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**AN INTRODUCTION
TO THE VICTIM SERVICES AGENCY
COMPUTERIZED WITNESS
INFORMATION SYSTEM**

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INTRODUCTION

The Victim Services Agency (VSA) was established by Mayor Koch in July 1978 to reduce the trauma, cost, and inconvenience associated with being the victim of a crime in New York City. The Agency, a not-for-profit corporation operating under the jurisdiction of the Office of the Deputy Mayor for Criminal Justice, has the following goals: to coordinate and provide services to crime victims; to identify victims' needs which are not currently being addressed; and to develop and administer programs designed to meet those needs. The Agency is an important means of helping to ensure that victims of crime are not "victimized" anew by the criminal justice or social service systems.

The on-line computer system operated by the Victim Services Agency was first envisioned in the project proposal for the Victim/Witness Assistance Project (V/WAP) in 1975 and has undergone continual development and revision since it became operational three years ago in 1976. When VSA absorbed the Victim/Witness Assistance Project in the Fall of 1978, it also assumed responsibility for the ongoing development of the computerized appearance management system.

The computer system at VSA was originally designed to satisfy two primary goals: 1) efficient management of notifications for prosecution witnesses in the Criminal Courts, and 2) creation of an operational prototype for an automated

prosecution-oriented data base.

This document presents an overview of the VSA computerized information system. It includes 1) background material on the process of notifications/contact/appearance for prosecution witnesses, 2) a presentation of the various elements of "system philosophy" which form the basis of VSA's ongoing design efforts, and 3) an introductory description of the specific computer system which VSA operates.

The system described in this document currently serves the Kings County District Attorney's Office.

BACKGROUND

Notifications/Scheduling/Services

Design of the notifications function at VSA, especially vis-a-vis Police notifications and ALERTS, grew originally from the Vera Institute's experience with the Appearance Control Project (ACP). [The Vera Institute of Justice was the administrator and one of the co-sponsors of the Victim Witness Assistance Project. See below.] ACP, which was institutionalized in the New York Police Department (NYPD) as the Appearance Control Unit (ACU) in 1971, functioned as a pilot Police notifications and ALERT project and provided limited civilian alert capabilities. (See ALERTS, page 6.)

In 1975, responsibility for management of Police notifications was transferred to the Victim/Witness Assistance Project (V/WAP).

The Victim/Witness Assistance Project was also a pilot project administered by the Vera Institute of Justice in conjunction with the NYPD and the Kings County DA's Office. The goals of V/WAP were to provide a broad range of services to crime victims and witnesses in Criminal Court and to create a computerized notifications and appearance management system for witnesses. Since there were obvious benefits to be derived from the inclusion of Police

notifications in this system, V/WAP was mandated to notify all prosecution witnesses for Brooklyn Criminal Court. Police notifications continued to be performed by ACU personnel, but with the added support of V/WAP's computer system and additional personnel. V/WAP also relieved ACU of all responsibility for civilian notifications. It is noteworthy that the automated support provided by V/WAP allowed ACU staff to increase Police ALERTS from 35 per day before automation to as many as 129 per day.

In the Fall of 1978, V/WAP was institutionalized as the Victim Services Agency, Inc. The Kings County notifications system continues to be maintained, but with the added support of a city-wide Agency organization.

In coordination with its functions of information management and notifications, VSA continues to provide a broad range of services to crime victims and witnesses. These services are described in Appendix A.

Civilian Notifications

The civilian notifications process at VSA is managed by about ten VSA staff members. These "Witness Management Specialists" are responsible for notifying all civilian witnesses whose appearances are scheduled in any of the post-arraignment parts

in Criminal Court.

One of the central concepts of computerized notifications is that of the "adjournment loop". After cases have been arraigned in Criminal Court, they regularly pass through as many as ten adjournments or more before being finally adjudicated.

The reasons for adjournment (or continuation) of a case are many and varied, but usually involve the absence of one or more of the "essential ingredients" necessary to proceed -- for example, a defense attorney has not been assigned or is newly assigned and not yet prepared; prosecution witness(es) are absent; defense witness(es) are absent; lab reports or other evidence is unavailable; or the defendant may be under consideration for a diversion program.

Each time a case is adjourned, the Witness Management Specialist at VSA attempts to contact all prosecution witnesses, and records the results of his contact efforts in the computer data base -- either via internal Agency transaction documents or directly on-line. The data base, in turn, reports this information to the ADA in court at the next adjournment date.

In addition, Witness Management Specialists are trained to be particularly sensitive to the individual needs of civilian witnesses, and regularly refer witnesses to one or more of the many

victim services offered by VSA.

All relevant interactions between Witness Management Specialists and witnesses are recorded in the computer data base, and are instantly available to all authorized users.

Police Notifications

Notifications for all members of the NYPD and Transit Police are managed by Police Department staff members assigned to the Appearance Control Unit and stationed at VSA. These staff manage a notifications process similar to that of the Witness Management Specialists.

Interacting with the VSA data base both through an on-line terminal and via internal Agency transaction documents, the ACU staff perform notifications for all "alertable" commands in Brooklyn -- both NYPD and Transit. As with the Witness Management Specialists, they continually update VSA's computer data base with information regarding Police appearance status, and report updated preferred dates, updated Police identifiers and daily Police contact information.

ALERTS

Since cases pass through so many post-arraignment adjournments, and since prosecution witnesses are not needed at every adjournment, VSA has developed a telephone ALERT program as an integral part of its civilian notification system. Through this ALERT program, eligible witnesses are removed from "must appear" status (appearance required at court proceedings) and placed on "ALERT" status (or telephone standby status). The ALERT program is a refinement of the ALERT system originally operated by ACU, and an expansion of that system to maximize the potential for civilian ALERTs.

Witnesses on ALERT -- both civilians and police -- are not required to appear in court. Rather, they agree to be available -- by telephone on one hour's notice -- if they are needed. When an ADA finds that all other "ingredients" are present in court on the adjournment date and that an "ALERT" witness is needed, the ADA will call VSA, and the "ALERT" witness will be "activated", or notified by telephone that he should come to court immediately. As with all appearance-related transactions, the "ALERT activation" is immediately keyed into the computer by the Witness Management Specialist or ACU staff (see inputs - Alert). Activated witnesses are instructed to appear in court immediately.

Conversely, if an "ALERT" witness is not needed in court, VSA will have saved the witness an unnecessary appearance.

As a result of the Police component of the ALERT system, between 80 and 100 officers scheduled to appear in court are placed on ALERT every day. These officers are free for regular duty until they are "activated". Since only about 15% of "ALERT" Police Officers are activated, this system provides a police manpower savings of as many as 85 police officers per day. At \$125 per officer per day, an aggregate manpower saving valued at over \$2 million annually results from NYPD ALERTs in Kings County alone.

For Police Officers, VSA tells the Officer's command that the Officer may be assigned to a post for the appearance date, and notifies the command that VSA will telephone if the PO is needed in court. The command, in turn, assumes responsibility (in ALERT activation cases) for notifying the Officer to leave his post and report to Court if he is needed.

Witness Information Services

One of the most valuable prosecutor services -- and one which VSA regularly provides -- is a daily report to prosecutors on the status of all witnesses scheduled to appear each day. This information service extends across the entire spectrum of all

prosecution witnesses and includes civilian witnesses, NYPD, Transit Police, Housing Police, private security guards, technical experts, etc.

Through on-line interactions and transaction inputs, appearance information is continually verified and updated in the VSA data base. Case rosters are generated by high-speed printers at VSA on a daily basis. (See CPIS, page .) This information service replaces subpoena by mail system, where no feedback was available, and where cases were often adjourned time after time simply because witnesses had moved away or lost interest, and because no mechanism was in place to collect and report this information.

The daily "Court Part Information Sheet" (CPIS) provided by VSA gives the prosecutor detailed information about 1) how VSA attempted to contact each witness, 2) whether or not contact was successful, 3) the appearance status of each witness (ALERT, excused, or must-appear), 4) whether or not the prosecutor should expect the witness in court, and 5) whether or not (based on VSA contacts) the witness has indicated a willingness to cooperate in the prosecution process.

In addition, VSA routinely reports valuable information — discovered over the course of contact with witnesses — on refusals to appear, threats by the defendant against the complainant,

witnesses desiring to drop charges, etc.

Thus, the prosecutor is provided with daily information 1) which is reliable and up-to-date, and 2) which will, in many cases, prove critical in his decision on how to handle a case. For example, when an ADA is informed that the civilian witness' address is a vacant lot -- or that the complainant has moved out of state or is unwilling to appear -- the ADA will be able to save his time (and the Court's) either by disposing of such cases quickly or by deploying his Detective Investigators to bring in the witness.

On the other hand, if the civilian witness is willing to cooperate with the prosecutor and is simply unable to appear for a legitimate reason, the prosecutor will be able to adjourn the case to an acceptable date, assured that the witness is willing to cooperate and that the adjournment will thus be an effective measure in winning a conviction. In such instances -- and in many others -- reliable and current information about witness status provides the ADA with a tool for organizing his resources efficiently. In fact, considering that cooperative witnesses are one of the prosecutor's primary resources, the VSA information system actually provides the ADA with a daily "resource report" in this vital area of witness availability.

Data Base Technology

Over the past several years, VSA and its precursor (V/WAP) have been quite successful in applying flexible, medium-scale computer technology to the field of criminal justice, and particularly to the requirements of a prosecutor's information system. Manual systems, which remain the sole information resource in many jurisdictions, have proven extremely clumsy. Amid countless clerks, inkless pens, and quadruplicate carbon forms, data can easily be lost or miscopied. Simply designing a manual system in such an information-intensive environment presents a tremendous challenge. In actuality, it seems that court information systems are rarely designed in any integrated sense. Rather, the systems which serve the requirements of many agencies seem to metamorphose through monthly administrative and procedure changes until procedural uncertainty clouds an already cumbersome system.

By contrast, computer technology and the computer "data base" offer several advantages [they are by no means absolute, for example, transcription errors which plague manual systems might be translated into "key errors" in a computerized system], especially in the fragmented, high-volume environment of an urban criminal court.

For example, information can be maintained in central or coordinated computer "files". There are no papers to lose;

information which would otherwise have to be hand-written can often be computer-printed, automatically and without error, generating savings of both time and accuracy. Additionally, all information in the data base is instantly accessible -- and in a uniform format -- to every authorized user. Inquiries can be answered with the appropriate set of information, large or small. Information can be added or changed by the appropriate personnel, and either displayed or restricted for others.

Procedural adaptability is another important benefit of a computerized data base. Program changes can adapt to new procedures uniformly and instantly, thus reducing or eliminating the conventional "block" of procedural know-how which impedes manual processing in many complex environments. For example, if a new data element is needed, a simple program change can instantly begin prompting all users with a request for the new data element.

Brooklyn Criminal Court alone schedules between 200 and 300 post-arraignment hearings every day, and detailed information on each case, involving hundreds of data elements, is used at dozens of independent processing stations. Connecting these "information nodes" by computer terminals creates benefits in time saving, accuracy, and adaptability. These benefits, coupled with the requisite high-volume processing, make computer technology an extremely viable tool in criminal justice information management in New York City. The Victim

Services Agency data base represents an inroad into this technology, and one which has already proven successful over the past four years.

Operational Plant

VSA operates its data base through a network of several locations, and with cooperation of many agencies. The "primer" form for new cases, for example, is filled out by the arresting Police Officer in the complaint room, quality-control checked by VSA staff, marked by the ADA before arraignment, stapled to a civilian interview form filled out by VSA complaint room staff, stamped with docket numbers by the Court's docket clerks, collected and completed in court by a VSA Arraignment Rep, and input by the VSA Data Unit.

At 50 Court Street and at the Criminal Court, a staff of data assistants process manual documents and perform on-line entry, both from court-outcome sheets and from internal notification documents generated by the VSA Witness Management Specialists.

