

JUSTICE INFORMATION MANAGEMENT SYSTEM
SOUTHEAST TEXAS
CRIME INFORMATION CENTER
(S. E. T. C. I. C.)



Justice Information Management System

406 Caroline, 2ND Floor

Houston, Texas 77002

INTRODUCTION

The Southeast Texas Crime Information Center (SETCIC) is the product of a long-term cooperative effort between the Harris County Commissioner's Court, the Harris County Justice Information Management System (JIMS) Executive Board and the Area Chiefs of Police. SETCIC serves as a central repository for warrant and pawnshop information and allows agencies to share data. As of March of 1999, there are 129 agencies participating in SETCIC, including organizations and departments from Harris County, surrounding counties, area cities, the state, and the federal government.

The SETCIC open warrant system went online September 1, 1984. It allows agencies in the southeast Texas region to share information and apprehend people with outstanding criminal warrants. Through SETCIC, agencies can clear open warrants and generate revenue by collecting outstanding fines.

The Pawnshop System is a SETCIC subsystem that came online in 1986. It aids SETCIC member agencies in their investigation of merchandise pawned or sold through pawnshops. With this system, inquiries can be made on names, driver's license numbers, pawn ticket numbers, gun types, article types, serial numbers, and owner-applied numbers. In addition, when a pawn ticket entry is made from a terminal that has access to the National Crime Information Center (NCIC), and when the entry includes a serial number or an owner-applied number, the system will automatically perform an NCIC stolen inquiry. If the item is listed as stolen, a seizure may be placed on the item by law enforcement personnel to prevent the pawnshop from selling it. Law enforcement personnel may then take possession of the item and return it to its owner.

Agencies become SETCIC members by filling out an application, receiving approval from the JIMS Executive Board and the Harris County Commissioners' Court, and signing a contract. There are two types of participation in SETCIC — full service and inquiry only. Full-service agencies enter information and make inquiries. Fees are required for data entry. Inquiry-only agencies access records, but do not make any entries. There are no fees for inquiring.

For each full-service agency, reports are generated monthly listing warrants entered, warrants located, and warrants cleared, among other things. Inventories of all of an agency's ACTIVE SETCIC warrants can be produced upon request. However, the online SETCIC system does not maintain any history of warrants cleared, recalled, or deleted.

SETCIC policies and procedures are discussed at quarterly meetings that are overseen by the SETCIC board. Board members are elected by the member agencies. SETCIC policies and procedures are discussed at quarterly meetings. Meetings are overseen by a SETCIC board consisting of a chairman, first vice chairman, second vice chairman, and secretary.

Membership in SETCIC has risen steadily each year. The system is intended to be self supporting through the collection of annual user fees and cost effective for the individual user agency by using equipment currently in-house tied to the Department of Public Safety's communication switcher in Austin. (ADD 09-04-85)

REQUIREMENTS FOR PARTICIPATION

The following steps are required for an interested agency to become an SETCIC participant:

1. Complete and return an SETCIC application (attached).
2. Execution of a contract regarding SETCIC with Harris County.
3. Payment of an annual fee for warrant entry. (ADD 09-04-85)
4. No fee for inquiry-only. (ADD 09-04-85)

CONTRACTS

The three types of SETCIC contracts each address a different method of connection by the agency communicating with the SETCIC computer.

1. **Stand-Alone Terminal** — existing hardware connected to the DPS Austin Switcher and the Texas Law Enforcement Telecommunications System (TLETS).
2. **Computer to Computer** — connects agency computer directly to SETCIC computer via user-funded telephone line in either stand-alone or 3270 protocol.
3. **3270 Terminal** — terminal device compatible with SETCIC and direct dedicated phone line installed at user expense. Hardware may be purchase using Harris County specifications or leased through Harris County.

USER FEES

Fees are collected from SETCIC users for two reasons:

1. Offset a portion of the annual county expenditure for technical personnel to support and enhance the system.
2. Provide for self funding for future computer hardware and replacement and enhancement to provide adequate user service.

The fees are as follows:

1. Annual participation fee of \$3000.00 for full service.
2. Service fee of \$.20 per warrant entered during the monthly period.
3. Monthly service fee of \$3.00 per warrant located.
4. No annual fee for inquiry-only. (ADD 09-04-85)

POLICIES AND PROCEDURES

The JIMS Executive Board is the policy making body for SETCIC. The SETCIC User's Group will formulate and recommend changes as necessary. The User Group is intended to consist of representatives of all user agencies and to be formally organized. Currently the group meets regularly but has no formal organization.

