Criminal Justice System Informatics Analysis

A review of the primary criminal justice databases in Georgia

Presented to: Dr. Jean Gearing
Georgia Statistical Analysis Center Director
Governor's Criminal Justice Coordinating Council
Atlanta, GA

October 9, 2008

ARS
APPLIED RESEARCH SERVICES, INC.

Table of Contents

This report describes criminal justice databases in Georgia, providing detailed information on each data collection system. The purpose of this investigation is (1) to inform the Governor's Criminal Justice Coordinating Council (CJCC) Statistical Analysis Center (SAC) on the key data points collected by Georgia's primary criminal justice agencies, (2) to provide the basic understanding of how the data is stored, and (3) to provide information regarding the potential for linking databases for research and reporting purposes.

The report is divided into sections by agency. Each section begins with a narrative highlighting key information about each database. These discussions include information about the key indicators collected in each database, current data reporting practices, access agreements required for data sharing, barriers to data exchange, and ways in which the data are used both internally and by external agencies. Detailed data tables follow the narrative to further foster database understanding. When available, tables outlining the specific data fields (record layouts) are included. The following agencies provided detailed information about their data systems for inclusion in this report:

- Georgia Department of Corrections
- Georgia Department of Community Affairs
- Administrative Office of the Courts of Georgia
- Georgia Bureau of Investigations
- Georgia Governor's Criminal Justice Coordinating Council
- Georgia Board of Pardons and Paroles

The information about each agency database was gathered through direct communications with representatives of each state agency. The identity of each person providing this information is included on the data table for each database, as is information on whom to contact for further information. The majority of the information in this report was garnered through detailed telephone interviews and in-person meetings with agency personnel. Supplemental information was collected via email communication.

Georgia Department of Corrections – Offender Tracking Information System (OTIS) and SCRIBE

Offender Tracking Information System (OTIS)

The Georgia Department of Corrections (DOC) maintains two primary databases. The first is the Offender Tracking Information System (OTIS) which houses all information on offenders going through the penal system of this state. All data collected during the inmate classification process is included in OTIS, as is all information collected during prison incarceration (i.e. behavior, programming, facility transfers). OTIS is a very complex and detailed database containing hundreds of data fields. OTIS data can be used to monitor many key criminal justice indicators in this state including: number of persons incarcerated in Georgia prisons, number of persons incarcerated for specific offenses, number of persons incarcerated with mental health problems, number of persons incarcerated with substance abuse problems, average number prior incarcerations among imprisoned population, average age of incarcerated offenders, average age of incarcerated offenders for specific offenses, and geographic origin of incarcerated offenders (i.e. which county or judicial circuit sends the largest number of convicted sex offenders to Georgia prisons).

DOC uses data from OTIS for a number of purposes including planning and program evaluation. Many other agencies also rely on OTIS data. These agencies include law enforcement, media outlets, researchers, state agencies that assist with offender re-entry, and individuals requesting data via open records requests.

In order to secure OTIS data, CJCC would need to meet with the Commissioner of Corrections (or his designee) to discuss how OTIS would be used, housed, secured, and disseminated. User agreements would also likely be needed. A host of technical issues in transferring the data are foreseen due to the size and complex nature of the database. Information technology personnel would need to be consulted to determine the resources that would be required at CJCC to house OTIS. Of special note is that DOC expects to replace OTIS with another database called Scribe

in mid-2009. Archived data will not be transferred to SCRIBE, but all new agency data will only be entered into SCRIBE after the replacement occurs.

Tim Carr at DOC, who provided the information on OTIS, said that a transfer of the full OTIS database to CJCC would be a very difficult task. He believed that a much simpler option will soon be available which will not only provide access to OTIS, but also to DOC's SCRIBE and Parole's Case Management System and CONS databases as well. An Oracle database is in development called "The Data Warehouse" which will provide access to authorized users of these four databases via the internet. This option provides CJCC staff with access to all of the data in each database without having to physically transfer the actual databases to a CJCC computer. An exact roll-out date has not been set for the Data Warehouse, but it is expected to be operational by the summer of 2009. More details on the Warehouse will become available as the roll-out date gets closer.

SCRIBE

The second database maintained by DOC is SCRIBE. SCRIBE is a newer program that is being used to house information on offenders sentenced to prison and probation. As of early 2008 information on prisoners has been entered into both OTIS and SCRIBE. It is expected that SCRIBE will fully replace OTIS in the summer of 2009. Archival data from OTIS will not be transferred into SCRIBE, but it will become the place where all new inmate data is housed. Scribe data can serve the same purposes discussed above for OTIS in terms of monitoring criminal justice indicators because it contains the same types of data. The data will also be used the same as OTIS internally by DOC to help with planning and evaluation, and it will become a primary source to fulfill outside requests for data.

As with securing OTIS data, CJCC would need to meet with the Commissioner of Corrections to discuss pertinent data issues, sign user agreements, and work with IT personnel to figure out data transfer issues. Also as discussed above, Tim Carr believes that The Data Warehouse will be a much less cumbersome avenue for CJCC to access SCRIBE data.

Agency:	**Georgia Department of Corrections (DOC)**
Database name:	**OTIS (Offender Tracking Information System)**
Info provided by:	Mr. Tim Carr, Consultant, Department of Corrections
Who manages the data?	The Georgia Technology Authority (GTA) owns the hardware and telecommunications network, but the data is managed by DOC.
What type of data is collected/housed in this database?	OTIS has been the primary database that has housed DOC data including all information collected: at prison classification, data collected during an inmate incarceration (including such things as institutional behavior and programming), prison transfer data, and release processing information. OTIS also contains probationer information, including program data and restitution/fee payments. Note that OTIS will soon be replaced by a database called SCRIBE. The tentative schedule is that OTIS will be replaced in approximately one year (mid-2009).
How is the data collected?	Approximately 80% of the data in OTIS is entered by persons in the field (such as data entry clerks within the prisons, counselors, and classification staff). The remaining 20% of data is entered by central office staff. Central office enters sensitive data such as information on inmate movements between prisons.
How is the data stored?	OTIS uses a UNISYS mainframe and uses Cobalt & DMS programming.
How is the data analyzed?	OTIS contains thousands of data tables which are most often exported into ASCII data files and then pulled into the data analysis software of choice. Internally the data is usually pulled into SPSS or Excel for analysis and graphing purposes. OTIS also has an "inmate research file" which contains extracts of about 15 of the most used OTIS data tables that have been denormalized and linked by offender identifiers. This file can also be exported in an ASCII format and pulled into other statistical software packages for analysis.
How is the collected data used internally by the agency?	The data is used by DOC for a variety of purposes, including: program evaluation, producing counts of certain types of inmates (i.e. how many inmates currently have Level III or above mental health needs?), as well as program and service planning.
How do external agencies use the data?	OTIS data is used by many agencies such as: - Law enforcement agencies conducting criminal investigations - Federal requests for statistics on Georgia prisoners - Federal Aviation Authority background checks on potential pilots - The Social Security Administration to ensure that disability payments are not being made to prisoners - Researchers investigating issues related to inmates - Media requests for data for any number of reasons - Other state agencies providing services to inmates upon release seeking data to help with program planning and capacity building - Public information requests/open records act requests for data - Re-entry program with Department of Human Resources and the Labor Department which focuses on cooperation and information-sharing between agencies
In what format is data provided to	For persons wanting to analyze OTIS data (such as researchers), permission may be granted to release part/all of the inmate research file. Most data requests

external agencies?	are fulfilled by providing statistical reports and/or graphical depictions of the data requested.
Can the data be accessed via the internet?	Raw data is not available online, however frequently requested and pre-determined statistics are posted and regularly updated on the agency's website.
How is the data reported?	The data is reported internally when requested by managers (such as acquiring data for agency presentations). Managers can access most of the data they want directly from OTIS, but central office staff can run reports for more complex needs. The data is reported to external requestors via the internet, or through statistical reports/graphs.
Are there key identifiers that link persons to data?	Key individual identifiers in OTIS include: name, race, sex, date of birth, SID, social security number, FBI number, and an UNO (also known as a GDC ID number). It is cautioned that there are many data entry errors in the identifier fields. The most error prone field is the SID, where it is estimated that one in 14 persons has a number that has been incorrectly data entered. It is recommended that the linking of individuals to other databases be done using probability programs that use multiple personal identifiers.
Is there a code book that defines key data elements?	There is not a code book for OTIS. A code book does exist for the Inmate Research File, a regularly produced OTIS extract which contains approximately 25% of the data tables in OTIS. A copy of the OTIS Inmate Research File code book has been included on disk with this report.
What would CJCC need to do in order to gain access to the database?	CJCC would need to secure permission from the Commissioner of Corrections to access OTIS, and there would also need to be a discussion with the IT personnel of DOC to work out technical issues involved with data-sharing.
What type of computer software/hardware would CJCC need to access the database?	Transferring the enormous OTIS database poses huge technical issues. The best option would likely be for CJCC to have a terminal with access to the data via the internet. Most likely an ordinary computer with internet access would be sufficient. An extract of the inmate research file could easily be housed on a standard computer and pulled into most statistical software packages for analysis.
Agency Contact Person:	Tim Carr, Consultant, DOC 404-463-8702 carrt00@dcor.state.ga.us
Notes:	Tim believes that the OTIS database is so large and cumbersome that it would be incredibly difficult for CJCC staff to use for reporting and analysis. He suggests that The Data Warehouse (a joint effort between DOC and Parole) would be a much better option. The Warehouse will house both DOC databases (OTIS and Scribe), as well as Parole's Case Management System and CONS. The Data Warehouse will be an Oracle database and it is estimated to be operational in the field in about a year (summer of 2009). The Warehouse will be accessed by approved users over the internet. The data will be housed by the correctional agencies, but the user will have access to all information in these databases through the online Warehouse. Once The Data Warehouse is closer to becoming operational in the field, more details will become available.

Data Fields Collected in DOC's OTIS Database Extraction – Inmate Research File	
Data Field Names	**Data Field Descriptions (as listed in Inmate Research File "Bible")**
Active-Release Flag	Active-Release Flag
M-Record-Key	M-RECORD-KEY
M-Top-of-Chain	M-TOP-OF-CHAIN
M-Prior-Record-Key	M-PRIOR-RECORD-KEY
M-Recs-In-Chain	M-RECS-IN-CHAIN
M-Active-Inmate-Flag	M-ACTIVE-INMATE-FLAG
M-Active-Parole-Flag	M-ACTIVE-PAROLE-FLAG
M-First-Offender-Status	M-FIRST-OFFENDER-STATUS
M-Alien-Detainer-Flag	M-ALIEN-DETAINER-FLAG
M-Active-Probation-Flag	M-ACTIVE-PROBATION-FLAG
M-First-Ever-Conviction	M-FIRST-EVER-CONVICTION
M-UNO	M-UNO
M-Inmate-Type	M-INMATE-TYPE
M-Inmate-No-Suffix	M-INMATE-NO-SUFFIX
M-Inmate-No-Suffix-6	M-INMATE-NO-SUFFIX-6
M-Inmate-Name	M-INMATE-NAME
M-Alias-1	M-ALIAS-1
M-Pers-Rec-Name	M-PERS-REC-NAME
M-SB440-Flag	M-SB440-FLAG
M-SB441-Flag	M-SB441-FLAG
M-Race-Code	M-RACE-CODE
M-Race-Group	M-RACE-GROUP
M-Sex-Code	M-SEX-CODE
M-Ethnicity	M-ETHNICITY
M-Citizenship	M-CITIZENSHIP
M-Birthdate	M-BIRTHDATE
M-Current-Age	M-CURRENT-AGE
M-Inm-Curr-Height	M-INM-CURR-HEIGHT
M-Inm-Curr-Weight	M-INM-CURR-WEIGHT
M-Street-Address	M-STREET-ADDRESS
M-City	M-CITY
M-State	M-STATE
M-Zip-Code	M-ZIP-CODE
M-Zip-Suffix	M-ZIP-SUFFIX
M-FBI-No	M-FBI-NO
M-SSN	M-SSN
M-Top-of-Chain-Flag	M-TOP-OF-CHAIN-FLAG
M-Verdict-Plea-Flag	M-VERDICT-PLEA-FLAG
M-SID-No	M-SID-NO
M-SID-Ct	M-SID-CT
M-Next-Kin-Name	M-NEXT-KIN-NAME
M-Next-Kin-Type	M-NEXT-KIN-TYPE
M-Next-Kin-Street	M-NEXT-KIN-STREET
M-Next-Kin-City	M-NEXT-KIN-CITY
M-Next-Kin-State	M-NEXT-KIN-STATE
M-Next-Kin-Zip	M-NEXT-KIN-ZIP
M-Next-Kin-Zip-Suff	M-NEXT-KIN-ZIP-SUFF
M-File-Creation-Date	M-FILE-CREATION-DATE
M-Num-Prior-Incars	M-NUM-PRIOR-INCARS
M-Home-County	M-HOME-COUNTY
M-Urb-Rur-Indic-Cnty	M-URB-RUR-INDIC-CNTY
M-Urb-Rur-Indic-City	M-URB-RUR-INDIC-CITY
M-State-of-Birth	M-STATE-OF-BIRTH

