RE: NIC TA 87-P121

This technical assistance activity was funded by the Jails Division of the National Institute of Corrections. The Institute is a federal agency established to provide assistance to strengthen state and local correctional agencies by creating more effective, humane, safe and just correctional services.

The resource person who provided the on-site technical assistance did so on a contractual basis, at the request of the Hancock County Sheriff's Department and through the coordination of the National Institute of Corrections. The direct on-site assistance and this subsequent report are intended to assist the Maine Sheriff's Association, through the Hancock County Sheriff's Department to address the issues(s) outlined in the original request and in efforts to enhance the effectiveness of the agency.

The contents of this document reflect the views of Captain Wayne Donham. The contents do not necessarily reflect the official views or policy of the National Institute of Corrections.

MISSION STATEMENT

Mr. Stuart Readio, correctional program specialist for the National
Institute of Corrections (Jail Center) in Boulder, Colorado and
Mr. Rod Miller, Technical Representative for the Maine Sheriff's
Association (MSA) requested that a document be produced which would
assist the MSA in developing an RFP\BID document for the procurement
of a Jail Management System.

This document is to be as brief and as generic as possible for the
purpose of allowing its use in other sites contemplating selecting a Jail
Management Information System.

This document should also allow a Criminal Justice Agency to evaluate
return proposals from vendors who develope and market these systems.

TABLE OF CONTENTS

SPECIFIC JAIL SYSTEM FUNCTIONS

INTRODUCTION

The National Institute of Corrections Jail Center in Boulder Colorado asked me if I would quickly develop a generic document that could be used for agencies who are interested in developing specifications for Jail Management Information systems, or could be used to evaluate bids submitted by vendors for such a system. To my knowledge this has never been done before and I'm convinced that there is a great need for such a document.

It is my intention to point out specific areas of concern that you will need to address to one degree or another. In the interest of brevity and in keeping with the GENERIC intent these areas will be covered as quickly and as briefly as possible.

It should be understood that the specification that you will develop is the blueprint of YOUR system. The successful bidder will never be able to provide you with a workable system if you do not do your homework first. There are areas that you will want to be very specific about and others that you will cover to a lesser degree (depending on your unique needs). In the following documentation an attempt will be made to cover most of the major concerns you will want to consider during this development process.

The format that will be used will consist of a topic heading, some discussion on that topic and possibly some examples of how you may wish to word your documentation.

One of the most critical requirements for the development of a meaningful document for the procurement of a Jail Management System is the inclusion of your technical personnel in its development.

You should be certain that if there are tables by which the system validates data or tables of authorized personnel to access the system etc, your technical staff or representatives have the ability to update and maintain them.

It should NOT be expected that the successful vendor would allow your technical personnel to have access to the programs for modification or enhancement and still support the system under your maintenance agreement. It is therefore imperative that your system perform to your standards before the vendor has completed the system and you have formally accepted it.

I sincerely hope you find this documentation helpful in your quest for a workable automated Jail Management System.

C.W. Donham
Police Management Information Systems Consultant

DEFINITIONS OF TERMS AND ABBREVIATIONS

It is very important that you include a listing of terms and abbreviations and the definitions of each. This is one of the areas you will want to be specific enough that someone who is totally unfamiliar with law enforcement or your geographical area can read and correctly interpolate.

PURPOSE AND SCOPE OF (BID or RFP)

EXAMPLE

> The County of XXXXXX is now investigating the procurement of a computer system that will automate our Jail Management System. The purpose for issuing this document is to solicit proposals for the implementation of such a system under a "turn-key" contract with the County of XXXXXX. It is the intention of the County of XXXXXX to select a vendor to assume the task, act as prime contractor, and successfully complete the automated Jail management system as described in this proposal.

CURRENT MANUAL JAIL MANAGEMENT SYSTEM

The current operation of your Jail management **system** should be described by steps, then further expanded in detail to allow your vendor the opportunity to fully understand what you are presently doing to meet your needs. This will be invaluable to you later as well when you are involved in the nuts and bolts design with your successful vendor.

An example of what I have described here is as follows:

> Our booking system involves filling out a medical form that our medical staff **uses to** determine if there are special medical needs or conditions that we should know about the new inmate. (see attached medical screening form). Upon completion of this form, a copy is made and sent to the medical staff, a copy is sent to the medical staff supervisor, and the original is filed in booking.

> Next step is **to** log all of the new inmates belongings (except his clothing if he/she is not to be issued a cell but is to be booked and released). All of the funds on the inmates person is counted, listing the denominations greater than a five dollar bill, and the inmate is required to sign this form showing that he/she agrees with the amount.

Compiling a document that is this detailed will be boring to you **at** first but will pay off later during actual system design.

PROBLEMS ENCOUNTERED WITH THE CURRENT SYSTEM

Pointing out the areas of concern you have with the current operation will assist the vendor(s) in evaluating his system and developing alternatives that may solve the problem(s) you have outlined. Do not be bashful, be honest and straight forward.

PROPOSED SOLUTION

EXAMPLE

The County of XXXXXX proposes to install an automated Jail Management system that will reduce the time and effort required in the processing of inmates through the Dentention Facility and in the storage and retrieval of information produced by that system. In general, it is the intent of the County of XXXXXX to provide a computer system that will improve the efficiency of operations by rapid access and display of information, by providing tools to allow our personnel to quickly perform routine tasks and completely automating those tasks that require no decision making.

SIZING OF YOUR SYSTEM

It is of paramount importance to both you and the successful vendor to be able to provide a system of sufficient size to provide long term service. Additionally, it is important for the vendor to be able to propose the necessary type of equipment to meet the expected growth of your system.

