

Harris County
Justice Information Management System

**Southeast Texas Crime Information Center
(SETCIC)**



**Gang-Related Information Tracking System
(GRITS)**

Policy and Procedures

GRITS COMMITTEE REPRESENTATIVES:

Chairman:	Chief Chuck Brawner	Spring Branch ISD PD	713-984-9805
	Art Carson	HPD CID	713-247-5447
	Victor Bond	Harris County Sheriff's Office	281- 999-1518
	David Davey	Village PD	713-468-7878
	Mike Shannon	Harris County JIMS	713-755-7934
	Lupe Trevino	Harris County JIMS	713-755-8211

Table of Contents

Overview.....	1
Introduction.....	1
Requirements for Participation.....	1
Access Methods.....	1
Policies and Procedures.....	2
GRITS Policies.....	2
I. General.....	2
II. Operational.....	3
III. Security.....	3
GRITS Procedures.....	4
Application for Participation, Agreements.....	5
Sanctions, Cessation of Services.....	5
Participating Agency Access.....	5
Data Integrity, Data Control.....	6
File Purges.....	6
Format and Data Content.....	7
Access by Harris County Funded Agencies.....	7
Grits Identification Number (GID).....	7
Cross-Reference and Indirect Access.....	7
Inquiries to the GRITS System.....	8
Record Retrieval for Update.....	8
Security – Access to GRITS.....	8
System Availability.....	9
System Availability - Scheduled Downtime.....	9
Definitions.....	9
System Demonstrations.....	10
GRITS Agency Application.....	11

Gang Related Information Tracking System (GRITS) Overview

Introduction

The Gang Related Information Tracking System (GRITS) is the product of a cooperative effort between the Harris County District Attorney's Office, the Harris County Sheriff's Office, the Harris County Justice Information Management System (JIMS), and the SETCIC Users' Group. The system is an automated central repository for criminal justice information pertaining to criminal combinations. The information is collected and entered by criminal justice agencies that are members of GRITS. The system provides a centralized, single-point of inquiry for information pertaining to gang-related criminal activity. All types of criminal combinations and their members and associates are tracked with this system.

Requirements for Participation

To become a GRITS participant, an agency must:

1. Complete and return a GRITS application (attached).
2. Execute an agreement with Harris County regarding GRITS.

Access Methods

There are four methods of connecting to the GRITS computer.

1. Computer to Computer - connects agency computer directly to GRITS computer via user-funded telephone line in either stand-alone or 3270 protocol.
2. 3270 Terminal - terminal device compatible with GRITS and direct dedicated phone line installed at user expense. Hardware may be purchased using Harris County specifications or leased through Harris County.
3. Any 3270 terminal emulation software capable of GRITS access and approved by the GRITS Committee.
4. WebConnect – personal computer or Macintosh computer connected to GRITS via the Internet.

Policies and Procedures

The GRITS Committee is the policy making body for GRITS. The GRITS Committee will formulate and recommend changes as necessary.

The GRITS Committee consists of representatives appointed by the SETCIC Board.

Current copies of policies and procedures are attached.

GRITS Policies

I. General

- A. All policies, procedures, and standards will be derived, issued and enforced by the GRITS Committee.
- B. Agencies requesting access to GRITS will apply to the GRITS Committee for approval and subsequent agreement.
- C. Failure of any participant to comply with established policies and procedures will result in immediate cessation of services and the purge of all records from the database.
- D. All non-Harris County participants will access GRITS via approved 3270-type devices or computer-to-computer interfaces already existing or implemented.
- E. Data integrity and control will be the responsibility of the agency that initially entered the data.
- F. File/record certification/validation procedures will be established regarding periodic file purges, requiring authorized signatures of agency heads for certain data retention.
- G. The JIMS Executive Board may modify these policies at any time without prior notice given.
- H. All reasonable attempts will be made to provide GRITS user access twenty-four (24) hours per day, seven (7) days per week.
- I. Scheduled hardware downtime will occur weekly for file reorganization based upon a day and time determined to have minimal impact on the user base.
- J. Any time the GRITS computer is unavailable for usage, automatic responses will be issued to in-coming requests indicating said condition.