Current copies of policies and procedures are attached.

SETCIC - PHASE I — POLICIES

(LAST REVISION 09/04/85)

I. GENERAL

- A. All policies, procedures, and standards will be derived, issued and enforced by the Harris County Justice Information Management System (JIMS) Executive Board. (7-31-84)
- B. Agencies wishing access to SETCIC will apply to the JIMS Executive Board for approval and subsequent contract agreement with the Harris County Commissioner's Court. (7-31-84)
- C. Failure of any participant to comply with established policies and procedures will result in immediate cessation of services and purge of all records from the data base.(7-31-84)
- D. All non-Harris County participants will access SETCIC via DPS Austin Switcher using existing telecommunications facilities unless approved 3270-type devices or computer-to-computer interfaces already exist or are implemented using direct user funded data lines and equipment. (7-31-84)
- E. Data integrity and control will be the responsibility of the agency initially entering the data. (7-31-84)
- F. File/record certification/validation procedures will be established regarding periodic file purges, requiring authorized signatures of agency heads for certain data retention. (7-31-84)
- G. Full-service participants will be assessed an annual user fee established by the Executive Board. (ADD 09-04-85)
- H. Full-service participants will be billed on a monthly basis an amount determined by a fixed formula based upon warrants served. (ADD 09-04-85)
- I. All entries/inquiries will be automatically logged for billing and auditing purposes. (7-31-84)
- J. The JIMS Executive Board may modify these policies at any time without prior notice given. (7-31-84)
- K. All reasonable attempts will be made to provide SETCIC user access twenty-four (24) hours per day, seven (7) days per week. (ADD 08-28-84)
- L. Scheduled hardware down-time will occur weekly for file reorganization based upon a

day and time determined to have minimal impact on the user base. (ADD 08-28-84)

M. Down-time scheduled outside the normal weekly file reorganizations and unscheduled (emergency) downtime of an appropriate nature of a period determined in advance to exceed one (1) hour will result in system services being resumed on the backup processor exclusively upon approval of persons named by the Executive Board and dependent upon the availability of the backup computer. (ADD 08-24-84)

N. Until and unless the back-up processor is made totally dedicated to justice systems, no NCIC inquiries can be made using direct connected terminals. (ADD 08-24-84)

O. Participating agencies not funded by Harris County may not access TCIC/NCIC via the SETCIC computer system. (ADD 08-24-84)

P. Any time the SETCIC and/or backup processors are unavailable for usage, automatic responses will be issued to in-coming requests indicating said condition.(ADD 08-24-84)

Q. Non-Harris County funded agencies will hold persons arrested on other agency warrants for a period not to exceed eight (8) hours after verification of warrant validity and notifying originating agency that person is in hand. (ADD 09-11-84)

R. Non-Harris County funded agencies will allow Harris County agencies to place persons arrested on a third agency's warrant in their jail facility after verification of warrant validity and notification of originating agency that person is in hand. (ADD 09-11-84)

S. Non-Harris County funded agencies arresting a person on a Harris County warrant will upon verification of warrant validity and notification of appropriate county agency either (ADD 09-11-84)

1. Deliver the person to the downtown jail
2. Deliver the person to nearest Harris County jail
3. Deliver the person to County personnel at a place and time agreed upon by both parties

T. Harris County agencies arresting a person on a non-county agency warrant will upon verification of warrant validity and notification or originating agency either

1. Deliver the person to originating agency personnel at a place and time agreed upon by both parties

2. Deliver the person to the jail facility of the nearest participating agency for originating agency pick up (ADD 09-01-84)

II. OPERATIONAL

A. Update and inquiry formats and data content for stand-alone TLETS connected devices will be as nearly identical to existing TCIC/NCIC as possible to facilitate entry/inquiry to SETCIC, TCIC, NCIC in single operations from the user terminal.

B. Data elements, edit and verification criteria will be identical to those used in TCIC/NCIC except where SETCIC requirements dictate data or edits beyond those required by TCIC/NCIC. In such cases, SETCIC edit and verification criteria will prevail.