Be certain to include all of the growth trends that no doubt brought you to the point of making a decision to seek a solution to your current situation. A few of the items to be covered are:

1. population growth and average % increase.
2. services (bookings) required and average % increase.
3. peak hour bookings.(number)
4. current time expended per booking.
5. expected on-line retention of booking records and criminal history records.

SCHEDULE FOR RFP/BID

ISSUE OF REQUEST FOR PROPOSAL
July 16, 19XX, request for proposal will be issued.

ANSWER VENDOR QUESTIONS
July 16, 19XX, through August 14, 19XX, vendors questions answered.

VENDORS CONFERENCE

EXAMPLE

A vendor's conference will be held on (month) (day) (year). The conference will be held in the Sheriff's office conference room, (address, street, city, cty, state), beginning at (time). This BID/RFP is a functional specification and all questions will be directed to a clarification of the functional requirements. Detailed comparisons of the relative merits of competing engineering, programming or operating techniques will not be permitted; these are matters to be presented and evaluated in and on the basis of each vendor's proposal. It shall be the responsibility of the vendor to submit all questions in writing, such that all questions are received by the County of XXXXXX at least forty-eight(48) hours prior to the start of the conference. The County of XXXXXX shall reserve the right to not answer any questions in writing if in the opinion of the County of XXXXXX the volume thereof would be prohibited.

The County of XXXXXX shall not be responsible for any instructions, explanations or interpretations of the specifications/documents presented to the vendors in any manner other than by written addendum. Any statements made at the vendor's conference not reiterated in response to written request shall not be considered legally binding.

RECEIPT OF PROPOSALS

EXAMPLE

(month, day, year), receipt of sealed proposals. Sealed proposals shall be received at the office of the Sheriff of the County of XXXXXX (address) until (time). The responsibility for delivery of the proposal to the Sheriff's office on or before the stated time and date shall be solely and strictly the responsibility of the vendor. The Sheriffs office shall in no way be responsible for delays caused by the United States Postal Service or a delay caused by other occurrence. Proposal submission time shall be scrupulously observed. Under no circumstance shall proposals delivered after the time specified be considered. Such proposals shall be returned to the vendor unopened with the notation, "This proposal was received after the time designated for the receipt of proposals". Vendors shall not be allowed to withdraw or modify their proposals after the opening time and date. Amendments or additions to the proposals shall be accepted only if subsequent changes are announced to the RFP/BID.

CONTRACT AWARD

EXAMPLE

On or about (month, day, year) contract award. A contract shall. be awarded only upon approval by the County Commissioners of the County of XXXXXX State of YYYYYY. The successful vendor shall be notified in writing on the date of award. Unsuccessful vendor(s) shall be notified in writing, although inquiries may be made. The right is reserved by the County of XXXXXX's selection committee to seek clarifying information regarding any submitted proposal and to accept or reject any or all proposals.

PERFORMANCE BOND

EXAMPLE

The successful vendor must furnish a bond on some surety company authorized to do business in this state for the full amount of the contract price, conditioned on the faithful performance of the terms of this contract and payable to the customer upon failure to meet any such term. Such a bond will remain in force for the duration of this contract. The bond will be provided within fifteen (15) days after the signing of the contract.

INSURANCE

EXAMPLE

The vendor shall maintain until system acceptance a blanket insurance coverage for the amount of the contract covering:

A. Workman compensation

B. Employer liability

C. Comprehensive public liability
   1. Bodily injury
   2. Property damage

D. Comprehensive automobile
   1. Liability
   2. Bodily injury
   3. Property damage

E. Blanket contractual (hold harmless) protection and fire, theft and vandalism insurance, for the full value of all materials and equipment furnished by the contract, shall be provided until the contract is completed and all material and equipment formally accepted by the County of XXXXXX.

F. Certificates of all insurance shall be filed by the successful vendor. Certificates acceptance as to suitability will be subject to written approval of the County of XXXXXX evaluation committee.

G. County of XXXXXX named as additional insured.

H. Vendor must give ten (10) days prior notice of insurance cancellation.

I. Vendor must provide insurance coverage within fifteen (15) days after signing of contract.

COUNTY OF XXXXXX Project Director
(name and title or Project Director)

All inquiries, protests, etc., must be directed <u>only</u> to the
above appointed Project Director.

INQUIRIES

Inquiries about this RFP/BID should be referred in
writing to the above indicated Project Director.
Questions and answers of a substantial nature will be
mailed to all vendors being solicited.

PROTESTS

Any vendor wishing to protest this RFP/BID must do so
in writing by certified mail. Protests must be
directed to the above indicated Project Director no
later than ten (10) days following notification of
final selection of a vendor. The protest shall specify
the reason for the protest citing the law(s),
rule(s), or regulation(s) upon which the protest is
based.

PROPOSAL BOND

All proposals must be accompanied by a bond on some surety
company authorized to do business in this state, for the amount
of five percent (5%) of the total proposal price, payable to the
County of XXXXXX and conditioned upon the successful vendor
submitting the specified performance bond, within fifteen (15)
days following notice of award, in the form and manner required
by the County of XXXXXX. In case of failure or refusal to do so
within the time stated, the surety submitted with the proposal
will be forfeited as liquidated damages because of such failure
or default.