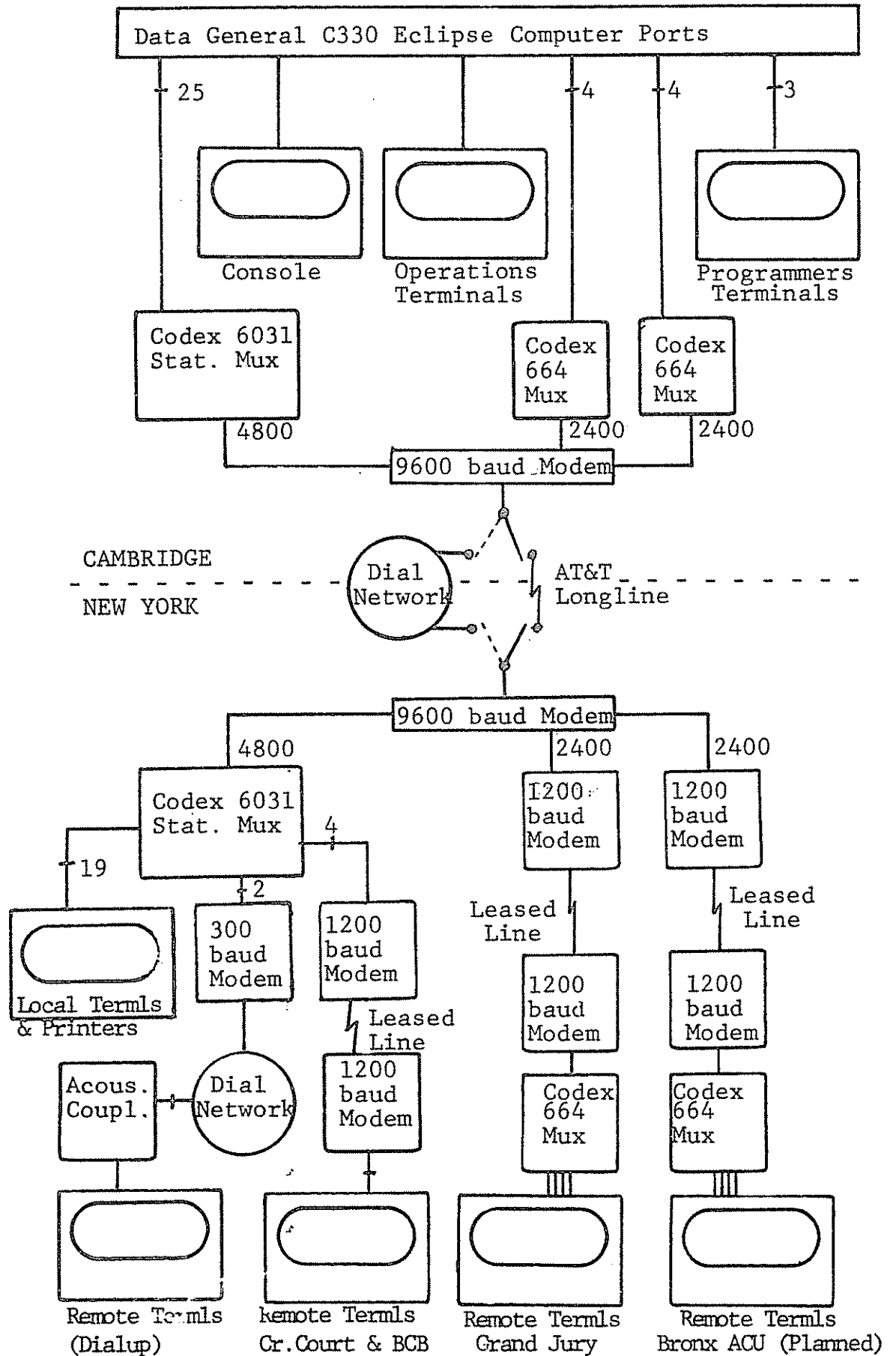
VSA's computer facility in Brooklyn is comprised of seventeen CRT terminals operating at 300 and 1200 baud, and three matrix printers operating at 1200 baud. This equipment is connected to a Data General Eclipse C330 mini-computer located in Cambridge, Massachusetts, via a 9600 baud statistical multiplexer and an AT&T

long-line. Backup communication is provided both for the 1200 baud lines (via an alternate long line) and for the 300 baud CRT's (via dialup couplers).

The Eclipse C330 in Cambridge operates in conjunction with IBM 3330 disk storage, of which VSA currently uses about 120 megabytes. Recently, the VSA data base included 100,000 individual cases, 200,000 dockets, and over 1,000 programs for information management, storage, retrieval, print formatting, CRT formatting, etc. (See page 15) CRT terminals are provided for Witness Management Specialists, data assistants, and PO's for inquiry, display, entry, and editing. Two CRTs, located in the DA's Office, serve ADAs in Criminal Court and the Grand Jury with on-line inquiry capabilities. Another two terminals provide computerized indictment typing capabilities in the Grand Jury Bureau.

Operation of the terminals is simplified by user-format information, and by a system of "prompts" which guide the user the requesting specific information in the correct sequence for machine processing and which apply complex error-checking algorithms to the data being entered. In addition, many prompts provide a "query" capability, allowing the user to be instructed with detailed information on how to answer each question. Thus, training is minimized, since the CRT screen verbally "requests" each data element, and "instructs" the user at each step if the user's response is erroneous or inconsistent with other data in the case file (see below).

Network and Operational Plant



INPUTS

Witness and Incident Information Capture

Both police and civilian witnesses enter the VSA computer system via a coded "primer" form. For most Criminal Court cases, the Complaint Room is the first step in processing each new arrest. Here, accusatory instruments are drawn by Assistant District Attorneys (ADAs) on the basis of interviews with complainants, witnesses, and Arresting Officers. As an integral part of this process, the VSA "primer" form is filled out by the arresting Officer in the complaint room for each new case. Civilian witnesses who come to the Complaint Room are interviewed (and briefed on court proceedings) by VSA staff, and the civilian interview is attached to the "primer" form. This form is then checked by VSA quality-control personnel and routed to the ADAs along with a copy of the Police Arrest Report. The form then continues with the ADA's papers to the docket room, where docket numbers are stamped onto the form for each defendant, and finally to the arraignment court part, where a VSA Arraignment Representative records the court outcome for each docket.

In addition, VSA collects and inputs incident-related information contained on the Police Officer's Arrest Report. Some of this information is already in use operationally for statussing witnesses (see Contact Lists page 31). Other incident-related information permits statistical analysis of data collected. Still other information will be used for future programs in victim and court information services.

See data elements, below.

DATA ELEMENTS COLLECTED FROM THE COMPLAINT ROOM

From Police Officer

Name
Shield Number
Command
Force
Tax Registry Number
Type of Witness [1]
Schedule
 Regular Work Squad + Chart
 Other unavailable dates
 Injured During Incident?
Prisoner Made CCRB Complaint?

From Docket Clerk

Docket Numbers

Incident Information

Case Description
Date of Occurrence
Place of Occurrence
Lab Reports Sent For?
Charges
Vouchered Property
 Description
 Voucher Numbers
Arrest Numbers (Def. ID)
Complaint Numbers (Incident ID)
Defendant Name (s)
Case eligible for Mediation/Arbitration

From Complainant/Witness [2]

Name
Addresses
 Home
 Business
 Mailing Address
Phones (all available)
Type of Witness [1]
Relationship to Defendant
Live with Defendant?
Social Security Number
Schedule
 Workdays
 Other Conflicts
 Preferred Dates
Notes on projected
 veracity/reliability
Alertability
Stipulation Needed?
Stipulation Signed for PA [3]

From ADA

ECAB Track for Each Defendant
Which Witnesses are Required
for the next appearance?
Which Witnesses are Essential?
Which Witnesses' Testimony
can be stipulated?

[1] If the C/W is absent, V/WAP collects most of this information from the arresting officer.

[2] E.g., complainant / eyewitness, complainant / non-eyewitness, eyewitness only, just made arrest.

[3] In some cases V/WAP can expedite the execution of "Permission and Authority" Affidavits (e.g., the complainant/non-eyewitness in a residential burglary.) Through this process the C/W is excused from appearing in court unless the case goes to trial.

Arrest Information Input

Information about dispositions or adjournments at arraignment is recorded on the primer form by a VSA Arraignment Representative. For every arraignment part (two day-time parts and one night-court), an Arraignment Representative is seated in the courtroom. The data elements recorded in arraignment are as follows:

- Arraignment Date and Part
- Disposition or Adjourned Date and Part
- For Each Witness (PO and CW)
 - . Did the Witness Appear at Arraignment?
 - . Was the Witness Excused?
- For Each CW
 - . Potential stip case? (Affidavit of Permission and Authority)
 - . Stip signed?
- Was the Defendant Held or Released?

Samples of the Civilian Interview Form and the Arraignment Information (primer) Form appear on the following pages.

CIVILIAN INTERVIEW

Defendants _____ Date _____

Interviewer _____

_____ In Person _____ Phone

Verify on Superform

_____ Addr. _____ Phones _____ Type

VICTIM/WITNESS INFORMATION

Name _____

Do you want to press charges/testify?

Name of Parent if c/w
is a minor _____

Yes _____
No _____
Unsure _____ } Why?

Mailing Address (If not home)

Can you tell me the most important thing
you want to get out of this case? (If
restitution, how much?)

c/o _____

Addr. _____ Apt. _____

C/St. _____ Zip _____

Business Address (If different from home/mail
addresses)

Service Needs (Circle all that apply):

Bus. Name _____

1 Unknown

Addr. _____ Fl./Dept. _____

2 None

C/St. _____ Zip _____

3 Child Care

Phone _____ (Ck. Superform)

4 Interpreter - Language _____

5 Transportation (If Eligible)

6 CVCB

7 Admonishment

8 Wants Restitution

9 Other: Specify _____

26A Is there a friend or relative whom we
can reach in case we can't get in touch
with you?

26A Comments:

Name _____

Relation _____

Phone _____

26A Preferred Days _____

Sample "Superform" for Arraignment Information

FOR ALL CASES - THIS SHEET MUST BE DOCKETED AND ROUTED WITH THE ADA'S PAPERS TO ARRAIGNMENT
VICTIM SERVICES AGENCY

DAT PRE-ARRAIGNED

ADA*	FO TO FILL OUT THIS COLUMN	DOCKET ROOM ENTRY DOCKET NUMBERS	VSA USE ONLY	
TRACK:	DEF NAME		ARR. JAIL?	OUTCOME
<input type="checkbox"/> APD <input type="checkbox"/> VPD <input type="checkbox"/> AD <input type="checkbox"/> SA	DEF NAME <small>DEFENDANT TO BE CALLED OUT AT ARRAIGNMENT</small>		Y	
<input type="checkbox"/> APD <input type="checkbox"/> VPD <input type="checkbox"/> AD <input type="checkbox"/> SA	DEF NAME <small>DEFENDANT TO BE CALLED OUT AT ARRAIGNMENT</small>		Y	
<input type="checkbox"/> APD <input type="checkbox"/> VPD <input type="checkbox"/> AD <input type="checkbox"/> SA	DEF NAME <small>DEFENDANT TO BE CALLED OUT AT ARRAIGNMENT</small>		Y	
ECAB NAME (Print)	(Use another sheet for more defendants). List name, address, and phone numbers for every complainant or witness on the case. (Use another sheet for more complainants)	Appt. Case Ident. DATE:	APAR:	Rep Inls. _____
<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> P & A Only	Age _____ A C E U Sex _____ Last Name _____ First _____ Number and Street _____ Apt _____ City _____ State _____ Zip _____ Home Phone _____ Bus/Other Phone _____	Witness Type S O 7 8 9 10 11 U Injury (Describe in Notes) N NT TR B? A U Δ Rel (Code) _____	PRES C/R? Y N P & A Signed? Y N PRES ARRT? Y N Status _____ Code 20. INLS _____	
<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> P & A Only	Age _____ A C E U Sex _____ Last Name _____ First _____ Number and Street _____ Apt _____ City _____ State _____ Zip _____ Home Phone _____ Bus/Other Phone _____	Witness Type S O 7 8 9 10 11 U Injury (Describe in Notes) N NT TR B? A U Δ Rel (Code) _____	PRES C/R? Y N P & A Signed? Y N PRES ARRT? Y N Status _____ Code 20. INLS _____	
<input type="checkbox"/> Excused	Arresting Officer Only Last Name _____ First _____ Rank _____ Shield _____ Command _____ Tax Registry (Private Guards Use Social Security No.) _____ Vacation/Leave Next Three Months _____	Witness Type S O 7 8 9 10 11 U Force Code _____ Chart _____ Squad _____ Assaulted? Y N Lab Rpt Type S O 7 8 9	Excused? Y N PRES ARRT? Y N Mediable? Y N Med'n Relt _____ Med'n Date _____ Med'n Seq # _____ Med'n Inls _____ Med'n Notes _____	
ADA NAME (Print)	Assigning Officer Only Last Name _____ First _____ Rank _____ Shield _____ Command _____	Window INLS: _____ Day _____ Shift C A B		

* ADA INSTRUCTIONS
 • For Madamonnors, enter ECAB Track "M."
 • Check box next to witness to indicate if witness is needed "Secondary" witnesses will

be excused from the first post-arraignment appearance.
 • If this sheet is found in a post-arraignment court part, please put it in the CPIS bin.

This page has intentionally been left blank.

Court Outcome Information

Information from the ten post-arraignment Court parts is recorded on a coded "Court Part Information Sheet" (CPIS - see Outputs). This sheet is computer-printed with defendant names, docket numbers, and the current adjournment date, part, and calendar number. A Court Part Information Sheet, or CPIS, is provided daily for each case on that day's calendar.

After each case has been called in Court, the ADA records the court action taken (outcome) for that case in the space provided on the CPIS, along with his special notes to the Witness Management Specialists. The CPIS forms are then picked up at the end of each court day, and the information recorded by the ADA is keyed into the data base on-line. Thus, information provided by the ADA becomes part of VSA's Information System in a matter of hours after the end of the Court day. This information includes the following data elements:

- Disposition or Adjourned Date and Part
- For Each Witness:
 - . Did the Witness Appear?
 - . Was the Witness Excused?
 - . ADA Recommended Status for Next Date
(Alert, Bring In,, Excuse, No Preference)

- Are Additional Witnesses Needed Who Are Not Listed on the CPIS?
- Was the Case Marked "Final v. the People" by the Court?
- Is the Defendant Released or Incarcerated?
- Is the Case Ready for Trial?
- For Adjournments & Dismissals: Reasons for Outcome

This information becomes either 1) part of the final disposition data in VSA's on file, or 2) the basis for another "adjournment loop", setting another date and part, for the notifications process to recycle.

