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Statistics Division

THE CANJUS
INPUT IDENTITY SYSTEM

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STATISTICS DIVISION

Report #10/73

MINISTRY OF THE SOLICITOR GENERAL

and

SECRETARIAT OF TREASURY BOARD

December, 1973

A CANJUS PROJECT REPORT

#7

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THE CANJUS

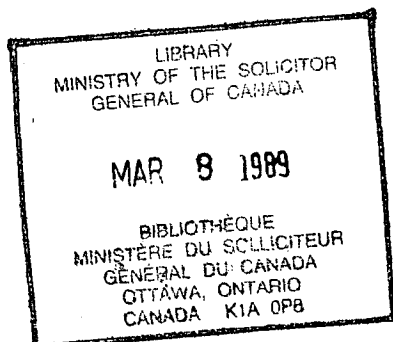
INPUT IDENTITY SYSTEM

by

John F. Townesend

with

CANJUS Project Team



CANJUS PROJECT

The CANJUS project is a project being undertaken by the Statistics Division of the Ministry of the Solicitor General with the assistance of the Planning Branch of the Treasury Board Secretariat. The objective of the project is to develop a comprehensive simulation model of the Canadian Criminal Justice system to 1) develop a basic quantitative description of that system, 2) assist in the planning of policy and program changes by agencies involved in the administration of that system, and 3) serve as the foundation for future analyses and research on the system. The project team at the present time consists of (alphabetically) Neil Carroll, Gordon Cassidy, Elizabeth Cole, Carolyn Fuller, George Hopkinson, Brian Johnson, Lynda Peach, and John Townesend. Not all persons have been committed to the project full-time, but all have made a contribution, without which, some of the many CANJUS publications would not have been possible.

DISCLAIMER

The views expressed are those of the author and do not necessarily represent those of the Ministry of the Solicitor General or the Secretariat of Treasury Board.

THE CANJUS INPUT IDENTITY SYSTEM

1. Objectives

The CANJUS mathematical simulation model of the Canadian Criminal Justice System utilizes a broad variety of particular input derived from specific sources.

The Statistics Coordination Section of the Statistics Division of the Ministry is, among other things, responsible for the monitoring and assimilation of data and information available on the phenomena of crime and the administration of Justice.

The objectives of the CANJUS Input Identity System (CIIS) operated by the Section are essentially three in number:

1) Identifying potential Sources of Input

Exploring across the Canadian Criminal Justice System to identify sources of data and information in subject matter relevant to the conceptualization, development, operation and maintenance of the CANJUS model;

2) Identifying specific relevant Input available from the Sources

Analyzing the information identified to qualitatively establish limitations on its validity and reliability;

3) Identifying copy Input at the local level

Coordinating and controlling the acquisition of relevant information and its flow to the CANJUS model in such a manner as to ensure currency, consistency and accuracy.

While the information collected will be primarily oriented towards meeting the needs of the CANJUS model, it will also serve as a local source for input related to special statistical studies conducted by the Statistics Coordination Section and for statistical projects of the Statistics Division in general.

The balance of this paper examines in greater detail plans to realize each of the three foregoing objectives.

2. Identifying Potential Sources of Input

The CANJUS planning model accomodates data from each of the sub-systems of the Canadian Criminal Justice System. For each sub-system, its operation necessitates the regular input of data relating to the volume of flow of persons through the sub-system (eg. Police, Courts, Correction) and the resources committed to service this flow, in terms of time, man-years and financial expenditures.

Further, data is required for each component of each sub-system. For example, Court flows will necessitate disaggregation by type of election for trial (Magistrate, Judge alone, Judge and Jury), and resources committed to each such element will require separate identity.

Finally, data is required for all areas of the model for successive years of operation of the real-life system and this, in turn, involves the maintenance of control systems to ensure that all available information is, in fact, collected.

A principal source of information is the internal administrative reports of the agencies and institutions involved in the Canadian Criminal Justice System. Alternatively, special reports have been invited to systematically collect data where it has previously been unavailable. Both approaches are exemplified by the Statistics Coordination Section's recently conducted study of expenditures, in terms of dollars and man-power, in the private correctional services in Canada for each of three successive fiscal years. The financial outlay is recorded in Financial Statements in the Annual Reports of the many varied agencies, or alternatively in independent audited financial statements required to comply with the conditions of their incorporation under provincial legislation. The manpower figures, however, were derived from a special survey of the agencies, identifying remunerated and volunteer services, and the types of services involved.