PROPOSAL EVALUATION CRITERIA

EXAMPLE

The proposal will be impartially and equitably evaluated on the basis of the following:

    A. Vendor must have a "turn-key" jail management information system in operation at a site which the County of XXXXXX evaluation committee may visit and witness the system in operation. This existing system must be equivalent to or greater in size and complexity than the jail management system proposed to the County of XXXXXX. A similar system is defined as one that uses similar computer system hardware. The software design should be similar and use the same proposed real-time operating system. Locations and persons to be contacted will be listed in the proposal. The decisions as to the eligibility of individual vendors shall rest entirely with the County of XXXXXX and its representatives.

    B. The vendor which most nearly meets the requirements of this RFP/BID.

    C. The realism, reasonableness and creditability of the amount of the system cost.

    D. The vendor must be capable of maintaining the complete system at a local service facility in this area. The vendor may subcontract this requirement to another but the vendor will be held responsible for the effectiveness of this service by the County of XXXXXX.

    E. An affirmed capability to meet scheduled deadlines as demonstrated in installed systems.

    F. Must have successfully demonstrated the ability to install and maintain a functional jail management information system.

Award of contract will be made without update after proposals are received. Proposals should, therefore, be submitted on the most favorable terms which the vendor can submit from both a price and technical standpoint. A review team will review and evaluate all proposals after formal receipt. Proposals which do not meet the requirements for this RFP/BID or are presented in a format other than that specified in the section titled "Proposal Format" will not be considered. In those proposals which are considered no credit will be given for capabilities or advantages which the proposed system may have but are not clearly shown in the written proposals. During the evaluation process the review team may desire the presence of a vendor's representative to answer specific questions the team may have of the vendor. Notification of any time schedule for this purpose will be given to each vendor who responds in a positive manner to this RFP/BID as required. The successful vendor will be recommended to the County Commissioners of the County of XXXXXX by the evaluation committee and the Project Director.

PROPOSAL FORMAT

EXAMPLE

All proposals shall be submitted in typed form (number of copies required) and must indicate by page number and paragraph of the RFP/BID issued by the County of XXXXXX, where the vendors proposed **system meets** the requirement(s) of the RFP/BID.

MAINTENANCE DESCRIPTION

EXAMPLE

A description of proposed hardware and software maintenance support offered by the vendor and the anticipated annual cost. Must be included in the vendor's proposal.

WARRANTY DESCRIPTION

EXAMPLE

A description of the required one (1) year hardware and software warranty plan shall be included.

SPACE/ENVIRONMENTAL DESCRIPTION

EXAMPLE

Vendor proposal must include A detailed listing of all requirements for installation of the system including physical space requirements and environmental requirements that must be provided by the XXXXXX County Sheriff's Department.

SUMMARY OF COST

EXAMPLE

This section shall list line item costs set forth in the following manner:

       A. Hardware cost
         1. Other recommended hardware cost

       B. Software
         1. Operating system software cost
         2. Switching software cost
         3. Other recommended software cost

TIME SCHEDULE DESCRIPTION

EXAMPLE

A master time schedule for accomplishment of the entire project. to include time spans for each major or critical item of the project. This should include charts as well as written form.

REQUIRED COUNTY EMPLOYEES

EXAMPLE

Vendor shall provide an estimate for the number and type of County of XXXXXX personnel to be required prior to acceptance and after acceptance of the system.

STATEMENT OF COMPLIANCE

EXAMPLE

The following shall be required as an integral part of the vendor's proposal:

A. The vendor shall state that the equipment lists provided are a complete listing of all equipment, interfaces and other components necessary for the proper installation, operation and maintenance of the system, and that-the cost of designing, engineering, providing, installing and testing any additional equipment, interfaces or components will be borne by the vendor.

B. A statement of the vendor's financial condition to include:
   1. Last financial report
   2. Last annual financial report.

C. A statement that all components and/or equipment are new and unused and conform to current high standards of production techniques, levels of workmanship, and materials used. That all components and /Or equipment furnished are of the latest, most improved model, past the development state and in factory production with a satisfactory record.

D. The vendor shall provide the County of XXXXXX a listing of system functional requirements with which he is unable to comply.

E. The vendor shall provide a list of all of the Jail Management systems which he has installed.

F. The vendor must agree to the following:

   The vendor shall keep himself fully informed of all existing and future City/County ordinances and regulations and State and National laws in any manner affecting the work herein specified- He shall at all times protect and indemnify the County of XXXXXX, its officers and agents against any claim of liability arising from or based on the violation of any such ordinance, regulation, or law.

SPECIFIC JAIL SYSTEM FUNCTIONS TO BE DELIVERED

One of the most perplexing problems experienced by agencies who perform the booking process is the inadvertent assignment on duplicate (CRIMINAL HISTORY) numbers on a single Individual. This happens when someone who has been booked before by your agency and has a criminal history number is booked again and the booking clerk or the identification technician is unable to determine that fact and assigns him/her another criminal history number as a result. This causes fragmentation of criminal history records and thus allows for false or misleading information to be used or disseminated.

Automated booking systems cause this problem to increase la frequency because of the ease of the booking personnel to assign a new number **just** to get the Individual processed. All automated booking systems MUST provide the ability to the booking personnel to identify the person now standing before them and determine if it is appropriate to assign a new criminal history number of use an existing one.

The IDENTIFICATION COMPARISON is the term most used, which means simply this:

A. The booking clerk should have the ability to inquire by the persons name and date of birth, or name and social security number or name and drivers license number and license state. The system should search for exact matches of the name and also sound alike last names and alias names. All responses of matches on the social security numbers should' also be displayed.

The displays of the matching or possible matching records should include the REAL name, date of birth, social security number, drivers license number and state as well as the physical description of the individual matching.

