibliography

Ed. by E.M. Garry and N. Arnesen, National Institute of Justice/NCJRS, 1980

A literature review covering the history of volunteerism and its present status in the police, courts, and corrections segments of the criminal justice system is featured in this bibliography. Noting that our first police officers were volunteers, the review describes a research study of contemporary police reserve or auxiliary units. The review covers a brief history of volunteer efforts to improve court services and the role of probation, parole, prison, and jail volunteers. The bibliography includes abstracts of 75 items. 61 pp. Microfiche. NCJ 65157

## AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN THE CRIMINAL JUSTICE SYSTEM

### Selected Bibliography

Ed. by B. Brousseau, C. Klein, and N. Arnesen, National Institute of Justice/NCJRS, 1980

General material offers background information about the nature of affirmative action-equal opportunity employment objectives and problems. Publications listed focus on equal employment in criminal justice agencies, with information about compliance, recruitment, and other relevant topics. Issues concerning equal employment in law enforcement agencies focus on women police officers, minority recruitment, career development, and community relations. There are 118 citations. 56 pp. Free paper copy or Microfiche. NCJ 61834

## BASIC SOURCES IN CRIMINAL JUSTICE

### Selected Bibliography

Ed. by E. Johnson and M. Kravitz, National Institute of Justice/NCJRS, 1978

Sources of criminal justice information cited in this 259-citation bibliography include commission reports, symposium proceedings, essays, studies, standards, and reference materials. This compilation is especially helpful for organizations seeking to develop a reference collection. 181 pp. Free paper copy or Microfiche. NCJ 49417

## FIREARM USE IN VIOLENT CRIME

### Selected Bibliography

Ed. by M.W. Ray, R.N. Brenner, and M. Kravitz, National Institute of Justice/NCJRS, 1978

This bibliography with 138 abstracts is presented in six parts: (1) perspectives on firearms and violent crime, which contains documents concerning the nature and extent of weapon use in violent crime, victimization, and crime rate data; (2) legislation and hearings on proposed gun legislation; (3) issues in gun regulation; (4) research on the effects of regulation; (5) public opinion surveys on gun control and gun ownership; and (6) reference sources or other bibliographies. 78 pp. Microfiche. NCJ 52677

# Technology Assessment Program

Free single copies of many of these publications are available from:  
Law Enforcement Standards Laboratory  
National Bureau of Standards  
U.S. Department of Commerce  
Washington, DC 20234

Some of the publications are available, free unless otherwise noted but in limited supply, from NCJRS; inquiries are welcomed. All publications bearing NCJ numbers are available in microfiche, except for the one item noted as available from the National Technical Information Service.

The Bureau of Standards also sells, at cost, certain comparison collections of materials and Standard Reference Materials.

## Communications Equipment

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