C. Harris County in-house terminals can access SETCIC with normal transaction processing methods, i.e. 3270-type protocol.

D. Sheriff's/Constables' office warrant system processing procedures should not change as a result of implementation of SETCIC. Update of SETCIC will be automatic with warrant acknowledgement /execution.

E. Periodic reports will be provided indicating error conditions and records eligible for purge based upon age or other qualification established by Executive Board policy

F. Positive action in the form of record modification to a verification field will be required to retain records marked for automatic purge.

G. Each warrant entered will be assigned a unique SETCIC Identifier (SID) for future record manipulations.

H. Records will be stored in a keyed sequence of the assigned SETCIC identification number unique per record. This is required data on all records create/update operations.

I. Cross-references will be maintained using driver license number, social security number, alien registration number, JIMS SPN when available, or other identifiers.

J. Inquiries into the system can be made by name with or without identifiers, by SETCIC ID number, or by existing cross-reference numbers.

K. 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.

L. Record retrieval for update purposed will require SETCIC ID number or exact match of name, race, sex, date-of-birth and:

1. Entry Agency Identifier
2. Originating Agency Case Number

M. Initial warrant entry into system will require as minimum data:

1. Entry Agency Identifier (ORI)
2. Name
3. Race
4. Sex
5. Date-of-Birth
6. Offense
7. Date of Warrant
8. At least one of the following:
 - a. TDL Number
 - b. Social Security Number
 - c. Official DPS ID Number
 - d. Alien Registration Number
 - e. Others

N. Upon a positive response from SETCIC Inquiry, requesting agency must immediately confirm with the originating agency that the warrant is valid and in force.

III. SECURITY

- A. Access to SETCIC files and functions will be limited to authorized agencies.
- B. Agency identifier will be the TCIC originating agency identifier.
- C. JIMS staff will operationally maintain any security files, programs and reports under the control of the Executive Board.
- D. Agencies will be allowed inquiry, update, or both functions based upon approval of the Executive Board only and upon execution of an approved contract with Harris County. Security profiles will be established and maintained to disallow unauthorized activity.
- E. Sanctions regarding security violations or attempted unauthorized activity will be established and enforced by the Executive Board and may include removal of the participating agency from access of SETCIC.
- F. All entries/inquiries will be automatically logged for security auditing purposes. Information captured will include but not be limited to:
 - 1. Agency identifier
 - 2. Operation
 - 3. Selection information supplied
 - 4. Hit/no-hit information
 - 5. Security breach attempt indicator
 - 6. Date/time
- G. 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.
- H. Necessary system software and file implementation, maintenance, and monitoring will be performed by the personnel of the Central Data Processing Department Technical Systems Group under specific contract or agreement with the JIMS Executive Board and Commissioners' Court.
- I. Hardware housed within the Central Data Processing facility will be secured under terms

of the aforementioned contract or agreement.

J. No "dial-up" telecommunications access will be permitted.

SETCIC - PHASE I PROCEDURES

POLICY MAKING, ENFORCEMENT (P.S. I-A, I-J)

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

1. Executive Board prerogative.
2. Changes to the automated system requiring policy modification.
3. Actions taken by the user group and forwarded for approval.
4. Commissioner's Court action changing basic law enforcement procedures.
5. Legislative action.

Upon Executive Board adoption of policy changes the JIMS Department will amend the policies as required and forward updates to all participants and other interested parties.

APPLICATION FOR PARTICIPATION, CONTRACTS (P.S. I-B, III-D)

Completion of and submission to the JIMS Executive Board of the SETCIC Agency Initiation form (ATTACHMENT A) will constitute formal application for participation in the SETCIC program.

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

Upon majority Executive Board approval by signature or by vote in regular Executive Board session will signify approval of agency participation. The JIMS Director will at that point request the County Attorney to prepare an appropriate contract to be presented on the next Commissioner's Court agenda for approval and execution. The executed contract will be forwarded to the governing body of the

participating agency for approval and execution.