The displays or printed matches and/or possible matches should indicate what the possible match was made on.

Some agencies have included a table of possible first name monikers such as Robert, Bob, Bobbie, Rob, Robbie, Bobby, Robby, etc., in response to the first name of someone Inquired upon during this process. The benefit of this is any of the names Inquired upon would return a wide range of possibilities for the consideration of the booking personnel. By soundexing to the last name and using the first name moniker, an inquiry made on ROBERT SMITH would return something like the following:

Inquired on   RETURNED

Robert Smith   Smith, Robert
                                                               Smith, Bob
                                                               Smith, Bobbie
                                                               Smyth, Robbie
                                                               Smythe, Bobby   etc.

<u>SECURITY To THE system</u>

Most agencies initially try and overkill the security access aspect of their systems because of fear of some unauthorized person(s) gaining access to and/or altering sensitive information. Security is necessary to some degree but I Would caution you against overkill. We are Not working for the CIA and our information is basically contained in a closed environment which reduces the possibility of unauthorized access. With this in mind, I will offer some effective yet livable security suggestions.

1. We want to make certain that we can identify anyone who has accessed a certain record type and whether they modified the record, or entered the record. Basically logging only the last transaction to a record where the record was entered or modified is sufficient.

A simple way to attain this is to issue each of your users a password that is used in conjunction with their personnel or officer number if their personnel or officer number is never changed or re-assigned.

Then require them to change the password as soon as they can get to a terminal. Subsequent changes of the password can be required by the system if you require the system to reject access after a 30 day time period or so.

The key to this is that in order to change their password they must know the old password and identification number. When someone uses the system they must log on. The system then knows who the person is beyond a reasonable doubt, and access levels can be assigned to the person, identifying to the system what this person is able or allowed to do. When the person is no longer using the system he/she must logoff. If it is made clear that when you log onto the system you will be held responsible for all transactions logged using you officer number and password, logging off will not be a problem to enforce.

Exception reports can be generated for the System Administrator to review whenever an attempt to access unauthorized materials is detected. One word of caution . . . In the beginning you will have many attempts to access unauthorized areas. This is because people will try for a while to see what their limitations are.

B. It is highly desirable that only one person in the system, (typically the System Administrator) be allowed **to** delete Criminal History Records.

BOOKING PROCESS

The first consideration of an automated booking system is to process bookings in the most expedient manner possible and yet collect all of the Information necessary to provide management with Information they need to make operational decisions, satisfy legal data retention requirements and provide information for investigators.

Since the booking process should be as fast as possible the number of screens required to preform this process should be minimal. The following is an example of the information that should be collected and later we will discuss why some of this information is collected.

1. criminal history number
2. booking number
3. booked date
4. hold status
5. reason held
6. last name of inmate
7. first name of Inmate
8. middle name of inmate
9. suffix of Inmates name
10. date of birth
11. social security number
12. sex
13. race
14. height
15. weight
16. hair color
17. eye color
18. skin tone
19. caution or hazard information
20. current address-city, state, area code, phone number.
21. home address-city, state, area code, phone number.
22. occupation
23. employer
24. business address-city, state, area code, phone number.
25. employed full time/part time
26. education level
27. citizenship
28. alias name-last, first, middle
29. next of kin-last name, first, middle initial, relationship to inmate, address, city, state, area code, phone number.
30. cell number
31. arresting agency
32. date of arrest
33. time of arrest

34. officer number of arresting officer (and assisting officers If necessary)
35. arrived jail date
36. arrived jail time
37. booked date
38. booked time
39. charges area as follows (per/charge)
    a. charging agency
    b. state statute for which arrest was made
    c. ucr code
    d. code for warrant felony, warrant misdemeanor, municipal warrant/charges or mittimus
    e. offense description (defines the charge)
    f. case number of the arresting agency
40. property of inmate as follows:
    a. shirt
    b. pants
    c. hat
    d. shoes
    e. jewelry
    f. ID
    g. sweater
    h. coat
    i. gloves
    j. watch
    k. knife
    1. medicine
    m. purse
    n. belt
    0. comb
    P. billfold
    q. keys
    r. brush
    s. checkbook
    t. glasses
    U. lighter
    V. credit cards
    W. address book
    X. handkerchief
    z. money/clip
    aa. miscl
    bb. misc2
    cc. miscellaneous papers
    dd. miscellaneous hygiene products
    ee. miscellaneous makeup
    ff. number of $1.00   bills
    gg. number of $2.00   bills
    hh. number of $5.00   bills
    ii. number of $10.00   bills
    jj. number of $20.00   bills
    kk. number of $50.00   bills
    ll. number of $100.00 bills
    mm. dollar value of coins
         1. total amount of money

CRIMINAL HISTORY NUMBER

This should be a unique number that is used to specifically identify an individual. Typically this number is the criminal jacket number of criminal ID number.

BOOKING NUMBERS

This number should be assigned sequentially each time person is booked **into** the jail. The booking number must never be used again. **A** single criminal history number (identifying a specific individual) could be used many times in the booking process and the sequential booking numbers will identify each specific booking event.

HOLD STATUS

The hold status will identify such holds as--courtesy holds, sentenced persons awaiting transport to the state correctional facility, pretrial persons etc. This field can be expanded to identify many other such categories as you deem beneficial.

REASON HELD

This field is used to identify that this person is NOT to be released because some other agency has informed you that they have an interest in him.

EXAMPLE

> If one of your officers has arrested an individual for drunk driving and some other agency is processing a warrant for some serious crime and does not want the person released before they can contact him, this flag will notify the booking clerk that this condition exists if a release attempt is made.

