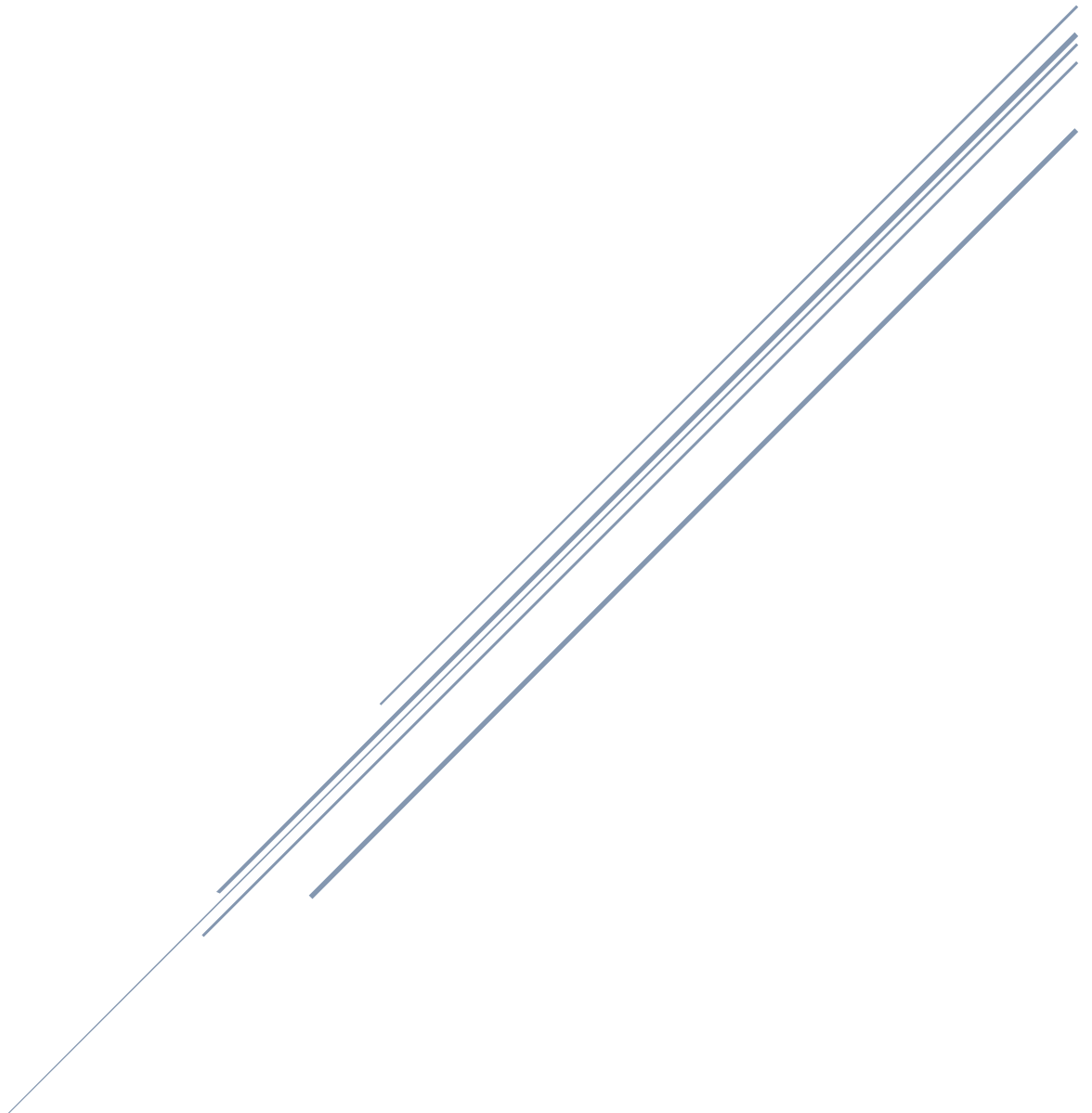


# ELECTRONIC ADULT COURT REPORTING USER'S MANUAL

Ohio Bureau of Criminal Investigation



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## Background and Organization

The Ohio Attorney General's Bureau of Criminal Investigation, known as BCI, is the state's official crime lab serving the criminal justice community and protecting Ohio families. BCI also provides expert criminal investigative services to local, state, and federal law enforcement agencies upon request. With offices throughout the state, BCI stands ready to respond 24/7 to local law enforcement agencies' needs at no cost to the requesting agency.

Staff at BCI work every day to provide the highest level of service. This includes special agents who are on call 24/7 to offer investigative assistance at crime scenes, knowledgeable scientists and forensic specialists using cutting-edge technology to process evidence to bring criminals to justice, and criminal intelligence analysts and identification specialists who help local law enforcement solve cases.

Experienced special agents, forensic scientists, and other law enforcement experts staff BCI's three main divisions:

- Identification Division
- Investigations Division
- Laboratory Division

The Identification Division provides up-to-date records and state of the art technology to law enforcement and other criminal justice agencies throughout Ohio. The division serves as the central repository for all criminal records for the state of Ohio and maintains fingerprints, palm prints, photographs, and other information related to arrests within the state. The division is made up of the following units:

- The **Criminal Unit** processes criminal arrest and disposition transactions received by the bureau. This entails data entry, making corrections to submitted records, processing juvenile arrest submissions and updating the criminal repository with disposition information.
- Processing more than 1 million background checks a year, the **Civilian Unit** processes all fingerprint background check requests, including FBI background checks. The personnel in this unit scan manual cards and perform data entry of demographic data for the cards, update prior background checks upon request and answer questions from the public and background check vendors. Background check results, including criminal history records, are reported directly electronically or printed and mailed from this unit.
- The **Quality Assurance Unit** is responsible for checking the completeness and accuracy of the computerized criminal history database, and training law enforcement agencies throughout the state on Ohio laws as they relate to criminal history reporting. The unit also conducts audits of Webcheck agencies to determine the degree of compliance and adherence to policies established by the Attorney General's Office and the FBI. The Unit also provides training on the National Webcheck system.
- The **Technical Unit** is responsible for the verification of all incoming civilian and criminal fingerprint transactions which have been identified with an existing BCI record. Fingerprint Examiners also classify, file and search fingerprint files. They also process all expungement and sealed record requests.