M-Country-of-Birth	M-COUNTRY-OF-BIRTH
M-Employment-Status	M-EMPLOYMENT-STATUS
M-Religion-Code	M-RELIGION-CODE
M-Religious-Attendance	M-RELIGIOUS-ATTENDANCE
M-Inmate-Social-Class	M-INMATE-SOCIAL-CLASS
M-type-Environment	M-TYPE-ENVIRONMENT
M-Guardian-Status	M-GUARDIAN-STATUS
M-Marital-Status	M-MARITAL-STATUS
M-No-of-Children	M-NO-OF-CHILDREN
M-Living-Arrangements	M-LIVING-ARRANGEMENTS
M-Educational-Level	M-EDUCATIONAL-LEVEL
M-Old-WRAT-SAT-Score	M-OLD-WRAT-SAT-SCORE
M-WRAT-Read-Score	M-WRAT-READ-SCORE
M-WRAT-Math-Score	M-WRAT-MATH-SCORE
M-WRAT-Spel-Score	M-WRAT-SPEL-SCORE
M-IQ-Score	M-IQ-SCORE
M-IQ-Test-Type	M-IQ-TEST-TYPE
M-Occ-Skill-1	M-OCC-SKILL-1
M-Occ-Skill-2	M-OCC-SKILL-2
M-Occ-Skill-3	M-OCC-SKILL-3
M-Occ-Skill-4	M-OCC-SKILL-4
M-Prob-Abscond-Data	M-PROB-ABSCOND-DATA
M-Prob-Abscond-Date	M-PROB-ABSCOND-DATE
M-Prob-Abscond-Code	M-PROB-ABSCOND-CODE
M-Prob-Abscond-Case-No	M-PROB-ABSCOND-CASE-NO
M-Prob-Abscond-Circ-Off	M-PROB-ABSCOND-CIRC-OFF
M-Par-Brd-Par-Sepc-Cond-Area	M-PAR-BRD-PAR-SPEC-COND-AREA
M-Cum-Discip-Violent	M-CUM-DISCIP-VIOLENT
M-Cum-Discip-Nonviolent	M-CUM-DISCIP-NONVIOLENT
M-Cum-Discip-Total	M-CUM-DISCIP-TOTAL
M-Prob-Follows-Mos	M-PROB-FOLLOWS-MOS
M-Judicial-District	M-JUDICIAL-DISTRICT
M-Static-Risk-Score	M-STATIC-RISK-SCORE
Overall condition (physical)	"P" Overall condition ("P"hysical)
Upper body	"U" Upper body
Lower body	"L" Lower body
Hearing	"H" Hearing
Vision	"E" Vision ("E"yes)
Psychiatric	"S" Psychiatric
Dental	"D" Dental
Work ability	"W" Work ability
Impairment	"I" Impairment
Transportability	"T" Transportability
M-Med-Prof-Restrict-1-and-2	M-MED-PROF-RESTRICT-1 and -2
M-Med-Prof-3-4-Flag	M-MED-PROF-3-4-FLAG
M-Recidivist-Flag	M-RECIDIVIST-FLAG
M-Diag-Behav-Code-1	M-DIAG-BEHAV-CODE-1
M-Diag-Behav-Code-2	M-DIAG-BEHAV-CODE-2
M-Diag-Behav-Code-3	M-DIAG-BEHAV-CODE-3
M-Diag-Behav-Code-4	M-DIAG-BEHAV-CODE-4
M-Diag-Behav-Code-5	M-DIAG-BEHAV-CODE-5
M-Drug-Behav-Prob	M-DRUG-BEHAV-PROB
M-Alc-Behav-Prob	M-ALC-BEHAV-PROB
M-Fam-Behav-Code-1	M-FAM-BEHAV-CODE-1
M-Fam-Behav-Code-2	M-FAM-BEHAV-CODE-2
M-Fam-Behav-Code-3	M-FAM-BEHAV-CODE-3
M-Fam-Behav-Code-4	M-FAM-BEHAV-CODE-4
M-Fam-Behav-Code-5	M-FAM-BEHAV-CODE-5

M-Type-Mil-Disch	M-TYPE-MIL-DISCH
M-Type-Mil-Branch	M-TYPE-MIL-BRANCH
M-Drug-Behav-Flag	M-DRUG-BEHAV-FLAG
M-Alc-Behav-Flag	M-ALC-BEHAV-FLAG
M-Drug-Alc-Behav-Flag	M-DRUG-ALC-BEHAV-FLAG
M-In-Out-Status	M-IN-OUT-STATUS
M-In-Out-Reason	M-IN-OUT-REASON
M-Init-Asg-Inst	M-INIT-ASG-INST
M-Conversion-Flag	M-CONVERSION-FLAG
M-Age-at-Sentencing	M-AGE-AT-SENTENCING
M-Diagnostic-Inm	M-DIAGNOSTIC-INM
M-Type-Admission	M-TYPE-ADMISSION
M-Age-at-Admission	M-AGE-AT-ADMISSION
M-Age-at-Adm-Group	M-AGE-AT-ADM-GROUP
M-Shock-Inc-Status	M-SHOCK-INC-STATUS
M-Active-Detainer-Flag	M-ACTIVE-DETAINER-FLAG
M-Prev-Death-Sent	M-PREV-DEATH-SENT
M-Probation-Follows	M-PROBATION-FOLLOWS
M-Holiday-Lv-Ct	M-HOLIDAY-LV-CT
M-Probable-Rel-Type	M-PROBABLE-REL-TYPE
M-Passive-Resistor-Flag	M-PASSIVE-RESISTOR-FLAG
M-Primary-Language	M-PRIMARY-LANGUAGE
M-Secondary-Language	M-SECONDARY-LANGUAGE
M-Hispanic-Flag	M-HISPANIC-FLAG
M-Total-Courts	M-TOTAL-COURTS
M-Total-Sentences	M-TOTAL-SENTENCES
M-Sent-Length-Days	M-SENT-LENGTH-DAYS
M-Sent-Length-Yrs	M-SENT-LENGTH-YRS
M-Sent-Length-Group	M-SENT-LENGTH-GROUP
M-Current-Escapes	M-CURRENT-ESCAPES
M-Escape-Institution	M-ESCAPE-INSTITUTION
M-Days-on-Curr-Escape	M-DAYS-ON-CURR-ESCAPE
M-Serv-Days-to-Escape	M-SERV-DAYS-TO-ESCAPE
M-Serv-Days-Inst-Escape	M-SERV-DAYS-INST-ESCAPE
M-Total-Escape-Ct	M-TOTAL-ESCAPE-CT
M-Curr-Security-code	M-CURR-SECURITY-CODE
M-Curr-Inst	M-CURR-INST
M-Tran1-Inst	M-TRAN1-INST Most recent transfer-from Insti
M-Tran1-Days	M-TRAN1-DAYS Days in Transfer from Instituti
M-Tran2-Days	M-TRAN2-DAYS Days in Transfer 2 Institution
M-Tran2-Reas	M-TRAN2-REAS Reason for Transfer 2
M-Tran3-Inst	M-TRAN3-INST Transfer 3 from Institution
M-Tran3-Days	M-TRAN3-DAYS Days in Transfer 3 Institution
M-Tran3-Reas	M-TRAN3-REAS Reason for Transfer 3
M-Profile-Date	M-PROFILE-DATE Physical Profile Date
M-MH-Level-Highest-Ever	M-MH-LEVEL-HIGHEST-EVER Highest Mental Heal
M-MH-Level-Most-Recent	M-MH-LEVEL-MOST-RECENT Most Recent Mental He
M-Pers-Prob-Count	M-PERS-PROB-COUNT # Of Probation Cases
M-Pers-Prob-BC-Count	M-PERS-PROB-BC-COUNT # Of Probation Boot Cam
M-Pers-Prob-DetT-Count	M-PERS-PROB-DET-COUNT # Of Probation Detenti
M-Pers-Prob-Div-Count	M-PERS-PROB-DIV-COUNT # Of Probation Diversi
M-Pers-Prob-Inc-Count	M-PERS-PROB-INC-COUNT # Of Probation INC(?)
M-Pers-Inm-BC-Count	M-PERS-INM-BC-COUNT # Of Inmate Boot Camp Ep
M-Boot-Camp-Status	M-BOOT-CAMP-STATUS Current Boot Camp Status
M-BC-Process-Begin-Date	M-BC-PROCESS-BEGIN-DATE Boot Camp Process St
M-BC-Status-Change-Date	M-BC-STATUS-CHANGE-DATE Boot Camp Status Cha
M-BC-Total-Days	M-BC-TOTAL-DAYS Boot Camp Total Days
M-Prior-BC-Status	M-PRIOR-BC-STATUS Boot Camp Prior Status

M-Prior-BC-Change-Date	M-PRIOR-BC-CHANGE-DATE Boot Camp Prior Chang
M-Hair-Color	M-HAIR-COLOR Hair Color Codes
M-Eye-Color	M-EYE-COLOR Eye Color Codes
M-Skin-Color	M-SKIN-COLOR Skin Color Codes
M-Par-Em-Flag	M-PAR-EM-FLAG
M-Par-File-Location	M-PAR-FILE-LOCATION
M-Par-File-Employee	M-PAR-FILE-EMPLOYEE
M-Par-Discharge-Reason	M-PAR-DISCHARGE-REASON
M-Par-Date-of-Discharge	M-PAR-DATE-OF-DISCHARGE
M-Par-Last-Begin-Date	M-PAR-LAST-BEGIN-DATE
M-Par-Date-Absconded	M-PAR-DATE-ABSCONDED
M-Par-Curr-Distr-No	M-PAR-CURR-DISTR-NO
M-Par-Curr-Sub-Off	M-PAR-CURR-SUB-OFF
M-HIV-First-Test-Date	M-HIV-FIRST-TEST-DATE HIV 1st Test Date
M-HIV-Last-Test-Date	M-HIV-LAST-TEST-DATE HIV Most Recent Test Da
M-HIV-First-Results	M-HIV-FIRST-RESULTS HIV 1st Test Results
M-HIV-Last-Results	M-HIV-LAST-RESULTS HIV Most Recent Test Resu
M-No-HIV-Tests	M-NO-HIV-TESTS Number Of HIV Tests
M-HIV-First-Level	M-HIV-FIRST-LEVEL HIV 1st Test Result Level
M-HIV-Last-Level	M-HIV-LAST-LEVEL HIV Most Recent Test Result
M-Med-Drug-Code	M-MED-DRUG-CODE
M-Med-Psychotropic-Flag	M-MED-PSYCHOTROPIC-FLAG
M-Prev-Par-Guide-Flag	M-PREV-PAR-GUIDE-FLAG
M-Total-Trans	M-TOTAL-TRANS
M-Non-Run-Time-In-Days	M-NON-RUN-TIME-IN-DAYS Days of Non-running T
M-Jail-Credit-Days	M-JAIL-CREDIT-DAYS Days of Jail Credit Time
M-Sent-To-Prob-Rel	M-SENT-TO-PROB-REL Days From Sentence Began
M-Admit-To-Prob-Rel	M-ADMIT-TO-PROB-REL Days from Admission to P
M-Present-To-Prob-Rel	M-PRESENT-TO-PROB-REL Days from Now to Proba
M-Jail-Max-Out-Status	M-JAIL-MAX-OUT-STATUS
M-Temp-Rel-Flag	M-TEMP-REL-FLAG Temporary Release Flag
M-Release-Code	M-RELEASE-CODE Release Code
M-Death-Type	M-DEATH-TYPE Death Type Code
M-Departure-Code-Group	M-DEPARTURE-CODE-GROUP Release Code Group
M-Age-At-Release	M-AGE-AT-RELEASE Age at Release
M-Serv-Days-Prsn-Only	M-SERV-DAYS-PRSN-ONLY (Time Served in Days,
M-Serv-Days-Prsn-Jail	M-SERV-DAYS-PRSN-JAIL Time Served in Days, P
M-Serv-Yrs-Prsn-Jail	M-SERV-YRS-PRSN-JAIL Time Served in Years, P
M-Pct-Sent-Serv	M-PCT-SENT-SERV Percent of Sentence Served
M-GBMI-Flag	M-GBMI-FLAG GBMI/GBMR Flag
M-CC-Life-Sent-Flag	M-CC-LIFE-SENT-FLAG Concurrent Life Sentence
M-Adm-New-Or-Rev	M-ADM-NEW-OR-REV New Case vs Any Revocation
M-Serv-Days-Fm-Subsidy	M-SERV-DAYS-FM-SUBSIDY Days Srve Since Jail
M-Adm-New-Prob-Par	M-ADM-NEW-PROB-PAR New vs Prob Rev vs Par Re
M-Par-Rev-Reason	M-PAR-REV-REASON Parole Revocation Reason
M-Super-Person-Flag	M-SUPER-PERSON-FLAG Super Person Flag
M-Curr-Off-1	M-CURR-OFF-1 Current Offense 1
M-Curr-Off-2	M-CURR-OFF-2 to -10 Current Offense 2 -
M-Prior-Off-1-to-10	M-PRIOR-OFF-1 TO -10 Prior Offenses 1 -
M-OC	M-OC variables -- Prior OTIS-wide convi
M-Par-Guide-Compute-Fr-Dt	M-PAR-GUIDE-COMPUTE-FR-DT
M-Inm-Sent-Compute-Fr-Date	M-INM-SENT-COMPUTE-FR-DATE.
M-Chosen-Compute-Fr-Date	M-CHOSEN-COMPUTE-FR-DATE.
M-Chosen-Compute-Fr-Choice	M-CHOSEN-COMPUTE-FR-CHOICE
M-Reconv-Chkpts-At-Risk	M-RECONV-CHKPTS-AT-RISK
M-Reconv-Chkpts-Til-Hit	M-RECONV-CHKPTS-TIL-HIT
M-Reconv-Inm-or-Prob	M-RECONV-INM-OR-PROB
M-Reconv-Hit-Fdn	M-RECONV-HIT-FDN