PERSONAL CHARACTERISTICS

Sex, race, height, weight, hair color, eye color and skin tone should be standardized and validated at the time of data entry. The purpose standardization is to allow for the possibility of making profile searches of individuals that match certain physical attributes. rch of

EXAMPLE

> A search of the database the database of all persons who are white males between 6ft and 6ft 3in in height and between 200 and 210 pounds with brown eyes should provide you with a listing of all persons who match those parameters and list their names, alias names and criminal history numbers. If your mug shots are indexed by criminal history numbers your investigators will be able to quickly put together a very effective photo lineup.

I am certain you will discover many other benefits associated with the use of this type of database search.

CHARGES

The charges area is **a** very important area to be considered when designing **an** automated booking capability. This **area** is **used** to **show what a** person **is actually** arrested for by the arresting officer. It must be understood however that this is NOT necessarily what the person will eventually be charged with by the district attorney's office. It is for this reason it is very important that your system be designed to show both the arrest charge and the actual or amended charges.

EXAMPLE

> If a person is arrested for sexual assault and booked for that offense, your system will create a charge of sexual assault and will display that charge in any subsequent inquiries into this persons criminal history record. This information may be wrongly interpretted at some later date because IT ONLY SHOWS WHAT THIS PERSON WAS ARRESTED FOR "NOT" WHAT HE WAS ACTUALLY CHARGED WITH. To come into compliance with Congressional Mandate 28-CFR-20.21, it is necessary for the arresting agency to show the actual charges, disposition to those charges and the disposition date.

> Continuing with this example.. this subject may subsequently be charged with growing noxious weeds within the city limits (two counts) and found NOT guilty. On the other hand, your investigators who want to run a profile search of all persons previously arrested for sexual assault that fit a certain physical description are not going to ask to include those with some other seemingly totally unrelated offense.

Your system must show all of the following:

1. The arresting agency
2. The charging agency per/charge
3. The arrest date
4. The charges for which the arrest was made
5. The actual charges (when amended by the district attorney/courts)
6. The disposition (guilty, not guilty, pled to lesser charge etc)
7. The disposition date

RE-BOOKING

You MUST insure the capability of RE-BOOKING of an individual without creating duplicate or inaccurate charges.

To give you a scenario of a possible need for this capability please consider the following:

> An inmate is convicted and remanded to the custody of the Warden of the State Correctional facility. Your transportations personnel take the inmate from your facility, including all of his belongings and transport him **to** the **state** facility, however, due to inclement weather conditions, they are not able to make it to their destination. Your transportation personnel then return to your facility with the inmate in tow. You must now re-book the inmate, assign him a cell, store his belongings and return him to confinement status until successful transport can be made.

STORAGE AND TRACKING OF INMATE PROPERTY

Your system must automatically issue a property storage number when it is determined that the inmate is going to be staying in the facility as opposed to a book and release. The method typically used to determine this is when the property screen is completed, the system issues a property number. Your system should be designed to allow the booking clerk to identify a specific property location if desired or random automatic assignment if appropriate.

Suggested Sequence of Booking Screens
1. Identification comparison
2. Name, address, physical description, etc.
3. Charges screen
   A. Release screen (if booked and released)
4. Property screen
5. Cell assignment
   A. Release screen (when appropriate)

RELEASE OF INMATE

In order to release an inmate from custody, you should insure that your system captures the name, address-city-state, phone number and relationship of the person to whom the inmate was released. The bond amount, the type of bond, the release date and time, the releasing officer, and the narrative release comments. In addition, there should be adequate room to display all of the return court information you deem necessary.

Additionally, the personal property documentation should be printed, listing all of the inmates property and money. This document must contain a disclaimer for liability and a signature line for the inmate to sign acknowledging the receipt of his property, date and time, as well as the signature of the releasing officer.

The system must release the property number for re-use when the inmate is released from the facility.

INMATE TRACKING

If an inmate is to be placed in a cell and not immediately released, your system must generate a property storage number or locker/bin number for which all of the inmates personal property can be stored under and later accounted for.

Additionally, your system must keep track of the inmates location throughout their stay in the facility. If the inmate is moved from one location to another your system must show the original cell assignment and all subsequent cell assignments, the time and date of the moves, the reason for the moves and the officer who initiated the moves. This must be done per booking event and stored in the criminal history records of the inmate each time he is booked.

This simple procedure will assist you in disputing any allegations someone may bring against your agency for placing them in some dark, dank cell and leaving them there for an extended period of time. Some agencies have found it advantageous to keep track of all meals offered but refused by the inmate including date and time for similar reasons. The best method for accomplishing this seems to be logging only those meals the inmate refused to accept. Exception reporting is much easier, just as effective and considerably less labor intensive on your officers who must maintain these records.

VISITOR AND ASSOCIATES

This is a very important source of information for your investigators in attempting to locate some previous inmate. The logging of all of the persons who have visited the inmate by name, address-city-state, phone number, relationship to the inmate, date and time including whether or not the visit was a contact or non-contact visit. This information can also be very beneficial to an agency that must defend against allegations of isolation of an inmate and denial of visitation without cause.

DUPLICATE CRIMINAL HISTORY RECORD MERGING

Earlier we covered the importance of not fragmenting your criminal history records by needlessly creating duplicate criminal history records on a single individual. There are no system in existence whether manual or automated that has found a way to totally eliminate this eventua... Your system must, however, allow for the merging of these records when identified as duplicates. This function should be a restricted function; restricted to a very limited few persons.