## Automated Fingerprint Identification System and Computerized Criminal History Repository

The Bureau of Criminal Investigations Automated Fingerprint Identification System (AFIS) is the state repository of biometric fingerprint information. This database contains all fingerprints submitted to BCI by Law Enforcement agencies when a person is arrested and fingerprints submitted for the purpose of a background check. These databases are described below.

- Criminal ID Information – Fingerprint images submitted to BCI by Law Enforcement agencies with demographic and arrest information. Incoming arrests are compared to existing fingerprints in the database and verified by BCI Fingerprint Examiners if a match. The information is then added to the person’s existing record. If no match is found, a new record is established under a new BCI number.
- Civil ID Information – Fingerprint images and related data associated with subjects applying for a job which requires a state mandated background check. These fingerprints are searched against the Criminal ID information to see if there is a match. If a verified match is made, a record (rap sheet) will go out to the agency or individual requesting the information. Fingerprints are also submitted for Carry Concealed weapon licensing and follow the same procedure.

The Computerized Criminal History (CCH) is the repository of fingerprint based criminal arrest records submitted by Law Enforcement agencies and disposition information submitted by courts which is linked to the corresponding arrest information. This information is commonly referred to as the RAP sheet. Major data sets within CCH include:

- Law Enforcement Arrests – Consists of information submitted by law enforcement, typically when an arrest takes place. Information includes person demographics, charges, and data relative to the arrest/booking event. This information is mostly contributed electronically via live scan machines that electronically capture fingerprints and charges, then forward that information to AFIS, which then shares it with CCH.
- Court Dispositions – These are the outcomes of legal proceedings associated with the law enforcement charges. This includes prosecuting attorney actions and court dispositions (i.e. judgments, rulings, sentences). Ideally, dispositions are reported to the CCH repository electronically with the necessary demographic information to match them to the law enforcement arrest
- Custody Status – This information typically indicates the whereabouts of a convicted person when remanded to the custody of the state corrections program. In Ohio, a live scan-based “intake” transaction provides proof that the subject arrived at a correctional facility. In some instances, the CCH repository may receive information regarding the movement of a person from one facility to another, or related logistical events (death, release, etc.).

- Court Supplements – On occasion, supplemental information relative to a person could be contributed from the court. This includes actions related to previous convictions that have been vacated, or instances when a person has been pardoned. These actions are processed using the supplemental functions of the CCH. Currently this information cannot be submitted electronically; the court reports these manually on a 2-71 disposition form.

Information contained in AFIS and CCH is used in the daily protection of the public and law enforcement. Information is used in confirming the identity of persons, in determining eligibility for civil rights and privileges, and in determining jail/prison sentence terms. If they are in error, unreliable or unavailable, the records can:

- Affect law enforcement officers' safety during routine encounters.
- Cause out of state and Law enforcement agencies in other countries to misinterpret a criminal's RAP sheet or possibly not find one
- Allow criminals to have access to vulnerable populations (child care, nursing homes, etc.).
- Allow prohibited persons to have access to firearms permits.
- Delay lawful purchases of firearms.
- Allow repeat criminals to have lesser sentences and incorrectly calculated jail times.

The information in CCH is only as good as the information that is submitted to the database by Law Enforcement and courts. It is essential that the information received is accurate and complete.

## Court Reporting Requirements

In accordance with Ohio Revised Code (ORC) 109.60 (A)(3), every court with jurisdiction over criminal felony and escalating misdemeanor cases, must inquire as to whether the adult or child has been fingerprinted **for this incident**. If not, the court shall order the person or child to appear before the Sheriff or Chief of Police within 24 hours to have fingerprints taken. Furthermore, if fingerprints were not taken upon arrest, the court has the authority to have a person's fingerprints taken at the time of sentencing or adjudication. Either of these actions will produce the arrest ITN that can then be used to submit the corresponding disposition information to CCH.**109.60(A)(3)**:

(3) Every court with jurisdiction over a case involving a person or child with respect to whom division (A)(1) or (2) of this section requires a sheriff or chief of police to take the person's or child's fingerprints shall inquire at the time of the person's or child's sentencing or adjudication whether or not the person or child has been fingerprinted pursuant to division (A)(1) or (2) of this section for the original arrest or court appearance upon which the sentence or adjudication is based. If the person or child was not fingerprinted for the original arrest or court appearance upon which the sentence or adjudication is based, the court shall take the person's or child's fingerprints or shall order the person or child to appear before the sheriff or chief of police within twenty-four hours to have the person's or child's fingerprints taken. If the court orders the person or child to appear before the sheriff or chief of police to have the person's or child's fingerprints taken, the sheriff or chief of police shall take the person's or child's fingerprints, or cause the fingerprints to be taken, according to the fingerprint system of identification on the forms furnished by the superintendent of the bureau of criminal identification and investigation and immediately forward copies of the completed forms, any other description that may be required, and the history of the offense committed to the bureau to be classified and filed and to the clerk of the court.

## Data Submission Process

There are three ways for courts to submit disposition information to BCI. The preferred method is electronically via File Transfer Protocol (FTP). This automated process involves mapping data from a court system to a standard file layout from BCI and sending it electronically to populate CCH. The specification document can be found here: <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Forms-for-Court/Electronic-Disposition-Specifications> For guidance in setting up this method, contact the Ohio Attorney General's Information Technology Section by email at [ITSSupport@OhioAttorneyGeneral.gov](mailto:ITSSupport@OhioAttorneyGeneral.gov) or by phone at 800-750-7922.