M-Reconv-Offense-Code-1	M-RECONV-OFFENSE-CODE-1
M-Reconv-Area	M-RECONV-AREA
M-Date-Last-Apprehended	M-DATE-LAST-APPREHENDED Date Last Apprehende
M-Last-Escape-Method	M-LAST-ESCAPE-METHOD Last Escape Method
M-Par-Controll-Comp-Fr-Dt	M-PAR-CONTROLL-COMP-FR-DT
M-Fccyy-of-Admission	M-FCCYY-OF-ADMISSION
M-Fccyy-of-Sentencing	M-FCCYY-OF-SENTENCING
M-Fccyy-of-Release	M-FCCYY-OF-RELEASE
M-Last-Prob-Start	M-LAST-PROB-START
M-Par-Guide-Br1	M-PAR-GUIDE-BR1
M-Par-Guide-Br2	M-PAR-GUIDE-BR2
M-Par-Guide-Br-Date	M-PAR-GUIDE-BR-DATE
M-Alien-Number	M-ALIEN-NUMBER
M-Alient-Name	M-ALIEN-NAME
M-Alien-Status	M-ALIEN-STATUS
M-Alien-Class	M-ALIEN-CLASS
M-Alien-Birth-Country	M-ALIEN-BIRTH-COUNTRY
M-Alien-Citizenship-Country	M-ALIEN-CITIZENSHIP-COUNTRY
M-Prior-Par-Rev-Flag	M-PRIOR-PAR-REV-FLAG
M-Par-Wic-Date	M-PAR-WIC-DATE
M-Par-Max-Par-Elig-Date	M-PAR-MAX-PAR-ELIG-DATE
M-Par-Guide-Color-Tab	M-PAR-GUIDE-COLOR-TAB
M-Par-Board-Set-Parole-Dt	M-PAR-BOARD-SET-PAROLE-DT
M-Par-Policy-Group	M-PAR-POLICY-GROUP
M-Violent-Personal	M-VIOLENT-PERSONAL Number of Violent Persona
M-Nonviolent-Personal	M-NONVIOLENT-PERSONAL Number of Nonviolent P
M-Property	M-PROPERTY Number of Property Crimes
M-Drug-Sale	M-DRUG-SALE Number of Drug Sale Crimes
M-Drug-Possession	M-DRUG-POSSESSION Number of Drug Possession
M-Alcohol	M-ALCOHOL Number of Alcohol Crimes
M-Habit-DUI	M-HABIT-DUI Number of DUI/Habitual Traffic C
M-Sex-Off	M-SEX-OFF Number of Sex Offender Crimes
M-Other-Crime	M-OTHER-CRIME Number of Other Crimes
M-Major-Off-Crime-Type	M-MAJOR-OFF-CRIME-TYPE Major Offense Crime T
M-Fel-Misd-Flag	M-FEL-MISD-FLAG Misdemeanant Felon Flag
M-Major-Offense-Group	M-MAJOR-OFFENSE-GROUP Misdemeanant Felon Fla
M-Flag-Any-Violence	M-FLAG-ANY-VIOLENCE Flag, Present Violent Pe
M-DUI-Flag-Curr-Offense	M-DUI-FLAG-CURR-OFFENSE Flag, Current DUI Cr
M-DUI-Flag-Curr	M-DUI-FLAG-CURR Flag, Current DUI/Habitual T
M-DUI-Flag-Prior	M-DUI-FLAG-PRIOR Flag, Prior DUI/Habitual Tr
M-Drug-Flag-Curr	M-DRUG-FLAG-CURR Flag, Current Drug Crimes
M-Drug-Flag-Prior	M-DRUG-FLAG-PRIOR Flag, Prior Drug Crimes
M-Alc-Flag-Curr-Off	M-ALC-FLAG-CURR-OFF Flag, Current Alcohol Cr
M-Alc-Flag-Prior-Off	M-ALC-FLAG-PRIOR-OFF Flag, Prior Alcohol Cri
M-Sex-Off-History-Ct	M-SEX-OFF-HISTORY-CT Total Number of Sex Off
M-Sex-Off-Curr-Ct	M-SEX-OFF-CURR-CT Number of Current Sex Offe
M-Sex-Off-Prior-Ct	M-SEX-OFF-PRIOR-CT Number of Prior Sex Offen
M-Tot-FBI-Rap-Arrests	M-TOT-FBI-RAP-ARRESTS Total FBI RAP Arrests
M-Tot-FBI-Rap-Conv	M-TOT-FBI-RAP-CONV Total FBI RAP Sheet Convi
M-Tot-FBI-Rap-Fel-Conv	M-TOT-FBI-RAP-FEL-CONV Total FBI RAP Sheet F
M-Tot-FBI-Rap-Misd-Conv	M-TOT-FBI-RAP-MISD-CONV Total FBI RAP Sheet
M-FBI-Rap-Sheet-Flag	M-FBI-RAP-SHEET-FLAG FBI RAP Sheet Flag
M-Major-Off-County	M-MAJOR-OFF-COUNTY County Of Conviction, Mos
M-Major-Off-Circuit	M-MAJOR-OFF-CIRCUIT Judicial Circuit of Conv
M-Prior-Ga-Incar-Flag	M-PRIOR-GA-INCAR-FLAG Flag, Prior Georgia In
M-GCIC-Rap-Upd-Flag	M-GCIC-RAP-UPD-FLAG Date of Last GCIC RAP Sh
M-Curr-Vio-Flag	M-CURR-VIO-FLAG
M-Mil-Disch-Date	M-MIL-DISCH-DATE Date, Military Discharge

M-First-Contact-Date	M-FIRST-CONTACT-DATE Date, First Contact
M-Crime-Commit-Date	M-CRIME-COMMIT-DATE Date, Current Case Arres
M-Subsidy-Compute-Date	M-SUBSIDY-COMPUTE-DATE Date, Jail Subsidy Co
M-left-Jail-Date	M-LEFT-JAIL-DATE Date, Left Jail
M-Sentence-Began	M-SENTENCE-BEGAN Date, Sentence Began
M-Parole-Rev-Date	M-PAROLE-REV-DATE Date, Parole Revocation
M-Admitted-Date	M-ADMITTED-DATE Date, Admitted
M-IQ-First-Test-Date	M-IQ-FIRST-TEST-DATE Date, First IQ Test
M-IQ-Last-Test-Date	M-IQ-LAST-TEST-DATE Date, Last IQ Test
M-Earliest-Rap-Conviction	M-EARLIEST-RAP-CONVICTION
M-Pers-DNA-Date	M-PERS-DNA-DATE
M-Tran1-Date	M-TRAN1-DATE Date, Arrived at Current Instit
M-Tran2-Date	M-TRAN2-DATE Date, Second-most-recent transf
M-Tran3-Date	M-TRAN3-DATE Date, Third-most-recent transfe
M-Last-TB-Test-Date	M-LAST-TB-TEST-DATE Tuberculosis (TB) Last T
M-Last-TB-Results	M-LAST-TB-RESULTS Tuberculosis (TB), Last Re
M-Curr-Assign-Inst	M-CURR-ASSIGN-INST
M-Return-to-Prison-Data	M-RETURN-TO-PRISON-DATA
M-Future-Adm-Code	M-FUTURE-ADM-CODE
M-Future-Off-Code	M-FUTURE-OFF-CODE
M-Future-Off-Group	M-FUTURE-OFF-GROUP
M-Future-Off-Type	M-FUTURE-OFF-TYPE
M-Future-Vio-Flag	M-FUTURE-VIO-FLAG
M-Future-Par-Rev-Reason	M-FUTURE-PAR-REV-REASON
M-Future-Days-to-Return	M-FUTURE-DAYS-TO-RETURN
M-RSAT-Code	M-RSAT-CODE.
M-RSAT-Date	M-RSAT-DATE
M-RSAT-Elig	M-RSAT-ELIG
M-Pre-Trans-Flag	M-PRE-TRANS-FLAG
M-Pre-Trans-Date	M-PRE-TRANS-DATE
M-TC-Transfer-Type	M-TC-TRANSFER-TYPE
M-Prior-Rel-Date	M-PRIOR-REL-DATE
M-Max-Rel-Date	M-MAX-REL-DATE Date, Maximum Release
M-Probable-Rel-Date	M-PROBABLE-REL-DATE Date, Probable Release D
M-Actual-Rel-Date	M-ACTUAL-REL-DATE Date, Actual Release
M-FY-of-Admission	M-FY-OF-ADMISSION Fiscal Year Of Admission
M-FY-of-Sentencing	M-FY-OF-SENTENCING Fiscal Year Of Sentencing
M-FY-of-Release	M-FY-OF-RELEASE Fiscal Year Of Release
M-FQ-of-Admission	M-FQ-OF-ADMISSION Fiscal Quarter Of Admissio
M-FQ-of-Sentencing	M-FQ-OF-SENTENCING Fiscal Quarter Of Sentenc
M-FQ-of-Release	M-FQ-OF-RELEASE Fiscal Quarter Of Release
M-CQ-of-Admission	M-CQ-OF-ADMISSION Calendar Quarter Of Admiss
M-CQ-of-Sentencing	M-CQ-OF-SENTENCING Calendar Quarter Of Sente
M-CQ-of-Release	M-CQ-OF-RELEASE Calendar Quarter Of Release
M-Inmate-Cases	M-INMATE-CASES Total Cases Per Person
M-Age-At-First-Contact	M-AGE-AT-FIRST-CONTACT
M-Age-At-First-Contact-Grp	M-AGE-AT-FIRST-CONTACT-GRP
M-Grid-Year	M-GRID-YEAR
M-Decision-Num	M-DECISION-NUM
M-Resubmittal-Reason	M-RESUBMITTAL-REASON
M-Age-at-First-Commit	M-AGE-AT-FIRST-COMMIT
M-Prior-Convs	M-PRIOR-CONVS
M-Prior-Incars	M-PRIOR-INCARS
M-Success-Factor-A	M-SUCCESS-FACTOR-A: Age at First Commitment
M-Success-Factor-B	M-SUCCESS-FACTOR-B: Prior Juvenile & Adult C
M-Success-Factor-C	M-SUCCESS-FACTOR-C: Prior Incarcerations sin
M-Success-Factor-D	M-SUCCESS-FACTOR-D: Probation/Parole Failure
M-Success-Factor-E	M-SUCCESS-FACTOR-E: Heroin or Opiate Use

M-Success-Factor-F	M-SUCCESS-FACTOR-F: Commitment of Burglary o
M-Success-Factor-G	M-SUCCESS-FACTOR-G: Fully Emp. During 6 Mos
M-Success-Factor-H	M-SUCCESS-FACTOR-H: Had WRAT Score of 8.0 or
M-Highest-Crime-Sev-L	M-HIGHEST-CRIME-SEV-L
M-Total-Success-Score	M-TOTAL-SUCCESS-SCORE
M-Total-Success-Grou-	M-TOTAL-SUCCESS-GROUP
M-Par-Months	M-PAR-MONTHS
M-One-Third-Months	M-ONE-THIRD-MONTHS
M-Grid-TPM	M-GRID-TPM
M-Rater-Adj-TPM	M-RATER-ADJ-TPM
M-Rater-ID	M-RATER-ID
M-Dt-Rated	M-DT-RATED
M-Board-Est-TPM	M-BOARD-EST-TPM
M-Adj-Guide-Mos	M-ADJ-GUIDE-MOS
M-Board-Decision	M-BOARD-DECISION
M-Ballot-Bd-Mos-Serv	M-BALLOT-BD-MOS-SRV
M-Total-Mos-To-Serv	M-TOTAL-MOS-TO-SERVE
M-MH-Level-Highest-Epi	M-MH-LEVEL-HIGHEST-EPI Highest Mental Health
M-MH-Level-Last-Epi	M-MH-LEVEL-LAST-EPI Last Mental Health Treat
M-Guide-Prior-Prob-Revoc	M-GUIDE-PRIOR-PROB-REVOC
M-Guide-Prior-Parole-Revoc	M-GUIDE-PRIOR-PAROLE-REVOC
M-Age-At-Probable-Rel	M-AGE-AT-PROBABLE-REL
M-Par-Consid-Type	M-PAR-CONSID-TYPE Parole Consideration Type
M-OC-Seq-No	M-OC-SEQ-NO.
M-OC-Date	M-OC-DATE
M-OC-County	M-OC-COUNTY
M-OC-Circuit	M-OC-CIRCUIT
M-OC-Court-Type	M-OC-COURT-TYPE
M-OC-Judge	M-OC-JUDGE
M-OC-DA	M-OC-DA
M-OC-Inm-Or-Prob	M-OC-INM-OR-PROB
M-OC-Offense-Code-1	M-OC-OFFENSE-CODE-1
M-OC-Offense-Code-2	M-OC-OFFENSE-CODE-2
M-OC-Offense-Code-3	M-OC-OFFENSE-CODE-3
M-OC-Total-Counts	M-OC-TOTAL-COUNTS
M-OC-Total-Sents	M-OC-TOTAL-SENTS
M-OC-Cnt-Prison-Convs	M-OC-CNT-PRISON-CONVS
M-OC-Cnt-Probat-Convs	M-OC-CNT-PROBAT-CONVS
M-OC-Cnt-All-Felonies	M-OC-CNT-ALL-FELONIES
M-OC-Cnt-07-Deadly	M-OC-CNT-07-DEADLY
M-OC-Cnt-First-Offender	M-OC-CNT-FIRST-OFFENDER
M-OC-Cnt-Misdemeanors	M-OC-CNT-MISDEMEANORS
M-OC-Cnt-Drug-Sales	M-OC-CNT-DRUG-SALES
M-OC-Cnt-Drug-Sales-Poss	M-OC-CNT-DRUG-SALES-POSS
M-OC-Cnt-Drug-Traffick	M-OC-CNT-DRUG-TRAFFICK
M-OC-Cnt-Violent-Pb	M-OC-CNT-VIOLENT-PB
M-OC-Cnt-Property	M-OC-CNT-PROPERTY
M-OC-Cnt-Sex-Crimes	M-OC-CNT-SEX-CRIMES
M-OC-Cnt-DUI-Htv	M-OC-CNT-DUI-HTV
M-OC-87-Cnt-Prison-Convs	M-OC-87-CNT-PRISON-CONVS
M-OC-87-Cnt-ProbConvs	M-OC-87-CNT-PROBAT-CONVS
M-OC-87-Cnt-Drug-Sales-Poss	M-OC-87-CNT-DRUG-SALES-POSS
M-OC-87-Cnt-GBI-Viol-Sex	M-OC-CNT-GBI-VIOL-SEX
M-OC-Cnt-Child-Molest	M-OC-CNT-CHILD-MOLEST
M-Init-Asg-Date	M-INIT-ASG-DATE
M-Date-Sentenced	M-DATE-SENTENCED
M-Curr-Init-Assigned	M-CURR-INIT-ASSIGNED
M-Sass-Code	M-SASS-CODE

M-Sass-Date	M-SASS-DATE
M-Victim-Count	M-VICTIM-COUNT
M-Last-Syphilis-Date	M-LAST-SYPHILIS-DATE
M-Last-syphilis-Results	M-LAST-SYPHILIS-RESULTS
M-Last-Hepc-Date	M-LAST-HEPC-DATE
M-Last-Hepc-Results	M-LAST-HEPC-RESULTS
M-Last-Preg-Date	M-LAST-PREG-DATE
M-Last-Preg-Results	M-LAST-PREG-RESULTS
M-Last-Diab-Date	M-LAST-DIAB-DATE
M-Last-Diab-Results	M-LAST-DIAB-RESULTS
M-Last-Hypert-Date	M-LAST-HYPERT-DATE
M-Last-Hypert-Results	M-LAST-HYPERT-RESULTS
M-Last-Asthma-Date	M-LAST-ASTHMA-DATE
M-Last-Asthma-Results	M-LAST-ASTHMA-RESULTS
M-Curr-GBI-Sexoff-Flag	M-CURR-GBI-SEXOFF-FLAG
M-OC-Cnt-Burglary	M-OC-CNT-BURGLARY

Agency:	Georgia Department of Corrections (DOC)
Database name:	**SCRIBE**
Info provided by:	Mr. Tim Carr, Consultant, Department of Corrections
Who manages the data?	DOC owns all of the hardware for Scribe, but some hardware routers will be outsourced using private contractors through the Georgia Technology Authority (GTA). For example, all Helpdesk calls will go through private contractors. If the problem is determined to be application-related, the caller will be transferred to IT personnel within DOC.
What type of data is collected/housed in this database?	Scribe houses all DOC data including information collected: at classification, data collected during one's incarceration (including such things as institutional behavior and programming), prison transfer data, release processing information, as well as probation data. Scribe will soon replace OTIS. While new data is being entered into Scribe, the past 15+ years of data in OTIS will not be transferred into Scribe. When old data is needed, it will have to come from OTIS. It is estimated that Scribe will fully replace OTIS in mid-2009.
How is the data collected?	Approximately 80% of the data is entered by persons in the field (such as data entry clerks within the prisons, counselors, probation officers, and classification staff). The remaining 20% is considered sensitive data and is entered by central office staff.
How is the data stored?	Scribe is an Oracle-based program.
How is the data analyzed?	Scribe data is analyzed using the 'Oracle Discoverer Package' which has the ability to translate data requests into written SQL code which can then extract the desired data from Scribe. Often the data is then pulled into Excel for graphing purposes.
How is the collected data used internally by the agency?	The data is used by DOC for a variety of purposes, including: program evaluation, producing counts of certain types of inmates (i.e. how many inmates currently have Level III or above mental health needs?), program and service planning, and monitoring the performance of persons on probation.
How do external agencies use the data?	Scribe data is used by many agencies such as: - Law enforcement agencies conducting criminal investigations - Federal requests for statistics on Georgia prisoners - Federal Aviation Authority conducting background checks on pilots - The Social Security Administration to ensure that disability payments are not being made to prisoners - Researchers investigating issues related to inmates - Media requests for data for any number of reasons - Other state agencies providing services to inmates upon release seeking data to help with program planning and capacity building - Public information requests/open records act requests for data - Re-entry program with Department of Human Resources and the Labor Department which focuses on cooperation and information-sharing between agencies.