Your system must allow for this transaction to be performed easily and with minimal input from the operator.

ONE WORD OF CAUTION when performing this procedure. When you merge two records together, one record will cease to exist as an entity and can no longer be found by the system by the duplicate criminal history record number. If you are archiving your records to microfilm and indexing them by the criminal history record number, you will have a microfilm image of the duplicate record but the system will not be able to identify the duplicate number because it no longer exists. To eliminate this problem, your system should be developed with an automatic microfilm index to the criminal history records contained therein. If any merged criminal history record number is inquired on, the system can then identify and locate all duplicate records, as well as, identify the original or REAL criminal history record number.

As you have probably already guessed your task is going to be a difficult one and is going to require some hard decisions from your top management. Some of the issues will be covered in the following discussion.

It should be understood that there may well be some other considerations, not addressed here, that you will have to entertain due to some special circumstance or management philosophy unique to your agency.

There are no agencies in the world that can afford to maintain all of their data in an on-line environment indefinitely some point you will begin to find that your previous rapid system response is getting much slower because of the massive load of information you have imposed upon it. Good planning at the outset can minimize this problem to some degree.

You must decide what you are going to keep on your system for 6 months, what you will keep for 2 years, and what you will keep for longer periods of time.

In addition, you must identify how you will archive and index to archived information.

INTERFACES

If your system is going to be expected to talk to other computer systems, you must identify to whom the interfaces are to be connected, to what type of equipment and what protocol must be supported. In addition your system must be able to perform message switching addressing and queuing of messages. Your system also must be able to support all of the terminals you anticipate having on your system, allowing for system growth.

COMMISSARY

In the event you wish to have an automated commissary system, you should decide whether or not you wish to allow your inmates to have money while in your facility or whether you want them to use credit slips. In any event, the commissary system must allow for deposits and deductions from the inmate's account. The commissary system is basically a very elementary accounting system however you must describe in detail how you wish this system to perform.

CRIMINAL HISTORY DISSEMINATION

Criminal history record information dissemination is a very sensitive subject. Many states have passed laws dealing with this issue as has the federal government. Local law enforcement agencies are effected by this problem on a daily basis. In most states criminal history information can be disseminated on adults where a conviction has occurred; on adults that are still in the process of the criminal justice system and awaiting trial. Juvenile information dissemination is severely restricted often even between criminal justice agencies.

In order to provide the records personnel with an additional tool to minimize the possibility of accidental dissemination of criminal history records the following is recommended:

        A. Create an inquiry screen that allows the operator to specify
          1. local criminal history records (inquiring agencies records
             only.)
          2. ALL criminal history records (all agencies).
             a. adult criminal history records (all agencies).
             b. juvenile criminal history records.
             c. adult and juvenile criminal history records.

This procedure will give the operator the ability to specify only "local" "adult" criminal history records and have only those that qualify be displayed. It will minimize the possibility of accidentally disseminating information that is not from their agency and disseminating where the subject of inquiry was a juvenile at the time of the offense.

Management reports should include the following as a minimum:

1. average peak load periods by day of week and hour ranges. This information will aid the facility administrator to better adjust staffing requirements to meet work load demands.
2. total number of bookings by day/month/year.
3. total number of bookings male adult by day/month/year.
4. total number of bookings female adult by day/month/year.
5. total number of bookings male juvenile by day/month/year.
6. total number of bookings female juvenile by day/month/year.
7. total number of bookings year to date.
8. total number of bookings this month compared to same month previous year X increase/decrease.
9. total number of bookings year-to-date compared to year-to-date previous year X increase/decrease.
10. current population report by pod/cell.
11. current listing of property numbers and associated inmates.

FIRST NAME MONIKER TABLE
The following AS the First Name Moniker Table. YOU may find this item
useful, should you elect to include this option.

ABEGAIL	ABE
ABEL	ABE
ABELARD	ABE
ABIGAIL	ABE
ABRAHAM	ABE
ABRAHAN	ABE
AGUSTUS	GUS
AGUSTIN	GUS
AILEEN	EILEEN
ALAN	AL
ALBERT	AL
ALBERT0	AL
ALEJA	AL
ALEJANDRO	AL
ALEJO	AL
ALEN	AL
ALEX	AL
ALEXANDER	AL
ALEXANDERIA	AL
ALEXIS	AL
ALFONSO	AL
ALLAN	AL
ALLEN	AL
ALLEYN	AL
ALLISON	AL
ALLYN	AL
ALONSO	AL
ALONZO	AL
ALPHONSO	AL
ALPHONZO	AL
ALETHEA	AL
ALVIN	AL
ALYN	AL
ANDRES	ANDREW
ANDY	ANDREW
ANGELICA	ANGELA
ANGELIKA	ANGELA
ANGELIA	ANGELA
ANGELINA	ANGELA
ANGELITA	ANGELA

ANGIE	ANGELA
ANNAMARIE	ANN
ANNETTE	ANN
ANTOLEN	ANTHONY
ANTONIA	ANTOINETTE
ARMAND	ARMAN
ARMANDO	ARMAN
ARNE	ARNOLD
ARNETT	ARNOLD
ARNIE	ARNOLD
ARNULFO	ARNOLD
ARTHUR	ART
ARTURO	ART
AUGIE	GUS
AUGUST	GUS
ARTHUR	ART
BARB	BARBARA
BARBARITA	BARBARA
BARBI	BARBARA
BARBIE	BARBARA
BECKI	REBECCA
BECKY	REBECCA
BECKIE	REBECCA
BENJAMIN	BEN
BERNIE	BERNARD
BETH	ELIZABETH
BEVERLY	BEV
BEVERLEY	BEV
BILL	WILLIAM
BILLIE	WILLIAM
BILLY	WILLIAM
BOB	ROBERT
BOBBIE	ROBERT
BOBBY	ROBERT
BRADFORD	BRAD
BRADLEY	BRAD
BRADLY	BRAD
BRIDGET	BRIGETTE
BRIDGETT	BRIGETTE
BRIDGITTE	BRIGETTE
CAMILIA	MILLIE
CARLITOS	CARLOS
CARLO	CARLOS
CARI	CAROL
CAROLINA	CAROL