The second way to submit disposition information to BCI is by completing a paper Final Disposition Form (form 2-71). How to fill out a 2-71 form: <https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/2-71-form-with-field-descriptions.aspx>

This form should follow the incident from arrest through disposition, which means the form will originate with the law enforcement agency and then be completed by the court with disposition information and mailed to BCI Attn: Identification at P.O. Box 365 London, OH 43140. If a court receives a 2-71 form from law enforcement without an ITN, the disposition can be submitted. If it does not attach because the arrest is not on file, the BCI Quality Assurance Unit or the prospective court can follow up with the arresting agency to obtain fingerprints for that arrest. Once the fingerprints are submitted to BCI, the disposition can be resubmitted.

Below is a copy of the latest version of the 2-71 form. Read the front and back carefully, as instructions have been provided on both sides.

**Fields in bold are required**

Arresting agency completes left side, ITN number on right and provide fingerprints at bottom right. Charges must have Ohio Revised Code with literal translation.

Court completes right side. Each charge must have a final disposition. Charges must have ORC with subsections if applicable, literal translation and level of offense.

Previous Assigned ITN Numbers \_\_\_\_\_

Insert ITN Number \_\_\_\_\_

To be completed by arresting agency		To be completed by court	
Name on fingerprint card submitted <b>Last</b> <b>First</b> Middle		Final Disposition and date If more than one charge, make copies of form or attach sentencing sheet	
Date of birth _____ Sex _____		Disposition date _____ Outcome _____	
FBI Number _____		Charge & level of offense _____	
State Bureau number _____ Social Security No. (SOC) _____		Guilty of lesser offense & level _____	
<b>Contributor of fingerprints/Arresting Agency</b>		Fine \$ _____ Suspended fine _____	
		Cost \$ _____ Suspended cost _____	
		Jail/prison time _____ Suspended time _____	
		Probation _____ Case # _____	
		This form submitted by (Name of Court & ORI) _____	
		Signature _____ Date _____	
		<input type="checkbox"/> Court ordered expungement <input type="checkbox"/> If marked, attach court order to this form & provide disposition	
MNU/OCA	<b>Date Fingerprinted</b>	Right four fingers taken simultaneously	
<b>Offenses charged at arrest</b>			



OHIO BUREAU OF CRIMINAL INVESTIGATIONS  
PO BOX 365  
LONDON, OH 43140  
740-845-2000

If disposition is manually filled out mail to address listed above OR email questions to  
electronic\_dispositions@ohioattorneygeneral.gov

**COURT DISPOSITION FORM**

This form records the initial date of an arrest(s) the final disposition of said arrest(s). The initial arrest data is reported on the left side and the outcome of the case or final disposition is recorded on the right side.

**INSTRUCTIONS****A. ARRESTING AGENCY – FILL OUT LEFT SIDE AND 2 FIELDS ON RIGHT**

1. If fingerprints taken by ODRC, do not complete this form. Note the sentence(s) in the court disposition field of the fingerprint card.
2. If the charges(s) do not proceed to court, if the person is released without charge etc., complete this form and forward to BCI.
3. Fill out all arrest data on left side of form and obtain simultaneous right four fingerprints (slap prints) \*Note any amputations. If all four right hand fingers are missing, use the left hand fingers and so note. If submitting electronically, print form from Livescan machine.
4. Copy the unique ITN (Incident Tracking Number) located on the front upper left corner of the fingerprint card to the upper right hand corner of this form.
5. Forward the disposition form to the appropriate court.

**B. COURT – FILL OUT RIGHT HAND SIDE**

1. If previous ITN's submitted by Law Enforcement, write in the upper right field.
2. Report all convictions and non-convictions
  - a. Non-convictions include: no bill, indictment not found, intervention in lieu of conviction, pretrial diversions (or any similar program), NGRI (Not Guilty Reason Insanity) or mental incompetency related non-convictions.
3. Report relief from disability order, vacate orders, modification and resentenced orders and appeals.
4. Fill out sentence information OR attach official court docket (sentencing sheet).
5. Sealing of convictions or non-convictions
  - a. Attach certified copy of court order to this form and forward to BCI
  - b. Link to expungement request form. [https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Forms-for-Court/2012-02-15\\_SealingsExpungements-RequestExtended-pdf.aspx](https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/Forms-for-Court/2012-02-15_SealingsExpungements-RequestExtended-pdf.aspx)
6. If you would like to submit electronically, email [ITSSupport@ohioattorneygeneral.gov](mailto:ITSSupport@ohioattorneygeneral.gov) or call 1-800-750-7922.
7. Link for instructions on how to fill out complete the disposition. <https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/2-71-form-with-field-descriptions.aspx>



The third way to submit disposition information to BCI is electronically via the Ohio Courts Network (OCN), a program managed by the Supreme Court. If the court already submits information to OCN, it is not automatically forwarded to BCI. If an agency wants to use the OCN method to submit data to BCI, the agency needs to specify this when signing up with OCN. Indicating that the information needs to be sent to BCI and not only maintained as a part of the OCN file will ensure the dispositions reach the CCH. To participate in this program, contact the OCN Helpdesk at 614-387-9980 or via email at [OCNHelpdesk@sc.ohio.gov](mailto:OCNHelpdesk@sc.ohio.gov)

## Submitting dispositions via FTP

### How do I start submitting via FTP?

Contact the Ohio Attorney General's Information Technology Section by email at [ITSSupport@OhioAttorneyGeneral.gov](mailto:ITSSupport@OhioAttorneyGeneral.gov) or by phone at 800-750-7922.