In what format is data provided to external agencies?	For persons wanting to analyze Scribe data (such as researchers), permission may be granted to release denormalized data tables. Most data requests are fulfilled by providing statistical reports and/or graphical depictions of the data requested.
Can the data be accessed via the internet?	Raw data is not available online, however frequently requested and pre-determined statistics are posted and regularly updated on the agency's website.
How is the data reported?	The data is reported internally when requested by managers (such as acquiring data for agency presentations). Managers can access most of the data they want directly from managerial report functions built into Scribe, but central office staff can run reports for more complex needs. The data is reported to external requestors via the internet, or through statistical reports/graphs.
Are there key identifiers that link persons to data?	Key individual identifiers in Scribe include: name, race, sex, date of birth, SID, social security number, FBI number, and an UNO (also known as a GDC ID number). It is cautioned that there are many data entry errors in many of the identifier fields. The most error prone field is the SID, where it is estimated that one in 14 persons has a number that has been incorrectly data entered. It is recommended that the linking of individuals to other databases be done using probability programs that use multiple personal identifiers.
Is there a code book that defines key data elements?	At this time there is not a code book for Scribe. However, informal information is available on the fields contained in the denormalized data tables created within Scribe.
What would CJCC need to do in order to gain access to the database?	CJCC would need to secure permission from the Commissioner of Corrections to access Scribe, and there would also need to be a discussion with the IT personnel of DOC to work out technical issues involved with data-sharing.
What type of computer software/hardware would CJCC need to access the database?	Transferring the Scribe database poses huge technical issues. The best option would likely be for CJCC to have a terminal with access to the data via the internet. Most likely an ordinary computer with internet access would be sufficient.
Agency Contact Person:	Tim Carr, Consultant, DOC 404-463-8702 carrt00@dcor.state.ga.us
Notes:	Tim believes that the Scribe database is so large and cumbersome that it would be incredibly difficult for CJCC staff to use for reporting and analysis. He suggests that The Data Warehouse (a joint effort between DOC and Parole) would be a much better option. The Warehouse will house both DOC databases (OTIS and Scribe), as well as Parole's Case Management System and CONS. The Data Warehouse will be an Oracle database and it is estimated to be operational in the field in about a year (summer of 2009). The Warehouse will be accessed by approved users over the internet. The data will be housed by the correctional agencies, but the user will have access to all information in these databases through the online Warehouse. Once The Data Warehouse is closer to becoming operational in the field, more details will become available.

Georgia Department of Community Affairs & Georgia Crime Information Center – Jail Report

The Jail Report is the result of the combined efforts of both the Georgia Department of Community Affairs (DCA) and the Georgia Crime Information System (GCIC) of the Georgia Bureau of Investigation (GBI). GCIC acts as the data collection arm of the process and receives jail population data each month from county sheriff's departments. The raw data is then compiled and faxed to the DCA who pulls the data into Microsoft programs to create a monthly jail report that is posted on their website.

GCIC and DCA do not use the jail data, they merely serve to disseminate the data to the public. However, a variety of outside agencies use the data. Regular users include sheriff's departments, police departments, district attorneys, government agencies, researchers, and jail architects. The data is used to comply with federal reporting requirements. The data can be used to address several indicator questions such as state and county jail populations, and jail over-crowding by state and/or county. This data is currently available online and is easily accessible to CJCC, or CJCC can request to receive the data by email. Other arrangements to receive the data can be arranged through Brian DiNapoli at DCA.

Since the data is openly available online to the public, research agreements will not be required. Further, the data is available in a simple Excel file which should be easily used by CJCC for analysis purposes. To access the data online a user merely needs a computer with internet access. Excel software is needed to access the raw data files. The monthly jail report currently provides recipients with both aggregated summary data for the state, as well as raw county-level data. The data is easily accessible through DCA to all interested parties (either through the website or via monthly emails sent to requestors). In an information clearinghouse role, CJCC could either provide a copy of the data posted in the monthly reports, or simply provide a link to the DCA site for data.

Agency:	Georgia Department of Community Affairs (DCA)
Database name:	Jail Report
Info provided by:	Mr. Brian DiNapoli, Office of Research, Dept. of Community Affairs
Who manages the data?	The data is managed internally by DCA on a standard desktop computer in Word and Excel files.
What type of data is collected/housed in this database?	DCA directly collects information on jail capacity from each county (annually updated), and GCIC provides monthly jail population statistics for each reporting county (state inmates, inmates awaiting trial, county sentenced inmates, and other inmates).
How is the data collected?	The Georgia Crime Information Center (GCIC) provides DCA with the raw jail report data each month. DCA also sends letters to the local Sheriff's yearly and maintains county jail capacity data which is then combined with the population data from GCIC. DCA pulls all the data into Word and Excel to create the monthly report which includes a table with the raw data for each county, a summary inmate population table, and charts/tables depicting things such as jail capacity.
How is the data stored?	The data is stored in Microsoft Excel and Word at DCA dating back to 2004. DCA has hard copies dating back to 1993. Monthly reports are also stored online from 1999 to the present.
How is the data analyzed?	Word and Excel charting features are used to convert data into line and pie charts.
How is the collected data used internally by the agency?	DCA only reports the data to the public in the form of the monthly jail report.
How do external agencies use the data?	While the monthly reports are always available online, DCA also has a list of contacts that have requested the monthly report be emailed to them. The email list includes: Sheriffs, Chiefs of Police, District Attorneys, state, federal & local government agencies, researchers, architects that design prisons, and others interested in jail data. The data is used for research purposes, jail design/capacity issues, state/federal reporting requirements, and resource allocation among others.
In what format is data provided to external agencies?	The monthly jail report in PDF format is emailed to interested agencies.
Can the data be accessed via the internet?	Reports from 1999 to the present are available on the DCA website at: www.dca.state.ga.us/development/research/programs/jailreports.asp
How is the data reported?	A standard report format is used each month.
Are there key identifiers that link persons to data?	Data is not linked to individual inmates. The data is reported on the aggregate county level.

Is there a code book that defines key data elements?	No.
What would CJCC need to do in order to gain access to the database?	CJCC can access the monthly reports online, or receive monthly emails. If CJCC would like the data via other methods, Brian DiNapoli should be contacted to discuss other possibilities.
What type of computer software/hardware would CJCC need to access the database?	No special software is needed, just a computer with internet access to download the monthly reports from the DCA website.
Agency Contact Person:	Brian DiNapoli, Office of Research, DCA, 404-679-3147 bdinapol@dca.state.ga.us
Notes:	Please see the data review of the GCIC jail report information for a more thorough understanding of how the data is obtained from each county.

Data Fields Available in DCA's Jail Report	
	Data Fields Collected
DCA County Jail Report Data Table	Jurisdiction Total # of inmates in jail Jail capacity Inmates as % of capacity # of inmates sentenced to state % of inmates sentenced to state # of inmates awaiting trial in jail % of inmates awaiting trial in jail # of inmates serving county sentence % of inmates serving county sentence # of other inmates % of other inmates

Agency:	Georgia Crime Information Center (GCIC)
Database name:	**Jail Report**
Info provided by:	Mr. Paul Burke, GCIC
Who manages the data?	While GCIC collects the jail population data from each county, all the data is provided to DCA for public dissemination. The management of data is done at DCA on regular desktop computers.
What type of data is collected/housed in this database?	Each month Sheriff's are asked to fill out the "jail report screen" in a GCIC-developed software program. The information requested includes: agency ORI, month, number of state inmates, number of inmates awaiting trial, number of county sentenced inmates, and number of "other" inmates (which is typically persons being held for other agencies).
How is the data collected?	Sheriff's are asked to provide their monthly jail population numbers by the first Thursday of each month. They can submit the data electronically, fax it directly to GCIC, or some agencies fax it to the Georgia Sheriff's Association who then faxes it to GCIC.
How is the data stored?	The data is entered and housed on a regular PC (not through CJIS). GCIC only saves the raw data (not the DCA reports).
How is the data analyzed?	GCIC does not do any analysis with the data. It merely transfers the data to DCA.
How is the collected data used internally by the agency?	GCIC does not use the jail report data internally.
How do external agencies use the data?	GCIC does not supply the jail data directly to any agency, other than DCA. The reports produced by DCA are used by a variety of agencies including: Sheriffs, Chiefs of Police, District Attorneys, state, federal & local government agencies, researchers, architects that build jails, and others interested in jail data. The data is used for research purposes, jail design/capacity issues, state/federal reporting requirements, and resource allocation among others.
In what format is data provided to external agencies?	The raw data is faxed to DCA.
Can the data be accessed via the internet?	The data is not available through GCIC, but jail reports from 1999 to the present are available on the DCA website at: www.dca.state.ga.us/development/research/programs/jailreports.asp
How is the data reported?	GCIC does not create a report, they merely transfer the raw data to DCA who then creates a standard report each month.
Are there key identifiers that link persons to data?	Data is only reported on the aggregate county level.
Is there a code book that defines key data elements?	No.

What would CJCC need to do in order to gain access to the database?	CJCC can access the monthly reports from DCA either online, or through monthly emails. While GCIC does not provide the information to any other agency, it's likely that arrangements could be made to also provide the raw data to CJCC. A meeting would be needed between CJCC and GCIC managers to discuss the issues involved.
What type of computer software/hardware would CJCC need to access the database?	No special software is needed, just a computer with internet access to download the monthly reports from the DCA website.
Agency Contact Person:	Mr. Paul Burke, GCIC, 404-270-8457 Paul.Burke@gbi.ga.gov
Notes:	GCIC is only involved in the direct collection of jail data because there are no other agencies with a law enforcement designation that have expressed an interest in collecting and housing the data. There are policies in place which designate that a state law enforcement agency must collect the data.

Georgia Administrative Office of the Courts – Criminal Filings

The Administrative Office of the Courts (AOC) collects data on criminal case filings from the Georgia Supreme Court, and all Georgia Superior, State, Juvenile, Probate, Magistrate, and Municipal courts. The courts provide data to AOC either electronically or by mail, or AOC sends staff onsite to courts to gather the required data.

AOC uses the court filing data to compile an annual report which is available to the public through their website. AOC also reports the data directly to the Judicial Council of Georgia. The research officer at AOC who provided the information on the criminal filings database was not sure how external agencies used the data because it is downloaded directly from AOC's website and she does not interact with the agencies to learn their purpose for acquiring the data. She assumed it was most often used for resource allocation and to track caseload trends. The data could be used to track key indicators by CJCC such as: caseloads by state or judicial circuit, volume of felony cases filed by state or judicial circuit, volume of misdemeanor cases filed by state or judicial circuit, volume of serious traffic cases filed by state or judicial circuit, and monitoring trends in the juvenile courts (i.e. number of delinquent cases filed, number unruly petitions filed, number deprived petitions filed).

AOC has not provided the raw data to other agencies so it is not clear how such a data transfer would occur and the types of research agreements, memoranda of understanding, and dissemination agreements that would be required. The annual report provides aggregated data, but detailed case data is also available on the AOC website (raw data used for the annual report). Since the data is already available to the public, securing permission to transfer a copy of the data to CJCC should not be a difficult task. The data is currently maintained in an Excel database, so a computer with Excel is all that would be required to access the raw data file.

Agency:	Georgia Administrative Office of the Courts (AOC)
Database name:	**Criminal Filings**
Info provided by:	Tiffaney Pete, AOC Senior Research Officer
Who manages the data?	The data is managed by AOC in Excel files on a desktop computer.
What type of data is collected/housed in this database?	Criminal case filing data is collected from the Georgia Supreme Court as well as all Superior, State, Juvenile, Probate, Magistrate, and Municipal courts. See the data fields table that follows.
How is the data collected?	The data is either emailed, mailed, or faxed to AOC by each court. AOC also frequently goes to courts in person to collect the data.
How is the data stored?	The data is stored in an Excel file on a regular desktop computer.
How is the data analyzed?	The data is analyzed using Excel.
How is the collected data used internally by the agency?	The data is transferred to the communications division at AOC where it is incorporated into the Georgia Courts Annual Report which is available online or in hard copy format. The data is also reported to the Judicial Council.
How do external agencies use the data?	Ms. Pete was not sure how external agencies use the data as most often interested persons download the info directly from AOC's webpage and do not interact with AOC staff. She assumed it was used for allocating resources and to track case trends, but she could not be sure.
In what format is data provided to external agencies?	All case filings data is available to the public and external agencies via an annual report which is available on AOC's website. AOC also houses an online research database where more detailed caseload data can be accessed. http://research.georgiacourts.org/superior.htm
Can the data be accessed via the internet?	Raw data cannot be accessed via a printed version of the annual report. However, if accessing the annual report online, the reader can use links contained in the report to access Excel spreadsheets of the data broken down by county.
How is the data reported?	The data is published in an annual report.
Are there key identifiers that link persons to data?	No personal identifying information is contained in the data. Case filing tallies are provided for at the county-level only.
Is there a code book that defines key data elements?	No.
What would CJCC need to do in order to gain access to the database?	CJCC can access the annual reports from AOC's website. Ms. Pete said that to her knowledge no agency has ever requested the raw data files. Authorization to release the data file would need to be obtained from AOC management.

