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Justice Data Base Directory

Antonia Moras, editor

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Summary

The *Justice Data Base Directory*, first published in 1988 with new chapters added annually through 1992, presents information about the primary databases maintained by Alaska justice agencies and the procedures to be followed for access to the data. Its availability should substantially reduce the work required to identify the sources of data for research and policy development in law, law enforcement, courts, and corrections. This initial installment of the database directory, published in 1988, includes chapters on the justice-related data holdings of eight Alaska agencies. Fully indexed.

Additional information

The *Justice Data Base Directory* was originally published in 1988 with an introduction, 8 chapters describing Alaska justice agencies and their data holdings, and an index. It was published in looseleaf notebook format for easy updating. Four updates were published in 1989–1992, each update consisting of additional chapters, revised table of contents and index, and updates to existing pages to reflect changes such as agency addresses. Five chapters were added in 1989; five in 1990; four in 1991; and five in 1992, for a total of 27 agencies covered by the *Justice Data Base Directory* in its final form. The 1992 edition is the most complete.



JUSTICE DATABASE DIRECTORY

Alaska Statistical Analysis Unit
Justice Center
University of Alaska, Anchorage

JUSTICE DATA BASE DIRECTORY

Alaska Justice Statistical Analysis Unit
Justice Center
University of Alaska Anchorage

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Alaska Justice Statistical Analysis Unit
Justice Center
University of Alaska Anchorage

STEVE COWPER
GOVERNOR



STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

To Justice Advocates:

The Alaska Justice Statistical Analysis Unit within the School of Justice at the University of Alaska Anchorage is responsible for collecting and disseminating justice information on a statewide basis. This centralized service is critical to the efficient and informed administration of justice.

As part of its ongoing mission to provide information on law, courts, corrections, and policing to state policymakers and the public, the SAU has developed the Justice Data Base Directory. I am pleased to present this directory, which I am certain will fill a vital need for those involved in the administration of justice in Alaska.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Cowper".

Steve Cowper
Governor



Donald D. O'Dowd
President

UNIVERSITY OF ALASKA STATEWIDE SYSTEM
FAIRBANKS, ALASKA 99775-5560

To the Alaska Justice Community:

The University of Alaska recognizes a mission to serve the education and research needs of the entire state. In fulfillment of that mission, the School of Justice at the University of Alaska Anchorage has developed the Justice Data Base Directory. This research catalogue, which was compiled in conjunction with Alaska justice system agencies, represents the first effort in the country to collect such data on a statewide basis. It constitutes a major contribution to the body of bibliographic works which specifically reference state data.

The University is pleased to be able to offer the Directory to the researchers in both the academic and public sectors of the community.

Donald D. O'Dowd
President

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INTRODUCTION

Throughout history, citizens and public officials have been confounded by problems related to crime and the administration of justice. Although legislators always face difficult questions concerning appropriate strategies for reducing crime and minimizing expenditures for justice administration, they often find even such fundamental issues as the extent of crime difficult to determine with accuracy.

Efforts to establish a national crime reporting system providing data on the number of crimes reported to local police began only about sixty years ago, and overall criminal justice statistics are still deficient at best.

The Alaska justice agencies have traditionally maintained considerable qualitative and quantitative data, which are valuable to researchers, citizens and policymakers. However, locating the appropriate data in a timely fashion has always been a problem. The Alaska Justice Statistical Analysis Unit developed this *Justice Data Base Directory* in an attempt to provide assistance to those who seek information on law, courts, corrections or policing in Alaska.

This directory presents information about the primary data bases maintained by the Alaska justice system and the procedures to be followed for access to the data. Its availability should substantially reduce the work required to identify the sources of data for research and policy development. The Statistical Analysis Unit intends to update this directory on a regular basis to ensure that accurate information about data bases and access to them is available to potential users.

We hope that this work will contribute to society's ability to understand and deal with the problems of crime and the administration of justice in Alaska.

John E. Angell
January, 1988

The *Justice Data Base Directory* has been developed and compiled by the Alaska Justice Statistical Analysis Unit (SAU), under the direction of John Angell. Janet Eidson developed the project and coordinated research and information collection. The directory was designed and edited by Antonia Moras; production was handled by Phyl Booth. Staff of the Justice Center contributed to the project.

Publication of this directory was funded, in part, by a grant from the Bureau of Justice Statistics, which bears no responsibility for the accuracy of the contents or any views expressed.

The information on individual data bases contained in this directory was reviewed by the responsible agency.

Except as indicated, the justice data bases described are neither maintained nor controlled by the Justice Center, University of Alaska Anchorage. Permission to access a data base must be granted by the individual agency which maintains it.

Access to data bases must be made in accordance with the privacy and security regulations of the state of Alaska and/or the federal government.

Inquiries regarding the directory may be addressed to:

Alaska Justice Statistical Analysis Unit
Justice Center
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
(907) 786-1810

ORGANIZATION OF DATA BASE DIRECTORY

This directory provides researchers with a guide to data bases in Alaska. It is designed so that researchers can both look up particular agencies and data bases which they already know and, through a subject index of key words, locate all data bases described which contain information on the specific topic of research.

The table of contents lists the names of all the agencies and organizations included in the directory and the names or acronyms of the data bases they house.

The introduction describes the goals and uses of the directory. For this 1988 edition of the directory, the major justice agencies in Alaska were identified and surveyed for data bases. Each data base summarized is listed with the agency which houses it. For each agency or organization identified in the directory, a brief description of its history and purpose is given to assist researchers in identifying the nature of the organization.

Descriptions of individual data bases follow the general agency description. The information for each separate data base begins on a new page. The data base descriptions include information on the history, purposes and uses of the data as well as on any special concerns associated with use for research. Within each data base description is a sub-section entitled "System Information in Brief." Its format usually follows the outline below.

Type: Identifies a data base as being a manual system, computerized, etc.

Time Frame: Identifies the period of time the system has been in use and for which time period data are available.

Data Storage: Describes main data storage and any associated problems.

Reliability: Estimates the reliability of the data set using an assessment made by the agency personnel.

Reports/Publications: Lists all agency publications, such as annual reports, which use the data base.

Data Previous to Current System: Identifies what system, if any, was in place for information collection before the present data base was established. Accessibility, time period covered and data recorded are described where possible.

Costs/Time Needed to Process Specific Data Requests: Gives researchers an idea of agency response to data requests.

Process to Request Data/Data Contact: Describes the steps necessary for researchers to gain permission to access the data and identifies agency personnel who can answer questions about accessing the data base.

Key Word Index: Lists all the words by which this data base has been indexed in the subject index of the directory.

Data Elements Recorded: Lists all the items recorded in the data base by the agency. Where possible, actual data base code books were obtained from the agency and information was transcribed directly from them.

In a few cases this "System Information in Brief" format was not followed because the information was either not available or not applicable. In these cases a narrative description of the data base is given in an attempt to provide as much information as possible for researchers.

Following the agency sections is a subject index based on key words taken from the recorded data elements of each data base. This alphabetical listing provides a guide to those specific data bases in the directory which contain data on the referenced key word. The reader should locate the key word which best describes the topic he or she is interested in. The numbers indicate the pages on which descriptions of the relevant data bases begin.