### **How does it work?**

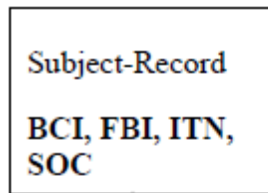
Electronic submissions are linked to an arrest in CCH by various fields. The preferred field that successfully attaches a disposition to an arrest is the Incident Tracking Number (ITN). This number is automatically generated by the Livescan machine every time a Law Enforcement agency fingerprints someone and transmits the information to BCI. If manually taking prints and mailing the fingerprint cards to BCI, the ITN number is still the preferred method. BCI provides ten print fingerprint cards with preprinted ITN numbers to agencies free of charge. There are various other fields that can be searched in CCH if the ITN number is not present as listed below (a diagram of the workflow is also included):

The BCI, UCN (FBI), Incident tracking number (ITN), or the Social security number (SOC) is used to locate offenders in the CCH database. The UCN (FBI), ITN, and SOC are not always unique and may result in a list of possible offenders. The ITN is the preferred key used to locate offenders. If the ITN is missing or occurs multiple times in the CCH database, the Date of arrest or date fingerprinted (DOA) is required to verify the arrest. The arrests under each possible offender are checked against the DOA on the disposition record. If the disposition DOA does not match the arrest DOA, the disposition will not be stored.

The Judicial tracking number (JUD-TRN) is required to locate a specific disposition pertaining to the arrest. Each disposition pertaining to an arrest must have a unique JUD-TRN. The JUD-TRN will prevent duplicate disposition records from being stored. The JUD-TRN will make it possible for courts to submit modify or delete disposition records using record types MR3B and XR3B respectively. If a disposition without a JUD-TRN already exists for an arrest, then additional dispositions cannot be added. Dispositions entered manually by a BCII operator will not have JUD-TRNs.

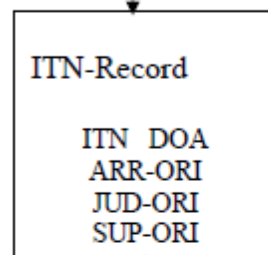
## CCH Database Structure

The arrows represent (one to many) relationships.



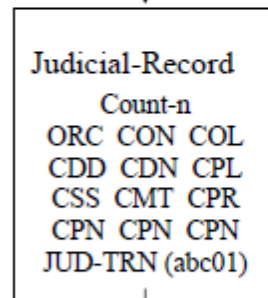
### 1) Locate the Subject

The BCI, FBI, ITN , or SOC is used to locate the offender in the CCH database. At least one of these numbers must be known to process the record.

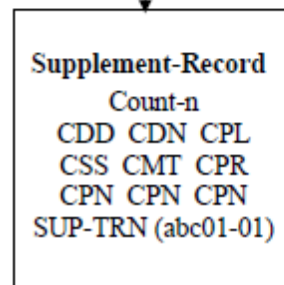


### 2) Locate/Verify Cycle

The ITN and/or DOA are used to verify the correct cycle. In some cases, there may be multiple cycles with the same DOA but the ITNs will be different.



### 3) The JUD-TRN is used to distinguish one Judicial record from another. The JUD-TRN will be used to avoid storing duplicate judicial records and to locate judicial records that need to be modified or deleted.



### 4) Supplemental Information

Courts must continue to report supplemental information via US MAIL. Currently, BCI&I does not have an automated process to handle this information.

## Disposition Data Elements Definitions

Acronym	Description	Definition
<b>ARR ORI</b>	Arresting Originating Identifier	NCIC agency identifier obtained from LEADS identifying the law enforcement agency that arrested the individual
<b>BCI</b>	State ID number	Number assigned by BCI that identifies an offender record in CCH
<b>CDD</b>	Court disposition date	The date the offender received the sentence from the court  Format: MMDDCCYY
<b>CDN</b>	Court disposition number	The outcome of the case in numeric code
<b>CFN</b>	Court Fine	Format: Whole dollar amount without any punctuation; cannot exceed 6 digits. Ex: if fine is \$38.75; submit as \$39; if larger than 6 digits type the amount in the CPL field (see below)
<b>CMT</b>	Confinement	Total sentence time  Format: M for months, D for days, and Y for years. Can be entered as a combination or singly Ex: 1Y6M3D, 5Y  If a life sentence: LIFE

<b>COL</b>	Court offense literal	<p>Exact wording of the charge; usually the same as the ORC translation with the conviction type Ex: Drug Trafficking F3</p> <p>If submitting Conspiracy, Attempt or Complicity the ORC would be for these (292301, 292302 &amp; 292303) but the Col will be listed as Complicity to Burglary</p>
<b>CON</b>	Conviction type	<p>Felony or misdemeanor indicator: F1, F2, F3, F4, F5, M1, M2, M3, M4. If level unknown: FEL or MIS</p> <p>This field should be left blank if no conviction</p>
<b>CPL</b>	Court Provision Literal	<p>Additional court information or provisions which cannot be described using CPN codes</p> <p>NOTE: Date fields must contain a zero in first position if the month is less than 10. Ex: 01011998</p>
<b>CPN</b>	Court Provisions Numeric	3-digit codes describing common provisions
<b>CPR</b>	Probation	Format: M for months, D for days, and Y for years. Can be entered as a combination or singly Ex: 1Y6M3D, 5Y
<b>CSS</b>	Court Suspended Sentence	<p>The amount cannot exceed the confinement time. Ex: Sentence 180 days, suspended time cannot be 181 days</p> <p>Format: M for months, D for days, and Y for years. Can be entered as a combination or singly Ex: 1Y6M3D, 5Y</p>