II. Operational

- A. Harris County in-house terminals can access GRITS with normal transaction processing methods, i.e. 3270-type protocol.
- B. Periodic reports will be provided indicating error conditions and records eligible for purge based upon age or other qualification established by JIMS Executive Board policy.
- C. Positive action in the form of record modification to a verification field will be required to retain records marked for automatic purge.
- D. Each gang member or associate will be assigned a unique GRITS identifier (GID) for future record manipulations.
- E. Records will be stored in a keyed sequence based upon the assigned GRITS identification number that is unique for each record. This is required data on all record create/update operations.
- F. Cross-references will be maintained using driver's license number, social security number, alien registration number, JIMS SPN when available, or other identifiers.
- G. Inquiries into the system can be made by name with or without identifiers, by GRITS ID number, or by existing cross-reference numbers.
- H. Inquiry can be made using partial key data for a return of possible matches. This list would then be used to determine the actual key to be used.
- I. Record retrieval for update purposes will require the GRITS ID number and the originating agency identifier (ORI).
- J. Initial gang member or associate entry into the system will require as minimum data:
 - 1. Originating agency identifier (ORI).
 - 2. Individual's name.

III. Security

- A. Access to GRITS files and functions will be limited to authorized agencies. The number of persons who will have access to GRITS entry and inquiry within an authorized agency will be controlled by the GRITS Committee.
- B. JIMS staff will operationally maintain any security files, programs and reports under the control of the Executive Board.

- C. Agencies will be allowed inquiry, update or both functions based upon approval of the GRITS Committee only and upon execution of an agreement with Harris County. Security profiles will be established and maintained to disallow unauthorized activity.
- D. Sanctions regarding security violations or attempted unauthorized activity will be established and enforced by the GRITS Committee and may include removal of the participating agency from GRITS access.
- E. No access to the files and/or records of the Harris County JIMS Criminal or Civil applications will be allowed via the state network unless specifically approved by the JIMS Executive Board.
- F. Necessary system software and file implementation, maintenance, and monitoring will be performed by the personnel of the Harris County Central Technology Center under specific agreement.
- G. Hardware housed by the Harris County Central Technology Center will be secured under terms of the aforementioned agreement.
- H. "Dial-up" telecommunication access will be permitted pending GRITS Committee approval and written agreement.
- I. Data and information contained in the files and/or records may not be broadcast over any law enforcement radio frequencies. Any information released in an unauthorized manner will result in appropriate sanctions by the GRITS Committee.
- J. The chief executive officer of each agency will be responsible for selecting a GRITS coordinator who shall design a security procedure in accordance with TCIC guidelines.

GRITS Procedures

Policy Making, Enforcement

The GRITS Committee will approve modifications to the GRITS policies on an as-needed basis. Recommendations will be included as regular agenda items for each meeting, and will be effective upon approval. Recommendations may be formulated by any or all of the following:

1. GRITS Committee prerogative.
2. Changes to the automated system requiring policy modification.
3. Actions taken by the GRITS Committee and forwarded for approval.

After the GRITS Committee has adopted policy changes, the JIMS Department will amend the policies as required and forward updates to all participants and other interested parties.

Application for Participation, Agreements

To apply for participation in the GRITS program, an agency must fill out the Criminal Justice Agency Application form and submit it to the GRITS Committee.

All applicable information must be included. The application should be signed by the agency's chief law enforcement officer or executive officer.

GRITS Committee approval by signature or by vote will signify approval of agency participation. The executed agreement will be forwarded to the governing body of the participating agency for approval and execution.

Once the JIMS director receives the executed agreement, the participating agency will be allowed access to GRITS.