A sample of the CPIS appears on the following page.

VICTIM/WITNESS ASSISTANCE PROJECT COURT PART INFORMATION SHEET			
NAME	ADDRESS	CITY	STATE
SMITH, EDWARD	51216 1/2	JUR41	IA
PREVIOUS COURT PARTS HELD TODAY: <input type="checkbox"/> YES <input type="checkbox"/> NO			
DATE DEC 15, 1976 PART JUR41		DATE DEC 15, 1976 PART JUR41	
PREVIOUS COURT PARTS HELD TODAY:		OTHER WITNESSES NEEDED: NAME _____ ADDRESS _____ PHONE _____	
COMMENTS: Excuse P.O. 1/2 adj date is OK for Smith -- he will be in town until 1/18. Put him on alert.			
TPP (CIRCLED) PO C/W OTHER	TPP (CIRCLED) PO C/W OTHER	COPIES OF THIS SHEET: 1 TO JURY 108 1 TO JURY 105	
ADJ. DATE: 13, 14			
ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19			
NOTIFIED BY LETTER: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19			
NOTIFIED BY LETTER: NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19			
NOTIFIED BY LETTER: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19			
NOTIFIED BY LETTER: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19			
NOTIFIED BY LETTER: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19			

NAME	ADDRESS	CITY	STATE	COPIES OF THIS SHEET:
SMITH, EDWARD	51216 1/2	JUR41	IA	1 TO JURY 108 1 TO JURY 105
ADJ. DATE: 13, 14				
ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19				

NAME	ADDRESS	CITY	STATE	COPIES OF THIS SHEET:
SMITH, EDWARD	51216 1/2	JUR41	IA	1 TO JURY 108 1 TO JURY 105
ADJ. DATE: 13, 14				
ADJ. DATE: 16, 17, 18, 20, 29, 30, 31, JAN 5, 6, 7, 8, 9, 12, 14, 17, 18, 19				

Completed Calendar

As a double check on court outcome information provided by the ADAs on CPIS forms, the completed Court calendar is input each day for the previous day. This calendar, prepared by the Court Clerk, includes dispositions for all cases heard in Court on the previous day, and the Court's official outcome (adjournment date and part, or final disposition). The completed calendar is the definitive source of information for Court outcomes.

A sample completed calendar appears on the following page.

NOTE: Completed calendars also serve as the source documents from which charge-related information is entered into the VSA data base. Completed calendars from arraignment parts provide "initial charges," and completed calendars from post-arraignment parts provide "final charges." Based on charges input from these calendars, the computer system also computes and stores charge "type" and "severity". These designations serve as broad groupings for purposes of statistical analysis.

Completed Calendar

COURT OF THE CITY OF NEW YORK
 PART 1 AP1 COUNTY KINGS FILE 11/15/76

CL No.	Defendant	Amount	Case No.	Case Name	Disposition
	ALL EUROPE				
1	R112234 CONNORS, J	F 170.05		ROBE 72 P	12-10 PC
2	R156733 WILSON, RON	M 120.00		STRIPES 77 P	12-4 PC
3	R144937 JACKSON, W.	FUG.			12-5 PC
4	R144932 CUNNINGHAM, E.	M VTL 600		SEA OF P	12-10 PC
5	X145333 JAEGER, SY	FUG.		CRIM	12-15 BC
6	X133444 WILLIAMS, SARA	FUG.			JUN 41 12-30 BC
7	X133445 WILLIAMS, SARA	F 155.90		BARB 60 P	JUN 41 12-30 BC
8	X133446 WILLIAMS, SARA	M 100.20		CATSC 79 P1U	JUN 41 12-30 BC
9	X137344 FESCHER, NANCY	F 120.05		1000A	12-15 50-
	X137345 RIVERA, TOMY	F 100.05		"	12-30 PC
10	R135843 COLON, N.	M 265.01		AMBA	12-15 50-
11	R133544 DWYER, S.F.	FUG.		DIAL	12-15 50-
12	R145222 DILLON, M.	F 110/265.45		CANEA 73 P	12-4 50-
	R145223 WYATT, SYBIL	F 155.45		"	12-10 100-
13	R134239 ONTERO, JOSE	F 165.45		"	PRWO
	R134222 ONTERO, JOSE	F 165.45		"	PRWO
14	R134972 RICHTER, E.	F 140.25		CHEBRAMONTE 75 P	WGT 2500-
15	R134299 DAVIS, R.	F 265.03		RIBA 75 P	PRWO
16	R134111 MITCHELL, R.C.	M VTL 1:02-3		"	12-30 PC
17	R133222 RUSSELL, NYRA	F 255.01		HUGG 71 P	12-30 BC
18	R139344 SHEPHERD, V	F 120.05		ENIL 70 P	PRWO
19	R133222 PARISH, H.	F 120.05			12-15 100-
20	R144000 FIERING, A.	F 120.05		" BARBKA	12-30 BC
21	R144001 FIERING, A.	F 120.05		BARB 60 P	12-30 BC
22	R134023 DILLARD, P.	F 150.15		FRACKS	WGT 1500-
	ENTENICE				
23	R133222 ENAUS, P.	F 120.05		FRACKS	12-1 500-
	TO EIV				
24	R311222 SMITH, C.R.	F 110.05			12-1 100-

JUDGE Jackson
 CLERK F. J. ...
 COURT REPORTER Selander
 DATE 11/15/76
 PAGE 1 OF 1 PAGES
 10

Future Calendar

The future calendar is prepared by the Court clerk on the day before each scheduled Court date, and lists all cases scheduled to be heard on that date. Since the court sometimes reschedules cases after they have appeared on the completed calendar, and since the future calendar is the definitive schedule of cases to be heard each day, input of this data allows more accurate witness notifications. This data also allows VSA to perform last-minute notifications in cases where Court dates have been changed.

A sample future calendar appears on the following page.

Future Calendar

CRIMINAL COURT OF THE CITY OF NEW YORK
 PART 1023 COUNTY KINGS DATE 11/15/76

Case No.	Index	Defendant	Arrested on	Arrested at	Arrested by	Arrested on	Arrested at	Arrested by	Arrested on	Arrested at	Arrested by
		ALL PURPOSE									
1	K112234	CONNORS, J	F 170.05								
2	K153733	WILSON, RON	M 100.00								
3	K144367	JACKSON, W.	FUG.								
4	K144952	CUMMINGS, E.	M VTL 600								
5	K145133	JAEGER, SY	FUG.								
6	K133444	WILLIAMS, SARA	FUG.								
7	K133445	WILLIAMS, SARA	F 159.30								
8	K133446	WILLIAMS, SARA	M 120.20								
9	K137844	FISCHER, NANCY	F 120.05								
	K137845	RIVERA, TONY	F 120.05								
10	K135843	COLON, M.	M 265.01								
11	K133544	DWYER, S.F.	FUG.								
12	K145222	DILLON, M.	F 110/156.45								
	K145223	WYATT, SYBIL	F 165.45								
13	K134259	ORTERO, JOSE	F 155.45								
	K134322	ORTERO, JOSE	F 155.45								
14	K134972	RICHTER, E.	F 140.25								
15	K134299	DAVIS, R.	F 265.03								
16	K134111	MITCHELL, R.G.	M VTL 1192-3								
17	K133222	RUSSELL, MYRA	F 255.01								
18	K139344	SHEPHERD, V	F 120.05								
19	K133222	PARISH, H.	F 120.05								
20	K144000	FLEMING, A.	F 120.05								
21	K144001	FLEMING, A.	F 120.20								
22	K134023	DILLARD, P.	F 150.15								
		SENTENCE									
23	K133222	EMMAUS, P.	F 140.25								
		TO PAY									
24	K311222	SMITH, C.R.	F 120.25								

JUDGE _____ DISTRICT CLERK _____ COURT REPORTER _____
 STENOGRAPHER _____ COURT CLERK _____
 DATE APR _____ DATE 11/15/76
 PAGE 1 OF 1 PAGE

Interaction Inputs - Internal

In addition to interview and court-outcome information, a significant amount of input is generated through contacts (or contact attempts) between VSA personnel and prosecution witnesses. Generally, contact attempts (outgoing) are made on the basis of system-generated hand-copy lists of witnesses who must be contacted. These hard-copy lists are designed both to provide computer-printed information to the Witness Management Specialists/PO, and ACU staff and to be filled out manually by them WMS/PO (format designed as a coded information "frame"), and subsequently input by data assistants.

Most incoming calls (and certain other exception cases) are handled by the Witness Management Specialists in direct interaction with a CRT terminal.

In all cases, the system maintains a complete audit trail of all contacts between Witness Management Specialists/ACU staff and witnesses.

1. Witness Management Specialist Contact

Each time a Witness Management Specialist attempts to contact a witness, or if a witness calls in, the result of that contact is keyed into the data base. Data elements included

in this input are designed in such a way that the daily witness status report (CPIS) to the ADA may be generated. The specific data elements collected are as follows:

- Mode of Contact (Phone, Letter, Telegram, Community Rep, Incoming Call)
- Expectation (Will Appear, Refused to Appear, Unable to Appear, Unable to Contact, No Feedback, etc.)
- Status (Alert, Must Appear, Excused)

Inputs by the Witness Management Specialist (WMS) also include two free-text fields for each witness for each court date: 1) descriptive notes to the ADA (for example, the details of why a witness was unable to appear), and 2) internal comments detailing contact attempts for future reference by other contact representatives (e.g., the name of the person spoken to, details about friends or relatives who may be helpful in contacting witnesses, etc.). Although there is only one four-line note to the ADA for each witness for each court date, the system will accept an unlimited number of "internal comments."

Additional input by the WMS includes verification and/or update of contact information such as addresses and phone numbers, based on contact with witnesses.

2. Police Contact

Inputs generated by the ACU staff police officers stationed at VSA are similar to the inputs by Witness Management Specialists, and are designed to include PD requirements such as the following:

- Name of roll call officer taking notification
- Availability Charts
- Verification/Correction of
 - . Name
 - . Command
 - . Shield Number
 - . Tax Registry Number
 - . Chart
 - . Squad
- Officer Unable to Appear (Sick, Emergency Day, etc.)
- Conflicting Appearances in Other Court Parts or in Other Courts (Many officers appear on multiple cases)
- Confirmation of ALERT status
- Updated preferred dates
- Updated RDOs

3. ALERT Activations

Witness Management Specialists are also responsible for keying in the fact that an alert has been "activated". This routine asks the WMS for the following data elements:

- Witness Activated (Name)
- Time Call Received from ADA
- Name of ADA
- WMS Initials
- Successful Contact with Witness?
 - . If Yes, Time of Contact
 - . If no, Reason

The fact that alert activations are entered immediately as they are received ensures reliable ALERT activation data. This data can later be matched against information provided by ADAs on witness appearances in court, thereby allowing a computation of the alert success or failure rate. For example, if an inordinate number of activated alerts fail to appear in court, more stringent criteria can be applied for alertability. Such operational controls are easily implemented through computerized information systems.

See DATA ELEMENTS, Appendix B.

OUTPUTS

In the routine adjournment-loop, the VSA computer system applies various internal algorithms which transform newly-received information into appropriate outputs for various departments and users.

For example, if a case is adjourned, the system asks which witnesses are necessary for the next appearance -- both Police and civilians. "Necessary" witnesses in this context will mean witnesses who have not been excused from the next appearance (see Witness Information Service).

1. Letters (produced on a daily basis)

If a newly input adjournment date is five or more days in the future, the system will automatically add the names and addresses of the relevant witnesses to a letter list.

Each day, the VSA computer system produces between 100 and 150 letters to notify witnesses of upcoming appearances. Production of these letters on high-speed printers saves considerable time in copying information onto forms and envelopes, and allows the additional luxury of providing more detailed information on the letters than would be practicable with manual systems. Beside the mechanical printing function, the

fact that the system has "decided" to send a notifications letter means that staff members can be freed from this process entirely.

A subroutine within the letters program generates computer-printed subpoenas (in lieu of letters) for witnesses who either refuse to appear or chronically fail to appear. These subpoenas, produced on behalf of the DA's Office, relieves DA staff of preparing subpoenas manually while continuing to allow DA control over the issuance of subpoenas by screening computer-printed documents.

The VSA notification letter and subpoena appear on the following two pages.

Letter

CRIMINAL COURT OF THE CITY OF NEW YORK,

The CRIMINAL COURT has scheduled your case for La Corte Criminal de ha citado su caso para in the court part printed above. You are required to appear. The defendants involved in this case, and their racket numbers, are as follows:

in la parte arriba indicada.
Los demandados envueltos en este caso v sus números de casos son los siguientes.

Call the Victim Services Agency at the number printed below to let us know if you have received this letter. The Victim/Witness Assistance Project is designed to help crime victims and witnesses. Please call if you have any questions.

