



Faye
Include in
my IBM school
folder

July 15, 1966

Mr. Dan Sweat
City of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Mr. Sweat:

You asked for a copy of the Metropol application for the computer systems development. Enclosed is a copy of the original application. There has been meetings and phone calls relative to this project and at the present we are expecting to be asked to submit an amended application. There have been no recent developments.

I think it is very desirable that we avoid duplication of effort and expense, and will be glad to work with you in any way I can.

Yours very truly,

Wayne Moore Jr.
Wayne Moore, Jr.
Engineer-Planner

WMJr:sh
Enclosure

REQUEST FOR LAW ENFORCEMENT ASSISTANCE FUNDS

The necessity for central computerized police records for the Metropolitan Area of Atlanta was clearly demonstrated by the 1965 activities of Atlanta Metropol. This group of area policemen met together, trained together and worked together in efforts to find and solve their mutual problems to the satisfaction of all concerned. The problem of police records, standardization of report forms and computers came to the forefront in Metropol when it was discovered, through day-to-day work with the various departments, that no universal method was used in keeping records in the 49 different departments. Considering the fact that the city limits of Atlanta borders on six other independent police jurisdictions, it is obvious that many problems cross city limits and that information from one department would be valuable to others. The multiplicity of files delays this exchange of information.

A look at the entire Metropolitan Atlanta Area shows a similar situation exists, but on an expanded scale. This five-county area is some 1,724 square miles in extent. Its population is about 1,200,000 or approximately one-fourth that of the State of Georgia. Of the 33 cities of Georgia with a population of 10,000 or more, nine are found in this Metropolitan Atlanta Area. It includes five county governments and 44 municipal governments.

This proposed project has been planned in three phases. Phase one will involve the five-county area of Metropolitan Atlanta and will serve as a model for the remainder of the state; phase two will include the entire state with regional meetings planned and field assistance being given to any department that is interested in using the services or setting up a similar system; phase three will also be statewide and will be an added attempt to extend the use of this system to departments that were unable to come in under phase two. Field assistance and regional meetings are also planned for this third phase.

PHASE ONE: Each of the 49 departments in the Metropolitan Area has its own system of keeping records as well as its own set of report forms. To begin with, an inventory of the record systems and report forms of each department would be made to determine the need. This first step in phase one would be done largely by sub-contract to competent consultants working under the Metropolitan Atlanta Council of Local Governments with technical assistance from the Metropol Steering Committee.

Request for Law Enforcement
Assistance Funds (Cont'd.)

After this inventory is complete, an advisory committee (consisting primarily of members of the Metropol Steering Committee, the Metropolitan Atlanta Council of Local Governments, and the Federal Bureau of Investigation), working with the Project staff, will prepare a standard set of report forms, record systems, and files that would be suitable for use by all police jurisdictions in the area. This material would be graduated so that a small police department could use only a portion if it desired, but the portion used would be compatible with the whole system. This material would be prepared in such form as to be readily adaptable to the use of data processing equipment.

The feasibility of using central electronic data processing equipment would be studied. This study would cover the use of existing equipment, equipment on order, commercial units, or new installations. It is conceivable that a start might be made under one system, then progress to other units as they become available or the use of the system is expanded. The study would include a proposal for sharing the cost of the data processing between the governments included.

When the inventory is complete, standard report forms are developed and the cost of the system is determined, those persons responsible for its operation would then be trained. A short course in this type instruction is planned as part of the project and will include the police chiefs, persons who will fill in the report forms, keypunch operators and others who might be affected.

As this system is developed, members of the advisory committee will be making frequent evaluations of each thing that is done. Use will be made of two existing committees for these progress checks on the project. One, the Steering Committee of Metropol, the other, the Data Processing Study Committee of the Council of Local Governments. The former, composed of experienced law enforcement officers, would provide the needed technical police experience and knowledge for standardization of files, records and reports. The latter committee is made up of men with data processing background, budget and management skills. This group would be admirable for reviewing the program development, the cost sharing plans, and the implementation of the computer part of the project. Both groups are already organized and active as seen by the annual report of MACLOG - (Appendix A of this application).

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When phase one has been completed, members of the staff of the Institute of Government at the University of Georgia will make an over-all evaluation of the value of the project and suggest methods of improvement. By making this evaluation, they will be in a better position to carry out phases two and three of the project.

In the initial phase of the project, as in the remaining two, the police departments will be the target groups or the groups most affected, although the entire state will benefit because of increased efficiency in police work.