What type of computer software/hardware would CJCC need to access the database?	The data is stored in an Excel file, so all that is required is a computer with Excel software.
Agency Contact Person:	Tiffaney Pete, Senior Research Officer @ AOC, 404-656-6447 petet@gaaoc.us

Data Fields Collected in AOC's Criminal Case Filings File	
Court	**Data Fields Collected**
The Supreme Court of Georgia – Cases Filed	# direct appeals # petitions for Certiorari # certified questions # applications for appeal (habeas corpus, discretionary, interlocutory, interim review) # attorney disciplinaries # judicial qualifications # bar admissions # original petitions # emergency motions
The Supreme Court of Georgia – Cases Disposed	# by opinion # affirmed without opinion # stricken from docket # allowed withdrawn # transferred to court of appeals # appeals dismissed # habeas corpus applications (granted, denied, dismissed, other) # discretionary applications (granted, denied transferred to court of appeals, other) # interlocutory applications (granted, denied, transferred to court of appeals, other) # interim review # extraordinary motions (granted, denied) # attorney discipline # bar admissions # judicial qualifications
The Court of Appeals – Cases Filed	# direct appeals # discretionary applications # interlocutory applications
The Court of Appeals – Cases Disposed	# direct appeals (by opinion, non-published opinion, rule 36, order) # discretionary applications (granted, denied, dismissed, transferred, withdrawn, other) # interlocutory applications (granted, denied, dismissed, transferred, withdrawn, other)
Georgia's Superior Courts - Caseload	# criminal (dockets filed, defendants filed) # all felony (dockets filed, defendants filed) # unfiled appeals # felony (dockets filed, defendants filed) # misdemeanor (dockets filed, defendants filed) # probation revocations # total civil dockets filed # general civil dockets filed # domestic relations dockets filed
Georgia State Courts – Caseload	# serious traffic (open, filed, disposed) # non-traffic misdemeanors (open, filed, disposed) # probation revocations (open, filed, disposed) # other traffic (open, filed, disposed) # landlord/tenant disputes (open, filed, disposed) # other civil (open, filed, disposed)
Georgia Juvenile Courts – Caseload	# delinquent (filed, disposed, open) # unruly (filed, disposed, open) # termination of parental rights (filed, disposed, open) # deprived (filed, disposed, open) # traffic (filed, disposed, open) # special proceedings (filed, disposed, open)
Georgia Probate Courts – Civil Caseload	# letters of administration # no administration necessary # will probate

	# year's support # guardianship # petitions # custodial # citations # miscellaneous # inventories # mental health # habeas corpus # licenses (marriage, firearms)
Georgia Probate Courts – Criminal Caseload	# misdemeanor filed # misdemeanor disposed (guilty plea, cash bond, non-trial, bench trial acquitted, bench trial convicted) # traffic filed # traffic disposed (guilty plea, cash bond, non-trial, bench trial acquitted, bench trial convicted)
Georgia Magistrate Courts – Civil Caseload	# claims filed # claims disposed (non-trial, trial) # disposessories & distress warrants filed # disposessories & distress warrants disposed (non-trial, trial) # garnishments filed # garnishments disposed (non-trial, trial) # foreclosures & attachments filed # foreclosures & attachments disposed (non-trial, trial)
Georgia Magistrate Courts – Criminal Caseload	# warrants issued (felony arrest, misdemeanor arrest, good behavior, search warrant) # hearings (warrant application, first appearance, commitment, good behavior) # ordinance violations filed # ordinance violations disposed (non-trial, trial) # misdemeanor filed # misdemeanor disposed (non-trial, trial) # criminal & civil (warrants & filings, hearings & dispositions)

Georgia Bureau of Investigation – Sex Offender Registry, Protective Order Registry, Uniform Crime Reports, Computerized Criminal History Records

The Georgia Bureau of Investigation (GBI) is the primary criminal justice data repository in the state. They host four databases of interest to CJCC: Sex Offender Registry, Protective Order Registry, Uniform Crime Reports, and Computerized Criminal History. While each of these databases provides data to the public, access to the raw data is not routinely provided to outside agencies. Therefore CJCC would need to meet with the Chief of Staff at GCIC, Neil Gerstenberger to discuss database access, dissemination, and user agreements. In addition, IT personnel would need to be involved to determine the best way to transfer, house and secure the data, as well as to determine the types of hardware and software required.

Sex Offender Registry

The Sex Offender Registry contains data on sex offenders that are required under Georgia law to register. When a sex offender is being released from prison, the Department of Corrections submits an online Georgia Sex Offender Registration Notification Form to the GBI. When offenders from other states enter Georgia, the GBI receives a paper sex offender information form (typically the state submits their own form, not the Georgia form). GBI staff then enters the data into the registry. GBI's function is to provide sex offender data to the public. They do not analyze the data or use the information for internal purposes. Since the information is accessed by the public via the website, the GBI does not know the exact purposes for which the information is used by the public or outside agencies.

The data in the sex offender registry could be used by CJCC in an informational clearinghouse role to inform the public about such indicators as: the number of registered sex offenders in the state, the number of incarcerated registered sex offenders, the number of sex offenders by county, the number of predatory sex offenders by county, and the number of absconded sex offenders by county.

Protective Order Registry

The Protective Order Registry contains data directly obtained from court-issued protective orders. The data is entered by the court clerks in the circuits where the orders are issued. The GBI's only function is to forward the protective order data to the National Crime Information system and to maintain the data in an online database accessible to law enforcement and court personnel. The data is not analyzed or used by the GBI. The data is used to fulfill official governmental functions including criminal investigations and the prosecution of offenders. The data in the protective order registry could potentially be used by CJCC to produce indicator information such as the number of active protective orders in the state, and the number of protective orders by county.

Uniform Crime Reports

The Uniform Crime Reports (UCR) database contains data on Part I and Part II crimes as defined by the Federal Bureau of Investigation (FBI). Local law enforcement agencies file monthly data reports. This data is typically transmitted electronically, but hate crime data arrive to the GBI on paper forms. In addition to reporting this data through the UCR database, the information is also transmitted to the FBI. The GBI only serves as the central depository of UCR data and the data is not analyzed or used for internal purposes. Interested agencies and individuals can access the UCR data directly from the GBI's website, and the data is also included in the GBI's annual report. The data can be used by external agencies for any number of reasons including: tracking crime statistics on the state and county level, evaluating crime reduction strategies, research purposes, legislative inquiry, and media purposes. UCR data could be used by CJCC to provide indicator information for both the state and local jurisdictions on such issues as: tracking increases/decreases in the reporting of Part I crimes and Part I arrests by violent, property, total and each of the 7 Part I crimes. A 2003 study by ARS compared arrests using Georgia's UCR and computerized criminal history (CCH) data. While the UCR data reflected general arrest trends, it did not reflect the exact magnitude of arrest activity in Georgia (Speir et al., 2003. *Georgia UCR Arrest Statistics: Assessing Accuracy Using Computerized Criminal History Records*). The FBI "counting rules" used to compute the administrative report referred to as the

UCR (counting crimes and arrests by jurisdiction and state) do not translate directly into the same volume arrest activity discernable in the operational CCH data.

Computerized Criminal History (CCH) Records

The Computerized Criminal History (CCH) Records database housed at the GBI contains information on all arrests in the state for which offenders are required under law to be fingerprinted. Data includes all arrest charge(s), date of arrest, arresting agency, disposition, court amendments, as well as offender status from both the Department of Corrections and Parole Board. As with the previously discussed databases, GBI only serves as a data repository and does not use the data internally, aside from ad hoc reports that may be run to assess issues of special concern to GBI. Outside agencies routinely request CCH data such as the Department of Corrections, lobbyists, legislators, and researchers. Data can only be disseminated as per Georgia law. While the data is not available via the GBI website to the public, the Georgia Technology Authority offers a felon search which utilizes CCH data. For a fee, persons can access felony conviction public information from a special website.

CCH data provides a rich source of indicator data for CJCC, the possibilities of which are nearly endless due to the volume of information the database contains. Arrests by any specific crime or groupings of crimes (i.e. sex crimes) by state or geographic location (as defined by agency ORI) can be compiled, as can conviction and disposition data on any offense listed in the CCH database. CJCC could provide regular data extracts from CCH based upon the ever-changing needs of the law enforcement community, victim's groups, the public, and lawmakers. Indicator information could be provided for "hot topics" of interest at any given time. For example, methamphetamine was a great concern to law enforcement and the public and the SAC hired ARS to investigate the impact of meth on the state. As a purveyor of CCH data, CJCC could complete data runs to address issues such as meth arrests across the state.

In October 2008, under the direction of GCIC, ARS transferred to CJCC a copy of 20 years of archived CCH data. ARS conducted staff training on the file structure and data analysis. In August 2007 the GBI began using a new data platform and revised the CCH database structure. As of this writing, decisions regarding data dissemination have not yet been addressed. The data from July 2007 forward is now captured in an Oracle-based relational database that is maintained

by GTA. In order for CJCC to obtain extracts from the new system they are required by GCIC to work with Applied Research Services. At this time, ARS has not accessed any of the new CCH data but has met with GCIC staff to begin to outline the new data access and extraction protocols.

Agency:	Georgia Bureau of Investigations (GBI)
Database name:	**Sex Offender Registry**
Info provided by:	Terri Fischer, Terry Gibbons, Marsha O'Neal, Charlotte Trawick, and Wanda Wheelus – All were present at a meeting at GBI Headquarters and provided input.
Who manages the data?	The data is managed by the GBI, but is housed on Unisys mainframe servers at the Georgia Technology Authority (GTA).
What type of data is collected/housed in this database?	The sex offender registry information that is available to the public contains basic information on the offender including: name, address, identifying characteristics, and offense. The GBI also collects information that is not available to the public on the website, but which they are required to maintain by law. Some of this information is entered into the registry database, and some is maintained only in paper forms. The data fields table that follows shows each type of information that is collected. Digital offender pictures are also part of the system.
How is the data collected?	The Georgia Department of Corrections completes an online Georgia Sex Offender Registration Notification Form for each sex offender that is required to register when they are released from prison. The form requires signatures, so a paper copy of the form is also given to the GBI (usually via fax). Information on registered sex offenders who are entering Georgia from other states usually comes via paper forms from the transferring state. These states typically submit the form used in their state, not the Georgia form. When paper forms are received, GBI staff manually enters the information into the registry database.
How is the data stored?	The data is stored on Unisys mainframe computers in an Oracle database.
How is the data analyzed?	GBI does not analyze the data in the sex offender registry.
How is the collected data used internally by the agency?	GBI does not use the data collected for any internal purposes. Their only function is to collect and maintain the information according to Georgia law, and ensure that it is available to the public via the sex offender registry website.
How do external agencies use the data?	GBI does not know how the information is used by external agencies and the public because all data is openly accessed through the sex offender registry website.
In what format is data provided to external agencies?	Information is provided to the public via the sex offender registry website.
Can the data be accessed via the internet?	Yes, the online sex offender registry can be accessed at www.servcies.georgia.gov/gbi/gbisor/disclaim
How is the data reported?	The data is reported by the GBI on the registry website. A copy of the registry file is also provided by the GBI once per year to the Georgia Department of Education. Local law enforcement agencies are responsible for informing the public via postings in public buildings and through the newspaper.

Are there key identifiers that link persons to data?	The data available on the website includes the following personal identifiers: name, race, sex, address, and year of birth.
Is there a code book that defines key data elements?	No.
What would CJCC need to do in order to gain access to the database?	Access to the sex offender registry beyond the public website has not been requested by another agency. CJCC would need to meet with Neil Gerstenberger, the Georgia Crime Information Center's Chief of Staff to discuss such a request.
What type of computer software/hardware would CJCC need to access the database?	Since access to the registry has not been granted to other agencies, the requirements are not clear. Once permission to access the data is acquired, IT staff at GBI would need to be consulted to determine what would be needed to house and secure the data. Accessing the public version of the information via the web could be accomplished using standard computer equipment with an internet connection.
Agency Contact Person:	Neil Gerstenberger, GCIC Chief of Staff, 404-270-8632 **Neil.Gerstenberger@gbi.state.ga.us**

Data Fields Collected in the GBI's Sex Offender Registry	
	Data Fields Collected
Information available to the public via the online Sexual Offender Registry:	Name Sex Race Year of birth Height Weight Hair color Eye color Scars/marks/tattoos Address Conviction date Registration date Incarcerated (y or n) County Residence verification date Crime Conviction state Absconder/predator (y or n) Photo of registrant
Information collected by the GBI via the Georgia Sex Offender Registration Notification Form:	Last name First name Middle name Probation (y or n) Fingerprints (y or n) DNA (y or n) Photograph (y or n) Date of birth Place of birth Age Sex Race Height Weight Hair color Eye color Social security number Email address Driver's license number Driver's license state Vehicle make Vehicle color Vehicle year Vehicle tag number User ID Password Offender alias name(s) Scars/marks/tattoos Alias date(s) of birth Alias social security number(s) Alias vehicle make Alias vehicle model Alias vhicle color Alias vehicle year

	Alias vehicle tag number Crime Date of offense Date of arrest Prison release date Probation start date Parole start date SID FBI number GDC ID number Date of conviction Court of conviction Case number Sex of victim Age of victim County of conviction State of conviction Employer name Employer address Employer county Employer city Employer state Employer zip code Date of employment Name of institute of higher learning Address of institute of higher learning County of institute of higher learning City of institute of higher learning State of institute of higher learning Zip code of institute of higher learning Permanent place of residence – street address Permanent place of residence – county Permanent place of residence – city Permanent place of residence – state Permanent place of residence – zip code Permanent place of residence – mailing address Permanent place of residence – mailing address county Permanent place of residence – mailing address city Permanent place of residence – mailing address state Permanent place of residence – mailing address zip code Place of residence – motor vehicle or trailer Place of residence – motor vehicle or trailer – vehicle ID number Place of residence – motor vehicle or trailer – license number Place of residence – motor vehicle or trailer – description of vehicle or trailer Place of residence – mobile or manufactured home Place of residence – mobile or manufactured home – mobile home location permit number Place of residence – mobile or manufactured home – owner name & address Place of residence – mobile or manufactured home – description of mobile or manufactured home Place of residence – vessel, live-aboard vessel or houseboat Place of residence – vessel, live-aboard vessel or houseboat – hull ID number Place of residence – vessel, live-aboard vessel or houseboat – mfg's serial number Place of residence – vessel, live-aboard vessel or houseboat – name of vessel/houseboat Place of residence – vessel, live-aboard vessel or houseboat – registration number Place of residence – vessel, live-aboard vessel or houseboat – description of vessel/houseboat Initialed & signed copy of the Georgia Sex Offender Registration Notification Form