Llame al Agencia de Servicios para Víctimas para Víctimas al número abajo indicado para dejarnos saber si ha recibido ésta carta. El Proyecto de Asistencia para Víctimas y Testigos esta hecho para ayudar víctimas y testigos de crimen. Favor de llamar si tiene alguna pregunta.

CALL THIS NUMBER BEFORE YOUR COURT APPEARANCE



LLAME A ESTE NUMERO ANTES DE VENIR A LA CORTE.

BRING THIS LETTER WITH YOU WHEN YOU COME TO COURT. SEE NEXT PAGE.

TRIAGA CONSIGO ÉSTA CARTA CUANDO VENGA A LA CORTE. VEA PROXIMA PAGINA.

Address Correction Requested

MAIL TO 

Subpoena

CRIMINAL COURT OF THE CITY OF NEW YORK, COUNTY OF KINGS SUBPOENA

120 Schemerhorn Street (Corner of Smith Street) Brooklyn, New York 11201

The BROOKLYN DISTRICT ATTORNEY directs that you appear in this court and part on at 9:30 A.M. as a witness in a criminal action prosecuted by the people of the State of New York against:

El Fiscal del Distrito de Brooklyn requiere se comparencia ante la corte y parte arriba indicado en a las 9:30 A.M. comp testigo de la Accion Criminal procesada por la Gente del Estado de Nueva York contra:

You are required to appear for the date printed above. If you fail to appear, you may be found guilty of a criminal contempt and liable to a fine of one thousand dollars and imprisonment for one year.

Es necesario que usted comparezca ante la corte en la fecha arriba indicado. De no comparecer podra ser sujeto a desacado criminal o a una multa de \$1,000 y encarcelamiento por un ano.

EUGENE GOLD, District Attorney, County of Kings

THE DISTRICT ATTORNEY REQUESTS THAT YOU CALL THIS NUMBER BEFORE YOUR COURT APPEARANCE.

EL FISCAL DEL DISTRITO DE BROOKLYN REQUIERE QUE USTED LLAME A ESTE NUMERO ANTES DE VENIR A LA CORTE.

BRING THIS SUBPOENA WITH YOU WHEN YOU COME TO COURT. SEE NEXT PAGE. FAVOR DE TRAER ESTA CITACION CON USTED CUANDO VENGA A LA CORTE. MIRA A LA OTRA PAGINA.

2. Notification Lists (produced daily for five, two, and one-day calendars).

If the next adjournment of a case is too soon to allow for mailing time, the names of the pertinent witnesses will be printed out on an automatic daily "contact list" (see sample format, below). In addition to witnesses on short-date adjournments, the contact list also includes witnesses who received a letter and failed to call back as requested, and witnesses who were last contacted more than two weeks ago. In this way, VSA is assured that contact data will be not only inclusive, but timely as well.

The output of computer-generated contact lists is actually the beginning of an internal notification cycle. The contact list is distributed to call-out personnel and provides a comprehensive information source on the entire case, including witness name, address, and phone numbers, case description, prior appearance history, internal comment history (comments made by contact personnel during prior contacts), notes from the ADA at prior appearances, other witness on the case, etc.

Armed with this information, call-out personnel attempt telephone contact and note the results of their contact attempts manually on the print-out. For this purpose, the print-out is

also designed to serve as a coded input form for the new information.

After contact attempts have been completed, the manual notations made during call-out are keyed into the computer system by the data assistant staff.

Sample civilian and Police contact sheets appear on the following two pages.

Civilian Contact Sheet

PAGE 1

***** SPECIAL NUMBER *****

CONTACT LIST FOR 8/16/77 API COMPILED ON 8/15/77

TK D

ROCKS, ANDREW KEVIN

K731218 A ADJ

JUN 10, 1977 335 PROSPECT AVE,STREET

CASE DESCRIPTION: DEF DID TAKE A 1969 PLY W/THRUIT THE COMP P BUT FAILED TO RETURN SAID AUTO. DEF ALSO HAS A KINGSCOUNTY BENCH WARRANT. CHARGES: 165.05 - 155.25.....HH/DH

6/26/77 APAR3 A - / - ARS
6/30/77 AP1 A TH-A/R/U- AL ABS
7/14/77 AP1 A LD-A/I/U- AL ??? RIACKOUT
8/16/77 AP1 A LD-A/P/U- ???

ADA REC: ALERT

FOR 8/16/77 API

STATUS A MODE/EXP P/U CPS CODE 0

CONTACT HISTORY

6/25/77 APAR3 () //
6/30/77 AP1 (6/27/77) A/P/U MC'DONOUGH, TESS
7/14/77 AP1 (7/5/77) A/I/U DELANEY, LIZ
8/16/77 AP1 (7/20/77) H/L/F
(8/11/77) A/P/U DELANEY, LIZ

INTERNAL COMMENTS: (JUN 27, 1977) DEFNTR/ FATHER. CW HAS HAD A STROKE BUT WILL GO (JUN 27, 1977) TO COURT W. HIS SON IF ACTIVATED. EYE WIT (JUN 27, 1977) SAW DEF TAKE CAR. (JUL 05, 1977) THIS IS CW DENNIS L'S FATHER, SON PUT FATHER ON ALT AT HOME

ADD INT. COMMENT:

NOTES TO ADA:

PLEASE VERIFY AND CORRECT CONTACT INFORMATION!

HOME ADDRESS: 335 PROSPECT AVE. HOME PHONE: 788 9140
BROOKLYN, NY WORK PHONE: HSG/OTHER PHONE: 788-9140

BUSINESS ADDRESS:

PREF DATES:

WITNESSES ON THIS CASE INCLUDE THE FOLLOWING:

W.L. MULDOON, DENNIS JUST MADE ARREST H/P/U
LAUTERBACH, DENNIS COMPLAINANT NON-EYE-WITNESS A/I/U

Police Contact Sheet

PAGE 14

ALERTABLE PO LIST FOR AUG 24, 1977
070PC

PO GALVIN, JOHN 27299 A 070PC 2 A
 EYE-WITNESS ONLY
 K728540 A ADJ WILSON, RICHARD B
 K728541 B ADJ WILSON, RICHARD B
 140.20 (A4) D FELONY THEFT
 K728539 C ADJ PAGAN, ENGO B
 140.20 (A4) D FELONY THEFT

6/11/77 203 AVE H.....STORE

CASE DESCRIPTION: DEFS DID BREAK THE GLASS OF THE FRONT DOOR OF STORE AND REMOVED PROPERTY LISTED ON VOUCHER 1587
CHARGES: 140.20 - 140.35.....LS/DH

6/12/77 AFAR4 ABC - / / - ABS
 6/14/77 P3 ABC DH-N/N/P- AL ABS
 6/16/77 P3 ABC JR-N/P/U- AL ABS
 7/12/77 P3 ABC -A/P/B- AL ABS
 8/1/77 P32 ABC -A/P/U- AL ABS
 8/24/77 P32 ABC JR-A/ / - ???

FOR 8/24/77 P32

WITNESS HAS ALREADY APPEARED ON A CONTACT LIST FOR THIS DATE AND PART. LAST CONTACT SHEET WAS PRINTED ON (8/15/77).

CONTACT HISTORY

8/24/77 P32 (8/16/77) A// DE LEO 8/16
(8/16/77) A//

*** SPECIAL ***
 CIVILIAN COMPLAINT: N ASSAULTED: N STATEMENT TAKEN: N FINAL VS.
 WITNESS TYPE: EYO ECAD TRK #: 2 PREVIOUS ALERT: N
 STATEMENT TAKEN: N LAB REPORT: N
 PROPERTY VOUCHERED: Y 158707-JEANS

ADD INTERNAL COMMENT:

NOTES TO ADA:

- REASON TYPES ARE:
- 1.) ADA REQUEST
 - 2.) FINAL VS. PO
 - 3.) SICK
 - 4.) RDO
 - 5.) VACATION
 - 6.) UNALERTABLE COMMAND
 - 7.) ASSAULTED/CCRD
 - 8.) INSUFFICIENT TIME
 - 9.) OTHER CRIMINAL COURT CASE - CASE OF:
 - 10.) CASE IN OTHER COURT - COURT:
 - 11.) OTHER - SPECIFY:
 - 12.) DON'T KNOW
 - 13.) PRE-ARRESTMENT

WITNESSES ON THIS CASE INCLUDE THE FOLLOWING:

PO. GALVIN, JOHN A//
 SARAPITTI, ROSE E//
 EYE-WITNESS ONLY
 COMPLAINANT EYE-WITNESS

Police Teletype Sheet
(Automated Notifications)

POLICE ACTION SHEET - TELETYPE

DOCKET	DEFENDANT	POLICE NAME	SHIELD	COMMAND	CHART/SQUAD	ADJ DATE	PART	SPECIAL
K735305	WRIGHT, JUANES #4	PO COX, RICHARD	14744	077AC	UNK/UNK	8/24/77	AP4	
K735309	GUZMAN, JOHN	PO NTEMEYER, CHARLES	16168	077AC	A/UNK	8/24/77	AP4	
K735305	WRIGHT, JUANES #4	PO NIEMEYER, CHARLES	16168	077AC	A/UNK	8/24/77	AP4	
K735309	GUZMAN, JOHN	DET SANTIAGO, JOSE	3757	077AC	A/1	8/24/77	AP4	
K735305	WRIGHT, JUANES #4	DET SANTIAGO, JOSE	3757	077AC	A/1	8/24/77	AP4	
K734353	SANCHEZ, PEDRO	PO CONROY, WILLIAM	8863	078PC	A/15	8/24/77	AP2	
K732499	JOHNSON, GEORGE	PO PENNELL, JOSEPH	26425	079PC	A/TF	8/24/77	AP1	
K727997	GLADSTONE, MARSHALL	PO TAAFFE, JOHN	24272	084PC	A/12	8/22/77	AP2	
K734646	CASANOVA, RONALD	PO AQUILA, CARMINE	20525	084AC	A/UNK	8/24/77	AP2	
K735188	MATTHEWS, SAMUEL	PO MARRAZZO, VINCENT	29800	088PC	A/2	8/24/77	AP3	FUP
K739673	TEMPLE, LUCY #1	PO SPERRAZZA, JOSEPH	27672	090PC	A/9	8/17/77	AP4	ASSAULTED
K739037	EGAN, THOMAS	PO DALTON, JOSEPH	27209	RDARS	UNK/T2	8/18/77	AP3	
K738264	MIRAHILE, VINCENT	PO DALTON, JOSEPH	27209	RDARS	UNK/T2	8/18/77	AP3	
K739557	MIRABLE, VINCENT	DET MANNERY, PATRICK	1849	RSA	DET/3	8/18/77	AP3	
K715041	SOTO, DAVID	PO MANN, LAWRENCE	6433	SCU	UNK/UNK	8/24/77	AP2	
K734084	COLON, J	PO APICELLI, FRANK	31390	TPU	UNK/UNK	8/24/77	AP8	
K725943	ARIEL, VEGA, ARIEL	PO FRIEDMAN, JERRY	31250	TPU	A/13	8/24/77	AP3	

3. Court Part Information Sheets (produced twice daily--main and update)

The primary function of the CPIS is to provide ADAs with witness information (see Introduction - Witness Information Service). The second function of the CPIS is to provide VSA -- through the data base -- with the ADA's report on court outcome. This input function is discussed under Inputs - Court Outcome.)

For an upcoming adjournment date, the computer prints a daily roster, by case, of all witnesses VSA has on record and the results of VSA's attempts to contact those witnesses. The CPIS is then sent to the ADA in the court part. When prosecuting a case, then, the ADA has an automatic computer print-out of the following information:

- Docket Number(s)
- Defendant(s) Name(s)
- Date
- Part
- Calendar Number
- Witness Name(s)
- Status of Witness(es)
 - o Must Appear

- . On Alert
- . Excused
- Mode of Contact (VSA to Witness)
 - . Letter
 - . Phone Out
 - . Incoming Call
 - . Subpoena
 - . Notified at Last Court Appearance
 - . Telegram/Teletype
- Expectation (as of last contact)
 - . Will Appear
 - . Unable to Appear
 - . Refused to Appear
 - . Can't Contact
 - . No Feedback (e.g., letter)

Witness status is printed on the CPIS as a translation of the coded value, both for ADA convenience and in order to preserve detailed in-house information. The code values, and their translations for POs and CW's, appear in Appedix C.

A completed CPIS is shown on the following page.