This project is designed to demonstrate the added capabilities a police department gains by having computer-fast access to central area-wide files. As phase one is designed to serve as a model for the remainder of the state, computer capabilities will be demonstrated before the two final phases of this project are initiated.

The estimated completion time of the three phases is one year each. Phase one will serve as a model for the state, but will include only the five-county Metropolitan Atlanta Area. This phase will be conducted by competent personnel from the Atlanta area, while phases two and three will be administered by the Institute of Government of the University of Georgia, Athens, Georgia. A breakdown of the estimated time schedule for phase one is as follows:

- A. An inventory of the records and report forms used by all police departments in the area - before conducting the inventory, all the police chiefs will be called in to a meeting in which an explanation of the purpose of the inventory will be given - estimated completion time for this step is two months.
- B. Designing the system, standardizing of report forms, system analysis, and determining the cost of the entire system, as well as the cost to each jurisdiction using the system - estimated completion time is six months.
- C. Orientation given to police chiefs, persons responsible for filling out report forms, key-punch operators, etc. - a short course in this type instruction is planned - estimated completion time is one month.

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- D. Coding of system. Contingent on approval of operating contract between cities and counties. Estimated completion time is six months.
- E. Evaluation by competent personnel during development of system as well as after the system has been in operation - estimated time for final evaluations is one-two months.
- F. Publication of complete report on project for distribution to interested police departments - estimated time two months.

Total estimated time required to carry out phase one of this proposed project, 12 months.

Phase two of the project will be expanded to include departments throughout the state. With the regional meetings planned and the vast amount of field assistance that will be required, it is expected that another 12 months will be necessary to complete phase two. Phase three is similar to phase two in that it will consist of regional meetings and a great amount of field assistance. This phase is designed to pick up those smaller departments in the state that were unable to come in when phase two was in operation and should also be completed in 12 months.

FINANCIAL RESOURCES

Itemized Estimate of Project Cost.

PHASE ONE:

A. Inventory of records and reports	\$ 5,000
B. Systems Analysis and Design	22,500
C. Orientation and Short Courses	4,000
D. Coding of System	15,000
100 hours of IBM 7040 computer time	10,000
E. Evaluation	2,000
F. Publication of Reports	3,000
Traveling Expense	3,000
Telephone - Postage - etc.	500
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	\$ 65,000

Note: No capital outlay included in the above estimate.

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Local Contribution:

3 months of Coordinator's time.

3 months of Asst. Coordinator.

Administrative overhead for above two employees.

All office space, conference rooms for project.

ARMPC staff time - artists, research personnel,
and stenographers.

Police staff personnel for technical assistance.

Any capital outlay required. It is contemplated that contracts will be negotiated between local governments to install and operate the system if it is found to be feasible and within the capabilities of the local governments. No part of the requested funds would be spent on capital outlay.

PHASE TWO: No funds requested at this time for these parts of the over-all project.

PHASE THREE: No funds requested at this time for these parts of the over-all project.

In phase one of this proposed project, the work would be done under the Metropolitan Atlanta Council of Local Governments with assistance being given by the Steering Committee of Atlanta Metropol. The Council of Local Governments has available two full-time employees to coordinate the activity, with complete staff support furnished, under contract, by Atlanta Region Metropolitan Planning Commission. All of the facilities of ARMPC, such as office space, conference room, printing equipment, etc., would be available when needed. Since ARMPC has initiated many activities and projects involving Federal aid, their assistance in the administration of phase one will be extremely valuable.

Request for Law Enforcement
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The Council of Governments' biggest accomplishment to date has been the organization of the area policemen into a group known as Atlanta Metropol. This group was organized in June, 1965, and set three prime objectives as a beginning - better communications, better training and better cooperation. To date, they have been extremely successful in all their endeavors. Their accomplishments through December 31, 1965 are listed in the 1965 Annual Report of the Metropolitan Atlanta Council of Local Governments - (Appendix A). Since then, Metropol has started its fourth training institute with 52 men having less than two years' experience being trained. They also have definite plans for a week-long administrative school for top level officers beginning March 28. This school will include men from throughout the state and an attendance of 150 is expected. In this school, as in all the others, Metropol will be given a great amount of assistance from the Federal Bureau of Investigation.

The latest accomplishment of Metropol (since the completion of the 1965 Annual Report) was an IBM demonstration it sponsored January 19 in which the capabilities of computers in police work were demonstrated.