Agency:	Georgia Bureau of Investigations (GBI)
Database name:	**Protective Order Registry (POR)**
Info provided by:	Terri Fischer, Terry Gibbons, Marsha O'Neal, Charlotte Trawick, and Wanda Wheelus – All were present at a meeting at GBI headquarters and provided input.
Who manages the data?	The data is managed by the GBI, but is housed on Unisys mainframe servers at the Georgia Technology Authority (GTA).
What type of data is collected/housed in this database?	Basic information on both the petitioner and respondent found on a protective order is entered into the POR database. A scan of the actual protective order is also made available. See the table that follows for the specific data fields. Data is available as long as the protective order is active. Upon expiration, it goes into an expiratory status and remains available for five additional years. The information is also forwarded to the National Crime Information Center (NCIC) and is posted there as well (providing all fields required by GCIC have been completed on the form).
How is the data collected?	The superior court clerks enter protective order information into a file and send the information to the GBI along with scans of the forms. This is done on a daily basis, and GBI is required to transfer all information to NCIC within 24 hours. GBI does not do any data entry of the data, but sometimes has to complete clean-up data entry tasks.
How is the data stored?	The data is stored in a Sequel database.
How is the data analyzed?	GBI does not analyze the data. Their only roles are to provide the data to law enforcement and to forward protective order data to NCIC.
How is the collected data used internally by the agency?	GBI does not use the data internally.
How do external agencies use the data?	The GBI does not know exactly how external agencies use the POR data, because agencies access the information themselves via an online registry. The information is only made available to law enforcement agencies such as police departments, the courts, probation, and parole. Every once in a while they receive an open records request for POR information, but such requests are usually forwarded to the court that issued the protective order.
In what format is data provided to external agencies?	Data is only provided via the online protective order registry.
Can the data be accessed via the internet?	The data can be accessed via the internet only by agencies that have applied for and have been given access by the GBI. Only law enforcement agencies are eligible for access.
How is the data reported?	The data is only available via the online registry.
Are there key identifiers that link persons to data?	Yes, information is available for both the petitioner and the respondent for whom the order is issued. Petitioner: name, date of birth, sex, and race Respondent: name, social security number, date of birth, sex, and race

Is there a code book that defines key data elements?	No.
What would CJCC need to do in order to gain access to the database?	CJCC would need to speak to Neil Gerstenberger to discuss access. To date, access has only been granted to law enforcement agencies with an ORI (originating agency identifier) issued by the GBI.
What type of computer software/hardware would CJCC need to access the database?	The registry is accessed online, so only a standard computer with internet access would be needed.
Agency Contact Person:	Neil Gerstenberger, GCIC Chief of Staff, 404-270-8632 **Neil.Gerstenberger@gbi.state.ga.us**

Data Fields Collected in the GBI's Protective Order Registry	
	Data Fields Collected
Information available via the GBI's online Protective Order Registry:	Petitioner name Petitioner date of birth Petitioner sex Petitioner race Respondent name Respondent date of birth Respondent social security number Respondent sex Conditions of order County of order If available, the following information is also provided: Respondent's hair color Respondent's eye color Respondent's height Respondent's weight Additional party information (i.e. children), which can include name, race, sex, and date of birth Civil action file number Issues and expiration dates Scanned copy of the actual protective order that includes all data fields/signatures

Agency:	Georgia Bureau of Investigations (GBI)
Database name:	Uniform Crime Reports (UCR)
Info provided by:	Terri Fischer, Terry Gibbons, Marsha O'Neal, Charlotte Trawick, and Wanda Wheelus – All were present at a meeting at GBI headquarters and provided input.
Who manages the data?	The data is managed by the GBI, but is housed on Unisys mainframe servers at the Georgia Technology Authority (GTA).
What type of data is collected/housed in this database?	All of the data on Georgia's UCR Part I crimes and Part I and II crimes and arrests are collected. Each law enforcement agency is required to provide monthly information to the GBI. For Part I crimes, agencies are required to provide data on offenses known to them, those cleared by arrest, and the age/sex/race of the person(s) arrested. Part I crimes are: homicide, forcible rape, robbery, aggravated assault, burglary, larceny/theft, motor vehicle theft, and arson. Arrest data only is required for Part II offenses, which include: simple assault, forgery/counterfeiting, fraud, embezzlement, stolen property/buying/receiving/possessing, vandalism, carrying/possessing weapons, prostitution/commercialized vice, other sex offenses (excluding forcible rape, prostitution, & commercialized vice), drug abuse violation, gambling, offenses against the family/children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, suspicion, curfew/loitering (under 18 years of age), runaways (under 18 years of age), and all other offenses.
How is the data collected?	The data is collected via reports that local law enforcement agencies file monthly with the GBI. Most of the data is transmitted online, the exception being hate crimes data which come via paper forms. The data is reported to the FBI.
How is the data stored?	The data is stored in a Sequel database.
How is the data analyzed?	GBI does not analyze the data.
How is the collected data used internally by the agency?	GBI does not use the data collected internally.
How do external agencies use the data?	The GBI is not sure about all the uses of the UCR data by requestors, but some known purposes include: local agencies that want a summary of their crime statistics, local agencies wanting to know the crime statistics of other locales, agencies/governments assessing crime increases/decreases, evaluating crime reduction strategies, students requesting data for school assignments, academic researchers, requests by the legislature, and media requests.
In what format is data provided to external agencies?	The data is available on the GBI's website at http://gbi.georgia.gov/00/article/0,2086,67862954_87981396_90656469,00.html. The GBI also produces annual reports using UCR data which is available on their website at http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_88103906,00.html. They also respond to ad hoc requests. Data is extracted per the request and is provided to the requestor.

Can the data be accessed via the internet?	Yes, the web addresses are provided above. These links only provide data for Part I offenses.
How is the data reported?	The data is reported via an annual report (see web link above).
Are there key identifiers that link persons to data?	The data includes an agency ORI (originating agency number) which is unique to and identifies the responding and/or arresting agency. No person identifiers are included in the data.
Is there a code book that defines key data elements?	The GBI does not have a codebook for UCR data, but the FBI produces a UCR handbook which can be downloaded at www.fbi.gov/ucr/handbook/ucrhandbook04.pdf
What would CJCC need to do in order to gain access to the database?	An open records request can be submitted for access to the data. If a regular system of downloading data is desired, CJCC can speak to Neil Gerstenberger to discuss options.
What type of computer software/hardware would CJCC need to access the database?	The size of the file CJCC would be given from an open records request for UCR data will vary based on the exact nature of the request. However, requests are typically satisfied through files that can be opened on most any basic computer. A computer with internet access is needed to access the online UCR database.
Agency Contact Person:	Neil Gerstenberger, GCIC Chief of Staff, 404-270-8632 **Neil.Gerstenberger@gbi.state.ga.us**

Agency:	Georgia Bureau of Investigations (GBI)
Database name:	**Computerized Criminal History (CCH)**
Info provided by:	Terri Fischer, Terry Gibbons, Marsha O'Neal, Charlotte Trawick, and Wanda Wheelus – All were present at a meeting at GBI Headquarters and provided input.
Who manages the data?	The data is managed by Maximus, an outside vendor. The data is housed on Unisys mainframe servers at the Georgia Technology Authority (GTA).
What type of data is collected/housed in this database?	Data on all persons arrested for offenses that fingerprintable under law are in the CCH database, including felony offenses and legally designated misdemeanors. All court-submitted disposition information is also included. This data includes amended/ deleted charge data, as well as the sentence and case status. Parole status and Department of Corrections offender status and movements are also entered.
How is the data collected?	The data comes from a variety of sources including local law enforcement agencies, fingerprints cards, prosecutors/courts, the Department of Corrections, and The Board of Pardons and Paroles. All information from Corrections is transmitted electronically using a CCH interface to enter and transmit data. About 55%-60% of the prosecutorial data is transmitted electronically using a CCH interface, the rest comes via paper forms which are entered by GCIC staff. Approximately 95% of arrest information comes to GCIC electronically through AFIS or automated fingerprint identification systems.
How is the data stored?	An Oracle-based system is used for data storage.
How is the data analyzed?	Crystal Reports can provide basic reports, but most analysis of CCH data is done by Applied Research Services.
How is the collected data used internally by the agency?	The GBI serves as a data repository only. The data is only disseminated as per Georgia law. Ad hoc reports are run as requested.
How do external agencies use the data?	External agencies that request data include: Department of Corrections, lobbyists, media, legislators, research groups, academics, students, as well as open records requests from the public. Data is most often used to monitor/understand crime trends, assist in policy-making, and conduct evaluation and recidivism studies.
In what format is data provided to external agencies?	The data format varies based on the nature of the request.
Can the data be accessed via the internet?	The data is not available online through the GBI. However, for a fee persons can go to www.felonsearch.ga.gov and access felony conviction information. This website is operated by the Georgia Technology Authority.
How is the data reported?	The data is not reported to the public, except in response to specific requests for data.
Are there key identifiers that link persons to data?	Name, race, sex, date of birth, social security number, SID, and FBI #.

Is there a code book that defines key data elements?	No. But a disk of disposition codes has been included with this report to assist in translating CCH offense codes. In addition, ARS provided their own data dictionaries for all of the CCH data files transferred to CJCC.
What would CJCC need to do in order to gain access to the database?	The GBI has changed the platform of the CCH data and to date plans have not been submitted or approved for the dissemination to outside agencies. Neal Gerstenberger would need to be contacted to discuss a transfer of data collected from August 2007 to the present.
What type of computer software/hardware would CJCC need to access the database?	Dissemination plans have not yet been established, so the specifications for data access are not yet known.
Agency Contact Person:	Neil Gerstenberger, GCIC Chief of Staff, 404-270-8632 **Neil.Gerstenberger@gbi.state.ga.us**
Note:	In August 2007 the GBI began using a new data collection platform for CCH data. While all CCH data is being regularly entered into the system, the agency is still in the process of understanding the new platform, working out problems, and formulating new data extraction procedures. As these issues are resolved in the coming months, more information on data access will become available.

Governor's Criminal Justice Coordinating Council (CJCC) – Grants Management Information System & Claims Management Information System

CJCC houses two databases that could potentially provide criminal justice indicator data. Both of these databases are currently housed, updated, and maintained at CJCC and in-house staff are proficient in working with each database. Since CJCC already houses the data, access is immediate and user and dissemination agreements are not necessary.

Grants Management Information System

The Grants Management Information System is a compilation of data on all CJCC-issued grants. It contains detailed information on grantees, budgets, disbursements, and award conditions. The data is entered and maintained by CJCC staff, and is used for grant management. The data is reported in CJCC's annual report, and is provided in response to data requests, most often to help agencies and legislators stay informed on how grant funds are being used within their jurisdiction. The data could also be used as indicator data by CJCC to explore the geographic locales in Georgia receiving grant funding (i.e. grant dollar amounts per county), and the types of grants being issued by geographic location (i.e. counties receiving money for drug interdiction).

Claims Management Information System

The Claims Management Information System contains data on all victim's compensation payments made by CJCC. The database contains information on the victim, the crime, as well as the monies provided. The data is received in the form of applications for victim's compensation which are entered by CJCC staff. The database assists CJCC in tracking victim payouts across the state. The data is reported in CJCC's annual report, and is provided in response to data requests which most often come from the media. In terms of indicator usefulness, the data could be used to inform the public about the number of pay-outs by geographic location, as well as the volume and types of benefits provided to victims across the state and by jurisdiction.

Agency:	Governor's Criminal Justice Coordinating Council (CJCC)
Database name:	**Grants Management Information System**
Info provided by:	Robert Thornton, Grants Administrator at CJCC
Who manages the data?	The data is managed by CJCC on an in-house computer via a FoxPro relational database that was designed by an outside contractor (Toby Miller of Meridian Consulting). Ms. Miller comes onsite at CJCC to assist in the management of the database and to fix software problems/errors.
What type of data is collected/housed in this database?	The database contains all information on grant disbursements by CJCC. The data is housed in a series of linked tables. Data collected includes: grant program participants (including sub-grantees, county, agencies), address and phone numbers for project participants, project award data (including budget), budget adjustment data, budget categories, dates when project reports are received/approved, very limited summary info from reports, dates of payments to grantees, project start/end dates, application dates (received, awarded, accepted), award conditions, and federal grant tracking information (i.e. how much of grant can be used for administrative costs, award #, award title, matches required).
How is the data collected?	The data comes from grant applications, requests for reimbursement forms, budget adjustment forms, and project reports. The data is entered by CJCC personnel.
How is the data stored?	The data is stored in a FoxPro database developed specifically for managing grants data.
How is the data analyzed?	The software program has features which allow CJCC to easily run a selection of canned reports. Custom reports can also be run, and data can be exported to Excel.
How is the collected data used internally by the agency?	The data is used to help CJCC manage grant programs.
How do external agencies use the data?	External agencies request data for many reasons. The most frequent requests come from legislators who want to know how funds are being used in their jurisdiction. Agencies also frequently request information from the grants database to learn how monies are being spent in their county. Other miscellaneous requests for data are also received for varying purposes.
In what format is data provided to external agencies?	The data format depends on the specific nature of the request. Most often pdf tables of data are emailed to requestors. But Excel tables of raw data can also be provided, if needed.
Can the data be accessed via the internet?	No.
How is the data reported?	The data is reported through annual reports (general funds information is generated on the county level). The data is also reported through federal 269 quarterly reports, and is reported to the public and other agencies in response to individual data requests.