At the same time, the Section is also compiling an inventory of published periodical reports that contain relevant statistical input, a process which is in itself time-consuming since the sources are many and varied and, in many instances, inconspicuous. It is planned to eventually publish the inventory as a Directory of Canadian Justice System data sources for general reference purposes.

Attention is also directed towards areas of expenditure that are directly related to the administration of justice in

Canada, but which are peripheral to the normal flow of persons through the system. Examples of ongoing enquiries in such areas are studies underway or expenditures relating to Legal Aid and Compensation to the Victims of Crime.

Expenditures in the Criminal Justice system are also related to expenditures in areas with which it has a direct interface. Such areas may alternatively be considered as a component of the system, according to which definition of the system is employed. For example, expenditures in the burgeoning Security Guard industry have important implications in terms of planning for future law enforcement resources. It follows that initial moves are now underway to encourage a uniform quantitative description of the industry in the future.

3. Identifying Specific Relevant Input Available from the Sources

It is evident that once the body of potential data sources has been identified, and when published and unpublished reports and materials start to flow, the Statistics Coordination Section could readily be overwhelmed by the volume. Such an avalanche of data would, by itself, handicap and perhaps even negate the proper utility of the data made available. Moreover, data could find its way to the CANJUS model without being subject to scrutiny in terms of ensuring that it actually describes what it claims to describe, and that such description is accurate. In a very real sense, the credibility of the output from CANJUS is related to the credibility of its initial input and efforts to assess the latter will therefore be well invested.

The CANJUS Input Identity System (CIIS) has been developed to meet the needs for control, systematization and ready retrieval of data reported for purposes of CANJUS input. It is predicated on the assumption that systematization is necessary both in terms of subject-matter content and also in relation to the sources of the input.

CIIS is also designed to accommodate materials related to the administration of both the real-life CJS and the system as simulated by CANJUS. Clearly, it is necessary to ensure that all changes in policy and practice that affect the real-life system are also reflected in the model. It is, therefore, necessary to monitor the administration of the real-life system in a qualitative as well as a quantitative sense.

Procedures for the control, systematization and retrieval

of qualitative and quantitative data on the CJS are being progressively defined in a Manual of Procedures for the CANJUS Input Identity System. Meantime, provision has been made to acquire the necessary administrative support manpower to render it operational.

4. Identifying Copy Input at the Local Level

Two elements of the CANJUS Input Identity System merit attention in this overview of its purpose and function.

The first such element is the Inventory of Subject Matter, a copy of which is appended on pink paper. It will be noted that the inventory provides for input to be coded according to six major subject-matter variables - Geographical Territory, Organization of origin, CJS Stream, CJS Sub-system, Fiscal Year and the Unit of Count.

This organization of the subject-matter content will likely be expanded in the light of experience and the growth of the CANJUS model. It will, however, provide a constant and uniform means of labelling and retrieving all relevant input by use of a 12-digit numeric code, supplemented by a short alpha suffix for final filing purposes.

For example, consider the input document Ontario Provincial Probation Service---Comparative Statistical Report---Report on the Work of Provincial Probation Officers, 1969-1970. In terms of subject-matter, the contents of this report can be coded as follows:

A. Geographical Territory - code 143

- it contains data relating to Ontario and at the local level within Ontario

B. Organization - code 11

- the services provided are offered in the context of a Governmental Departmental program

C. CJS Stream - code 10

- the services were provided to Adults and Juveniles, to males and females, although there is no breakdown specifically by sex

D. CJS Sub- System - code 45

- the services were in the area of Corrections---

specifically in the Community, and related to supervision

E. Fiscal Year - code 70

- the services were offered in two calendar years--- 1969 and 1970---of which only the latter is of concern to the CANJUS model