As stated in a previous paragraph, Atlanta Region Metropolitan Planning Commission and Atlanta Metropol can be expected to be very cooperative in carrying out phase one of the project. Others who can be expected to cooperate are the staff members of the Institute of Government at the University of Georgia and the computer division of Georgia State College. During phases two and three of the project, the above mentioned agencies, as well as the Council of Local Governments, will assist the Institute of Government at the University of Georgia in every way possible.

For assistance thus far on this project, the Federal Bureau of Investigation has been contacted and can be expected to participate in all three phases of the project.

As previously stated, phase one of this project will be done under the Metropolitan Atlanta Council of Local Governments with assistance from Atlanta Metropol. From these two groups and from several outside sources, an advisory committee will be formed that will develop the guidelines to be followed in each step of phase one. By developing these guidelines and seeing the end results, this group can make their evaluations

Request for Law Enforcement
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as the project progresses rather than an over-all evaluation when it is complete. For an over-all evaluation of phase one, members of the staff of the Institute of Government at the University of Georgia will take over. Since they are responsible for carrying out phases two and three of this project, it is only reasonable that they would be the logical group to determine the effectiveness of phase one. From this, they can determine whether it would be profitable to continue with the two final phases.

As clearly stated in the explanation of the Law Enforcement Assistance Act, its primary purpose is to identify workable solutions to the nation's crime control problems. We feel that we have such a solution in our proposed project. It will only have local impact in phase one, but this impact will be increased and include the entire state in phases two and three. Other states could certainly profit by the basic work done on police records and files. The feasibility study on data processing should be a valuable guide to states considering the use of such equipment. A full report of phase one will be printed in sufficient quantities to provide copies for interested governments.

This type system has been tried and is operating successfully in certain areas of the country, but it would definitely be an innovation for the Metropolitan Atlanta Area and for the State of Georgia. Our proposed project is designed as an action program as we plan to computerize the police records of the majority of the police departments in the state within three years. In essence, this project proposes to move law enforcement work from its present antiquated level to a sophisticated, modern, electronic age level, without going through the time-consuming evolutionary process that otherwise will be required. The ultimate goal is the reduction of crime.

July 14, 1966

Mr. Wayne Moore, Jr.
Engineer-Planner
Atlanta Metropol
900 Glenn Building
Atlanta, Georgia 30303

Dear Mr. Moore:

I am constantly asked questions concerning the Metropol application for the computer system development. Would it be possible for me to obtain a copy of the application submitted to the Justice Department?

The City of Atlanta is considering submission of an application which should tie in to the Metropol application as I understand it. However, without full knowledge of what is in the Metropol application, I fear that there could be some duplication and this we would like to prevent.

Sincerely yours,

Dan Sweat

DS:fy

July 11, 1966

Mr. Charles L. Davis
City Comptroller
City of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Charlie:

Your letter of July 7 regarding Brown Engineering Company's presentation has some good suggestions. I would like to comment on some items that you brought up.

Atlanta Metropol submitted an application for a grant of \$65,000. This is the only figure that has been approved by Metropol and by the Council of Local Governments. Jack Harrell of Brown Engineering talked with Dr. Emmerich of the Department of Justice and suggested amending the application to increase the grant to \$100,000. Dr. Emmerich was to talk with his superiors and then let Metropol know how to proceed. To date we have no further word. Any amended application should be considered by both Metropol and MACLOG before being submitted officially.

We have no commitment to Brown Engineering. Brown's Washington office learned of our application and decided that they would like to be our consultants. We should investigate further and pick the best qualified firm.

Before we consider a contract with Brown Engineering or anyone else I recommend that we reach an understanding on several other matters. For example, is Atlanta willing to provide the computer service for Metropol? If so, then obviously Atlanta should have a major voice in the selection of the computer consultant. If preliminary studies indicate that Metropol is able and willing to pay its share of the

Mr. Charles L. Davis

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cost, then the design work should be merged with Atlanta's plans. We should avoid duplication of effort and try to use the funds to speed up the work.

We will be happy to distribute to the committee full information on this project when received. You certainly should not be expected to act on something handed to you at a meeting.

Thanks for your suggestions.

Yours very truly,



Wayne Moore, Jr.
Engineer-Planner

WMJr:rc

cc: Mr. Alan Kiepper
Mr. Harold McCart
Mr. Earl Landers
✓ Mr. Dan Sweat
Mr. George Berry

CENTRAL COMPUTERIZED POLICE RECORD SYSTEM

METROPOLITAN ATLANTA COUNCIL OF LOCAL GOVERNMENTS

Atlanta, Georgia

Duration of project - 12 months

Project cost - \$65,000.00