<b>DATE-SUB</b>	Date submitted	The date the disposition was electronically submitted
<b>DLN</b>	Driver license number	
<b>DLS</b>	Driver license state	
<b>DOA</b>	Date of arrest	Date the law enforcement agency fingerprinted the individual.
<b>DOB</b>	Date of birth	Format: MMDDCCYY
<b>Employee-ID</b>		Code identifying the employee who entered the data
<b>ITN</b>	Incident Tracking Number	<p>Number automatically assigned from a Livescan machine when fingerprints are submitted to BCI with arrest information. The number is also printed on the 2-71 disposition form which is forwarded to the court. If submitting manually, BCI supplies fingerprint cards with preprinted ITN numbers which are then written on a 2-71 disposition form and forwarded to the court.</p> <p>Link to order form:</p> <p><a href="https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Law-Enforcement/2019-07-09_SupplyRequisitionForm_BCI-pdf">https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Law-Enforcement/2019-07-09_SupplyRequisitionForm_BCI-pdf</a></p>

<b>JUD-ORI</b>	Judicial Originating Identifier	NCIC agency identifier obtained from LEADS identifying the court
<b>MKE</b>	Message Key	The type of transaction that is being submitted electronically
<b>ER3B</b>	Message Key	Electronic submission of initial disposition information
<b>MR3B</b>	Message Key	A modification to previously submitted disposition information
<b>ORC</b>	Ohio Revised Code	Also referred to as CIT or statute citation  Format: condensed without periods Ex: 292511A1A  Local codes can also be submitted and should follow the format above. If the code only has 5 digits, the code should be entered with a leading zero. Ex: 095919
<b>SOC</b>	Offender's social security number	
<b>TRN</b>	Tracking number	The number assigned by the court to identify the record in their own court system; preferably the court case number
<b>UCN (FBI)</b>	National ID number	Number assigned by the FBI that identifies an offender record in the NCIC database

## Detailed Description of Disposition Data Elements

### CDN

**Name:** Court Disposition Number

This code is used to report the outcome of a sentence

**Field Size:** 3

**Condition:** Required field for record types ER3B and MR3B

If valid, the disposition will be stored

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

### CFN

**Name:** Court Fine

Expressed in whole dollar amounts

**Field Size:** 6

**Condition:** Blank if no fine

Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 318, 319, 320, 322, 323, 324, 350

If valid data will be stored

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

**Acceptable Formats or values:**

nzzzzz Ex: 150000      WHERE: n = 1 thru 9

nzzzz Ex: 25000                      z = 0 thru 9

nzzz Ex: 5000

nzz Ex: 250

nz Ex: 50

n Ex: 5

The court is responsible for fixing this error and resubmitting the disposition

### CMT

**Name:** Confinement

**Field Size:** 12

**Condition:** Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 318, 319, 320, 322, 323, 324, 325, 336, 350,356 (Non-conviction codes) and 312, 314 and 321 (Conviction codes)

**Required** for ER3B and MR3B if CDN = 310, 311, 332, 333 and 390 (Conviction codes) **and** CPR, CFN, CPN and CPL are missing

**Required** if a suspended sentence (CSS) entry has been entered

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable formats or values:**

- Minimum to Maximum times or Maximum time only Ex: 5Y-25Y
- Hyphen is used to separate minimum and maximum times Ex: 6M-1Y
- Minimum time must be on the left side of the hyphen



- Left should be justified with remainder of field containing spaces
- Embedded spaces not allowed Ex: 12 Y – 15 Y
- Confinement is total sentence time
- Show years before months and months before days Ex: 1Y6M30D
- **Y** = Years
- **M** = Months
- **D** = Days
- **LIFE** = Life sentence
- **1Y-AGE** = Sentence where a **juvenile** will either serve 1 year or until he/she reaches the age of 21

<b>Examples</b>	<b>Valid Entries</b>	<b>Invalid Entries</b>	<b>Reason Invalid</b>
30 days to 18 months	<b>30D-18M</b>	<b>30D-18</b>	Missing M for months
18 months to 5 years	<b>18M-5Y</b>	<b>18M – 5Y</b>	Embedded spaces
5 years 2 days to Life	<b>5Y2D-LIFE</b>	<b>5YEARS2D-LIFE</b>	Must use Y for Years
30 days to 6 months	<b>30D-6M</b>	<b>30-180D</b>	Missing D for days
1 ½ years to 5 years	<b>18M-60M or 1Y6M-5Y</b>	<b>018M – 60M  5Y-1Y6M</b>	Leading zeros not allowed, embedded space Minimum time must be on left side of hyphen
5 years to 10 years	<b>5Y-10Y</b>	<b>5YEARS-10YEARS</b>	Must use Y for Years
7 years	<b>7Y</b>	<b>7Y-7Y</b>	Show maximum only
10 years and 2 months	<b>10Y2M</b>	<b>2M10Y</b>	Show years before months
<b>LIFE</b>	<b>LIFE</b>		
1 year to age 21	<b>1Y-AGE</b>	<b>1Y-AGE21</b>	Must use AGE only

## COL

**Name:** Court Offense Literal

**Field Size:** 100

**Condition:** Required for ER3B & MR3B

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report  
The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:** FREE TEXT

The Ohio Revised Code translation with additional information describing the type and degree of the charge. For example, if the charge is a 4<sup>th</sup> degree felony, F4 should be included in the COL –  
Drug Trafficking F4

It will differ from the ORC translation if the Revised Code pertains to Conspiracy, Attempted or Complicity. For example, if Attempted Murder, the ORC will be 2923.02 (Attempted) and the COL will contain Attempted Murder

## CON

**Name:** Conviction type – Felony or Misdemeanor indicator

**Field Size:** 3

**Condition:** Blank if not convicted. CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 318, 319, 320, 322, 323, 324, 325, 336, 350,356 (Non-conviction codes) and 314 and 321 (Conviction codes)

Required for ER3B & MR3B if convicted

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report  
The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