CAROLINE	CAROL
CAROLLYN	CAROL
CAROLYN	CAROL
CARRI	CAROL
CARRIE	CAROL
CARRY	CAROL
CARY	CAROL
CATARINA	KATHERYN
CATARINE	KATHERYN
CATHI	KATHERYN
CATHIE	KATHERYN
CATHLEEN	KATHERYN
CATHRINE	KATHERYN
CATHRYN	KATHERYN
CATHY	KATHERYN
CHARLENE	CHAR
CHARLEY	CHARLES
CHARLIE	CHARLES
CHARLISE	CHAR
CHER	CHERYL
CHARLEY	CHARLES
CHARLIE	CHARLES
CHARLISE	CHAR
CHRISTENA	CHRIS
CHRISTEY	CHRIS
CHRISTI	CHRIS
CHRISTIAN	CHRIS
CHRISTIE	CHRIS
CHRISTINA	CHRIS
CHRISTINE	CHRIS
CHRISTOPHER	CHRIS
CHRISTY	CHRIS
CHRYSTAL	CHRIS
CHUCK	CHARLES
CLAUDETTE	CLAUDE
CLAUDINE	CLAUDE
CLIFFORD	CLIFF
CLIFTON	CLIFF
CLINTON	CLINT
CONSTANCE	CONNIE
CONSTANCIA	CONNIE
CONSTANZA	CONNIE
CONSUELO	CONNIE
CORIN	CORI
CORINA	CORI

CORINNE	CORI
CORRIN	CORI
CRISTAL	CHRIS
CRISTIE	CHRIS
CRISTINA	CHRIS
CRISTOBAL	CHRIS
CRYSTAL	CHRIS
CURT	KURT
CURTIS	KURT
DANIEL	DAN
DARVIN	DARWIN
DAVID	DAVE
DEBBI	DEBORAH
DEBBIE	DEBORAH
DEBI	DEBORAH
DELBERT	DEL
DESMOND	DES
DICK	RICH
DICKIE	RICH
DONALD	DON
DOUGLAS	DOUG
DOUGLASS	DOUG
ED	EDWARD
EDDIE	EDWARD
EDDY	EDWARD
EDGAR	EDWARD
EDGAR	EDWARD
EDWIN	EDWARD
ERNIE	EDWARD
ESTEBAN	STEVEN
FEDERICO	FRED
FELIPE	PHILLIP
FRANCES	FRAN
FRANCESCA	FRAN
FRANCISCO	FRANK
FRANKLIN	FRANK
FREDERIC	FRED
FREDERICK	FRED
FREDRIC	FRED
FREDERICK	FRED
FREDRICO	FRED
GASPAR	JASPAR
GENE	EUGENE
GEOFFERY	JEFF
GEOFFREY	JEFF

GERALD	JEROLD
GERALD0	JEROLD
GERARD0	JEROLD
GERRY	JEROLD
GILBERT	GIL
GINNY	VIRGINIA
GREGORIO	GREG
GREGORY	GREG
GUALTERIO	WALTER
GUILLERMO	WILLIAM
GUSTAVO	GUS
HAL	HAROLD
HANK	HENRY
HARRY	HAROLD
HELLEND	HELEN
HELOISE	HELEN
HERBERT	HERB
ILENE	EILEEN
JACK	JOHN
JACKELYN	JACKIE
JACQUELIN	JACKIE
JACQUELINE	JACKIE
JACQUELYN	JACKIE
JACQUETTA	JACKIE
JACQUOLINE	JACKIE
JAMIE	JAMES
JAIME	JAMES
JANET	JAN
JANETTE	JAN
JANICE	JAN
JANIS	JAN
JANNET	JAN
JANNETTE	JAN
JEANEEN	JEAN
JEANENE	JEAN
JEANETTE	JEAN
JEANNINE	JEAN
JENEEN	JEAN
JEFFERSON	JEFF
JEFFERY	JEFF
JEFFREY	JEFF
JEFFRIE	JEFF
JEFFRY	JEFF
JENIFER	JENNY
JENNETTE	JENNY

JENNIFER	JENNY
JERI	JEBOLD
JEROMY	JEROLD
JERRY	JEROLD
JESS	JESSICA
JESSE	JESSICA
JESSI	JESSICA
JESSIE	JESSICA
JILLIAN	JILL
JIM	JAMES
JIMMIE	JAMES
JIMMY	JAMES
JOE	JOSEPH
JOEY	JOSEPH
JONATHAN	JOHN
JORGE	GEORGE
JORJE	GEORGE
JOSE	JOSEPH
JUDITH	JUDY
JULES	JULIA
JULIAN	JULIA
JULIANN	JULIA
JULIET	JULIA
JULIETTE	JULIA
JULIO	JULIAN
KARL	CARL
KARLA	CARLA
KATE	KATHERYN
KATHALEEN	KATHERYN
KATHEE	KATHERYN
KATHELINA	KATHERYN
KATHI	KATHERYN
KATHIE	KATHERYN
KATHLEEN	KATHERYN
KATHLENE	KATHERYN
KATHLYN	KATHERYN
KATHY	KATHERYN
KATIE	KATHERYN
KELVIN	KELLY
KELVON	KELLY
KENNETH	KEN
KENYON	KEN
KERI	CAROL
KERRY	CAROL
KIMBER	KIM