ALASKA COURT SYSTEM

Arthur H. Snowden, II
Administrative Director
303 K Street
Anchorage, AK 99501
(907) 264-0547

The court structure in Alaska comprises four levels of court jurisdiction, each with different powers and responsibilities. These four levels include the supreme court and superior courts, both established by the Alaska State Constitution; district courts, established in 1959; and the court of appeals, established in 1980. The state is divided into four judicial districts with fifteen superior/district court locations and forty-four locations for district courts only. District courts are headed by either judges or magistrates. The system is a unified, state-funded judicial process; there are no city, county or borough courts. The court system employs approximately 596 people in full-time, permanent positions; in FY 86, over 158,000 cases were filed.

Court administration is under the jurisdiction of the state supreme court, which delegates almost all administrative duties to a separate administrative director and staff. Statistical information and annual reports are produced by this administrative office.

ALASKA COURT RECORDS SYSTEM

Because the previous computerized system was considered very unreliable, in late 1982 the court system adopted a new records management program. Individual courts (the superior courts and approximately 95% of the sixteen district court judgeships) installed data and word-processing computer terminals. Each system operates independently, with some hardware and software differences apparent from court to court, depending on the caseload volume and the date the court was automated. By 1987, fourteen court locations and the Appellate Court Clerk's office system were automated. Automation of small-volume courts (i.e., most magistrate locations) is not planned.

The present system was designed for on-location caseload status and management so that each court can monitor its own activity. Each court case is entered individually by court clerks who update and maintain the system on a day-to-day basis. In this way the data base can provide information on case status, including warrant activity, benchmark activity, schedules and calendars, case aging, trial/hearing length, and dispositions.

Each court collects the same basic data; there are thirteen data files cross-referenced by names and case number in the automated system. These data files are: NAMES (alphabetical index of defendants, plaintiffs, petitioners, etc.), ATTORNEYS (bar register), CIVIL, PROBATE, CHILDREN, CRIMINAL CHARGES (each charge is entered individually), ORDERS, CORONER, TRAFFIC (cases are assigned a Uniform Traffic Citation number), RECEIPTS, ROA (Register of Actions) and SCHEDULE.

When a case is finally closed, it is stored on the local system for two to three years before being purged to tape, although, in part, purging depends upon the computerized storage space available at a particular court site. The Technical Operations section of the Office of the Administrative Director, located in Anchorage, retains these records on magnetic tape. They are retrievable by case number only.

Technical Operations receives data tapes from the automated systems quarterly. The section produces mid-year reports for internal distribution and, with fiscal year-end information, an annual report, which is released to the public.

Large-volume court locations without automated systems, including several larger magistrate courts, submit court reporting forms to Technical Operations for data entry. The approximately thirty smaller-volume magistrate locations are not included in the automated and revised court records system. These courts submit logbooks of activities to the Office of the Administrative Director in Anchorage. Technical Operations conducts a manual count of filings listed in the logbooks for inclusion in the annual report, but information from these locations is neither as readily available nor as extensive as data from the automated systems.

SYSTEM INFORMATION IN BRIEF

Type: Computerized data base with some variations across the fifteen automated courts; manual records for approximately thirty magistrate courts. Data entered and maintained by each individual court, with records and archival data sent to Technical Operations in Anchorage for storage and production of mid-year and annual reports. Larger, non-automated courts have data entered via Technical Operations.

Time Frame: Data collection change began in 1981; automation of individual courts began in 1984 and will continue as the last larger-volume courts come on-line. Data from the last twelve to eighteen months are maintained on the court tapes, depending on the storage capacity of each individual location. Technical Operations keeps the data tapes needed to produce each annual report until the next report comes out. Any data removed from this system are put on an archival tape and are retrievable only by number.

Data Storage: Each automated court maintains its own data; original records are kept by each court in either paper or microfilm form. Technical Operations in Anchorage maintains data tapes needed to produce annual reports, enters data from larger non-automated courts and receives paper records from all manual record courts.

Reliability: Accuracy varies according to court site and with reference to information desired. Technical Operations performs audits for obvious errors and the automated systems perform certain internal program checks for operator errors. In general, case files are thought to be very accurate, disposal information slightly less accurate and manner of disposal less accurate.

Reports/Publications: Automated systems have the ability to produce several different types of documents geared specifically to the system's court location, including scheduling information, particular case histories and accounting reports. Technical Operations produces several mid-year reports for internal distribution and annual reports for public release. The annual reports, produced since the late 1960s, include overviews of the court system, statistical summaries and, for some figures, an historical review of similar statistics for the previous five to six years. It is worth noting that historical data in the most recent annual reports reflect current changes in reporting or counting of particular figures.

Data Previous to the Current System: The computerized system in use before 1980 was considered highly unreliable and inaccurate. Although the data tapes for 1975-1981—the period this previous system covered—are retained in Juneau, their accessibility, readability and usefulness are highly questionable.

Manual records for court activities have been maintained by each individual court, either in paper or microfilm form. Annual reports of court activities exist from the late 1960s to the present.

Costs/Time Needed to Process Special Data Requests:

Individual courts would be unlikely to have the time/staff to process special information requests, particularly in light of recent state budget cuts. Technical Operations in Anchorage would be willing to retrieve special information during one of their two regular processing periods, which occur in conjunction with the data processing conducted for the mid-year reports and the annual report. Any associated costs would be evaluated on an individual basis.

Process to Request Data/Data Contact:

Richard W. Delaplain
Manager, Technical Operations
303 K Street
Anchorage, AK 99501
(907) 264-8211

Key Word Index: APSIN; alcohol; attorney; charge information; court; defendant characteristics; domestic violence; felony; judge; jury; magistrate; misdemeanor; offense; plaintiff; probation; restitution; sentence; trial; warrant.

Data Elements Recorded:

Identifying Numbers: Case number; defendant number (if more than one); plaintiff number (if more than one); APSIN number (Department of Public Safety); driver's license number; UTC (Uniform Traffic Code); American Bar Association number (for attorney identification).

Client Characteristics: Name; title; date of birth; type of person (dependent, plaintiff, deceased, minor, respondent, etc.); mailing address; proof of insurance; date of death.

Court Information: Case type; sub-type; court where filed; date filed; case title; date other court action filed; date warrant issued; date of non-trial disposition; date trial started; date case closed; date of disposition/sentence; date fine/restitution due; trial court location; trial type; length of trial; judge; trial results; grand jury action; non-trial stage; non-trial disposition; fine/restitution paid to either court or victim; small claims/domestic violence/divorce-dissolution/civil case; number of defendants; number of plaintiffs; amount in litigation; amount awarded; change of venue; date of divorce petition; date of divorce petition hearing; date of divorce/dissolution hearing; date first answer filed; date of change of venue; result of divorce petition; result of hearing; length of hearing; source of petition; date autopsy ordered; date first/second hearing held; date property released; property held (yes/no); autopsy disposition; cause of death; date petition filed; date bond posted; date probate inventory filed; type/name of probate representative; bond amount; date of 72-hour/30-day sanity/alcohol order; court date/time; courtroom; event type; warrant issued (yes/no); date warrant received/served; date disposition sent; court of origination; amount received/paid; receipt number; check number.