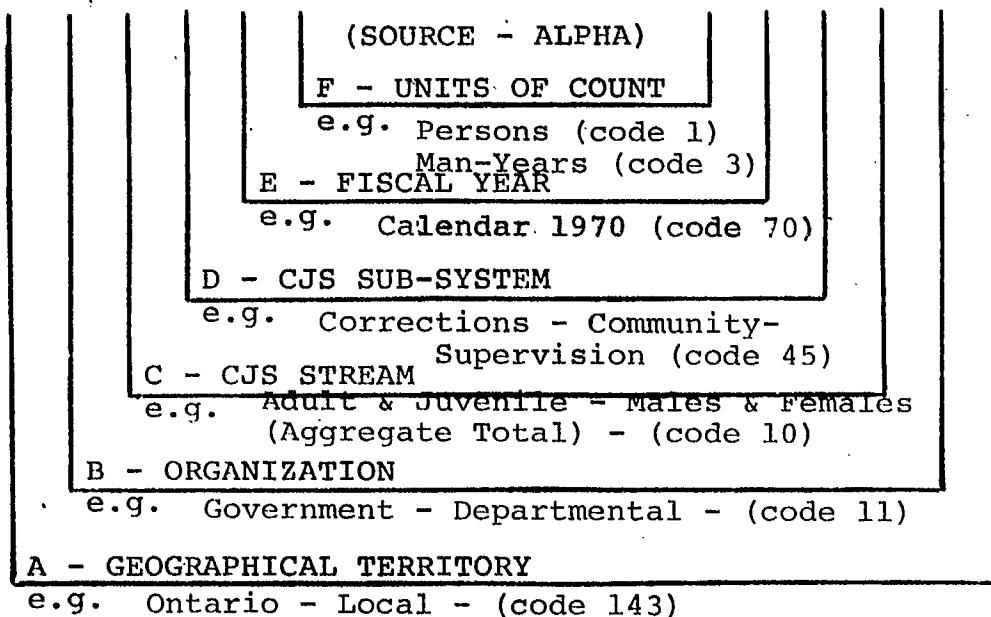
F. Units of Count - codes 1 and 3

- data is available on persons who received the service (code 1) and persons who gave the service (code 3)

Alpha - ONT

- the source is the Ontario Government

Schematically, the foregoing can be represented:



Since the codes relate to the subject-matter, and since one input document can contain more than one type of subject-matter (or the same subject-matter but for different Fiscal Years or Units of Count) it follows that one document may receive more than one code. In the example, the document receives two codes:

143-11-10-45-70-1-ONT
143-11-10-45-70-3-ONT

The second element of the CANJUS Input Identity System that merits discussion in this overview is the yellow CANJUS Input Control Sheet, a copy of which is attached.

The Control Sheet provides a mean for identifying and retrieving input on the basis of origin of the material rather than the subject-matter to which the contents refer. The origin is ascertained from the Publisher - in our example, the province of Ontario.

The Control Sheet is designed for filing in a Kardex drawer upon completion, alphabetically by Publisher as designated at the foot of the form. The Control Sheet also provides for a cross reference with the coding for identity purposes, and double-coding where multiple Fiscal Years and Units of Count are located in one volume. Finally, as its name implies, it enables a running record of available past editions of a series publication, for a record of probable availability dates for future editions in the series, and a record of reminders sent to respondents for overdue editions.

STATISTICS COORDINATION SECTION
CANJUS INPUT IDENTITY SYSTEM

INVENTORY OF SUBJECT MATTER

A - GEOGRAPHICAL TERRITORY

EDITION NO. I
(OCTOBER, 1973)

100	- CANADA	- GENERAL
110	- NATIONAL/FEDERAL	
111	- NATIONAL/FEDERAL	- PROVINCIAL/TERRITORIAL
112	- NATIONAL/FEDERAL	- PROVINCIAL/TERRITORIAL - LOCAL
113	- NATIONAL/FEDERAL	- LOCAL
120	- PROVINCIAL/TERRITORIAL	- GENERAL
121	- PROVINCIAL/TERRITORIAL	ONLY
122	- PROVINCIAL/TERRITORIAL	- LOCAL
130	- ALBERTA	ONLY
131	- ALBERTA	- LOCAL
132	- BRITISH COLUMBIA	ONLY
133	- BRITISH COLUMBIA	- LOCAL
134	- MANITOBA	ONLY
135	- MANITOBA	- LOCAL
136	- NEW BRUNSWICK	ONLY
137	- NEW BRUNSWICK	- LOCAL
138	- NEWFOUNDLAND	ONLY
139	- NEWFOUNDLAND	- LOCAL
140	- NOVA SCOTIA	ONLY
141	- NOVA SCOTIA	- LOCAL
142	- ONTARIO	ONLY
143	- ONTARIO	- LOCAL
144	- PRINCE EDWARD ISLAND	ONLY
145	- PRINCE EDWARD ISLAND	- LOCAL
146	- QUEBEC	ONLY
147	- QUEBEC	- LOCAL
148	- SASKATCHEWAN	ONLY
149	- SASKATCHEWAN	- LOCAL
150	- NORTHWEST TERRITORIES	ONLY
151	- NORTHWEST TERRITORIES	- LOCAL
152	- YUKON	ONLY
153	- YUKON	- LOCAL
160	- LOCAL	- GENERAL
161	- GROUPS 1 & 2	- POPULATION 250,000 & OVER
163	- GROUP 3	- POPULATION 100,000-250,000
164	4	- 50,000-100,000
165	5	25,000- 50,000
166	6	10,000- 25,000
167	7	5,000- 10,000
168	8	2,500- 5,000
169	9	750- 2,500