F1, F2, F3, F4, F5, FEL (where level is unknown), M1, M2, M3, M4, MIS (where level is unknown) or BLANK if not convicted

## CPL

**Name:** Court Provisions Literal

The CPL is used to describe court provisions in more detail or provisions that could not be identified using another field (CMT, CPR, CFN)

**Field Size:** 150

**Condition:** Required for ER3B & MR3B if CDN = 310, 311,332, 333 or 390 (Conviction codes) and CPR, CFN, CPN and CMT are missing

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report  
The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:** FREE TEXT

**Examples of information commonly found in the CPL field**

- Credit 10D for time served
- 30D house arrest
- \$25 costs, \$150 fine suspended (when there is an amount in the CFN field), \$300 restitution (if amount unknown, use CPN code for restitution)
- 1Y license suspension
- Anger Management program
- 3D Driver Intervention Program

Whenever possible, information in the CPL should not be abbreviated (except for accepted formats established for time (days, months, years). If due to space limitations abbreviations are necessary, they should be common abbreviations that the public in general would understand. Rap Sheets are regularly mailed to non-criminal justice agencies or individuals, therefore, using abbreviations that only Law Enforcement could understand would lead to numerous phone calls from the public. If abbreviations must be used, please refer to the following examples:

<b>Abbreviation</b>	<b>Meaning</b>
<b>30D Comm Serv</b>	30 days community service
<b>100HRS Comm Serv</b>	100 hours community service
<b>15D Credit FTS</b>	15 days credit for time served
<b>Susp</b>	Suspended
<b>Prob</b>	Probation
<b>DOA</b>	Date of Arrest
<b>Sent</b>	Sentence
<b>\$500 Rest</b>	\$500 Restitution
<b>\$200 Cost</b>	\$200 court cost
<b>30D Lic Susp</b>	30 days license suspension

## CPN

**Name:** Court Provisions Numeric – up to 3 per record

**Field Size:** 3

**Condition:** Required for ER3B and MR3B if CDN = 310, 311, 312, 332, 333 and 390 (Conviction Codes) **and** CPR, CFN, CPL, and CMT are missing

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable formats or values:** must be a valid code from the CPN table

**Note:** CPN codes have been assigned to the most common provisions in order to speed up data entry and save space in the CCH database. However, the data entry operator may choose to ignore this field and describe all provisions in the CPL field.

## CPR

**Name:** Court Probation

**Field Size:** 12

**Condition:** Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 319, 320, 322, 323, 324, 325, 336, 350,356 (Non-conviction codes) and 314 and 321 (Conviction codes)

Required for ER3B and MR3B if CDN = 310, 311, 312, 332, 333 and 390 (Conviction Codes) **and** CPR, CFN, CPL, and CMT are missing

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable formats or values:**

- Minimum to Maximum times or Maximum time only Ex: 5Y-25Y
- Hyphen is used to separate minimum and maximum times Ex: 6M-1Y
- Minimum time must be on the left side of the hyphen
- Left should be justified with remainder of field containing spaces
- Embedded spaces not allowed Ex: 12 Y – 15 Y
- Confinement is total sentence time
- Show years before months and months before days Ex: 1Y6M30D
- **Y** = Years
- **M** = Months
- **D** = Days
- **LIFE** = Life sentence
- **1Y-AGE** = Sentence where a **juvenile** will either serve 1 year or until he/she reaches the age of 21

Examples	Valid Entries	Invalid Entries	Reason Invalid
30 days to 18 months	<b>30D-18M</b>	<b>30D-18</b>	Missing M for months
18 months to 5 years	<b>18M-5Y</b>	<b>18M – 5Y</b>	Embedded spaces
5 years 2 days to Life	<b>5Y2D-LIFE</b>	<b>5YEARS2D-LIFE</b>	Must use Y for Years
30 days to 6 months	<b>30D-6M</b>	<b>30-180D</b>	Missing D for days
1 ½ years to 5 years	<b>18M-60M or 1Y6M-5Y</b>	<b>018M – 60M  5Y-1Y6M</b>	Leading zeros not allowed, embedded space Minimum time must be on left side of hyphen
5 years to 10 years	<b>5Y-10Y</b>	<b>5YEARS-10YEARS</b>	Must use Y for Years
7 years	<b>7Y</b>	<b>7Y-7Y</b>	Show maximum only
10 years and 2 months	<b>10Y2M</b>	<b>2M10Y</b>	Show years before months
<b>LIFE</b>	<b>LIFE</b>		
1 year to age 21	<b>1Y-AGE</b>	<b>1Y-AGE21</b>	Must use AGE only

## CSS

**Name:** Court Suspended Sentence

**Field Size:** 12

**Condition:** Blank if CDN = 301,302, 303, 305, 306, 307, 308, 309, 313, 319, 320, 322, 323, 324, 325, 336, 350,356 (Non-conviction codes) and 314 and 321 (Conviction codes)

Stored if valid

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

### Acceptable formats or values:

- Minimum to Maximum times or Maximum time only Ex: 5Y-25Y
- Hyphen is used to separate minimum and maximum times Ex: 6M-1Y
- Minimum time must be on the left side of the hyphen
- Left should be justified with remainder of field containing spaces
- Embedded spaces not allowed Ex: 12 Y – 15 Y
- Suspended sentence cannot exceed Maximum confinement time entered in the CMT field

- If there is nothing in the CMT field, CSS data will cause the record to be rejected
- Show years before months and months before days Ex: 1Y6M30D
- **Y** = Years
- **M** = Months
- **D** = Days
- **LIFE** = Life sentence
- **1Y-AGE** = Sentence where a **juvenile** will either serve 1 year or until he/she reaches the age of 21