CPIS with VSA-Provided Information

VICTIM/WITNESS ASSISTANCE PROJECT COURT PART INFORMATION SHEET

YES NO
 YES NO

PO
 C/W
 OTHER

CA: 9 13,14
 DET. FAULKNER, MARLOHE SH 386 0601U TP
 ON ALERT
 PREF DATES
 P 22'S DEC 16,17,18,28,29,30,31, JAN 6,7,8,9,12,14,17,18,19
 WITH GUARD
 NOTIFIED BY LETTER
 WILL BE LEAVING TOWN AGAIN MID-JANUARY ON BUSINESS
 TRIP. REQUESTS ALERT STATUS IF THERE ARE ADDITIONAL
 ACCOMPANIMENTS.
 WEBSTER, CAROLYN
 EXCUSED

COMMENTS: _____
 OTHER WITNESSES NEEDED:
 NAME: _____
 ADDRESS: _____
 PHONE: _____

DATE: DEC 15, 1976 PART: JURY1
 COLLINS, SHELDAN K11121 TK C
 FRAZIER, GWENDOLYN K11122 TK C

PREVIOUS	THIS		NEXT	PREVIOUS	THIS		NEXT
	PRESEN	ABSEN			PRESEN	ABSEN	
	PRESEN	ABSEN	PRESEN	PRESEN	ABSEN	PRESEN	ABSEN
	PRESEN	ABSEN	PRESEN	PRESEN	ABSEN	PRESEN	ABSEN
	PRESEN	ABSEN	PRESEN	PRESEN	ABSEN	PRESEN	ABSEN
	PRESEN	ABSEN	PRESEN	PRESEN	ABSEN	PRESEN	ABSEN

COURT OUTCOME KEY

PRESEN = PRESENT
ABSEN = ABSENT
TK C = TRIAL CONTINUED
TK D = TRIAL DEFERRED
TK E = TRIAL ESTABLISHED
TK F = TRIAL FINISHED
TK G = TRIAL GRANTED
TK H = TRIAL HELD
TK I = TRIAL INITIATED
TK J = TRIAL JURY
TK K = TRIAL KEPT
TK L = TRIAL LOST
TK M = TRIAL MADE
TK N = TRIAL NOT
TK O = TRIAL OPEN
TK P = TRIAL PENDING
TK Q = TRIAL QUERIED
TK R = TRIAL RECALLED
TK S = TRIAL SCHEDULED
TK T = TRIAL TALKED
TK U = TRIAL UNDERWAY
TK V = TRIAL VACATED
TK W = TRIAL WITHDRAWN
TK X = TRIAL X-OUT
TK Y = TRIAL Y-OUT
TK Z = TRIAL Z-OUT

4. Bridgeman's List (produced daily)

Since witness alerts are only "guaranteed" if activated before 1:00 pm, the court officer, or bridgeman, is provided with a daily computer printed list of all cases which contain alert-status witnesses. The bridgeman can then ensure that these alert cases are called in Court before 1:00 pm. The list provides calendar numbers, docket numbers, and defendant names for each alert case in each court part. A sample sheet from the Bridgeman's List appears on the following page.

The Bridgeman's List also includes schedule information on all POs for whom the system has a valid squad and chart on file. In order to reduce the number of cases adjourned to Police Officers' RDOs (Regular Days Off) and increase the number of cases adjourned to Police preferred dates (dates when POs are working 'day tours'), the Bridgeman List supplies the Court Officers with RDOs and preferred dates whenever possible. Since the Bridgeman is often instrumental in choosing adjourned dates, and since he now has police schedule information available to him, the rate of adjournments to RDOs has been observed to decrease.

Bridgeman's List

PAGE 1

BRIDGEMAN'S LIST FOR AUG 16, 1977 AP1

ALERT	CAL #	DOCKET	DEFENDANT	POLICE NAME	PREFERRED DATES	RDD'S - PO NOT AVAILABLE
**** 3		K706369	GONZALEZ, ARTURO	OFF. FITZGERALD, BRIA	AUG 31, SEP 1, 2, 20, 21, 22, OCT 10, 11, 12, 13, 14, 31, NOV	AUG 16, 17, 18, 23, 28, 29, 30, SEP 5, 6, 12, 18, 19, 25, 26, OCT NOV
**** 4		K708978	GONZALEZ, ANGEL	DET. SUMMERS, JAMES OFF. ALBERT, CHARLES	AUG 16, 17, 18, 19, SEP 5, 6, 7, 8, 9, 26, 27, 28, 29, OCT 17,	AUG 21, 22, 28, SEP 3, 4, 10, 11, 17, 23, 24, 25, 30, OCT 1, 7, 13,
**** 5		K719835	CAMPBELL, EARL	OFF. FUSARO, RICHARD	AUG 29, 30, SEP 15, 16, 19, OCT 5, 6, 7, 25, 26, 27, 28, NOV	AUG 18, 24, 25, 26, 31, SEP 1, 6, 7, 13, 14, 20, 21, 26, 27, OCT 2, NOV
6		K726171	FERRY, MARIE	DET. MULDOON, DENNIS		RCD
7		K726399	KUSHIERCZIK, HEN	OFF. FISCH, HORST	AUG 16, 17, 18, 19, SEP 5, 6, 7, 8, 9, 26, 27, 28, OCT 17, 18,	AUG 21, 22, 29, SEP 3, 4, 10, 11, 17, 23, 24, 29, 30, OCT 1, 6, 7,
8		K727822	HONEUSLE, MICHA	DET. HODNEY, JOHN OFF. EISENBERG, MARK		
**** 9		K727865	WILSON, JAMES	OFF. TRIPOLI, LEONARD		RCD
11		K729771	SINMS, LEROY	OFF. MAXWELL, ROBERT	AUG 16, 17, 18, 19, SEP 5, 6, 7, 8, 9, 26, 27, 28, OCT 17, 18,	AUG 21, 22, 28, SEP 3, 4, 10, 11, 17, 23, 24, 29, 30, OCT 1, 6, 7,
**** 12		K731210	ROCKS, ANDREW K	DET. MULDOON, DENNIS		

5. Roll Call List (produced bi-weekly)

The Roll Call List is designed to be compiled and printed bi-weekly. This is a list, by command within the NYPD, of all police officers in each command who have upcoming appearances on a pending case at any time in the future. The list also notes the Officer's appearance status (e.g., To Appear, Excused, Alert, etc.) if it has been determined by ACU, and provides other relevant comments where applicable.

Such a list, which would be inordinately burdensome if prepared manually, is easily produced by a high-speed printer and provides a clear illustration of the use of computer technology as an aid in administrative efficiency.

The Roll Call List functions basically as a "newspaper," provided to the precincts as an organizational courtesy, and serving additionally as a double-check in the notifications process.

A sample sheet from the Bulleting Roll Call appears on the following page.

Roll Call List

APPEARANCE CONTROL UNIT
VICTIM/WITNESS ASSISTANCE PROJECT
BROOKLYN
ROUTE TO: ROLL CALL
COMMAND: 060

ROLL CALL LIST - FUTURE COURT APPEARANCES FOR 060 PCT, 060 PIU, 060 ANTI-CRIME

THIS LIST WAS PREPARED BY THE APPEARANCE CONTROL UNIT AND THE VICTIM/WITNESS ASSISTANCE PROJECT. IT REPRESENTS FUTURE APPEARANCES IN BROOKLYN CRIMINAL COURT FROM 8/15/77 TO 9/15/77 FOR OFFICERS IN 060 PCT, 060 PIU, 060 ANTI-CRIME. COURT DATES AND STATUSES REFLECT A.C.U. AND VICTIM/WITNESS RECORDS AS OF AUG 15, 1977

DATE	PO RANK, NAME	SHIELD	COMMND	CHART	SQUAD	TX REG#	PART	CASE OF	DOCKET	STATUS	REMARKS
8/15/77	PO. ALLEVA, ROBERT	12566	060PC		853513N	APAR1		URBINE, EDWIN	K739768		JAIL
8/15/77	PO. ALLEVA, ROBERT	12566	060PC		853513N	AP1		SINNOTT, MAR	K739364		TO AP. EAR
8/15/77	DET. BAUNGAKTEN, AL	54	060IU		825717N	JURY1		PACINELLI, JO ORTIZ, ANGEL	K719037 K719038		ON ALERT
8/15/77	PO. PIMICELI, ROSS	24454	060PC		851114N	AP1		FAJEN, ROBER	K737901		TO APPEAR
8/15/77	PO. FEKKANTE, PHILL	28910	060PC	A	861241N	AP2	20	VANDS, EDWIN ASTIN, JOHN	K730881 K730882		ON ALERT
8/15/77	PO. SCALA, ANGELO	25889	060PC	A	855013N	JURY1	10	WILLIAMS, PAT	K602579		EXCUSED
8/15/77	PO. SCHEID, ROGER	17398	060PC	A	865915N	AP1	2	CHATO, MARY	K646102 K646103		ON ALERT
8/15/77	PO. TERMINI, FREDER	28692	060PC	A	860872H	P32	12	RACHEDI, ANT	K736015		EXCUSED
8/15/77	PO. ZITO, PAUL	3914	060PC	A	859726N	P32	20	ANDREASSEN,	K726469 K726470		TO APPEAR
8/16/77	PO. SHANSON, RICHA	19569	060PC	A	856095N	P3	1	MATRONI, VINC TRONGONE, JOS BARONE, ANDRE	K738295 K738294 K738293		
8/17/77	CPT. DEUTSCH, ARTHU	UNK	060PC	UNK	UNK	AP2		WALCOTT, ANTH	K738807		TO APPEAR
8/17/77	PO. GLYNN, PATRICK	13286	060PC	A	852427N	P32	6	SHEA, ARTHUR STEVEN, SHIT MARONY, ARTH SMITH, THOMA	K728884 K728886 K728883 K728885		TO APPEAR
8/17/77	PO. LO SACCO, PETER	5417	060PC	A	855336N	AP1	1	SCIACCHITIAN	K738124		ON ALERT
8/17/77	DET. REYNOLDS, THOM	1204	060PC	A	854977N	AP4	2	FOX, JOSEPH	K736160		TO APPEAR
8/17/77	PO. ROCCO, PASQUALE	29087	060PC	A	861411N	P32	13	PADAN, RICHA	K732632		ON ALERT
8/17/77	DET. YARBOROUGH, GE	379	060IU	DET	852294N	AP4	3	PETTUS, JAMES	K732586		TO APPEAR
8/17/77	DET. YARBOROUGH, GE	379	060IU	DET	852294N	AP2	3	WALCOTT, ANTH	K738807		TO APPEAR

6. Voucher List (produced weekly)

As an aid to processing in the Office of the Police Property Clerk, VSA has developed a printed report matching voucher numbers with docket numbers. This report, which required only minimal extra information in the VSA data base, can provide a considerable benefit to the Property Clerk, where voucher numbers and docket numbers would otherwise be matched by a cumbersome manual process.

A sample Voucher List appears on the following page.

Voucher List

VICTIM/WITNESS ASSISTANCE PROJECT
APPEARANCE CONTROL UNIT

ROUTE TO: PROPERTY CLERK

LISTING OF DISPOSED CASES INVOLVING PROPERTY - FROM 7/24/77 TO 7/30/77

THIS LIST REFLECTS ALL CASES DISPOSED IN BROOKLYN CRIMINAL COURT BETWEEN 7/24/77 AND 7/30/77 ACCORDING TO VICTIM/WITNESS RECORDS AS OF 8/11/77. THIS LIST IS PROVIDED AS A COURTESY TO THE PROPERTY CLERK TO AID IN THE DISPOSITION OF VOUCHERED PROPERTY WHICH IS NO LONGER REQUIRED AS EVIDENCE BY THE OFFICE OF THE DISTRICT ATTORNEY.

SOURCE: COMPLETED CALENDARS - COURT CLERKS OFFICE
ADA INFORMATION PROVIDED ON THE COURT PART INFORMATION SHEET

TYPE: THIS LISTING CONTAINS TYPE 1 DISPOSITIONS

VOUCH #	DESCRIPTION	DEFENDANT NAME	DOCKET	DISP	DISP DATE	ARREST NUMBER
146740	PROP. AND GUN	BOWLES, CLARENCE	K736305	PG	7/24/77	37388/77
146749	KNIFE	AYYBD, HARB	P736360	PG	7/24/77	37510/77
146759	KNIFE	CLARK, AUGUSTUS	K736747	PG	7/26/77	37855/77
146761	HAND TRUCK	CUMMINGS, JERRY	K736769	PG	7/26/77	37895/77
147732	GUN	REACH, JERRY	K718668	RTSM	7/26/77	18779/77
147844	GUNS	GRODMANN, JAY	K724586	DISH	7/25/77	34880/77
147845	JEANS					
149182	RADIOS	NAVARRO, CARLOS	K735453	PG	7/25/77	34412/77
149252	MONEY	ARRINGTON, JESSIE	K720135	PG	7/26/77	20388/77
149313	KNIFE	STEELE, WALTER	K722017	PG	7/25/77	22352/77
149314	DRUGS	STEELE, WALTER	K722018	PG	5/9/77	
149503	3 BILLFOLDS	GOOBLETT, RANDALL	K728474	PG	7/28/77	28981/77
151062	MONEY	ROYD, RICHARD	K727570	RTSM	7/28/77	28015/77
151922	FIREARMS	VEGA, GEORGE	K728031	PG	7/29/77	28500/77

8. RIA List (produced weekly)

The RIA (Recommended Immediate Action) List was designed for weekly distribution to ADAs in Criminal Court. The list includes a comprehensive history of contact attempts for witnesses who are deemed uncooperative by contact staff. Witnesses who have moved away, witnesses for whom no correct address/phone information is available, and witnesses who have refused to appear in court (or chronically fail to appear or indicated a desire to drop charges) will all be included on the RIA List.

Once the DA's Office has received the RIA List, decisions can be made either to deploy Detective Investigator resources within the DA's Office to bring in the witness, or, in cases where no address is available, to seek a rapid conclusion of the case by dismissal in the interests of justice.