A - GEOGRAPHICAL TERRITORY (CONT'D)

200 UNITED STATES - GENERAL

210 - NATIONAL/FEDERAL

220 - SELECTED STATES - GENERAL

221 - CALIFORNIA

222 - MINNESOTA

223 - MISSISSIPPI

224 - NEW YORK

225 - WASHINGTON, D.C.

240 - SELECTED LOCAL - GENERAL

241 - LOS ANGELES, CALIF.

242 - MINNEAPOLIS, MINN.

243 - JACKSON, MISS.

244 - NEW YORK, N.Y.

300 - ENGLAND AND WALES - GENERAL

310 - NATIONAL

900 - INTERNATIONAL - GENERAL

901 - CANADA - OTHER COUNTRIES

902 - OTHER COUNTRIES

B - ORGANIZATION

10	- GOVERNMENT - GENERAL AND TOTAL
11	- DEPARTMENTAL
12	- CROWN CORPORATIONS
13	- COMMISSIONS, COUNCILS
14	
15	- OTHER
20	- NON-GOVERNMENT - GENERAL
21	- BAR ASSOCIATIONS, LAW SOCIETIES
22	- CORRECTIONS ASSOCIATIONS
23	- INDUSTRY, COMMERCE
24	- JUDGE'S & MAGISTRATE'S ASSOCIATIONS
25	- POLICE ASSOCIATIONS
26	- PRISONER AID AGENCIES
27	- PROBATION OFFICER'S ASSOCIATIONS
28	- UNIVERSITIES, EDUCATIONAL FOUNDATIONS
29	

C - CJS STREAM

10	- ADULT AND JUVENILE - MALES & FEMALES (AGGREGATE TOTAL)
11	- MALES & FEMALES (INDIVIDUAL TOTALS)
12	- MALES
13	- FEMALES
14	- SEX NOT APPLICABLE
20	- ADULT - MALES & FEMALES (AGGREGATE TOTAL)
21	- MALES & FEMALES (INDIVIDUAL TOTALS)
22	- MALES
23	- FEMALES
24	- SEX NOT APPLICABLE
30	- JUVENILE - MALES & FEMALES (AGGREGATE TOTAL)
31	- MALES & FEMALES (INDIVIDUAL TOTALS)
32	- MALES
33	- FEMALES
34	- SEX NOT APPLICABLE
40	- MILITARY - MALES & FEMALES (AGGREGATE TOTAL)
41	- MALES & FEMALES (INDIVIDUAL TOTALS)
42	- MALES
43	- FEMALES
44	- SEX NOT APPLICABLE