Charge/Sentence Information: Charge filed; charge disposed; number of counts; felony/misdemeanor; offense date; count number (of this record); DMV code (for traffic); offense; statute at issue; statute at disposition; disposition; jail time ordered; jail time suspended; probation time; conditions of probation; fine ordered; fine suspended; fine/restitution amounts; type of license; license number; state of license; license action;

limitations on license; SIS/DP date; alcohol screen ordered; defendant ordered to pay public defender fees (yes/no).

Other: Attorney status (active/inactive/judge); attorney phone number; sex of attorney; clerk entering data; date/time of entry.

ALASKA DEPARTMENT OF LAW

Grace Berg Schaible
Attorney General
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Juneau, AK 99811
(907) 465-3600

The Department of Law, headed by the Attorney General, is responsible for prosecuting violations of state laws and providing legal services to state executive agencies. Since the Alaska court system is highly unified, the Department of Law handles state cases which, in other states, might have been handled in a local county or borough court. Thus, the department is a comprehensive source of data on all prosecutions under state law.

The department has three major components: the Administrative Services Division, the Civil Division and the Criminal Division. The Civil Division provides legal aid to executive agencies, handles general litigation issues involving the state and provides for the drafting and review of legislation and regulation. The Civil Division includes consumer protection services. The Criminal Division prosecutes violations of the state's criminal law and provides legal services for the rest of the state's criminal justice system. Thirteen regional district attorney offices carry out the prosecution program.

**PROSECUTOR MANAGEMENT INFORMATION SYSTEM
(PROMIS)**

The Prosecutor Management Information System (PROMIS) is a computerized case management system used to keep track of current workloads, progress in ongoing cases and witness, police and prosecutor data necessary for particular cases. The data collected form the basis of the state's participation in the federal OBTS program (Offender Based Transaction Statistics).

SYSTEM INFORMATION IN BRIEF

Type: Computerized, on-line, management information system used for monitoring calendar, progress and final outcome of criminal cases by court location and district attorney.

Time Frame: Implemented in 1982, PROMIS has collected data statewide since late 1983, although some small offices are not on line.

Data Storage: On-line, using VSAM file organization. About 100,000 cases currently on-line. Long-term storage on tape planned.

Reliability: Considered highly reliable.

Reports/Publications: None.

Data Previous to Current System: Manual.

Costs/Time Needed to Process Special Data Requests:
Varies according to the complexity of the report.

Process to Request Data/Data Contact:

Dean J. Guaneli
Assistant Attorney General
Legal Services Section
P.O. Box K C
Juneau, AK 99811
(907) 465-3428

Key Word Index: alcohol; arrest information; attorney; bail; charge information; consumer; court; criminal history; defendant characteristics; felony; judge; misdemeanor; offense; law enforcement officer; pretrial diversion; prosecutor information; Prosecutor Management Information System; PROMIS; restitution; trial; victim; witness.

Data Elements Recorded:

Identifying Numbers: PROMIS case number; police report number; court docket number.

Defendant Characteristics: Name; date of birth; sex; alias; home address (city, state, zip code).

Bail Information: Bail type/amount/deposit/conditions/status.

Arrest/Criminal History: Charge; conviction charge; amendment reason; sentence; convicting court; sentence date; time suspended; fine; fine suspended; duration of suspension; concurrent sentences; consecutive sentences; initiator; appealed; primary offense.

Arresting Officer Information: Name of officer; agency; business phone; days working; shift; days off; vacation start/end.

Prosecutor Information: Name of prosecutor; office location; position class; duty entry date; merit anniversary date; vacation start/end.

Prosecutor Data: Court location; office location; case type; open/close; date received; place of offense; date of offense; judge; screening prosecutor; other staff; rule 45 data (speedy trial statute); closure date; status; status date; event scheduled; date of scheduled event; anticipated completion date; event held; reason for continuance; requestor; attorney time; event duration; disposition; appeal; appeal action; post appeal disposition; post appeal reason.

Witness Information: Witness number; name; type; date of birth; home address (city, state, zip code); home phone; business phone; business address; relationship to defendant; evidence taken; date evidence returned.

Victim Information: Name.

Related Case Information: Case type; office number; court number; name.

Defense Attorney: Name.

Pretrial Diversion: Staff; continuation date; termination date; program number/progress; other conditions; community work service required; restitution required; how completed; unfavorable termination date/reason; amount of work/restitution this period.

**ALASKA
DEPARTMENT OF PUBLIC SAFETY**

**Arthur English
Commissioner
Pouch N
Juneau, AK 99811**

The Department of Public Safety is the primary law enforcement agency in Alaska. It enforces state criminal, traffic, fish and game and fire safety laws.

Located within the Department of Public Safety are the Office of the Commissioner, Division of Administrative Services, Division of Fire Prevention, Division of Fish and Wildlife Protection, Division of Alaska State Troopers, Division of Motor Vehicles, the Highway Safety Planning Agency, the Alaska Police Standards Council, the Violent Crime Compensation Board, the Council on Domestic Violence and Sexual Assault and the Public Safety Academy.

In addition to standard administrative functions (e.g., finance, personnel, supply) the Division of Administrative Services manages criminal history files and data processing support provided to all divisions and criminal justice agencies using APSIN.

**ALASKA PUBLIC SAFETY INFORMATION NETWORK
(APSIN)**

The Alaska Public Safety Information Network (APSIN) is the largest online data processing system in the state of Alaska. It contains over 8 million records and 650 programs. It is accessed via some 400 terminals across the state. Agencies with terminal access to applications/data bases include: local police agencies, the Division of Motor Vehicles, the Department of Adult Corrections, U.S. Customs, the FBI, Office of the Fire Marshall, the Alaska State Troopers, the court system, the Division of Administrative Services, the Department of Law, Fish and Wildlife Protection, and the Trooper Academy.

Law enforcement officials have the capability to obtain criminal justice information at the state level and to access the National Crime Information Center (NCIC) and National Law Enforcement Telecommunications System, which can provide criminal justice information from other states. Driver licenses, vehicle titles and registrations are issued through APSIN. In addition, APSIN records data on warrants, citations, stolen/impounded property, revenue collection, driver license actions, registered vehicles, criminal histories, person information and payroll and workload information. It also serves as an index for case information stored on microfilm. APSIN provides electronic mail for many agencies with responsibilities for the public safety.

SYSTEM INFORMATION IN BRIEF

Type: Computerized, on-line data information system with records updated and entered on a daily basis.

Time Frame: May, 1984 to the present. The agency plans to reduce on-line storage by putting closed cases and archival information on magnetic tape or microfilm. Wanted or missing person data and stolen weapon information are always on-line.

Data Storage: Main frame computer in Anchorage, access provided via APSIN terminals located at agency offices throughout the state.

Reliability: Public Safety expresses confidence in its system. Problems discovered in the first uses of the system have been corrected and many internal reliability edits for accuracy are run on data entered into APSIN.