The full-participating participating agency will be allowed access to SETCIC upon receipt of the executed contract and user annual fee by the JIMS Director. (ADD 09-04-85)

The inquiry-only agency will be allowed access to SETCIC upon receipt of the signed user agreement by the JIMS Director. (ADD 09-04-85)

SANCTIONS, CESSATION OF SERVICES (P.S. I-C, II-E, III-E)

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

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

Should the action of the Executive Board 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 (P.S. I-D)

Three modes of SETCIC are available:

1. Stand-alone device connected to DPS Austin Communications Switcher.
2. Direct-connect 3270 type terminal devices.
3. Computer-to-Computer
 - a. ASYNC similar to Austin DPS Protocol
 - b. Bi-synch point-to-point
 - c. 3270 Emulation

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

Use of the existing TLETS connected equipment will be the most economical to the participating agency since most equipment is owned and DPS pays line costs.

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 to specifications supplied by the Harris County Data Processing Department and JIMS.

3270-type devices can be leased through Harris County under the terms of a separate contract or may be acquired directly from the vendor by the agency subject to approval of anticipated hardware by JIMS and Data Processing.

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

DATA INTEGRITY, DATA CONTROL (P.S. I-E, I-F, II-E, II-F, II-M)

The quality of data resident on SETCIC files will dictate the quality of the system. 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 which must be corrected immediately. Records not corrected will be purged from the system.

FILE PURGES (P.S. I-F, II-E, II-F)

Files will be examined monthly for records eligible for purge under the following criteria:

1. Warrant is two (2) years old and has not been "located" or cleared.

2. Warrant has been located over 1 month but not cleared.
3. Warrant has been marked for purge and not retained by agency certification process.

Reports will be generated for conditions 1 and 2 and delivered to the appropriate agencies for certification. The agency must review the list, indicate which records are to be retained, and mark the to be retained records via system function. The agency chief officer must sign the marked list and return one (1) signed copy to JIMS.

Records in a purgeable state will be removed on the next purge examination run.

USER FEES - ANNUAL, MONTHLY (P.S. I-C, I-G, I-H)

Full-participating agency will be charged a three-thousand dollar (\$3000.00) annual SETCIC access fee. This fee must be remitted not more than ten (10) days after execution or renewal of the SETCIC contract. (ADD 09-04-85)

Failure to remit will result in cessation of services and purge of all records on the system files.

Full participant agencies will be assessed a monthly fee by invoice amounting to the prevailing per warrant fee multiplied by the number of warrants served or "located" by an agency other than the agency originating the warrant plus twenty cents (\$.20) per warrant entered. (ADD 09-04-85)

Failure to remit payment to Harris County within 10 days of invoicing will result in cessation of services and purge of records.

All remittances should be made to Harris County in care of the JIMS Department.

Resumption of services will be subject to Executive Board approval and may require remittance of the annual fee for reinstatement.

FORMAT AND DATA CONTENT (P.S. II-A, II-M, II-B, II-E, II-F, II-G, II-H)

SETCIC was designed for ease of use by persons accustomed to TCIC and NCIC systems screen and return response format will be very similar to TCIC/NCIC. Input data and edit criteria will closely resemble TCIC/NCIC. The purpose is to reduce the training process and provide immediate operator productivity.

Required data for warrant input matches TCIC/NCIC but additional data can be input to improve system

service. Detailed information is available in the SETCIC User's manual.

In situations where SETCIC and TCIC/NCIC requirements may differ, SETCIC will prevail in regard to data and procedures.

ACCESS BY HARRIS COUNTY FUNDED AGENCIES (P.S. II-C, III-A, III-C)

Harris County Law-enforcement agencies will access SETCIC using existing 3270 direct connect equipment. The number and placement will be determined by each agency. Security clearances will be performed by the department Project Analyst as is currently done in the JIMS system.

Access to SETCIC by any non law-enforcement agency is disallowed unless expressly considered and approved by the JIMS Executive Board

EFFECT UPON EXISTING WARRANT SYSTEM (P.S. II-D)

SETCIC will not affect the JIMS warrant subsystem processing. All Harris County warrants are added to and removed from SETCIC files via automatic program functions.

SETCIC functions will be available to current systems users on existing terminal devices. Details are available in the SETCIC 3270 User's Manual.

Warrants held by Harris County law-enforcement agencies but not entered into JIMS can be directly entered into SETCIC and must be removed from SETCIC upon execution or cancellation using SETCIC functions.