Are there key identifiers that link persons to data?	The name of the agency is the main identifier in the database.
Is there a code book that defines key data elements?	A codebook for the software is not currently available at CJCC.
What would CJCC need to do in order to gain access to the database?	In-house database that is already available to CJCC.
What type of computer software/hardware would CJCC need to access the database?	As of September 2008, the database requires 1 gigabyte of computer disk storage space. FoxPro software is also required. The data tables could be exported to Excel, but the relational nature of the database would be lost.
Agency Contact Person:	Robert Thornton, CJCC Grants Administrator, 404-657-1969 Robert.Thornton@cjcc.ga.gov

Agency:	**Governor's Criminal Justice Coordinating Council (CJCC)**
Database name:	**Claim Management Information System (Victim's Compensation Database)**
Info provided by:	Beverly Dixon, LAN Administrator at CJCC
Who manages the data?	The data is managed by CJCC on an in-house computer.
What type of data is collected/housed in this database?	The database contains all of the information contained on the crime victim's compensation application (see table that follows).
How is the data collected?	The data arrives at CJCC in the form of compensation applications. CJCC staff then enter the information into the database. Currently all information arrives in paper format, but plans are in the works for online application submissions.
How is the data stored?	The data is stored in an Access database.
How is the data analyzed?	Data can be analyzed either in Access, or exported to Excel for analysis.
How is the collected data used internally by the agency?	The data is primarily used by Victim's Services managers at CJCC. They use the data to track pay-outs by county/circuit, and to track criminal activity by geographic areas of the state.
How do external agencies use the data?	The data is not used by external agencies, with the exception of the media. The Atlanta Journal Constitution and other news outlets have on occasion made opens records requests for data.
In what format is data provided to external agencies?	Data is either provided in the form of paper prints-outs of requested data, or a raw data extraction with all key personal identifiers removed.
Can the data be accessed via the internet?	No.
How is the data reported?	The Victim's Services unit produces an annual report.
Are there key identifiers that link persons to data?	Name, date of birth, sex, race, and social security number.
Is there a code book that defines key data elements?	No.
What would CJCC need to do in order to gain access to the database?	In-house database that is already available to CJCC.

What type of computer software/hardware would CJCC need to access the database?	A computer with Microsoft Access is required.
Agency Contact Person:	Beverly Dixon, LAN Administrator, 404-657-1974 Beverly.dixon@cjcc.ga.gov

Data Fields Collected in CJCC's Claim Management Information System	
	Data Fields Collected
Information CJCC enters from the Georgia Crime Victim's Compensation Program application:	Type of benefits being applied for: Medical ($ amount) Type of benefits being applied for: Funeral ($ amount) Type of benefits being applied for: Counseling ($ amount) Type of benefits being applied for: Economic support($ amount) Type of benefits being applied for: Crime scene clean-up ($ amount) Type of benefits being applied for: Total compensation ($ amount) Type of crime Referring office/agency Restitution requested Civil action requested Insurance (yes/no) Insurance company Insurance policy number Insurance co. telephone number Insurance co. address Victim's name Victim's social security number Victim's age Victim's sex Victim's address Victim's date of birth Victim's home phone number Victim's work phone number Victim employed at time of crime (yes/no) Dates victim was absent from work due to injuries sustained during crime Claimant name Claimant social security number Claimant date of birth Claimant address Claimant relationship to victim Claimant home telephone number Claimant work telephone number Location of crime (city & county) Date of crime Date reported Agency crime reported to Name of officer/detective Offender's name Law enforcement case # Victim ethnic group Victim US Citizen (yes/no) Victim handicap (yes/no) Federal crime (yes/no) Victim Georgia resident (yes/no)

Georgia Board of Pardons and Paroles – Parole Case Management System & Investigations System

The Georgia Board of Pardons and Paroles (herein referred to as GBPP) houses several databases. The Parole Case Management System and the Investigations System are the two primary databases that are most likely to contain data that would be of interest to CJCC. Four other databases are also discussed, although detailed information tables have not been provided because these databases are very specialized in nature and likely do not contain data that would be useful for CJCC as a data clearinghouse. All systems have been summarized to provide a more complete picture of the data systems available at the agency.

Parole Case Management System

The Parole Case Management System (formerly known as FLOID) serves as the primary data system to track the day-to-day activities of parolees. The Case Management System is initialized with some information imported from the Department of Corrections OTIS database (such as demographic information on the offender and personal identifiers), but the majority of data is generated by the parole officer during the course of parole supervision. Parole officers enter all case interactions and parolee information into the system and data is uploaded nightly to the statewide repository. The data is used by GBPP to record supervision activities, manage agency processes, track workload, analyze agency policies (what is working/what isn't working), and plan to improve agency processes. Outside agencies also utilize data from Parole's Case Management System. The Department of Corrections Probation Offices receives a summary of supervision data on parolees leaving parole and reporting to probation, the Georgia Crime Information Center (GCIC) is regularly provided with data to update the sex offender registry, to flag cases where warrants have been issued by the Board, local law enforcement agencies request data on parolees for enforcement efforts, the Governor's Office of Planning and Budget is routinely provided with performance measure data, legislators request data to help in decision-making, the media regularly receives updated data from GBPP, and researchers commonly use the data for the evaluation of programs and policies as well as the development of innovative data tools for the agency.

The data is currently housed in a Lotus Notes system, with key data fields exported into Oracle tables to enable data analysis. GBPP provides regular extracts from the Case Management System to agencies such as the Atlanta Journal Constitution. The data provided is public information and there are no user agreements or restrictions on how the data can be used. GBPP also provides more detailed Case Management data to other agencies, such as Applied Research Services, for research purposes. When confidential data is released to an agency, agreements are required specifying how the data can be used and reported. If CJCC were granted access to Parole's Case Management System data, the types of user agreements and dissemination practices would be determined by the nature of the data provided. The computer requirements to access the data would also be dependent upon the data provided and the data structure most desired by CJCC. GBPP stressed that they are quite flexible and can provide the data in a variety of formats to best suit CJCC's needs, such as comma-delimited text files which would offer CJCC the most flexibility to import the data into software packages for statistical analysis. The staff will work with CJCC to find the best fit.

The Case Management System offers CJCC many options in terms of criminal justice indicators. Some examples of questions that data from this system currently answers are: the number of persons under parole supervision in Georgia and by county, demographic profile of persons on parole in Georgia (race, age, sex), the percentage of parolees falling into different risk levels (low, medium, high), the percentage of parolees employed, the percentage of parolees that test positive for drug use, and the type of parole supervision completions (success vs. revocation).

Parole Investigations System

Parole's Investigations System (previously called 'Barney') houses the data collected by parole officers and parole investigators to assist the Parole Board in making clemency decisions. Some of the data comes directly from OTIS, but the majority is manually entered by parole staff working in the field. They complete a labor intensive investigation on each inmate (prospective parolee) which includes a manual review of local records, police reports, and local district attorney and prosecution files, as well as interviews with family members, previous employers, and public officials. Upon completion of an investigation, a report is printed from the database

and placed in the case file for Parole Board member review and vote. Victim's Services also uses some of the data from the Investigations System.

The majority of the data contained in the Investigations System is confidential and not released to the public. A small extract of personal history data is available to the Department of Corrections to view over a secure web-based line, and through a direct agency link to their Scribe database. Aside from this inter-agency sharing of data, no other external agencies have access to this database. Due to the confidential nature of this data, it is unlikely that CJCC would be granted access to this database, with the exception of possibly the personal history data. Much of the data contained in the personal history section is also available through OTIS (such as drug use and mental health issues). It is expected that OTIS would be a more readily accessible source of such types of indicator data than the Investigations System.

Data Warehouse

As discussed in the Department of Corrections section, a data warehouse effort is underway between DOC and GBPP. Parole described the warehouse as an effort to increase the accessibility of data between the two agencies. A common site is being developed to provide secure access for both agencies to data in OTIS, Scribe, Parole Case Management System, and CONS (CONS will be discussed below). The goal is to improve data-sharing. For example, the data warehouse will allow parole officers to access data on offenders that once served on probation, and allow probation officers to access data on offenders that once served on parole. This will assist officers in making current supervision decisions. As of this writing it is not clear exactly what portions of each database will be available via the data warehouse. For example, the Case Management System contains a fair amount of confidential data. Decisions still need to be made about the level of data that will be shared from each database. However, the final warehouse will improve the ability of the two agencies to share information.

Other Databases Housed at the Board of Pardons and Paroles

In addition to the two main databases discussed above, GBPP also hosts several other databases. It is not believed that these databases would provide key indicator data for CJCC, but a brief

description of each is provided. The first database of note is the Clemency Online Navigation system (CONS). This system is still in development, with a tentative release date of midyear fiscal year 2011. The project goal is to move the Board off the legacy mainframe OTIS database now shared with Corrections, which Corrections is also leaving for an Oracle based relational data structure, and to reengineer workflow in the Clemency process. There is some urgency in the Board completing this project because Corrections is ahead of the Board and at some expense will have to maintain data flow into OTIS for the Board's use until CONS is implemented. The system will serve a limited data collection function, and provide interfaces to other agency systems in order to make all parole data required for the clemency process available in one central place. The hope is that this initiative will restructure and organize the flow of work to improve internal business processes. CONS will initially contain information that is contained in OTIS and other GBPP databases, but over time it will evolve to contain data that is currently not stored in other agency databases. CONS may hold promise for CJCC as an indicator data source in the future.

The Victim's Services Database is currently housed in a Lotus Notes format. DOC and GBPP combined their Victim's Services into one unit in 2005. GBPP is working with Southern Polytechnic State University to create a Customer Relationship Management (CRM) style system that will consolidate victim related information currently in the Lotus Notes system and OTIS, providing a single place for victim information to be entered and maintained. Victim impact statements, notification requests and address changes are currently completed online and the data is stored in the existing database. Contact information for victims resides in this database and allows victims to register for offender updates from both DOC and GBPP.

The Victim Information Program (VIP System) is also a database worthy of mention. VIP replaced DOC's victim notification system and is a voice response system that allows victims to call and access information on offenders. They are given a victim PIN number which allows them to use the phone system to look up an offender, obtain the status of an offender (inmate, parolee, probationer), and when available, a tentative parole month, maximum release date, supervision information, and a contact phone number for the supervising officer. The system also provides outbound voice-based notification to victims when an offender's status has changed

(i.e. released, died in prison). Some of the information in the VIP system comes from OTIS and some comes from the Case Management System research file extract.

GBPP also maintains the Restitution System. All restitution and fees go through a “consolidated lock box.” Parole receives updates on funds received and receives updates for those who owe restitution through Victim’s Services and the Investigations System. Upon verifying who owes money to whom and verifying address information, restitution is traced and allocated to victims (divided if multiple victims) in monthly or quarterly checks. This system will likely expand to include all supervision fees, but at the moment only tracks restitution.

Lastly, GBPP maintains an Oracle-based Guidelines Rating System Database. This houses all of the data used to calculate the parole release guidelines risk score and recommendation. The release decision is made on paper and not contained in the Guidelines Rating System Database. Eventually this data will be available through the CONS system.

Agency:	Georgia Board of Pardons and Paroles
Database name:	**Parole Case Management System (formerly called FLOID)**
Info provided by:	Tony Mazza, Director of Research, Evaluation and Technology, GBPP John Prevost, Asst. Director of Research, Evaluation and Technology, GBPP
Who manages the data?	The data is managed internally by GBPP. A contractor is currently assisting the agency in converting the database to an all Oracle-based system.
What type of data is collected/housed in this database?	The Case Management System contains a large volume of data, including some basic offender information from the Department of Correction's OTIS database (such as personal identifiers), as well as all information related to the day-to-day interactions between parole officers and parolees. This includes a parolee's employment status, residence information, drug tests, program attendance, and revocation information.
How is the data collected?	Some data from OTIS is imported into the Case Management System. The data is primarily basic information on the offender including demographic information, identifiers, and incarceration data. The majority of data is entered daily by parole officers, based upon their interactions with parolees and their performance on parole. Each parole officer has an agency-issued laptop with access to the database to record all interaction data. The data entered by officers is uploaded to the central repository nightly, at which time a risk instrument uses the data to calculate a risk score for each parolee. Risk scores are updated daily in the Case Management System.
How is the data stored?	Currently the majority of data in the Case Management System is entered and stored in Lotus Notes. For analysis purposes, a subset of data is pulled into Oracle tables. The agency is currently in the process of converting the Case Management System to an Oracle-Java based system. This will be a web-based system. Parole officers will have to use their GBPP-issued computers to go through a network to gain access to the new system. In the future, officers may be able to access the site through the internet, but for security purposes that option will not be available in the near-term.
How is the data analyzed?	Most analysis is done through Oracle tables. The data is transferred into STATS which is an Oracle-based reporting system designed for analysis and reporting of data. Some ad hoc requests are fulfilled by importing data into Excel or SPSS for analysis. Very little analysis is conducted on the mainframe.
How is the collected data used internally by the agency?	GBPP uses the Case Management System data for many purposes including: recording and tracking case supervision activities, managing agency processes, tracking workload, analysis of agency policies, and long-range planning. The data is also used to evaluate parole officers, parolees, and parole offices/districts on a variety of performance measures. It also calculates a parolee's risk score on a daily basis.

How do external agencies use the data?	Many state agencies use data from Parole's Case Management System. The Georgia Bureau of Investigations uses GBPP data to update offender custody status data in the GCIC data system, the Georgia Department of Corrections uses data to assist in the management of offenders, law enforcement agencies use data for informational and enforcement purposes, and The Governor's Office of Planning and Budget uses parole performance measure data. In addition legislators use data from the Case Management System when considering and proposing legislation, and media outlets regularly receive data for reporting and investigational purposes. Further, researchers also request case management data for evaluation and program development.
In what format is data provided to external agencies?	GBPP provides the data in a variety of ways to meet the needs of the requestor.
Can the data be accessed via the internet?	Data extracts from Parole's Case Management System are available on the internet. For example, the public can log onto GBPP's website and access information on parolees in their community (by zip code), or they can look up individual parolees for information including their address, offense information, and a photograph. This data can be accessed at http://www.pap.state.ga.us/opencms/opencms/. In addition, the GBPP website also includes some aggregated statistical information, as well as access to annual reports which provide statistical data compiled using data from the Case Management System.
How is the data reported?	GBPP produces an annual report where statistics on the parolee population are reported.
Are there key identifiers that link persons to data?	Key parolee identifiers in the Case Management System include: name, date of birth, FBI #, SID, UNO, and EF #.
Is there a code book that defines key data elements?	No. A table has been provided below of the data fields included in the research file that is extracted from the Case Management System, but a code book for the rest of the database is not available.
What would CJCC need to do in order to gain access to the database?	CJCC would need to contact Tony Mazza or John Prevost at GBPP to discuss the data needs of the agency. Depending on the data desired, user agreements and dissemination policies may be required.
What type of computer software/hardware would CJCC need to access the database?	GBPP said they are flexible and able to provide Case Management Data in a variety of formats. Comma delimited files would probably provide CJCC with the most flexibility in terms of importing the data into statistical software, but the agency is willing to work with CJCC to provide data in the format best suited to their needs.
Agency Contact Person:	Tony Mazza, Director of Research, Evaluation and Technology, GBPP 404-651-6714, Tony_Mazza@pap.state.ga.us (Or) John Prevost, Asst. Director of Research, Evaluation and Technology, GBPP 404-651-6744, john_prevost@pap.state.ga.us
Notes:	Please see discussion of the data warehouse. This may be an easier option for CJCC to obtain Case Management Data than obtaining raw data extracts.