Reports/Publications: Since 1983 the Department of Public Safety has published an annual report, "Crime in Alaska," which contains data submitted to the federal Uniform Crime Reporting program.

Data Previous to the Current System: Similar data were collected on the previous computer system, the Alaska Justice Information System (AJIS).

Costs/Time Needed to Process Special Data Requests: Decided on a case-by-case evaluation of each written request approved for access to APSIN's confidential data/information.

Process to Request Data/Data Contact: Written permission from the Commissioner's office must be obtained for researchers to obtain any form of APSIN data.

Commissioner
Department of Public Safety
Pouch N
Juneau, AK 99811

Key Word Index: Alaska Public Safety Information Network (APSIN); alcohol; arrest information; automobile information; bail; charge information; court; criminal history; defendant characteristics; driver's license, history; driving while under the influence (DWI); drugs; felony; Fish & Wildlife Protection, Division of; law enforcement officer; Motor Vehicles, Division of;

misdemeanor; offense; prosecutor information; Public Safety, Alaska Department of; sentence; Uniform Crime Report (UCR); victim; warrant; weapon; witness.

Data Elements Recorded:

Identifying Numbers: FBI number; Alaska State Trooper number; SSN; identification/driver license number; case number; court docket number; NCIC number.

Defendant Characteristics: Name; date of birth; (date of death, if applicable); sex; ethnic origin; alias; home address/phone (includes city, state, zip code); date of last address change; birth city (includes street, state, zip code); citizenship; mental problems; height; weight; eye color; hair; race; marks/scars; complexion; medical needs; temperament; mailing address; date of last address change; occupation; employment; work address/phone; street number; apartment number; substance use information; warnings of potential problems.

Bail: Bail posted.

Defendant Arrest and Criminal History: Arresting agency; arrest date; positive identification; charge; conviction charge; disposition; sentence; convicting court; trial type; sentencing date; sentence time years/days; time suspended; total fine; fine suspended; SIS (Suspended Imposition of Sentence); date sentence completed; number of prior felonies; general conditions; specific conditions; jail time within past year; jail time within past year; jail time within past five years; date of charge; status of sentence; detainer/warrants outstanding; want/warrant number/date/type/detail; agency responsible for warrant; warrant paid code/date; offense description; primary offense; offense code; UCR code number; case roll code number;

city/state/federal charge; other offenses; felony/misdemeanor; number of Alaska incarcerations of more than one year; amount of time served previously; alcohol/drug involvement; past failure to appear; past use of violence; past use of alias; assault; convictions/sex convictions (offender risk assessment); crime reported by; response code; date/time/location of offense; date/time offense reported; patrol zone; name/address/phone of person involved; case status; officer assigned, comments; transfer information; time/date officer dispatched/arrived/left scene; weapons code; extradite (y/n); how offense reported; blood alcohol content/refused; suspected offense code.

Arresting Officer: Name; agency; supervisor ID; agency/employee role; start/end date of work on case.

Prosecutor Data: Court location; case type; open/close; place of offense; date of offense.

Witness Information: Name of witness.

Victim Information: Name of victim; age; relationship to defendant.

Related Case: Related case type; court number of related case.

Fish and Game: Fish and Game license number; citation number/date/sequence number; violation; arresting agency; license seized/forfeited; evidence seized/forfeited; conviction date.

Traffic: Vehicle make/license number/serial number/model/state of registration/license plate type and expiration/make/year/style/ color/class; owner's name; company name; unladen weight/method; commercial/weight code; second serial; lienholder; base state/country; previous registration; legal status of vehicle; responsible agency; tab number/date paid/ replaced; title number/date issued; ownership; title surrendered

(y/n); previous owner; violation points last 12 months/24 months; date of last road test; comments; driver's license status/class/issue date/expiration date/restrictions; driver's license action/reason/start and end dates/citation number; ticket number; agency responsible/date; convicting court; conviction; fine/jail ordered/suspended; name of E/W and N/S street of violation; highway/milepost of violation; arresting officer; patrol zone; evidence seized.

Property/Evidence: Descriptions of: vehicles, boats, weapons, articles, airplanes, securities, vehicle license plates and motor vehicle parts. Descriptions include: case number; item number; category; responsible agency; serial number; license number; make; model; type; model year; caliber; barrel length; sight description; bin number where stored; status/disposition; responsible employee ID; style; color; engine displacement; state where registered; registration number; year registration expires; plate type; owner ID number; owner driver's license number; NCIC number; city/location where stored; date reported; National Auto Theft Bureau interest (y/n); value of property loss/recovered; type of evidence (article/drug/weapon); boat material; hull shape; propulsion; length; vessel name; USCG number; ADF&G number; type of plane; securities serial number; denomination; issuer; date of security and SSN of owner.

ALASKA DEPARTMENT OF CORRECTIONS

**Susan Humphrey-Barnett
Commissioner
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(907) 465-3376**

The Alaska Department of Corrections was created in March, 1984. Previously, Corrections was one of seven divisions operating within the Department of Health and Social services. The Department has responsibility for all adult correctional institutions, community residential centers and probation/parole activities in the state. In 1987 there were over 2500 inmates at correctional institutions and about 2500 individuals on probation/parole.

The department employs approximately 1000 people. Two discrete sections under the Office of the Commissioner divide responsibility for administration and operation. The Deputy Commissioner is responsible for operations in all the institutions and community corrections field offices throughout the state; the Director of Administrative Services is responsible for statewide administration and support activities, including research.

OFFENDER BASED STATE CORRECTIONAL INFORMATION SYSTEM (OBSCIS)

The department uses the Offender Based State Correctional Information System (OBSCIS). Development of the computer-based data management system was begun by the state's Criminal Justice Planning Agency in 1980. The system was adopted in 1983 to record, maintain and update data pertinent to the functioning of the corrections network. The system has been designed so that all offenders entering the correctional system, regardless of status (misdemeanant, felon, pretrial, presentence, etc.) would enter the OBSCIS record system at the time of booking or reception. The data maintained on each offender include identifying information (name, age, sex, address), employment status, marital status, education, offense record and sentence disposition.

Since 1984, use of the system has widened to include the collection of detailed sentence data, information on probation and parole caseloads and community residential center placements and information on inmate fund accounting. Expansions in use to maintain information on institutional program participation and time accounting are planned for 1988-1989.

OBSCIS has the facility to generate current, easily accessible, offender-based data, thus permitting daily count sheets, monthly institutional activity reports, yearly compilations and monthly fact sheets. Prior to the implementation of the system such reports were difficult, if not impossible, to prepare on a regular basis because of the logistical, time-consuming difficulties inherent in manual approaches to data maintenance.

SYSTEM INFORMATION IN BRIEF

Type: Computerized, all data currently kept on-line, no automatic purges, no major changes upcoming with the exception of the addition of data on institutional program participation and time accounting.

Time Frame: September, 1983 to the present; daily entries by institutions and field probation offices across the state.

Data Storage: Main storage at the Anchorage Data Center; accessible by any DOC terminal statewide.

Reliability: DOC feels confident that the system is very reliable; in some individual cases, paperwork required to enter sentencing information may lag behind a week or two so that information may be temporarily missing from a record.