KIMBERLEY	KIM
KIMBERLY	KIM
KRIS	CHRIS
KRISTA	CHRIS
KRISTI	CHRIS
KRISTIN	CHRIS
KRISTINA	CHRIS
KRISTINE	CHRIS
KRISTY	CHRIS
KRYSTAL	CHRIS
LARRY	LAWRENCE
LEIGH	LEE
LEN	LEONARD
LEO	LEONARD
LEON	LEONARD
LESLEY	LES
LESLIE	LES
LESTER	LES
LEWIS	LOU
LIZ	ELIZABETH
LIZA	ELIZABETH
LIZZIE	ELIZABETH
LIZZY	ELIZABETH
LOUIS	LOU
LOUISA	LOU
LOUISE	LOU
LUCAS	LUKE
LUCINDA	CYNTHIA
MAGGIE	MARGARET
MAGIE	MARGARET
MAGI	MARGARET
MANNY	MANUEL
MARCOS	MARK
MARCUS	MARK
MARGE	MARGARET
MARGERIE	MARGARET
MARGIE	MARGARET
MARGO	MARGARET
MARGOT	MARGARET
MARIANN	MARY
MARIANA	MARY
MARIANNE	MARY
MARJORIE	MARGARET
MARKUS	MARK
MARTI	MARTIN

MARTY	MART IN
MARYANN	MARY
MARYANNE	MARY
MARYBETH	MARY
MAXIM	MAX
MAXIMILLAN	MAX
MAXIMILLIA	MAX
MAXIMINIO	MAX
MAXIMINO	MAX
MAXWELL	MAX
MEG	MARGARET
MEGAN	MARGARET
MEGGAN	MARGARET
MIGUELITO	MICHAEL
MIKE	MICHAEL
MIKEY	MICHAEL
MILDRED	MILLIE
MILICENT	MILLEI
MITCHEL	MITCH
MITCHELL	MITCH
MORRISON	MORRIS
NATHAN	NATE
NATHANEL	NATE
NATHANIEL	NATE
NICHOL	NICK
NICOLE	NICK
NICHOLAS	NICK
NICOLAS	NICK
NICOLOU	NICK
NORMAN	NORM
PABLO	PAUL
PAMELA	PAM
PAMALA	PAM
PATRICIA	PAT
PATRICIO	PAT
PATRICK	PAT
PAULETTE	PAULA
PAULINE	PAULA
PEDRO	PETE
PEG	MARGARET
PEGGY	MARGARET
PETER	PETE
PHILEBERT	PHIL
PHILIP	PHIL
PHILLIP	PHIL

REFAEL	RALPH
RAMON	RAY
RANDY	RANDOLPH
RAPHAEL	RALPH
RAYMOND	RAY
RAYMUNDO	RAY
REGGIE	REGINALD
REGINO	REGINALD
RICHARD	RICH
RICHARDO	RICH
RICO	ENRICO
ROB	ROBERT
ROBB	ROBERT
BOBBIE	ROBERT
ROBBY	ROBERT
ROCHELL	SHELLY
ROCHELLE	SHELLY
RODERICK	ROD
RODGER	ROD
RODNEY	ROD
ROGER	ROD
RONALD	RON
ROSALEE	ROSE
ROSALIA	ROSE
ROSALIE	ROSE
ROSALIND	ROSE
ROSALIO	ROSE
ROSEMARIE	ROSE
ROSEMARY	ROSE
ROSITA	ROSE
ROXANA	ROX
ROXANN	ROX
ROXANNA	ROX
ROXANNE	ROX
RUDY	RUDOLPH
RUSSEL	RUSS
RUSSELL	RUSS
RUSTY	RUSS
SALVADORE	SAL
SALVATORE	SAL
SAMANTHA	SAM
SAMUEL	SAM
SANDRA	SANDY
SARITA	SARA
SIDNEY	SID

SIDLEY	SID
SOLOMAN	SOL
STAN	STANLEY
STANFORD	STANLEY
STEVE	STEVEN
STEVIE	STEVEN
SUE	SUSAN
SUSIE	SUSAN
SUZIE	SUSAN
TED	THEODORE
TEDD	THEODORE
TEDDY	THEODORE
TERESITA	TERESA
TERI	TERESA
TERRI	TERESA
TERRY	TERESA
THOM	THOMAS
TIMOTEO	TIM
TIMOTHY	TIM
TOM	THOMAS
TOMMI	THOMAS
TOMMIE	THOMAS
TOMMY	THOMAS
TONI	ANTOINETTE
TONY	ANTHONY
TRISH	PAT
TRISHA	PAT
VALERIE	VAL
VERN	LAVERNE
VERNON	LAVERNE
VERNIE	LAVERNE
VICTOR	VIC
VICTORIA	VIC
VINCENT	VINCE
VINCENTE	VINCE
WALLACE	WALTER
WALLY	WALTER
WALT	WALTER
WAYNE	DUANE
WESTLEY	WES
WESTLY	WES
WILL	WILLIAM
WILLARD	WILLIAM
WILLIE	WILLIAM
WILLIS	WILLIAM
WILLY	WILLIAM
WOODROW	WOODY