The RIA List provides the DA's Office with all addresses and phone numbers on file in the VSA data base, a complete history of contact attempts over the course of all adjournments, a history of ADA comments to Witness Management Specialists (from the CPISS), a list of other witnesses on the case, and other case-related data such as defendant names, docket numbers, ECAB tracks, FVP status, etc.

A sample sheet from the RIA List appears on the following page.

Disposed Case List

DISPOSITIONS FROM 7/17/77 TO 7/23/77

THIS LISTING PROVIDES DISPOSITIONS ON BROOKLYN CRIMINAL COURT CASES DURING THE PERIOD INDICATED ABOVE. DATA REFLECT VICTIM/WITNESS AND ACU RECORDS AS OF 8/9/77 AND ARE PROVIDED AS A COURTESY TO INFORM POLICE OFFICERS OF DISPOSITIONS IN CASES WHERE THEY WERE ABSENT FROM COURT BECAUSE OF ALERT STATUSSING.

SOURCE: COMPLETED CALENDARS - COURT CLERK
ASB INFORMATION PROVIDED ON THE COURT PART INFORMATION SHEET

PO RANK/NAME	SHIELD	COMM#	DEFENDANT NAME	DOCKET	DISP	DISP DATE	FINAL CHARG
BALLOU, GARY	520	063FC	CAPPARELLI, R	K735117	PR	7/18/77	
PO. CAMPBELL, MICHA	20426	063PC	CONTANSTIRO, ANNE	K735343	ACD	7/18/77	
PO. CUMMINGS, JOHN	2	063FC	KING, KEITH	K735123 K735122	PG PG	7/18/77 7/18/77	240.201E9
DET. O'SHEA, JAMES	1319	063PC	BRADLEY, JOHN DUNLAP, ELLIOT MATTIE, TITO	K734682 K734681 K734683	TRAN TRAN TRAN	7/18/77 7/18/77 7/18/77	
PO. FERRONE, JOHN	25729	063PC	CONTANSTINO, ANNE	K735343	ACD	7/18/77	
PO. KELLY, EDWARD	11218	063PC	ARANCIO, STEVEN	K717870	PG	7/19/77	155.251A6
PO. MALVASTO, PETER	14459	063PC	TYSON, JERRY	K734769	TRAN	7/19/77	
PO. FERRONE, JOHN	25729	063PC	CLARK, DENNIS MARLEY, STEVEN	K735401 K735402	PG PG	7/19/77 7/19/77	240.201E9 240.201E9
PO. WEISEN, MARTIN	24308	063PC	FITZGERALD, THOMAS	K735345	PR	7/19/77	240.201E9
PO. WEISEN, MARTIN	24308	063PC	CASEY, P	K735346	PO	7/19/77	240.201E9
PO. KEMPER, DAVID	26705	063PC	HEALEY, DENNIS CANNIZZARO, LOUIS RELLOCCCHIO, BRADLEY	K717459 K717457 K717458	ACD ACD ACD	7/22/77 7/22/77 7/22/77	
MACCA,	13849	063PC	HEALEY, DENNIS CANNIZZARO, LOUIS RELLOCCCHIO, BRADLEY	K717459 K717457 K717458	ACD ACD ACD	7/22/77 7/22/77 7/22/77	
PO. SPADACCINI, ROB	24966	063PC	BORANDES, MARTIN	K735955	PG	7/22/77	
DET. BOYHAN, JAMES	2797	063IU	HENNESSY, WH	K732293	PG	7/23/77	110-165-051A7

7. Disposed Case List (produced weekly)

The Disposed Case List, generated weekly, provides each command within the NYPD with a list of all cases disposed in Criminal Court during the previous week. This list was designed primarily to inform police officers of court outcomes in cases where the officer was absent from court because of ALERT statusing. Clearly, however, the list is also valuable as a general information resource for local commands, and was a relatively simple spin-off from the VSA data base.

A sample sheet of the Disposed Case List appears on the following page.

VWAP HAS EXHAUSTED ITS RESOURCES IN ATTEMPTING TO BRING IN THE WITNESS LISTED BELOW
 INFORMATION ON THIS SHEET REFLECTS VWAP COMPUTER FILES AS OF 12/1/76
 FOR WITNESSES SCHEDULED TO APPEAR BETWEEN 12/7/76 TO 12/15/76

PERKINS, GERRY CASE OF AVIATOR, CRABBY

UNABLE TO LOCATE HOME ADDRESS BUSINESS ADDRESS MAILING ADDRESS
 CO/
 127 HERKIMER ST
 BKLYN NY

HOME PHONE: NONE
 WORK PHONE:
 MSG/OTH PHONE:

THIS WITNESS IS SCHEDULED TO APPEAR ON 12/7/76 IN PART AFI

*** PRIOR NOTES TO ADA ***

*** HISTORY OF VWAP CONTACT COMMENTS ***

- (11/30/76) LETTER RETURNED FROM 127 HERKIMER ST
- (11/30/76) MARKED 'MOVED', LEFT NO ADDRESS'
- (11/30/76) COMMUNITY REP SENT
- (11/30/76) NO PHONE
- (11/30/76) COMMUNITY REP ASSIGNED
- (11/30/76) COMMUNITY REP UNABLE TO LOCATE.
- (11/30/76) NAME HAS NOT ON MAILBOX.
- (11/30/76) CHECKED WITH SUPER, WHO SAID CW LIVED THERE OVER A
- (11/30/76) YEAR AGO, BUT MOVED TO FLORIDA.

ACCORDING TO VWAP COMPUTER FILES, WITNESSES ON THIS CASE INCLUDE THE FOLLOWING:

PO. BAKELIA, TONY
 PERKINS, GERRY

A/P/W
 M/C/X

113 113 113
 113 113 113

9. Statistical Reports

VSA has developed several statistical reports in response to the growing needs of the DA's Office for Management Statistics. These tables, samples of which appear on the following pages, are described briefly in the following section:

a. Outcomes

This table provides a cross-tabulation of court outcomes (and reasons for outcome in the case of adjournments and dismissals) by ECAB track by number of appearances. Total rows are also included. The table is useful for a multitude of management analysis functions, including, for example, answers to the following questions:

- What happens to cases in Criminal Court?
- What happens to cases with different ECAB tracks?
- What percentage of Track B cases are disposed in Criminal Court?
- How many adjournments are required to dispose cases of different ECAB tracks?
- Are older cases (high number of adjournments) disposed differently from cases disposed shortly after arraignment?

b. Disposition by ADA

This table provides a cross-tabulation of court outcome by ADA name, and is useful for purposes of management and control within the DA's Office.

c. CPIS Quality Control

This table cross-tabulates the completeness and accuracy of CPISs filled out in court by the names of the ADAs filling out the CPISs. ADAs are also monitored in terms of their recommended statuses for witnesses on cases they handle.

d. Number of Cases and Number of Alerts by Part

This table provides an overview of the volume of each court part and also indicates the number of witnesses who were on ALERT during the period measured. Thus, the table provides a quantitative measurement of the number of appearances saved by court part.

e. Internal Quality Control

This table provides an "error report" on data collected and input by VSA staff. Both interviewers and data assistants are monitored with respect to the completeness and accuracy of information supplied by them. The table is useful in correcting sources of missing or faulty data, and thus ensuring the integrity of the VSA data base.

f. Appearances Required

This table monitors the number of appearances required to

dispose cases in court during a given period. Excusals and ALERTS are deducted from the total number of witness-appearances, and the total is divided by the number of cases, thus providing an ongoing measurement of the number of appearances required over the course of the average case.

g. Status/Appearance

These two tables (one each for civilians and POs) present the appearance rate for each possible appearance status, and thus measure the accuracy of VSA's predictions concerning whether or not witnesses will appear.

h. Reasons for Non-Alert

Of special use to the Police Department, this table details the reasons why police officers cannot be placed on alert status. Since alerts represent such an important cost benefit to the NYPD, high counts in this table can be addressed and hopefully reduced.

Outcomes by-Track by Number of Appearances

TABLE 2
DISPOSITIONS IN CRIMINAL COURT
FROM AUG 01, 1977 TO AUG 05, 1977
COMPILED ON AUG 16, 1977 PRINTED ON WED 17 AUG 1977 1110 PM

1721 MURKBY/APPEARANCES

TOTAL

	ADJ	CU	PO	OTH	DEF	OTH	URK	DISH	CU	CU	PO	USF	CONR	UNK	FB	TMS	GR	FAN	OTH	BACH	ACD	FO	OTH	NO	
	TOY	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	ARS	
TOTAL	1010	131	63	9	07	03	667	70	24	4	0	0	0	12	22	329	122	77	14	4	55	03	7	0	15
IN A	4	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IN B	145	23	7	0	5	10	100	5	1	0	0	3	0	0	0	9	40	41	1	0	0	2	0	0	0
IN C-U	85	6	1	0	13	5	40	2	2	0	0	0	0	0	0	19	8	7	0	0	3	5	0	0	0
IN C	253	44	25	4	11	14	150	12	4	0	3	4	3	4	51	10	13	1	1	1	15	9	2	0	4
IN C-B	183	15	11	2	10	12	125	18	12	2	1	1	1	2	59	11	5	4	0	9	10	1	0	0	7
IN D	63	4	4	0	6	7	40	4	1	1	0	0	0	2	49	4	2	1	0	0	5	14	2	0	0
IN E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IN H	04	0	1	1	4	5	63	7	1	1	0	0	2	3	42	5	0	5	0	4	23	2	0	0	2
HO JK	250	29	14	2	26	30	119	22	3	0	0	3	6	10	80	16	9	2	3	17	11	0	0	0	7
151 AF																									
IN A	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IN B	54	0	0	0	0	0	54	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0
IN C-U	35	0	0	0	0	0	35	0	0	0	0	0	0	0	7	0	0	0	0	0	0	0	0	0	0
IN C	58	0	0	0	0	0	58	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0
IN C-B	72	0	0	0	0	0	72	0	0	0	0	0	0	0	26	4	0	4	0	0	0	0	0	0	0
IN D	24	0	0	0	0	0	24	1	0	0	0	0	0	1	37	1	0	1	0	0	0	0	0	0	0
IN E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IN H	48	0	0	0	0	0	40	7	0	0	0	0	0	3	47	5	0	0	0	0	0	0	0	0	0
HO JK	48	2	0	0	0	2	44	2	0	0	0	0	0	2	32	1	0	1	0	0	0	0	0	0	0
200 AF																									
IN A	7	0	0	0	2	4	16	2	0	0	0	0	0	0	0	4	45	27	1	0	0	0	0	0	0
IN B	36	11	2	0	3	4	16	2	0	0	0	2	0	0	4	45	3	3	0	0	0	1	0	0	0
IN C-U	22	3	0	0	9	2	7	0	0	0	0	0	0	0	10	3	3	0	0	0	1	0	0	0	0
IN C	81	21	5	0	2	3	50	2	2	0	0	1	0	0	26	7	5	1	1	2	4	0	0	0	1
IN C-B	31	4	2	0	4	3	10	8	4	2	0	0	0	1	19	6	4	0	0	4	1	0	0	0	2
IN D	16	2	1	0	2	3	8	2	0	1	0	0	0	1	6	2	1	0	0	1	1	0	0	0	0
IN E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IN H	21	4	1	1	4	3	8	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HO JK	53	13	5	0	2	6	26	3	0	0	0	0	1	2	16	6	3	1	0	3	2	0	0	0	3

CPIS Quality Control

TABLE 4
 CPIS QUALITY CONTROL
 FROM AUG 01, 1977 TO AUG 05, 1977
 COMPILED ON AUG 14, 1977 PRINTED ON WED 17 AUG 1977 1110 PM
 % OF AFFILIABLE CASES

X MUST APP WITH FRES/ABS	A D A		R E C O R D E D		S T A T U S		X D O C K E T S		X D O C K E T S		X D O C K E T S		X D O C K E T S	
	X AFRI	X BRND IN	X NO FRG	X BRIN/JU	X EXCD	X HBNG	ADJ REAS	HIGH REAS	WITH DTCH					
100.00 (0)	.00	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00 (1)
97.29 (74)	32.25	35.48	2.15 (93)	.00	24.73	5.37	49.09 (55)	55.55 (9)	100.00 (83)					
93.54 (124)	35.45	38.09	9.52 (147)	.00	4.08	8.84	82.27 (75)	100.00 (3)	100.00 (122)					
82.71 (81)	39.60	33.68	8.91 (103)	.00	7.92	11.88	44.00 (50)	46.44 (3)	100.00 (78)					
100.00 (1)	50.00	50.00	.00 (2)	.00	.00	.00	100.00 (1)	.00 (0)	100.00 (1)					
.00 (0)	.00	100.00	.00 (2)	.00	.00	.00	.00 (1)	.00 (0)	100.00 (1)					
102.24 (89)	11.36	61.26	.00 (88)	.00	23.86	3.40	1.63 (63)	100.00 (9)	100.00 (97)					
.00 (1)	33.33	33.33	.00 (3)	.00	.00	33.33	.00 (2)	.00 (0)	100.00 (2)					
64.51 (62)	7.57	76.76	.00 (66)	.00	18.18	37.87	51.35 (37)	100.00 (2)	100.00 (66)					
100.00 (3)	.00	.00	.00 (3)	.00	100.00	.00	.00 (1)	.00 (0)	100.00 (1)					
87.80 (41)	31.25	50.00	.00 (48)	.00	12.50	6.25	24.13 (29)	.00 (0)	100.00 (39)					
.00 (2)	.00	.00	.00 (0)	.00	.00	.00	.00 (0)	.00 (0)	100.00 (2)					
.00 (1)	16.66	.00	.00 (6)	.00	83.33	.00	100.00 (1)	.00 (0)	100.00 (1)					
78.26 (46)	13.88	50.00	.00 (72)	.00	27.77	8.33	14.63 (41)	.00 (0)	100.00 (45)					
92.18 (38)	12.24	75.51	.00 (45)	.00	12.24	.00	83.33 (38)	100.00 (2)	100.00 (37)					
.00 (0)	.00	100.00	.00 (2)	.00	.00	.00	100.00 (1)	.00 (0)	100.00 (1)					
100.00 (4)	40.00	40.00	.00 (2)	.00	.00	20.00	50.00 (2)	.00 (0)	100.00 (2)					