Reports/Publications: Annual reports published for 1983, 1984, and 1985; a prisoner profile distributed for 1986. Monthly institutional activity reports, fact sheets, and daily count sheets generated and released by the DOC.

Data Previous to Current System: Manual records were kept by each institution; headcounts were taken every night and weekly lists of individuals were distributed within Corrections and other criminal justice agencies. Historical records include: probation/parole caseloads by location, by month from 1/79 to 1/84; weekly in-state totals of prison population by sex, by sentenced/unsentenced from 7/5/70 to 9/27/76; monthly total "man-days," by institution, by sex, by sentenced/unsentenced, by felons/ misdemeanants from 1981-1984; and the average adult headcount by month, by institution, by sex, by misdemeanants/felons, by sentenced/unsentenced/ furlough from 1978-1984.

Costs/Time Needed to Process Special Data Requests:
Data are usually retrieved free of charge.

Process to Request Data/Data Contact:

Susan Knighton
Director, Administrative Services
P.O. Box T
Juneau, AK 99811
(907) 465-3376

Key Word Index: arrest information; bail; charge information; Corrections, Alaska Department of; court; criminal history; defendant; felony; inmate; judge; misdemeanor; Offender Based State Correctional Information System (OBSCIS); offense; parole; prison; probation; sentence; warrant.

Data Elements Recorded:

Identifying Numbers: Court case number; FBI number; AID number; OBSCIS number.

Defendant Characteristics: Name; date of birth; ethnic origin; home address; city of residence; city of birth; citizenship; height; weight; eye color; hair color; marks/scars; skin tone; juvenile or adult; street number; apartment number; build; intelligence (rated); last grade completed; source of last grade information; religion; medical needs; employer; marital status; number of dependents; skill level (rated); activity restrictions; substance use information; veteran status; military discharge; special warnings; medical treatment.

Bail Information: Dollar amount of bail/bond.

Arrest and Criminal History: Conviction charge; sentence; convicting court; sentencing date; time suspended; convicting judge; status of offense; detainer/warrants outstanding; primary offense; charge (city, state or federal charge); other offenses; felony or misdemeanor; court action pending; age this admit; arraignment

date scheduled; amount of time served previously; good time accrued; date sentence ends.

Jail Intake/Readmit Data: Body location; booking date; time of booking; prints; photo; searched (initialed); delivering authority; name of delivering officer; legal jurisdiction; name of institution; prior location; most recent movement/date; prior movement/location; admit type; admit date; days this location; cell block; probation officer; custody; personal property (cash, checks, jewelry, other).

Inmate Movement Data: Last movement/reason/date/time/type/action; date of scheduled event.

Probation/Parole/Release Data: Tentative release date; parole eligibility date; next classification date; probation office; probation officer; presumptive sentencing; dormitory; parole decision; intake date; ultimate location; ultimate officer; other offenses; intake type; probation release date; parole release date; mandatory release date; presentence report status; PSI due date; due date of interstate progress reports; quarterly reporting months; client management classification; risk level (rated); assault convictions; sex offense convictions; need level (rated); immediate officer responsible; immediate location.

**DIVISION OF FAMILY AND YOUTH
SERVICES—ALASKA DEPARTMENT OF
HEALTH & SOCIAL SERVICES**

Myra M. Munson
Commissioner
P.O. Box H
Juneau, AK 99811-0601
(907) 465-3030

Yvonne Chase
Director (DFYS)
P.O. Box H-05
Juneau, AK 99811-0630
(907) 465-3170

The Department of Health and Social Services is the state agency primarily responsible for the provision of health care and social services to the general population and to specific citizen groups such as the juvenile offender, the severely disabled, the poor, the elderly, and children and adults in danger. In addition, the department is responsible for enforcing laws relating to these programs and for adopting regulations under these laws.

The department includes the Office of the Commissioner, Office of Alcoholism and Drug Abuse, Division of Family and Youth Services, Division of Budget and Finance, Division of Medical Assistance, Division of Mental Health and Developmental Disabilities, Division of Public Assistance, and Division of Public Health.

The Division of Family and Youth Services (DFYS) provides a variety of services for needy and delinquent children and their families. Child protective services are provided by the Family Services section of DFYS to aid children who are—or are in danger of being—abused, neglected or exploited. The section also provides services to prevent or remedy neglect, abuse or exploitation of adults and to prevent or reduce unnecessary institutionalization. The Youth Services section of DFYS provides intake services and probation supervision for children arrested for criminal code violations.

CLIENT SERVICE PLAN

DFYS maintains a computerized data base of information on client characteristics, services provided and agency accounting. Information in the data base, which has no formal title, is derived from the Client Service Plan completed for all clients. All Client Service Plan data are contained in the computerized data base. They are accessible on a case-by-case basis and also are grouped for statistical analysis.

This data base was initially introduced in 1977. Youth Services data for cases which resulted in formal adjudication were included beginning in 1980, when DFYS assumed jurisdiction for juvenile probation supervision. Youth Services data for all cases receiving intake services have been included since August, 1984 for districts providing intake services at that time and since December, 1984 statewide.

This data base is considered to be primarily an accounting and reporting—and to some degree a case management—system. The primary purpose of the data base is to provide a mechanism for managing payments between providers of care, Native corporations and the State of Alaska. The system is also used to generate reports for DFYS officials, the Alaska legislature and other parties with special requests for data processing. Although cases are accessible individually, caseworkers generally do not rely on this data base for individual case information.

SYSTEM INFORMATION IN BRIEF

Type: Computerized, with current on-line data for all open cases and cases closed within the past five years. Cases which have been inactive for more than five years are routinely purged. Case histories, composed of superseded Client Service Plan entries, are retained in the system but are difficult to access.

Time Frame: 1977 to present for Family Services cases. Data for Youth Services cases which resulted in formal adjudication are available from 1980 to present. Other Youth Services cases are available from August, 1984 to present for districts providing intake services at that time and from December, 1984 to present statewide.

Data Storage: Main storage is at the Anchorage Data Center. Individual cases are accessible statewide by any DFYS terminal.

Reliability: The overall reliability of current data in the master file is considered by DFYS officials to be very good for accounting purposes and for assessing the number of clients currently receiving services. Data for variables which caseworkers are not required to enter are not considered reliable. Data entered in past years are also considered unreliable.

Reports/Publications: Annual reports have been published since approximately 1980, but only the most recent is available for distribution. The annual report is the primary report produced from this data base. Other reports are prepared in response to special requests.

Data Previous to Current System: No computerized data base or standardized statewide manual data base existed prior to the current system. All accounting was done manually prior to 1977, and other records were compiled manually with no statewide standardization.

Costs/Time Needed to Process Special Data Requests: Requests for special processing are reviewed individually and given priority according to the nature of the request and time constraints. There is currently no mechanism for assessing fees for special

data processing requests, but a plan to provide for such a mechanism is under consideration.

Process to Request Data/Data Contact:

Data Processing Section
Division of Family and Youth Services
Alaska Department of Health and Social Services
P.O. Box H-05
Juneau, Alaska 99811-0630
(907) 465-3170

Key Word Index: child abuse/neglect; custody; family; Family and Youth Services, Division of (DFYS); juvenile; Native corporation; runaway; sex abuse.