D - CJS SUB-SYSTEM

10	- TOTAL SYSTEM - GENERAL AND TOTAL
11	- POLICY, REGULATORY, ADMINISTRATION
12	
13	
14	
15	
16	
17	- SCIENCE & TECHNOLOGY, EDP
18	- EDUCATION
19	- OTHER
20	- POLICE - GENERAL AND TOTAL
21	- POLICY, REGULATORY, ADMINISTRATION
22	- PREVENTIVE & SECURITY
23	- CRIME
24	- TRAFFIC
25	- FIRE
26	
27	- SCIENCE & TECHNOLOGY, EDP
28	- EDUCATION
29	- OTHER
30	- COURTS - GENERAL AND TOTAL
31	- POLICY, REGULATORY, ADMINISTRATION
32	- PROSECUTION
33	- DEFENCE, LEGAL AID
34	- ADJUDICATION, JURY
35	- DISPOSITION
36	
37	- SCIENCE AND TECHNOLOGY, EDP
38	- EDUCATION
39	- OTHER
40	- CORRECTIONS - GENERAL AND TOTAL
41	- POLICY, REGULATORY, ADMINISTRATION
42	- CUSTODY
43	- COMMUNITY - QUASI CUSTODY
44	- RESIDENTIAL
45	- SUPERVISION
46	- AFTER CARE
47	- PARDONS
48	- SCIENCE & TECHNOLOGY, EDP, EDUCATION
49	- OTHER
90	- OTHER - VICTIMOLOGY
91	
92	
93	
94	
95	

E - FISCAL YEAR

70 - 1970/71 (OR CALENDAR YEAR 1970)	
71 - 1971/72	71
72 - 1972/73	72
73 - 1973/74	73
74 - 1974/75	74
75 - 1975/76	75
99 - GENERAL REFERENCE	

F - UNIT OF COUNT

1	-	STREAM	-	PERSONS
2	-	DOLLARS		
3	-	MAN-YEARS		
4	-	TIME ELAPSED		
9	-	GENERAL REFERENCE		

PUBLISHER					
TITLE					
SERIES					
ADDRESS					
FREQUENCY	RENEWAL DATE	NONE		FILE SHELF	
		☐	LOCATION	☐	☐

A GEOG. TERR'Y		B ORG'N		C STREAM		D SUB-SYS	
E YEAR	F UNIT	E YEAR	F UNIT	E YEAR	F UNIT	E YEAR	F UNIT
1.		2.		3.			
4.		5.		6.			
7.		8.		9.			

**STATISTICS
DIVISION**
**CANJUS INPUT
CONTROL SHEET**

ALPHA

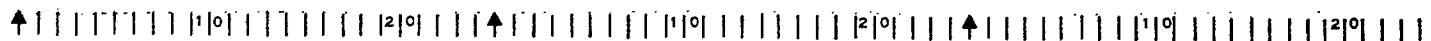
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PUBLISHER

TITLE

SERIES



STENO PLEASE NOTE: THIS SCALE CORRESPONDS TO TYPEWRITER SCALE - SET PAPER GUIDES SO THAT CARD SCALE WILL REGISTER WITH MACHINE SCALE. START TYPE IN EACH SECTION AT THE ARROW (↑). EACH SECTION ACCOMMODATES TWO LINES SINGLE SPACE.

LIST OF REPORTS

STATISTICS DIVISION

CANJUS PROJECT

Working Papers

TITLE

REPORTS

1/73	Organization of the Statistics Division Volume I	
2/73	A Preliminary Description of the Canadian Criminal Justice System Volume I	
3/73	Organization of Quantitative Approaches to the Canadian Criminal	
4/73	A Preliminary Description of the Canadian Criminal Justice System Volume II	#1
5/73	Use of the CANJUS Model for Planning and Evaluation in the Canadian Criminal Justice System	#2
6/73	Data Incompatibilities for Penitentiary Admissions and Parole Violations	#3
7/73	Information Systems Report on Canadian Criminal Justice System Costs: Problems and Recommendations	#4

LIST OF REPORTS

STATISTICS DIVISION	TITLE	CANLUS PROJECT
WORKING REPORTS		REPORTS
2773	Organization of the Statistics Division Volume I	
2773	A Preliminary Description of the Canadian Criminal Justice System Volume I	
2773	Organization of Qualitative Approaches to the Canadian Criminal Justice System	
4173	A Preliminary Description of the Canadian Criminal Justice System Volume II	41
2773	Use of the CANLUS Model for Planning and Evaluation in the Canadian Criminal Justice System	42
2773	Data Incorporation for Planning and Evaluation in the Canadian Criminal Justice System	43
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STATISTICS DIVISION

Working Papers

TITLE

CANJUS PROJECT

REPORTS

8/73	Prediction of Penitentiary Population Volume I	#5
9/73	Information Systems Report on Workloads in the Canadian Criminal Justice System: Problems, Recommendations and Directions for Future Development	#6
10/73	The CANJUS Input Identity System	#7
11/73	Parole Expenditures and Workloads in Canada	#8

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