TOTAL

TABLE 6

TABLE 6
 APPEARANCES REQUIRED
 FROM SEP 22, 1979 TO SEP 28, 1979
 COMPILED ON OCT 02, 1979 PRINTED ON WED 3 OCT 1979 4:02 AM
 244 CASES RESPONDED

	TOTAL WITNESSES	TOTAL APPEAR- ANCES/WITNESS	EXCUSE- D/WITNESS	ALL IS NOT ACTVD / WITNESS	APC'S RQ'D / WITNESS	APPEARANCES MADE (EST)/WIT
CIVILIANS	295	3.32	1.14	.46	1.70	.23
POLICE	296	3.11	1.13	.79	1.18	.16
TOTAL	591	3.21	1.13	.62	1.44	.19

TOTAL

PROPORTION OF CIVILIAN & OLE WITNESSES

	<u>APPEARED</u>	<u>DID NOT APPEAR</u>	<u>MISSING</u>	<u>TOTAL</u>
ALERT	35	61	36	132
NOT ACTIVATED	15	58	33	106
ACTIVATED	20	3	3	26
EXCUSED	9	72	60	141
MUST APPEAR	162	370	202	734
WILL APPEAR	70	54	48	172
QUESTIONABLE	12	19	14	45
UNABLE	4	42	18	64
REFUSED	0	7	5	12
NO FEEDBACK	69	192	85	346
REP	6	7	4	17
LETTER	18	90	27	135
PHONE	31	44	23	98
SUBPOENA-FVP	5	16	9	30
SUBPOENA-FTA	9	32	22	63
NO CONTACT	6	45	29	80
REP	0	1	0	1
LETTER	0	7	3	10
PHONE	1	1	2	4
NO DATA	2	21	10	33
SHORT DATE	3	15	14	32
WIT NOT NEEDED	1	10	3	14
UNSTATUSED	4	12	41	57
TOTALS	210	515	339	1064

PROPORTION OF POLICE WITNESSES

	<u>APPEARED</u>	<u>DID NOT APPEAR</u>	<u>MISSING</u>	<u>TOTAL</u>
ALERT	67	110	84	261
NOT ACTIVATED	50	101	72	223
ACTIVATED	17	9	12	38
EXCUSED	3	78	53	134
MUST APPEAR	108	160	95	363
TO APPEAR	54	42	22	118
QUESTIONABLE	9	5	5	19
UNABLE	7	82	35	124
NO CONTACT	30	23	24	77
NO DATA	0	2	1	3
NOTIF IN COURT	7	8	10	25
UNABLE	0	0	0	0
PRE-ARRAIGNMENT	23	13	12	40
WITNESS NOT NEEDED	8	8	9	25
UNSTATUSED	51	40	66	157
TOTALS	229	388	298	915

REASONS FOR NON-ALERT

	<u>APPEARED</u>	<u>DID NOT APPEAR</u>	<u>MISSING</u>	<u>TOTAL</u>
MUST APPEAR	108	160	95	363
ADA REQUEST	40	31	19	90
FINAL VS. PO	5	3	1	9
SICK	1	13	5	19
RDO	5	36	20	61
VACATION	2	23	8	33
FORCE/COMMAND	12	17	9	38
ASSAULTED/CCRB	5	7	1	13
INSUFFICIENT TIME	3	1	7	11
OTHER CRIMINAL CT	4	2	2	8
CASE IN OTHER COURT	2	6	2	10
PRE-ARRAIGNMENT	2	2	4	8
OTHER	24	13	14	51
DON'T KNOW	3	6	3	12
UNSTATUSED	51	40	66	157
TOTALS	159	200	161	520

10. Generalized Report Generator

VSA's computer system includes a report generator which addresses the constant need for ad hoc searches of the data base. This report generator, which provides many of the capabilities of packages like SPSS, allows users to perform the following tasks:

- Search the data base for cases, witnesses, witness-case combination or dockets.
- Select occurrences on the basis of 60 parameters.
- Print detailed information for each occurrence in user-specifiable format.
- Print multi-dimensional cross-tabulations on the basis of user-selected variables.

INDICTMENT TYPING

In response to the Grand Jury Bureau's requirement that Indictments be typed with more accuracy and less staff time, VSA developed a computerized indictment typing module. This module reduces the time required for indictment typing by prompting users only once for repeated information; the module then inserts that information in all appropriate places.

Additionally, the module allows the user, at his option, to specify multiple "insert values" for some variables, while allowing others to remain constant.

After initial input, the module permits rapid editing of selected indictment information and immediate retyping of the indictment, thus providing large savings for indictments which must be revised. This system is similarly used to prepare Prosecutor's Informations, Superior Court Informations, Family Court Informations, and Orders of Dismissal.

The following features are also included in the indictment typing module:

- Indictments may be placed in a prioritized queue for unattended automatic printing.
- The module automatically computes defendant-related variables [his, her, their] based on the number of

defendants and unapprehended accomplices.

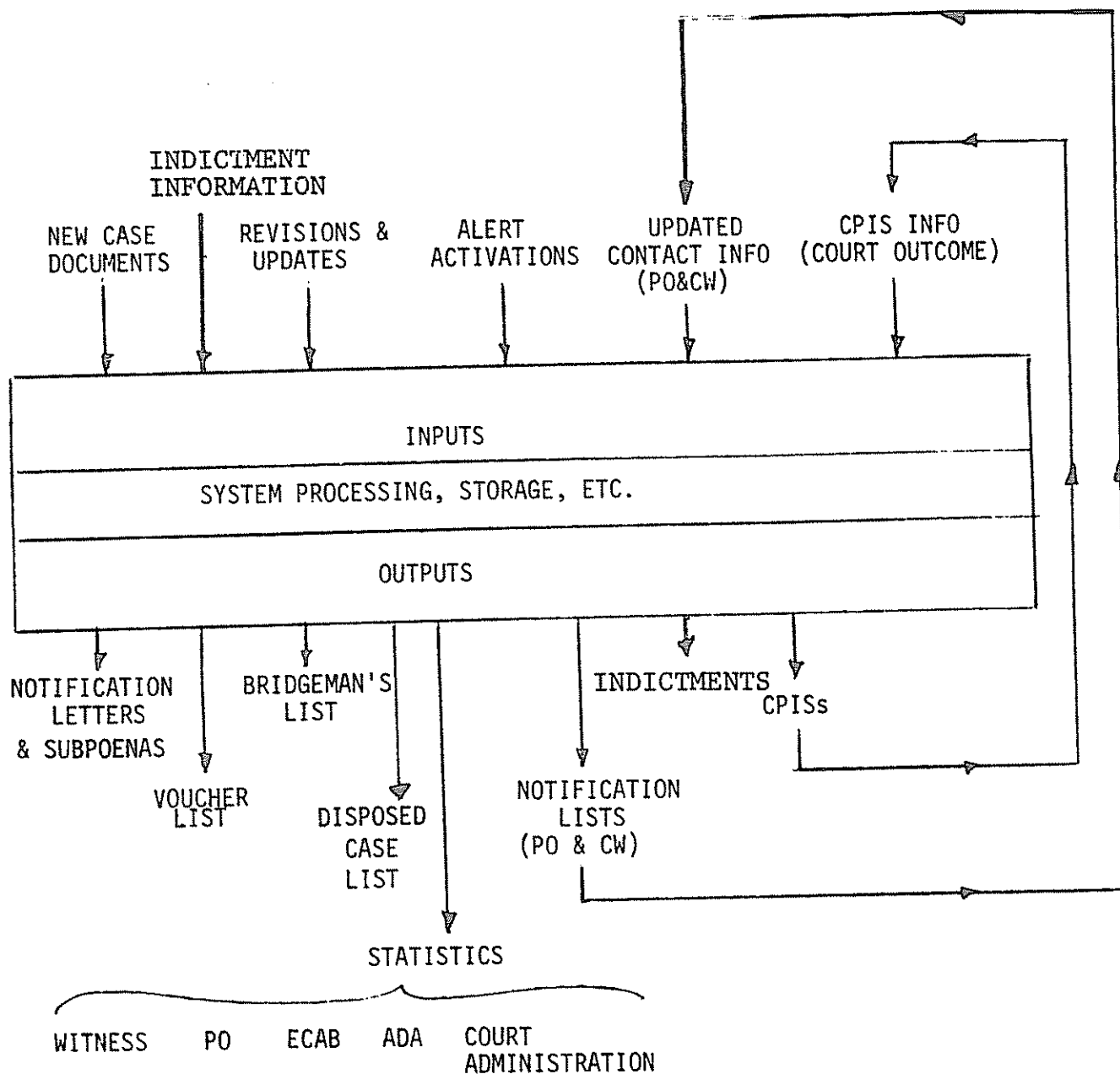
- The user may create a multi-defendant indictment where some counts apply to all defendants but where other counts apply only to a subset of the defendants.
- The module automatically inserts an Armed Felony Offense (AFO) tag for crimes which are defined as Armed Felony Offenses, and permits optional insertion of an AFO tag for crimes which may be Armed Felony Offenses.
- The user may request a tag stating "The subject matter of this Count being different from that of the (nth) Count".
- Functions are provided to allow user modification, addition, or deletion of charge texts and variables.
- The user may request partial printing of an indictment (as when only one page has been changed).

INFORMATION FLOW

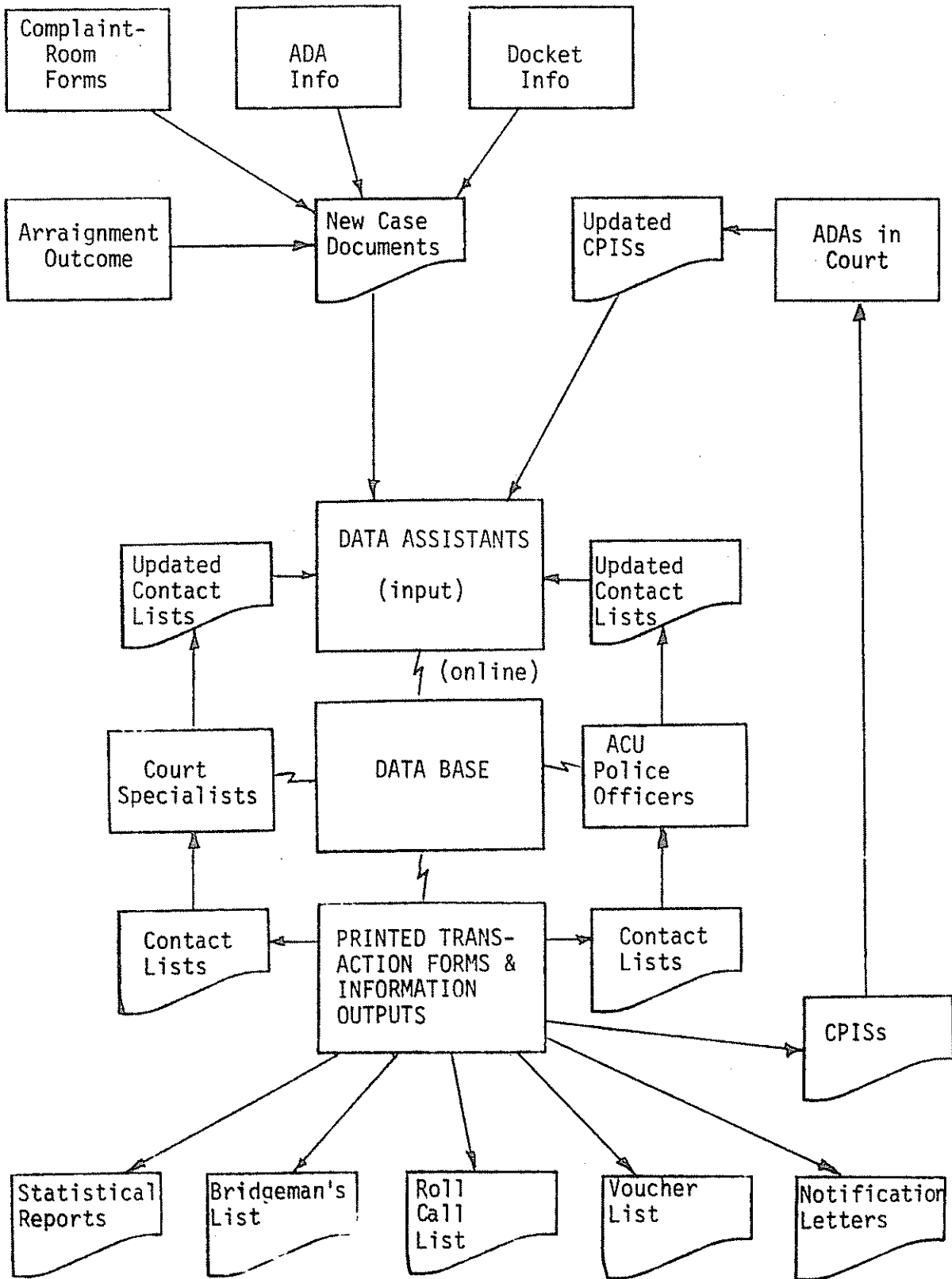
(See Inputs and Outputs). It has probably become clear that many of the input/output stages in the VSA computer system overlap. Due to the cyclical nature of reporting, many documents are generated, processed, and re-input. The CPIS is a dynamic example of this turnaround information cycle. As an output, it includes header information (docket, defendant) and detailed witness appearance information. When the ADA receives the CPIS, he derives the benefits of system output, and then proceeds to mark the court outcome and his notes and recommendations for the next hearing on the same form. The form is then returned to VSA for data entry, and the cycle begins again.