Data Elements Recorded:

Identifying Numbers: Case number; social security number; Native corporation enrollment number; public assistance case number; case number of primary client served in behalf of (used for secondary clients only).

Client Characteristics: Name; address; date of birth; sex; ethnic affiliation; Native corporation; current housing; village code.

Casework Identification: Region; court caseworker's name; caseworker's ID; supervisor's ID; secondary caseworker's ID.

Accounting Information: Eligibility codes; income; family size; date of last eligibility action; custodian; effective date of original authorization for payment to a vendor for services to the client.

Needs and Services Information: Date custody/supervision began; effective date of current plan; date custody/supervision ends; goal; goal status; date goal initiated; date status evaluated; special problems (primary and

secondary reasons for services); special needs (primary services needed by the client); open services (services currently provided); closed services (services previously provided); date service opened/closed; miscellaneous case notes, messages and reminders.

YOUTH SERVICES INTAKE LOGS

In addition to the computerized data base described under Client Service Plan, intake officers in each Youth Services district maintain a log of all referrals from law enforcement and other agencies of children who are alleged to have committed criminal code violations. Referrals for status offenses, technical probation violations, traffic offenses and warrant arrests are normally not entered in intake logs.

When DFYS assumed jurisdiction for Youth Services intake in December, 1984, a standardized intake log format was adopted. A slightly modified format was introduced in April, 1985.

The primary purpose of intake logs is to provide a mechanism for assessing case flow in each Youth Services district. Monthly and annual intake reports are based on information derived from intake logs.

SYSTEM INFORMATION IN BRIEF

Type: Manual standardized format.

Time Frame: December, 1984 to present; statewide standardization from December, 1985 to present.

Data Storage: Intake logs are retained in the district offices/intake units which generate them.

Reliability: This is a moderately reliable data base, although reliability varies considerably among districts. A small but noticeable percentage of cases are either not entered or result in duplicate entries following transfer to other districts. Some variables are not routinely entered in some districts, and slight variations in logging practices exist among districts.

Reports/Publications: Monthly and annual intake reports are generated from intake log data. Other reports

occasionally employ intake log data from one or more districts. DFYS publications typically do not rely on intake log data.

Data Previous to Current System: Several districts which provided intake services prior to December, 1984 maintained logs (non-standardized) of referrals. For districts in which intake services were provided by the Alaska Court System prior to December, 1984, intake logs are not generally available.

Costs/Time Needed to Process Special Data Requests: There are currently no procedures for processing special requests for intake log data.

Process to Request Data/Data Contact:

Richard Illias, Administrator
Youth Corrections Section
Division of Family and Youth Services
Alaska Department of Health and Social services
400 Gambell St., Suite 301
Anchorage, AK 99501
(907) 279-0516

Key Word Index: court; defendant characteristics; Family and Youth Services, Division of (DFYS); juvenile; offense; runaway.

Data Elements Recorded: Date in; time in; name; date of birth; age; race code; sex; referral source; referral time in; offense(s); prior record (yes or no); detention; screened by (initials of intake officer performing detention screening); intake officer; final offense name; offense code; intake disposition; court outcome; court-ordered detention; date closed.

ALASKA BAR ASSOCIATION

Deborah O'Regan
Executive Director
P.O. Box 100279
Anchorage, AK 99510
(907) 272-7469

The Alaska Bar Association (ABA) is the official professional organization for Alaska lawyers. It has been in existence since 1896. In 1986 its membership totaled 2,521; 2,175 of these members were active, practicing attorneys. The ABA is governed by a twelve-member board and is funded through membership dues and fees collected for various educational and referral services.

Lawyers must be admitted to the Alaska bar in order legally to practice law in Alaska. The primary functions of the ABA are the administration of admission to the bar and the exercise of responsibility for disciplinary action of its members, both of which are carried out under the supervision of the Supreme Court of Alaska. The ABA prepares and administers the Alaska Bar Examination twice a year and evaluates applicants on several other factors for admission. In 1986, 208 individuals applied for admission to the bar and 136 were admitted.

Disciplinary actions for ABA members are carried out by its Disciplinary Board and two Discipline Counsel, who are attorneys hired by the board. The board and counsel assist the public in grievance procedures against member lawyers: investigating, processing and prosecuting grievances and

appeals. In 1986, 140 new cases of disciplinary action were opened.

In addition to these activities, the ABA provides continuing education courses and seminars for its members, administers fee arbitration for lawyers and their clients, provides assistance to those who fail the bar examination, and operates the Lawyer Referral Service. The ABA publishes an annual report, newsletters, and the *Alaska Law Review*.

ALASKA BAR ASSOCIATION INFORMATION SYSTEMS

The ABA has three information bases, which are used for management purposes. A list of the publications of the ABA follows these narratives.

SYSTEM INFORMATION IN BRIEF

Applicants to the Bar: Computerized records for the past six years contain the total number of applicants to the Alaska bar and the number who passed/failed each bar examination. This information is stored by year, and each year has two sets of records, one for each time the bar examination was given.

Members of the Alaska Bar: This is a computerized list of members, their names, addresses and status—active, inactive, retired, in-state and out-of-state. Information is updated on a regular basis as the status of some members changes. While the current total number of members is available, information is not stored by year of initial membership and no historic records are available from the computerized records; annual reports may provide that data.

Disciplinary Cases: Computerized records of current individual disciplinary cases are stored in a coded format. The totals of open and closed cases are available from this data set. Paper copies of quarterly reports which may provide historic records are kept in the office; however, the executive offices of the ABA stated that truly reliable recordkeeping did not begin until 1982.

Reports/Publications: The ABA produces four different publications.

1. *Alaska Law Review*, published semi-annually, covers topics related to the laws of Alaska. It is edited by law students at Duke University in Durham, North Carolina.

2. The *Alaska Bar Rag*, published quarterly, serves as the official newsletter of the ABA.

3. *Section News*, a monthly publication, covering the fifteen substantive law sections which members of the ABA join. It serves as a newsletter for the sections.

4. The *ABA Annual Report*, published since 1984, provides an overview of the year's activities and statistical information relating to disciplinary actions and bar examinations, including breakdowns of pass/fail rates according to sex and law school attended.

Key Word Index: Alaska Bar Association; attorney; bar examination.

ALASKA JUDICIAL COUNCIL

Harold M. Brown
Executive Director
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Suite 301
Anchorage, AK 99501
(907) 279-2526

The Alaska Judicial Council (AJC) was established by Article IV of the Alaska Constitution to nominate candidates to the governor to fill supreme court and superior court judicial vacancies and to conduct studies and make recommendations to the supreme court and legislature for improvement of the administration of justice. In addition, the Council has a statutory mandate to nominate candidates to the governor to fill court of appeals and district court judicial vacancies, to nominate candidates to fill a vacancy in the office of public defender and to evaluate each judge or justice running for retention and submit such evaluations for publication in the lieutenant governor's election pamphlet.