SETCIC IDENTIFICATION NUMBER (SID) (P.S. II-G, II-H, II-J, II-L)

Each warrant entered will receive a computer-generated unique identifying number. This number is the systems direct accessing identifier. All updates, locates, clears, and cancellations should be performed using this number.

Upon entry of a warrant, a printed response will be issued indicating the SID. The SID should be written on the physical document, envelope or folder and used for future reference.

CROSS-REFERENCE AND INDIRECT ACCESS (P.S. II-I, II-J, II-M)

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

1. Social Security Number
2. Drivers License
3. Alien Registration Number
4. Originating Agency Case Number
5. JIMS System Person Number (SPN)

Inquiries to the system can be made using cross-reference numbers and will return all matches found if any.

Multiple identifying numbers may be attached to a single warrant. All the identifiers above can be used together in any combination. Should a person hold several of any of the identifiers each can be attached allowing inquiry capabilities to point to the original warrant(s).

INQUIRIES TO SETCIC SYSTEM (P.S. II-I, II-J, II-K, II-M)

Since SETCIC was designed along the lines of TCIC/NCIC. Inquiry by name and personal descriptors is basic to the system. Such inquiries may be made a follows:

1. Full name with race, sex, date of birth.
2. Partial name (last, initials).
3. Name and any descriptor combination.
4. Name or partial name only.

5. SETCIC identification number (SID).

Any inquiry formats other than 1 or 5 will result in lists of "possible" matches requiring further system query.

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

RETRIEVAL FOR UPDATE (P.S. II-L, III-D, III-E)

Any function which causes a record modification or update must be performed using one of the following:

1. SETCIC Identification Number (SID).
2. Full exact name, race, sex, date of birth, originating agency identifier (ORI) and agency case number.

These two methods are the only possibility retrievals assuring the exact record is updated. Use of the SID is preferred and recommended for system and operator efficiency.

Updates can be defined as:

1. Record modification
2. "Locate"
3. "Clear"
4. "Cancel"
5. "Reset" — This operation will activate a warrant previously cancelled if reset is done prior to reorganization.

CONFIRMATION OF WARRANT VALIDITY (P.S. I-A, I-C, II-N)

SETCIC inquiry will provide a current telephone number of the originating agency of warrant entry. This number will be used for telephone verification or confirmation of the validity and current state of a

warrant. This procedure is a must to insure that only valid warrants are served.

When an agency arrests or detains a person and determines that person has outstanding warrants in other jurisdictions the arresting agency must immediately contact the originating agency for confirmation. This confirmation may be done via telephone or through the administrative messages function.

The originating agency must respond within ten (10) minutes to any request for confirmation. Should an agency not respond, the arrested person may be released and notation of the event logged by the arresting agency.

Verbal confirmation of warrants, either by phone or radio, must be followed by written notice of confirmation, either by FAX or TELETYPE, within 30 minutes, if requested by the arresting agency.

In dealing with the Harris County Sheriff's office it must be noted that no person will be incarcerated in any Harris County jail facility without the original warrant accompanying the arrested person.

SECURITY - ACCESS TO SETCIC PARTICIPATING AGENCY SYSTEM IDENTIFIER (P.S. I-B, III-A, III-B, III-C, III-D, III-E)

No agency may use the SETCIC facilities without application, JIMS Executive Board approval, contracting with Harris County, and notification from the JIMS Department that the agency is cleared for operation.

The JIMS Department SETCIC section will maintain control of all system security files and programs.

Security will be maintained using the Originating Agency Identifier (ORI) as control data in conjunction with approved terminal identifier(s).

The ORI will also determine the offense classification the agency is allowed to enter. County agencies should be allowed entry of all classes of offenses from Misdemeanor Class C through felonies.

Municipalities will typically be allowed entry of Class C Misdemeanors. The level of offense classification is set at the time of system access security clearance.

ACCESS TO JIMS (P.S. III-G, I-D)

SETCIC participants may not access the other JIMS Systems via the TLETS network due to the fact that

the JIMS system, as it is today, has no facility to work with the communications protocol used by DPS Austin. In order to provide any such approved service JIMS would be required to re-program large portions of the Criminal system and could only perform such a task at the direction of the Executive Board.

Access has been allowed to limited outside agencies on individual situation basis. Any request to access JIMS criminal files would require use of 3270 protocol and equipment, application to and approval by the JIMS Executive Board, training by the JIMS Department with issuance of unique system sign-on codes to individual operators, and security clearance at the terminal and operator level.