Sanctions, Cessation of Services

Each participating agency will be required to follow all rules, regulations, policies, and procedures adopted by the GRITS committee. Failure to comply may result in cessation of GRITS services by GRITS Committee action.

Violations may be determined via system management reporting, notification from the user group or other methods. The GRITS Committee will consider each violation and/or report on its merit and direct the JIMS Director to take action based on its decision.

Should the action of the GRITS Committee be to terminate service to the participating agency, the JIMS Director will immediately notify the agency by phone and follow up with written notice.

Participating Agency Access

Four methods of GRITS access are available:

1. Direct-connect, 3270-type terminal devices
2. Computer-to-Computer
 - a. ASYNC similar to Austin DPS Protocol
 - b. Bi-synch point-to-point

c. 3270 Emulation

3. Any 3270 terminal emulation software capable of GRITS access and approved by the GRITS Committee.
4. Internet access through WebConnect

The mode of access will determine which agreement will be executed between Harris County and the participating agency.

Should an agency desire direct hook-up to Harris County, the agency must contract with an appropriate communications carrier for phone line service at its expense.

Computer-to-computer interface must be made in accordance with specifications supplied by the Harris County Central Technology Center and JIMS.

3270-type devices can be leased through Harris County under the terms of a separate agreement or may be acquired directly from a vendor. JIMS and CTC must approve the hardware to be purchased.

Modulator-demodulators (modems) required for hook-up must be acquired and supplied by the agency under Harris County agreement or by direct acquisition subject to county approval of hardware.

Data Integrity, Data Control

The quality of data resident on GRITS files will dictate the quality of the system and the benefit it ultimately has for the criminal justice community. It is imperative that errors are corrected immediately.

Data entered into the system is the responsibility of the entering agency. Reports will be routinely generated pointing out potential errors that must be corrected immediately. Records not corrected will be purged from the system.

File Purges

File purges are the responsibility of the entering agency. Deletions must be made in accordance with state law.

Format and Data Content

GRITS was designed for ease of use by persons accustomed to JIMS Model 204 system screens. Input data and edit criteria also resemble Model 204. The purpose is to reduce the training process and provide immediate operator productivity.

Access by Harris County Funded Agencies

Harris County criminal justice agencies may access GRITS using existing 3270 equipment. The number of workstations and their placement will be determined by each agency. Departmental project analysts will provide security clearances as they do now for existing JIMS transactions.

Access to GRITS by any non-criminal justice agency is not allowed.

Grits Identification Number (GID)

Each gang member or associate entered will receive a unique, computer-generated number called a gang member ID number. This number is the system's direct access identifier.

Cross-Reference and Indirect Access

Several identifying numbers can be entered into GRITS for cross-reference and indirect access. These include:

1. Social Security number
2. Drivers license number
3. Alien registration number
4. Originating agency case or ID number
5. JIMS system person number (SPN)

GRITS inquiries can be made using cross-reference numbers and will return all matches found.

Multiple identifying numbers may be attached to a single gang member's or associate's record in GRITS. All the identifiers above can be used in any combination to access the person's record in the system.

Inquiries to the GRITS System

Since GRITS was designed along the lines of existing JIMS Model 204 applications, inquiry by name and person descriptors is basic to the system. Inquiries may be made as follows:

1. Full name with race, sex, date of birth.
2. Full name and any descriptor combination.
3. Partial name and any descriptor combination.
4. Full or partial name only.
5. GRITS identification number (GID).
6. Originating criminal justice agency number.

Some of these inquiries provide lists "possible" matches requiring further system query.

Identifying numbers included in system cross-references may be used in system query.

Record Retrieval for Update

The following identifier must be used to update a GRITS record:

GRITS identification number (GID).

This method is the only possible retrieval that assures that the matching record is updated.

Updates can be defined as:

1. Modification
2. Deletion
3. Reset - This operation will re-activate a gang member or associate record that was previously cancelled if the reset is done prior to file reorganization.