The Judicial Council consists of seven members. The Chief Justice of the Alaska Supreme Court serves *ex officio* as chairman during his term. Three attorney members and three non-attorney members serve staggered six-year terms. The three non-attorney members are appointed by the governor and confirmed by the legislature. The three attorney members are nominated by members of the local bar associations in the judicial districts in which they reside and are appointed by the Board of Governors of the Alaska Bar Association.

Judicial Council activities are primarily funded by the legislature from the general fund; however, the Council is eligible to receive grants from other sources and has conducted much of its past research under grants from the federal government. Prior to 1973, the Judicial Council was staffed either by the court system or by contract. Since that time, the Council has maintained its own internal staff, including an executive director, senior staff associate, staff attorney and executive assistant. Additional temporary staff are employed from time to time as required for major research projects.

JUDICIAL COUNCIL DATA

The Judicial Council conducts studies for improvement of the administration of justice and prepares reports and recommendations to the supreme court and to the legislature as required by the state's constitution. The studies are supervised by the Council's four core staff members. Changes to the justice system which the Council has recommended have included establishment of the Public Defender Agency, adoption of presumptive sentencing and revisions of the court system's fee structure. Data bases generated from AJC studies include felony data, 1974-76 (all convicted cases statewide); felony data, 1974-76 (all charges filed for Anchorage, Fairbanks and Juneau); fish and game data, 1980-81 (selected misdemeanors statewide); felony data, 1976-79 (all convicted cases statewide); misdemeanor data, 1981 (selected misdemeanor convictions, statewide); and additional felony data bases. Because of the nature of AJC studies, the data bases are highly specialized within narrow time frames. Over sixty studies have been conducted by the AJC. Details of data available must be gathered on a case-by-case basis.

SYSTEM INFORMATION IN BRIEF

Type: Generally computerized. Some smaller data bases (*e.g.*, "cameras in the courts" project) not on computer.

Time Frame: Studies have been done since the time of statehood; sentencing data bases are available from 1974 through 1984. Other data bases are available for various periods.

Data Storage: Some data bases are stored in Judicial Council offices. Computerized data bases are archived by the Justice Center, University of Alaska Anchorage.

Reliability: All are reliable; quality of individual variables may vary with the data source.

Reports/Publications: Biennial reports (published since statehood) summarize the Council's work. Reports on specific topics published periodically.

Costs/Time Needed to Process Special Data Requests: The Council responds to requests for information by providing copies of reports, access to data bases and assistance in interpretation of analyses and findings.

Process to Request Data/Data Contact:

Teresa W. Carns, Senior Staff Associate
Alaska Judicial Council
1031 W. 4th Avenue, Suite 301
Anchorage, AK 99501
(907) 279-2526

or

Justice Center
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
(907) 786-1810

Key Word Index: Alaska Judicial Council; charge information; court; judge; jury; defendant characteristics; criminal history; felony; misdemeanor; offense; sentence; attorney; victim; drugs; alcohol.

Data Elements Recorded: The following list of data elements is generalized. Specific studies typically include data not listed here. Documentation for each study is available.

Identifying Numbers: Court case number(s); defendant number (assigned by AJC, unique to each data base).

Defendant Characteristics: Date of birth; race; gender (most studies).

Bail: Bail type; amount; custodial status at time of sentencing (most studies).

Criminal History: (Varies greatly from study to study.) Prior felony convictions; prior misdemeanor convictions; prior juvenile convictions; date of arrest; date of sentencing.

Charge Information: Number of charges against defendant; number convicted; number dismissed; specific charge(s) of conviction; original version of charge(s) on which convicted.

Disposition Information: Type of disposition (guilty plea/trial; judge/jury trial; original charge/reduced charge).

Judge: Name of sentencing judge.

Sentence: Amount of jail time imposed/amount suspended; length of probation; amount of fine imposed/amount suspended (or just net fine); amount of restitution required; other sentence conditions; type of sentence (presumptive; consecutive; concurrent).

Attorney: Type of attorney (private; public defender; court-appointed).

Other: Depending on the type of study and data sources, there may be additional variables about the offender and the offense, including amount of harm; victim characteristics or relationship to offender; drug and alcohol usage by offender; presentence report recommendation; employment history, etc.

**ALASKA
JUSTICE STATISTICAL ANALYSIS
UNIT**

Allan Barnes
Director
3211 Providence Drive
Anchorage, AK 99508
(907) 786-1810

The Alaska Justice Statistical Analysis Unit (SAU) is located within the Justice Center at the University of Alaska Anchorage. It serves Alaska by obtaining, examining, and reporting on data pertinent to the functioning of the state justice systems. The SAU is designed to aid justice system personnel, legislators and the general public by providing access to information and the results of research on justice-related issues.

The SAU is one of over thirty such state-level research centers established through the Bureau of Justice Statistics under the terms of the Justice Assistance Act of 1984. The SAU functions independently of other justice agencies to provide objective analysis of justice and crime data for agency personnel and policymakers.

The SAU provides data to interested individuals and agencies in addition to utilizing the data in independent research. Research results are made available to justice system professionals and the general public in a variety of ways—by press release, newsletter and published report. The SAU also serves as a clearinghouse for information released by the Bureau of Justice Statistics. Such statistical information—the result of the latest research throughout the

nation—places Alaska in perspective with the other states and contributes to effective policymaking by state justice system agencies.

ANNUAL REPORTS OF JUSTICE AGENCIES

The library of the SAU/Justice Center contains the annual reports of Alaska justice agencies for several years. These reports form an excellent source of agency information and provide an overview of program development through time. The reports are available to the public at no charge, and although they must remain in the SAU/Justice Center offices, copies of pertinent information can be made for duplication costs.

SYSTEM INFORMATION IN BRIEF

Alaska Court System—Annual Report, 1974-86. These twelve years of annual reports reflect a period of extensive growth in the court system's electronic innovations. Each report contains a narrative overview of the year for each branch of the court system and statistical information in charts and tables. Data include statistics on filings, dispositions, cases pending, Alaska's population and the distribution of police and lawyers, felonies, misdemeanors, probate cases, domestic relations cases, traffic cases, children's matters and small claims filings and dispositions. Descriptions of Alaska's court system and budget details are also provided.

Alaska Department of Corrections—Annual Report, 1983-85. These annual reports contain overviews of corrections in the state of Alaska and program and management descriptions of each correctional institution. Statewide statistics provided include: inmate populations, offenses, breakdowns by race, sex, level of offense, age, marital status and place of birth. Similar statistics for probation/parole caseloads are also provided.

Criminal Justice Planning Agency, 1976-1981; Alaska Department of Public Safety—Annual Report, 1983-1985. These reports, entitled "Crime in Alaska," present Uniform Crime Report data for Alaska (compiled for the federal publication "Crime in the U.S.," an FBI report of Uniform Crime Reporting activity throughout the country). The reports are statistical in nature with little narrative; the latest report includes some analysis of crime trends. Data show the number of offenses known to police and number of arrests for each crime. The seven "index" crimes (murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft) have the most extensive information and statistical presentations. The major portion of each of the annual reports contains statistical information from each of the twenty-four reporting cities and from the Alaska State Troopers. These data detail offenses known and arrests made, by age, race and specific offense, including the index offenses and other offenses such as fraud, vandalism, drug abuse, sex offenses, driving under the influence and family/child offenses.