Data Fields Collected in Parole Case Management System -- Data Subset For Analysis Purposes

Table Name	Data Fields Collected
Summary1.parolees_inactive	MON_YEAR REGION REGION_TXT DISTRICT DISTRICT_NAME TEAM PO_NUM PO_NAME PREFIX INMNUM INMNAME SUPVLVL SUPVLVL_NUM SUP_DT REL_DT EVAL_DT NEXT_EVAL EVAL_TYPE REL_TYPE MAX_DT DISCH_DT DISCH_TYPE REV_DT REV_REASON PROB_TO_FOLLOW ACTIVE RES_CNTY EM ADMIN_ABSC EXEMPT EXEMPT_REASON EMPLOYABLE EMPLOYED UNEMPLOYED EMP_STAT CNT_F_F CNT_F_O CNT_C CURRENT_F_F CURRENT_F_O CURRENT_C PRIOR_F_F GENDER RACE

	SRACE OFFENSE_TYPE PAROLE_SUCCESS_SCORE WRAT_READ_SCORE TOTAL_VIOLENT_CRIMES TOTAL_PRISON_DAYS PRIOR_INCARCERATIONS TOTAL_PRE_PAROLE_ARRESTS AGE_AT_SENTENCING DRUG_SALE_POSS MH_LEVEL BEHAVE1_CODE BEHAVE2_CODE BEHAVE3_CODE BEHAVE4_CODE BEHAVE5_CODE SSC_MH_COUNS SENTENCE_BEGAN_DT SENTENCE_LENGTH_DAYS LAST_BEGIN_DT SHIV PAR_CERT_PREFIX PAR_CERT_NUMBER CURRENT_OFFENSE COUNTY_CONVICTED CIRCUIT_CONVICTED BIRTH_DT CURRENT_AGE_GROUP SPRIORPARREVOCFLAG SSUCCESSFACTORD WH_START_DT WH_END_DT DISTRICT_BEFORE_WH DISTRICT_AFTER_WH EMPDAYS RESIDS POSRATIO PROGATTEND SPARCONSIDERATIONTYPE SFIRSTOFFSTATUS M_UNO M_FLAG_PRIOR_PAR_REV SOVERRIDE SRISK SSTATUS RSAT NARREARS SUPVLVL_OLD PNLSENT EV

	RV REFERRALS DRUGTESTS POS RANDOM_SELECTED RANDOM_TESTED RANDOM_POS PROGRAMS ATTENDANCES SPOOFFICE SPOAREA SPOPROPERNAME SPOSUBNAME SPOAREANAME SPREVOFFICE SPREVPONUM SPREVPONAME SPREVPOAREA SPONUM SPEC_COND_REF FOLLOW_UP M_DRUG_BEHAV_PROB M_ALC_BEHAV_PROB M_GUIDE_PROB_REVOCS M_GUIDE_PAR_REVOCS PAR_STATE_TRANS_TO SPECIAL_DT INITIAL_RISK M_OC_CNT_87_PROBAT_CONVS ARRESTED SO
floid.farr	DARRDT DBONDPOSTDT DJAILRELSDT DTELEXDT NBONDAMOUNT SARRAUTH SARRESTID SARRTYPE SBONDSET SBONDSTATUS SCNTYCODE SDETAINERAGENCY SINMNUM SJAILRELSREASON SJAILSITE STELEXPLACED SPONUMATCREATION RUNIVERSAL_ID

	DMODDT
	SBOARDPRES
	SBOARDONLY
	DSOLEBEGINDT
	DSOLEENDDT
floid.fchrg	DCHRGOFFDT
	DDISPOSDT
	NCHRGOFFCOUNTS
	SPREPAROLEVIOL
	SARRESTID
	SCHARGEID
	SCHRGCITY
	SCHRGCNTY
	SCHRGOFF
	SCHRGTYPE
	SCHRGVIOLENT
	SCONVID
	SCONVOFFID
	SDISPOSITION
	SINMNUM
	SPONUMATCREATION
	RUNIVERSAL_ID
	DMODDT
floid.fconv	DCONVSENTDT
	SARRESTID
	SCONVCNTY
	SCONVCRTNAME
	SCONVID
	SCONVNAME
	SINDICTMENTNUM
	SINMNUM
	SPONUMATCREATION
	RUNIVERSAL_ID
	DMODDT
floid.fconvoff	NCONVOFFCOUNTS
	SARRESTID
	SCONVHB1607
	SCONVID
	SCONVOFF
	SCONVOFFID
	SCONVPROBINCAR
	SCONVSENT
	SCONVTYPE
	SINMNUM
	SPONUMATCREATION
	RUNIVERSAL_ID
	DMODDT

floid.fdrugtest	BHASPOSITIVES DDRUGTESTDT DTESTGIVENDT SAMPHET SALCOHOL SBARBIT SBENZ SCOCAINE SDSLOC SFIELDLOCATION SINMNUM SMETHAMPHET SOPIATES SPCP STESTINIT STHC SRNDDS SPONUMATCREATION RUNIVERSAL_ID DMODDT
floid.fem	DEMENDDT DEMSTARTDT SEMABS SEMAFTER SEMAWAITPROGPLACEMENT SEMCRIMHIST SEMCURFEWVIOL SEMEMPLPROBLEM SEMFROM SEMHISTABS SEMHISTEMPLPROBLEM SEMHISTNOTATTENDPROGRAMS SEMHISTNOTREPORTING SEMHISTOTHERTECH SEMHISTSA SEMNEWOFF SEMNEWOFFLVL12 SEMNEWOFFLVL3 SEMNEWSA SEMNOTATTENDPROGRAMS SEMNOTPAROLEECONTROL SEMOTHERTECH SEMPROVIDER SEMREASON SEMSA SEMTAMPERS SEMTRANSOUT SEMWARR

	SEMOUTCOME
	SINMNUM
	SPONUMATCREATION
	RUNIVERSAL_ID
	DMODDT
	SDELETERECORD
floid.femp	
	DEMPBEGINDT
	DEMPENDDT
	NSALARYAMT
	SEMPADDR_1
	SEMPADDR_2
	SEMPCITY
	SEMPCNTY
	SEMPCONTACT
	SEMPENDRSN
	SEMPEXEMPT
	SEMPHOURS
	SEMPJSADDR
	SEMPJSCITY
	SEMPJSCNTY
	SEMPJSPHONE
	SEMPJSSTATE
	SEMPJSZIP
	SEMPNAME
	SEMPPHONE_1
	SEMPPHONE_2
	SEMPSTATE
	SEMPZIP
	SINMNUM
	SJOBSITE
	SJOBTYPE
	SPAYSCHED
	SPONUMATCREATION
	RUNIVERSAL_ID
	DMODDT
	SDELETERECORD
floid.fprogaccept	
	DPROGBEGDT
	DPROGENDDT
	SFULLPROGTYPE
	SINMNUM
	SPONUMATCREATION
	SPROGACCTID
	SPROGCONTACTNAME
	SPROGCONTACTPHONE
	SPROGMISCNAME
	SPROGSTATUS
	SPROGTRAC
	SPROGTYPE

	SPROGVENDOR
	SPROGTRACOBJ
	RUNIVERSAL_ID
	DMODDT
	SFREQUENCY
floid.fprogrec	DPROGATTDDT
	NPROGSTATUS
	SINMNUM
	SPONUMATCREATION
	SPROGACCTID
	RUNIVERSAL_ID
	DMODDT
	ACTIVE
floid.fprogrefer	DPROGASSESSDT
	DPROGASSESSMISSEDDT
	DPROGNOTACPTDT
	DPROGREFERDT
	NPROGASSESSMISSEDCNT
	SINMNUM
	SPONUMATCREATION
	SPROGCONTACTNAME
	SPROGCONTACTPHONE
	SPROGNOTACCPTRSN
	SPROGTRAC
	SPROGVENDOR
	RUNIVERSAL_ID
	DMODDT
floid.fresd	DRESDBEGINDT
	SINMNUM
	SRESDADDR_1
	SRESDADDR_2
	SRESDCITY
	SRESDCNTY
	SRESDNAME
	SRESDPHONE
	SRESDRELATIONSHIP
	SRESDSTATE
	SRESDZIP
	SPONUMATCREATION
	SARCHIVE
	RUNIVERSAL_ID
	DMODDT
	SHIDERES
	SDELETERECORD
floid.fwarr	SWARRTYPE
	BWARRRSNCOND1

	BWARRRSNCOND1EM BWARRRSNCOND1EMPL BWARRRSNCOND1OT BWARRRSNCOND1REPTG BWARRRSNCOND1SA BWARRRSNCOND2 BWARRRSNCOND2FAMVIOL BWARRRSNCOND2FEL BWARRRSNCOND2MISD BWARRRSNCOND2VIOL BWARRRSNCOND3 BWARRRSNCOND4 BWARRRSNCOND4ABS BWARRRSNCOND4LVGSTATE BWARRRSNCOND4RESDCHG BWARRRSNCOND5 BWARRRSNCOND6 BWARRRSNSPECCOND BWARRRSNSPECCONDEM BWARRRSNSPECCONDOT BWARRRSNSPECCONDSA BWARRWITHDRAW4TRW BWARRWITHDRAWADMIN BWARRWITHDRAWBRDACTN BWARRWITHDRAWCHRGDSMSS BWARRWITHDRAWDEATH BWARRWITHDRAWDISCHRG BWARRWITHDRAWFINAL BWARRWITHDRAWMISD BWARRWITHDRAWMISTAKENID BWARRWITHDRAWNEWWARR BWARRWITHDRAWOT BWARRWITHDRAWPRELIM BWARRWITHDRAWSPECCOND BWARRWITHDRAWWARROUTDT DWARRCUSTODYRELSDT DWARRDESTROYDT DWARRDT DWARRINTACTDT DWARRREQUESTDT DWARRRETURNDT SINMNUM SWARROFFENSE SWARRRETURNTYPE SPONUMATCREATION RUNIVERSAL_ID DMODDT SWARRWDREVOCATION FORM SISSUEDBY

	SWITHDRAWNBY
summary1.inf_sort	INF_TYPE SMGR INT_TYPE INT_DATE INT_LOC INMATE_NUM INMATE_NAME PO_NUM MON_YR MON_YEAR SUPVLVL SUCCESS SOURCE DCREATEDT
summary1.sancs	INF_TYPE INT_TYPE INT_DATE INT_LOC INMNUM PO_NUM MON_YR MON_YEAR SUPVLVL SOURCE DCREATEDT
summary1.succ	INF_TYPE INT_TYPE INT_DATE INT_LOC INMNUM PO_NUM MON_YR MON_YEAR SUPVLVL SOURCE
summary1.viols	INF_TYPE INT_TYPE INT_DATE INT_LOC INMNUM PO_NUM MON_YR MON_YEAR SUPVLVL SOURCE DCREATEDT

Agency:	Georgia Board of Pardons and Paroles
Database name:	**Investigations System**
Info provided by:	Tony Mazza, Director of Research, Evaluation and Technology, GBPP John Prevost, Asst. Director of Research, Evaluation and Technology, GBPP
Who manages the data?	The data is managed internally by GBPP.
What type of data is collected/housed in this database?	The Investigations System collects four categories of data. 1. Legal Investigation: This section contains data on the crime of conviction, documentation on the crime (such as amount of loss, whether drugs were involved, level of injury), details for the crime, and a synopsis of the criminal history of the offender in the circuit where the crime was committed. 2. Social Investigation: This section collects information on offenders and their families. It includes data collected from interviews with family members (usually a spouse or parent). In addition to providing information on the offender, it is also used to verify self-report data provided by the offender in the personal history statement. The family is also asked to provide information on issues that led to the offender's criminality (such as substance abuse, associates, and mental health problems). 3. Personal History Statement (PHS): The PHS is completed by a parole investigator while the offender is in the diagnostic phase of incarceration. They are asked to provide (self-report) demographic information, substance use, mental health issues, family information (such as socio-economic status, and drug use of family). They also provide information on their last three employers, as well as a statement about the offense. Essentially, the PHS collects information to understand who the offender is, the family, and the family dynamics. 4. Parole Plan: This section includes data on where the offender will live if released on parole, whether it is acceptable, and whether it meets offender restrictions (i.e. an offender on electronic monitoring must reside in a home with a telephone).
How is the data collected?	The data is primarily collected by parole investigators in the field conducting manual records searches and interviews. Some data also comes from OTIS.
How is the data stored?	All of the Investigations System (except for the Personal History Statement) resides in Lotus Notes. Some data from the Personal History Statement is pushed into OTIS (such as the number of children, marital status).
How is the data analyzed?	There is very little analysis on this data because Lotus Notes does not provide a platform for easily extracting and analyzing data.
How is the collected data used internally by the agency?	The data is used by the Parole Board to make clemency decisions. Printed copies of offender investigations are put into case files for Parole Board review. The Victim Services division also uses a very small portion of the data collected.
How do external agencies use the data?	The only agency that utilizes data from the Investigations System is the Department of Corrections which has secure web-access to a small extract of the personal history statement data.

In what format is data provided to external agencies?	DOC has secure web-based access to the data it is permitted to retrieve.
Can the data be accessed via the internet?	The public cannot access the data via the internet. However, some demographic offender information in the annual reports (available online) are processed using aggregate data from the Investigations System.
How is the data reported?	The only data reported is aggregate demographic data which can be found in GBPP's annual reports.
Are there key identifiers that link persons to data?	The key identifiers available are: name, date of birth, FBI #, SID, UNO, and EF #. Any identification numbers that can be garnered by the investigator are included.
Is there a code book that defines key data elements?	No.
What would CJCC need to do in order to gain access to the database?	Due to the confidential nature of most of the data contained in the Investigations System, it is not likely that access can be granted. CJCC would need to speak with Tony Mazza or John Prevost to discuss this issue further.
What type of computer software/hardware would CJCC need to access the database?	Unable to access.
Agency Contact Person:	Tony Mazza, Director of Research, Evaluation and Technology, GBPP 404-651-6714, Tony_Mazza@pap.state.ga.us (Or) John Prevost, Asst. Director of Research, Evaluation and Technology, GBPP 404-651-6744, john_prevost@pap.state.ga.us