<b>Examples</b>	<b>Valid Entries</b>	<b>Invalid Entries</b>	<b>Reason Invalid</b>
30 days to 18 months	<b>30D-18M</b>	<b>30D-18</b>	Missing M for months
18 months to 5 years	<b>18M-5Y</b>	<b>18M – 5Y</b>	Embedded spaces
5 years 2 days to Life	<b>5Y2D-LIFE</b>	<b>5YEARS2D-LIFE</b>	Must use Y for Years
30 days to 6 months	<b>30D-6M</b>	<b>30-180D</b>	Missing D for days
1 ½ years to 5 years	<b>18M-60M or 1Y6M-5Y</b>	<b>018M – 60M  5Y-1Y6M</b>	Leading zeros not allowed, embedded space Minimum time must be on left side of hyphen
5 years to 10 years	<b>5Y-10Y</b>	<b>5YEARS-10YEARS</b>	Must use Y for Years
7 years	<b>7Y</b>	<b>7Y-7Y</b>	Show maximum only
10 years and 2 months	<b>10Y2M</b>	<b>2M10Y</b>	Show years before months
<b>LIFE</b>	<b>LIFE</b>		
1 year to age 21	<b>1Y-AGE</b>	<b>1Y-AGE21</b>	Must use AGE only

## **DATE-SUB**

**Name:** Date Submitted

**Field Size:** 8

**Condition:** Required

**Purpose:** Determines the order in which disposition records are processed

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

MMDDCCYY

Must be a valid date

Must be equal to or later than the submitted Date of arrest

Must be equal or earlier than system date

## **DLN**

**Name:** Driving license number

**Field size:** 12

**Condition:** optional for ER3B and MR3B

**Acceptable Formats or values:**

Must be a valid driver's license number

## **DLS**

**Name:** Driving license state

**Field size:** 2

**Condition:** optional for ER3B and MR3B

**Acceptable Formats or values:**

Must be a valid 2-character abbreviation for a state

## **DOA**

**Name:** Date of Arrest (**DATE FINGERPRINTED**)

Used to locate/verify arrest cycle in CCH

**Field Size:** 8

**Condition:** optional if ITN is provided

Required (along with UCN, BCI or SOC) if ITN is missing

Fatal error if ITN is missing

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

MMDDCCYY

Must be a valid date

Must be equal to or later than the date submitted or Court disposition date

Must be equal to or earlier than system date

**DOB**

**Name:** Date of birth

**Field size:** 8

**Condition:** optional for ER3B and MR3B

**Acceptable Formats or values:**

MMDDCCYY

Must be a valid date

Must be earlier than the date of arrest

**Employee-ID**

Used to trace the information back to the employee who originally entered or modified it

**Name:** Employee identifier

**Field size:** 4

**Condition:** required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

Must be at least 3 characters in length

May contain letters and numbers only

May not contain embedded spaces

**FN**

Used to verify offender in CCH

**Name:** First Name

**Field Size:** 30

**Condition:** required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

Must be 2 characters in length

May contain letters, hyphens, and spaces only



## ITN

Used to locate and or verify offender in CCH

**Name:** Incident tracking number – preprinted number on arrest card

**Field Size:** 8

**Condition:** Optional if date of arrest is given along with UCN or BCI or SOC

Required if UCN, DOA, BCI and SOC is missing

Fatal error if UCN, BCI or SOC and DOA are missing or invalid

The court is responsible for fixing this error and resubmitting the disposition

### **Edits applied:**

Must be 6, 7 or 8 characters in length

Must end with a letter

Must contain at least 1 letter

May not contain more than 2 letters

All ITNs which end with 2 letters must contain 6 numbers – nnnnnnXX

All numbers in ITNS are significant numbers **including** leading zeros

Some ITNS contain leading zeros

DO NOT suppress these leading zeros if they are part of the number

DO NOT add leading zeros if they are not part of the number **Ex:** If a card transaction has 8 characters and a Livescan transaction had 7, do not add a leading 0 to the ITN for Livescan transactions

## JUD-ORI

**Name:** Judicial originating identifier

**Field Size:** 9

**Condition:** Required

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

### **Acceptable Formats or values:**

OH?????nG (most juvenile courts end in G)

OH?????nJ (other courts usually end with J)

? = 0 thru 9

n = 1, 3, 5, or 7 (the numbers reflect the county it originates from) Ex: Franklin county's number is 25, the common pleas court ORI is OH025353J

must end with G or J

## LN

Used to verify offender in CCH

**Name:** Last Name

**Field Size:** 30

**Condition:** required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report  
The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

Must be at least 2 characters in length

May contain letters, hyphens and spaces only

## MKE

Indicates record type

**Name:** Message Key

**Field Size:** 4

**Condition:** Required

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report  
The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

ER3B – Enter judicial record

MR3B – Modify judicial record

## ORC

Sometimes referred to as a CIT or Statute Citation

**Name:** Ohio Revised Code

**Field Size:** 20

**Condition:** required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report  
The court is responsible for fixing this error and resubmitting the disposition

**Edits applied:**

Must be at least 3 characters in length

Must contain periods (example: 2925.11 or for local codes 959.16)

May not exceed 20 characters in length

May not contain embedded spaces

May not contain the letter F or M (if subsections are included – Ex: 2925.11A1C1A)

If the letter F is in a subsection, the court can either submit the ORC without the F, or submit these manually

**Acceptable Formats or values:**

NZZZZZZZ

N = 1 thru 9

Z = 0 thru 9

To report Conspiracy to commit murder:

Use the ORC (2923.01) for Conspiracy; place the description Conspiracy to commit murder in the COL field

To report Attempted Murder:

Use the ORC (2923.02) for attempted; place the description Attempted Murder in the COL field

To report Complicity to commit murder:

Use the ORC (2923.03) for Complicity; place the description Complicity to Commit Murder in the COL field

**SOC**

Used to locate offender in CCH

**Name:** Social Security Number

**Field Size:** 9

**Condition:** Optional if ITN is given

Required (along with DOA) if UCN, ITN and BCI are missing

Fatal error if BCI, ITN or UCN and the DOA are missing

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

NZZZZZZZ

N = 0 thru 9

Z = 0 thru 9

**TRN**

**Name:** Tracking number

Assigned to the disposition by the contributor (submitting court)

**Field Size:** 16

**Condition:** required for ER3B and MR3B

If invalid, a fatal error will occur, the record will be rejected and will appear on the Summary report

The court is responsible for fixing this error and resubmitting the disposition

**Acceptable Formats or values:**

Free Text, usually contains the case number followed by a 2-digit number. The JUD-TRN is used to distinguish one disposition from another. The JUD-TRN will be used to avoid storing duplicate Judicial records and to locate Judicial records which need to be modified or deleted. The TRN is required and cannot be blank or null.