The following figures present this information flow in two formats--one organized by operational units, and the other simply as a diagram of inputs and outputs.

SYSTEMS INFORMATION FLOW



INFORMATION FLOW
OPERATIONAL UNITS



FUTURES

The technologically advanced computer data base at VSA is continually developing. The system has been in operation for three years, but substantial changes are still being made in the system design -- changes which will make the system more efficient and adaptable. In addition, the burgeoning fields of prosecutor information management and victim services are continually presenting new challenges for the growing data base at VSA.

Management information reporting represents a large untapped potential for the VSA data base. Much valuable information already contained in the data base could be reported to the District Attorney or the Police Department in a meaningful and useful format with only limited additional resources. For example, since the VSA data base already includes detailed and accurate calendar information, it would be relatively easy to provide ADAs with advance calendars to aid in early preparation of cases before the hearing date. Likewise, since charges are already included in the data base, fairly elaborate charge analysis could be applied either to advance calendars, volume, outcome, or other management statistics for the DA, the Police Department, etc.

In an expanded environment, of course, the entire issue

of court scheduling presents an ideal application for centralized information management. Whereas VSA is currently limited to suggesting dates, a coordinated scheduling system -- involving prosecution, defense, and court schedules -- could vastly reduce or even eliminate the need for multiple adjournments, since court dates would be scheduled centrally in such a way as to assure the presence of all necessary "ingredients" thus obviating most reasons for adjournments. Such a level of efficiency could save countless hours of time at every stage in the criminal justice process.

In general, the initial establishment of a court data base represents the most difficult and expensive step in court computerization. However, once the data base is established -- including the common of framework of dispositions, charges, calendars, etc. -- additional users can be served through relatively minor adjustments in data elements and outputs. Thus, the cost for each additional user is very small, once the data base has been initialized. This add-on philosophy is readily applicable both to VSA and to other criminal justice systems which are currently operational in various boroughs of New York City.

The promise of such extended applications, and their accompanying efficiency, could save countless hours of time at every stage of the criminal justice process, while

simultaneously providing an automated information base serving uniting all of the many fragments which currently comprise criminal justice systems in large, high-volume jurisdictions.

APPENDIX A

Victim services Offered by VSA

- Transportation - through a special arrangement with a local taxi company VSA provides free transportation to and from court for civilian victims/witness who are elderly or disabled, or who have been intimidated by defendants and can therefore appear in court only if escorted. This transportation service is available for all points in the borough of Brooklyn.

- The Victim Services Reception Center - located on the 8th floor of the Criminal Court building, this center provides a secure and pleasant place for prosecution witnesses to await their court appearance, and an escort service to help witnesses find the correct court part. Coffee, magazines, and television are also provided.

- The Victim Services Hotline - this service is available 12 hours per day. Victims of crime may call for counseling, or referral.

- Counseling/Referral - Social workers and other staff are available to witnesses to aid in counseling and referrals to other agencies. Special help is provided to crime victims in submitting claims to the Crime Victims Compensation Board (CVCB).

- Children's Play Center - staffed by a licensed teacher and a bilingual assistant, the Children's Play Center, located on the fifth floor of the Court Building, will provide child-care services for children between the ages of three and eight while their parents are appearing in court.

- Mediation Screening - In the course of arrest processing, VSA screens complainants for referral to mediation as a potential alternative to prosecution in ongoing interpersonal disputes.

- Restitution - In cases where the defendant is ordered by the Court to make restitution payments to the complainant, VSA administers the process, accepting checks from the defendant and arranging disbursement of payments to victims.

APPENDIX B

Data Elements

Civilian Information

Name
V/WAP Number (each case)
Type of Witness (each case)
Mailing Address, c/o city/state, zip (Valid?)
Home Address, c/o, city/state, zip (Valid?)
Business Address, c/o, city/state, zip (Valid?)
Home Phone
Business Phone
Message/Other Phone
Comments (each case)
Alertability (each case)
Received Medical Treatment (Crime Victim's Compensation Board)
Services Needed (Transportation, Daycare, Referral, etc.)
Sex
Live With Defendant? (each case)
Internal Comments
Present in C/R

Police Information

Name
V/WAP Number (each case)
Rank
Shield
Force
Command
Tax Registry Number
Squad
Chart
Assaulted (each case)
Prisoner Made CCRB Complaint?
Voucher Number and Property Description
Lab Reports Requested
Internal Comments
Type of Witness

APPENDIX C

Witness Appearance Codes

Mnemonics

STATUS	A	Alert
	M	Must Appear
	D	Disposed
	E	Excused
	U	Unstated (po's only)
MODE OF CONTACT	P	Phone out
	I	Phone incoming (civilians only)
	L	Letter (civilians only)
	T	Teletype (po's only)
	C	Community rep (civilians only)
	N	Notif in Court (arraignment and/or complaint room) (civilians only)
	X	No information on witness
	S	Subpoena
EXPECTATION	W	Will appear
	U	Unable to appear
	R	Refused to appear (civilians only)
	X	Can't contact (civilian only)
	F	No feedback
	S	Short date Unable to contact

APPEARANCE STATUS TRANSLATIONS

**** CIVILIANS ****

A/C/W ON ALERT
ON ALERT
A/I/W ON ALERT
ON ALERT
A/N/F ON ALERT
ON ALERT
A/N/W ON ALERT
ON ALERT
A/P/F ON ALERT
ON ALERT
A/P/W ON ALERT
ON ALERT
E// EXCUSED
EXCUSED
M/C/C CASE UPDATED VIA COMPLETED CAL. VWAP UNABLE TO NOTIFY
NO/ADJ/INF
M/C/F COMMUNITY REP LEFT NOTIFICATION LETTER
REP/LETTER
M/C/Q NOTIFIED BY COMMUNITY REP
REP/NOTIF
M/C/R REFUSED TO APPEAR PER COMMUNITY REP
REP/REFUSD
M/C/U UNABLE TO APPEAR PER COMMUNITY REP
REP/UNABLE
M/C/W AGREED TO APPEAR PER COMMUNITY REP
REP/AGREED
M/C/X COMMUNITY REP UNABLE TO LOCATE WITNESS
UNLOCATABL
M/F/C VWAP NOT ADVISED OF CORRECT ADJ DATE---UNABLE TO NOTIFY
NO/ADJ/INF
M/I/Q NOTIFIED BY PHONE
PHONE/NOTF
M/I/R CW CALLED - REFUSED TO APPEAR
PH/REFUSED
M/I/U CW CALLED - UNABLE TO APPEAR
PHN/UNABLE
M/I/W CW CALLED - AGREED TO APPEAR
PHN/AGREED
M/L/F NOTIFIED BY LETTER
LETR/SENT
M/L/X LETTER RETURNED - ADDRESS INVALID
INVAL/ADD
M/M/F PER ECAB APPROVAL, WITNESS REFERRED TO MEDIATION
MEDIATION
M/N/E WITNESS NOT NEEDED PER ADA - COMPLAINT ROOM EXC/ECAB

M/N/G NOTIF.TO APPEAR ON AN EARLIER DATE FOR G.J. W/O
G.J. W/O

M/N/Q NOTIFIED IN COURT
IN/COURT

M/N/R NOTIFIED IN COURT - REFUSED TO APPEAR
CT/REFUSED

M/N/U NOTIFIED IN COURT - UNABLE TO APPEAR
CT/UNABLE

M/N/W NOTIFIED IN COURT - AGREED TO APPEAR
CT/AGREED

M/P/F NOTIFIED BY PHONE - MESSAGE LEFT FOR CW
PHONE/MSG

M/P/G NOTIF.TO APPEAR 5TH FL.DA'S OFFICE-- POSSIBLE G.J. W/O
G.J. W/O

M/P/Q NOTIFIED BY PHONE
PHONE/NOTF

M/P/R NOTIFIED BY PHONE - REFUSED TO APPEAR
PH/REFUSED

M/P/S UNABLE TO CONTACT - SHORT DATE
NOT/NOTIF

M/P/U NOTIFIED BY PHONE - UNABLE TO APPEAR
PHN/UNABLE

M/P/W NOTIFIED BY PHONE - AGREED TO APPEAR
PH/AGREED

M/P/X UNABLE TO REACH BY PHONE
NO/PHONE

M/S/F F.V.P. C A S E---SUBPOENA SENT
FVP/SUBPNA

M/S/Q CW SUBPOENAED DUE TO PREVIOUS FAILURES TO APPEAR
SUB/F/T/A

M/S/S SUBPOENA SENT
SUBPOENAED

M/S/W GOVT EMPLOYEE - SUBPOENAED - EXPECTED TO APPEAR
SUBPOENAED

M/S/X SUBPOENA RETURNED-INVALID ADDRESS
SUB-RETURN

M/X/X VWAF HAS NO CONTACT INFO ON THIS WITNESS - PLEASE SUPPLY
NO-INFO

POLICE

A// ON ALERT
ON ALERT
A/I/W ON ALERT
ON ALERT
A/N/F ON ALERT
ON ALERT
A/N/W ON ALERT
ON ALERT
A/P/F ON ALERT
ON ALERT
A/P/W ON ALERT
ON ALERT
E// EXCUSED
EXCUSED
M/C/C CASE UPDATED VIA COMPLETED CAL. VWAP UNABLE TO NOTIFY
NO/ADJ/INF
M/F/C VWAP NOT ADVISED OF CORRECT ADJ DATE---UNABLE TO NOTIFY
NO/ADJ/INF
M/N/E WITNESS NOT NEEDED PER ADA - COMPLAINT ROOM
EXC/ECAB
M/N/G NOTIF.TO APPEAR ON AN EARLIER DATE FOR G.J. W/O
G.J. W/O
M/N/P NOTIFIED THROUGH PRE-ARRAIGNMENT PROCESS
PRE-ARRGMT
M/N/Q NOTIFIED IN COURT AT LAST ADJOURNED DATE
IN/COURT
M/F/G NOTIF.TO APPEAR 5TH FL.DA'S OFFICE-POSSIBLE G.J. W/O
G.J. W/O
M/F/Q NOTIFIED BY PHONE
PHONE/NOTF
M/F/S UNABLE TO CONTACT -- SHORT DATE
NOT/NOTIF
M/F/U UNABLE TO APPEAR
UNABLE
M/F/W NOTIFIED TO APPEAR
TO APPEAR
M/F/X UNABLE TO CONTACT
NOT/NOTIF
M/S/F F.V.P. C A S E
F.V.P.
M/S/S SUBPOENA SENT
SUBPOENAED
M/S/W GOVT EMPLOYEE -- SUBPOENAED -- EXPECTED TO APPEAR
SUBPOENAED
M/S/X SUBPOENA RETURNED--INVALID ADDRESS
SUB-RETURN
M/T/F NOTIFIED BY TELETYPE
TELETYPED
M/X/X VWAP HAS NO CONTACT INFO ON THIS WITNESS -- PLEASE SUPPLY
NO-INFO

APPENDIX D

Court Outcome Codes/Reasons

Adjournments

- 101 Civilian Absent
- 102 PO Absent
- 103 Other Prosecution Adjournment *
- 104 Defense Adjournment *
- 105 Other Adjournment *

Dismissals

- 201 Civilian Absent
- 202 C/W Withdrew Charges
- 203 PO Absent
- 204 Evidence Insuff/Unavail
- 205 Consolidation
- 206 Other

Other Dispositions

- 300 Bench Warrant
- 400 Plead Guilty
- 501 Transferred G.J.
- 502 Transferred FAMCT
- 503 Transferred Other
- 600 ACD
- 700 Trial - Acquitted
- 800 Trial - Found Guilty
- 900 Other

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