DIAL-UP COMMUNICATIONS (P.S. III-J)

Due to the nature of the data stored and processed in SETCIC Security and Privacy are of major importance and concern. The use of dial-up communications has been the cause of many computer "break-ins" and is therefore widely discouraged and specifically prohibited for use in SETCIC.

ACCESS TO TCIC/NCIC VIA SETCIC (P.S. I-D, I-N, I-O, II-C)

Non-Harris County funded agencies may not access TCIC/NCIC through the facilities of SETCIC. Agencies should inquire directly to DPS Austin for such services via 40+ type devices. Harris County agencies may inquire to TCIC/NCIC on specifically authorized terminals system wide and may access NCIC on terminals connected directly to the SETCIC computer only. NCIC regulations require access from computer terminals to be executed on law-enforcement dedicated computer systems such as the SETCIC system.

SYSTEM AVAILABILITY (P.S. I-K, I-L, I-M)

The facilities of SETCIC are intended for the improvement of law-enforcement and office safety. 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 down-times 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 on an individual occurrence basis and necessary steps taken to remedy the problem.

SYSTEM AVAILABILITY - SCHEDULED DOWN-TIME (P.S. I-L)

System file and hardware maintenance will require a down-time period on a weekly basis. The down-time periods should not be longer than one (1) hour at the onset but may become longer as file sizes increase.

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

Currently, weekly down-times are scheduled for Wednesdays at 3:00 - 4:00 AM. This time frame was chosen based upon expected low activity at this day/time.

Any changes to the down-time schedule will be the result of majority consensus of the collective users.

SYSTEM AVAILABILITY - LONG-TERM OR EMERGENCY DOWN-TIME SYSTEM BACKUP

Problems may occur from time to time which are not foreseeable or which are known in advance to require extended down-time of the SETCIC mainframe. SETCIC does have backup facility in the Harris County Data Processing Department to allow continuation of services in certain conditions.

Backup facilities may be used if:

1. The problem is determined to create a down-time to exceed one (1) hour. This is due to the fact that "roll-over" or backup procedures re-quire about forty-five (45) minutes to complete. Return of service to the SETCIC mainframe would require another such period, thus causing at least 1 1/2 hours system down. Any period less than 1 hour down would be impractical for roll- over.
2. The problem must be of the nature that roll-over would provide service continuation. If the problem is isolated to the computer mainframe, roll-over should correct the problem until the SETCIC mainframe is repaired satisfactorily. However, problems such as disk failure, communication controller or phone line problems, or system or application program failures would not be corrected by a move to the backup computer.

3. Any move to the backup computer must be at the approval of persons designated by the Executive Board. The reason for such approval is to assure no impact or minimal impact to normal Harris County functions will occur or that such impact may be in some way compensated.

DEFINITIONS

I. Harris County Agency(ies) or Harris County-Funded Agency(ies)

Refers to agency(ies) within the Harris County government structure and/or funded through the Harris County Commissioner's Court, i.e.,

Harris County Sheriff's Office

Harris County District Attorney

Harris County Constable - Precinct 1

Harris County Constable - Precinct 2

Harris County Constable - Precinct 3

Harris County Constable - Precinct 4

Harris County Constable - Precinct 5

Harris County Constable - Precinct 6

Harris County Constable - Precinct 7

Harris County Constable - Precinct 8

Harris County Fire & Emergency Services

II. Non-Harris County agency(ies) or Non-County Agency(ies)

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

Deer Park Police Department

Katy Police Department

U. S. Marshall's Office

Galveston County Sheriff's Department

Texas Department of Public Safety

III. Full-Service Participants

Refers to duly contracted agency having paid all required annual and monthly fees, allowed access to all SETCIC systems and files, with update and inquiry capabilities. (ADD 09-04-85)

IV. Inquiry-Only Participants

Refers to all agencies allowed access to selected SETCIC systems and files with query and no update functions, upon execution of a user agreement with approval of the JIMS Executive Board. (ADD 09-04-85)

SYSTEM DEMONSTRATIONS

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

Michael Shannon, JIMS Director — (713) 755-5398

Lupe Canamar, JIMS SETCIC Programming Supervisor — (713) 755-7918