Alaska Law Enforcement Directory, 1967-1986. This is an annual publication produced by the Alaska Peace Officers Association. The SAU/Justice Center collection of the Directory is the most complete in the state and provides a base for tracking officer career paths and police agency growth. The directories contain listings of all personnel, crime totals for the current year, salary level information and biographies of department heads for all state law enforcement agencies, city police departments, the Department of Public Safety and U.S. government law enforcement agencies operating within the state of Alaska.

Key Word Index: abuse; Alaska Court System; alcohol; annual reports, justice agencies; bail; charge information; inmate; court; Corrections, Alaska

Department of; Public Safety, Alaska Department of; criminal history; defendant characteristics; domestic violence; drugs; law enforcement officer; Uniform Crime Report.

U.S. DEPARTMENT OF JUSTICE DOCUMENTS

The Alaska Justice Statistical Analysis Unit (SAU) serves as a repository for statistical research publications and press releases from the United States Department of Justice. In addition, the SAU staff works closely with the Bureau of Justice Statistics (BJS) to provide Alaska agencies and individuals with federal contacts and information sources.

SYSTEM INFORMATION IN BRIEF

Bureau of Justice Statistics, 1983 - : A collection of BJS bulletins and special reports (release dates vary) is housed at the SAU/Justice Center library. These reports and bulletins reflect national studies on a wide variety of subjects; a sampling of topics includes "Recidivism of Young Parolees," "Justice Expenditure and Employment," "Criminal Victimization," and "The Economic Costs of Crime to Victims." SAU staff are available to assist in interpreting these studies to reflect Alaska concerns.

National Institute of Justice/National Criminal Justice Reference Service (NIJ/NCJRS), 1972 - : The SAU/Justice Center library houses the only complete NIJ/NCJRS criminal justice research collection in the state. This collection represents over 78,000 documents; it consists of bibliographic citations and abstracts of books, journal articles, unpublished papers, grant/ contract final reports, doctoral dissertations and many other hard-to-find documents that are not indexed anywhere else. More than 21,000 of these documents have been microfiched and are available in full text to read or copy at facilities located in the SAU/Justice Center library. Documents are catalogued by subject, author, corporate source and NIJ/NCJRS reference number; the collection is updated annually.

Key Word Index: Justice, U.S. Department of; NCJRS; National Criminal Justice Reference Service; offense; pretrial diversion; Public Safety, Alaska Department of; restitution; sex abuse; Alaska Justice Statistical Analysis Unit; victim.

PRETRIAL DIVERSION PROJECT DATA BASE

The Pretrial Intervention Program (Pretrial Diversion) began as a pilot program in February, 1978. It was funded by the Governor's Commission on the Administration of Justice with federal LEAA monies and administered by the Alaska Department of Law. The program was established to direct adult defendants meeting certain eligibility requirements to restitution, community service and counseling programs in lieu of court appearances.

A preliminary program evaluation was conducted by the Justice Center at the School of Justice, University of Alaska Anchorage. On the basis of this evaluation and other studies conducted by the legislature expressing overall success and support, the program expanded from Anchorage to the entire state between 1980 and 1981. In addition, data collection forms were designed with the assistance of the Justice Center to provide for more complete evaluation. Both client intake and termination forms were completed by pretrial staff and forwarded to the Justice Center. These forms were collected from the beginning of 1982 through 1986. Computerization of the forms began in 1983. The current data base, now housed within the Alaska Statistical Analysis Unit, consists of over 1700 individual records of clients who entered the Pretrial Diversion program between 1983 and 1986. There are 124 elements of data on each client record. These data include information on client contacts, demographics, employment, education, and abuse patterns, the type of diversion program entered into and program completion information.

SYSTEM INFORMATION IN BRIEF

Type: Computerized, SPSS system files.

Time Frame: January, 1983-June, 1986.

Data Storage: The data are stored at the SAU.

Reliability: The data are reported to be very reliable; numerous checks were done against both the computer files and individual staff data entry forms with callbacks to pretrial sites around the state for clarification.

Reports/Publications: In summer, 1987 the SAU began a study of recidivism rates on this data base. Release of the final report is scheduled for mid-1988.

Data Previous to Current System: Totals of clients served, termination status, caseload and restitution amounts paid are available for 3/78-9/80.

Costs/Time Needed to Process Special Data Requests:
This is decided on a case-by-case request basis.

Process to Request Data/Data Contact:

Allan Barnes
Director
Alaska Justice Statistical Analysis Unit
3211 Providence Drive
Anchorage, AK 99508
(907) 786-1810

Key Word Index: bail; community corrections; counseling services; criminal history; defendant characteristics; pretrial diversion; restitution; victim.

Data Elements Recorded:

Identifying Numbers: Pretrial case number; court case number; pretrial location number; counselor number.

Defendant Characteristics: Date of birth; age at intake; sex; race/ethnic background; veteran status; marital status; current living status; length of time at current address; length of time in Alaska; employment status

at intake; legal status; primary source of income; number of months at current job/most recent job; number of weeks unemployed; average weekly wage at current/most recent job; highest level education achieved; number of vocational/technical courses completed; physical handicaps/health problems; medication; under the influence at time of arrest; alcohol problems/treatment; drug problems/treatment; prescription drugs abused; mental health problems/treatment; mental health medication; suicide attempts; victim/perpetrator of sexual/ physical abuse.

Bail Information: Bail posted; bail exonerated.

Arrest/Criminal History Information: Criminal code (diverted charge); post conviction; source of referral; services only client; type of case; domestic violence; jurisdiction in which primary offense took place; time lapse between arrest and contract date; contract date; type of defense attorney; time spent in jail; stage at filing.

Victim Information: Type of victim referral; victim relationship to defendant; type of victim; number of pretrial staff contacts with victim.

Pretrial Information: Intake date; volunteer work required/ hours; monetary restitution required/amount; education required/level; career counseling; psychological group/individual counseling; drug/ alcohol counseling; domestic violence counseling; employment maintained/seek; contact with pretrial staff required; referral for counseling; number of contacts with defendant phone/ face-to-face/written; volunteered hours completed/waived; restitution paid/ dollars; education attained/ waived; career counseling completed; psychological group/individual counseling completed/waived; drug/alcohol counseling completed/ waived; domestic violence counseling completed/ waived; extent to which defendant maintained/sought

employment; extent to which defendant maintained pretrial staff contact; staff contact waived; interagency referrals; number of contacts between agency and defendant; purpose of referral; agency program completion; weeks served in program; contract extended; defendant moved out of state; defendant entered military; program disposition; subsequent charge while in program; subsequent charge at 6 month/12 month follow-up; criminal code of charge; domestic violence charge while in program/6 month/12 month follow-up; disposition of subsequent charge in program/6 month/12 month follow-up; transfer of defendant; date of transfer; pretrial office at time of termination; counselor at termination; case status.

SUBJECT INDEX

The following is a selected listing of basic research key words. The page numbers refer only to the location where the data element description in each chapter begins. The index is to be used as a guide for locating the more detailed listing of data elements recorded for each agency.

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