Security – Access to GRITS

No agency may use the GRITS facilities without GRITS Committee approval.

The JIMS Department will maintain control of all system security fields and programs.

Security will be maintained using the originating agency identifier (ORI) as control data in conjunction with approved terminal identifiers.

System Availability

The facilities of GRITS are intended for the improvement of law-enforcement and officer safety and as investigative tools for participating criminal justice agencies. All practical attempts will be made to provide access twenty-four (24) hours per day, seven (7) days per week.

Exceptions must be made for regular system and file maintenance. Normal downtimes will occur weekly at a time determined by users as that having the least impact.

Exceptions will also appear in the form of hardware malfunctions, communication line problems, and software failure.

These must be handled as they occur and steps must be taken to remedy the problem.

System Availability - Scheduled Downtime

System file and hardware maintenance will require periodic downtimes which will be scheduled in advance and all users will be notified. The downtime periods should not be longer than one (1) hour at the onset but may become longer as file sizes increase.

The reason for the downtime is to clean the files of records in a removable or purgeable condition. Should this not occur, file areas for new records would rapidly decrease, time required to rebuild files would increase, and search time for queries would increase.

Problems may occur from time to time which are not foreseeable or which are known in advance to require extended downtime of the GRITS mainframe.

Definitions

I. GRITS Committee

Refers to a committee comprised of members elected by the SETCIC users group whose function is to develop and enforce policies, procedures and standards for the GRITS system.

II. Harris County Agency or Harris County-Funded Agency

Refers to agency within the Harris County government structure and/or funded through the Harris County Commissioners Court, i.e.,

Harris County Sheriff's Office
Harris County District Attorney

III. Non-Harris County Agency or Non-County Agency

Refers to a political body not within the Harris County government structure and/or funded through the Harris County Commissioners Court, i.e.,

Deer Park Police Department
Katy Police Department
U. S. Marshal's Office
Galveston County Sheriff's Department
Texas Department of Public Safety

IV. Full-Service Participants

Refers to duly agreed agency allowed access to all GRITS systems and files, with update and inquiry capabilities.

System Demonstrations

Agencies interested in "hands-on" demonstrations of the SETCIC system are invited to contact one of the persons below.

1. Mike Shannon, Assistant Director
(713) 755-7934
E-mail: MShannon@jims.hctx.net
2. Lupe Trevino, SETCIC Supervisor
(713) 755-8211
E-mail: LTrevino@jims.hctx.net

If you would like to view a short video about the SETCIC Warrant, SETCIC Pawnshop and/or Gang-Related Information Management System, contact:

Shirley Knight, JIMS Training Supervisor
(713) 755-7766
E-mail: SKnight@jims.hctx.net



Harris County Justice Information Management System Gang Related Information Tracking System (GRITS)

A Subsystem of SETCIC GRITS AGENCY APPLICATION

Date: _____

Agency:

State ID: IX ORI: TX _____ Jurisdiction
Population: _____

Agency or Department Head:

Agency Contact:

Name: _____ Title:

Phone: ()

Address: _____

City: _____ County: _____ State: _____ Zip:

Check the Level of Access Desired:

Full Service (Entry and Inquiry) Inquiry Only

Number of Police Officers:

Total: _____ Field: _____ Reserve: _____

Number of Officers to be Authorized for Entry: _____

Number of Officers to be Authorized for Inquiry: _____

GRITS Data Verification Hours:

24 hours From _____ a.m. / p.m. To _____ a.m. / p.m.

Verification Phone Number: () _____

Terminal Information:

Number of Terminals to access GRITS: _____

Terminal IDs or TLETS Addresses		
_____	_____	_____
_____	_____	_____

Authorization:

Requested By: _____ Signature: _____

Agency Chief Executive:

GRITS Board Chair: _____ Date:

Management Committee Chair: _____