**Recommended format:** Case number hyphen 2-digit number

## **UCN**

**Name:** Universal Control Number

Number assigned to the offender by the FBI. Used to locate an or verify offender in CCH

**Field Size:** 9

**Condition:** Optional if ITN is given

Required (along with DOA) if BCI, ITN and SOC are missing

Fatal error if BCI, ITN or SOC and the DOA are missing

The court is responsible for fixing this error and resubmitting the disposition

**Edits applied:**

Must be at least 3 characters in length

May contain letters and numbers only

May not contain embedded spaces

May not consist of all zeros

## WHAT SHOULD I SUBMIT?

- Intervention in lieu of conviction, pretrial diversion, drug court, followed by the actual outcome of the case after the period of intervention, diversion or program is completed/not completed.
- All outcomes related to mental incompetency; NGRI (Not Guilty Reason Insanity), cases pending mental incompetency, found insane, dismissed reason insanity, etc.
- Cases in which charges were not filed in court. The arresting agency can also submit a request asking BCI to remove the arrest from CCH since an expungement will not be available from the court since there wasn't a case. **These should be reported manually.**
- Cases in which the prosecutor declined to file charges and that did not get forwarded to the court. **These should be reported manually.**
- Arrests in which the arresting agency released the person without charging them. The court can submit the information if available to them, or the submitting agency can request that BCI remove the arrest from CCH. **These should be reported manually.**
- **NOTE** – Courts must submit all outcomes of a case regardless of whether the charge is reportable or not. The list of reportable offenses is for arresting agencies.

## CONVICTIONS (CDN – court disposition numeric codes with computer translation and definition)

- The following fields are always required:

CDN, Date-Sub, Employee-ID, Jud-ORI, First name, Last name, Jud-ORI, MKE, ORC, TRN

*If sentence fields are not filled out a CPN code is required. A Conviction entry will be rejected if it is submitted without these fields.*

Ex: 310 (Convicted) 180D, with 150D suspended, 3Y probation, \$500 fine, CPN codes can also be entered

310 (Convicted) no sentence information; requires a CPN code

Conviction Code	Translation	Definition	Your court's corresponding code(s)
310	Convicted	Found Guilty	
311	Convicted of a lesser offense	Found guilty of a lesser offense	

<p><b>312</b></p>	<p>Deferred</p>	<p>Subject was found guilty, but sentencing is deferred to a later date by the judge</p>	
<p><b>314</b></p>	<p>Extradited</p>	<p>One state surrenders to another an individual accused or convicted of an offense outside the state having custody and within the jurisdiction of the other state</p>	
<p><b>321</b></p>	<p>Executive Clemency</p>	<p>An executive clemency exempts an individual from punishment for a crime he/she committed</p>	
<p><b>390</b></p>	<p>Multi-charges, one conviction</p>	<p>Subject is convicted of multiple offenses but receives only one sentence for all of them. The first conviction should be entered with code 310 and the sentence information; the remaining charges should be entered with code 390</p>	

## NON-CONVICTIONS (CDN codes with computer translation and definition)

- The following fields are always required:  
CDN, Date-Sub, Employee-ID, Jud-ORI, First name, Last name, Jud-ORI, MKE, ORC, TRN
- The following fields should not be entered:  
CON – this field is used for convictions and flags a criminal record with the following if any type of FEL is entered: Convicted of a felony. This caveat will appear if the field is entered on a non-conviction  
CSS, CMT, CPR, CFR

Non-Conviction Code	Translation	Definition	Your court's corresponding code(s)
301	Not guilty/Acquitted	Self-Explanatory	
302	Not Guilty by Reason of Insanity	The defendant proves, by a preponderance of the evidence, that at the time of the commission of the offense, the defendant did not know, as a result of a severe mental disease or defect, the wrongfulness of a defendant's acts. See R.C 2901.01(A)(14)	
303	Not Guilty/Acquitted Mental Incompetence	The court finds by a preponderance of the evidence that, because of the defendant's present mental condition, the defendant is incapable of understanding the nature and objective of the proceedings	

	<p>against the defendant or of assisting in the defendant's defense (see R.C 2945.37(G)) <b>and</b> the court finds that, even if the defendant is provided with a course of treatment, there is not a substantial probability that the defendant will become competent to stand trial within one year (see R.C 2945.38(B)(2)) <b>or</b> the court does not find, by clear and convincing evidence, that the defendant committed the offense with which the defendant is charged and the defendant is a mentally ill person subject to court order or a person with an intellectual disability subject to institutionalization by court order (see R.C 2945.39(C))</p>
<p><b>305</b>                      Dismissed</p>	<p>Any misdemeanor or felony offense that has been dismissed in a final or complete manner (with prejudice) by <b>any</b> court that does not fit within the definition of code 319 or 325.</p>



<p>306</p>	<p>Charge Dismissed Insanity</p>	<p>The defendant proves, by a preponderance of the evidence, that at the time of the commission of the offense, the defendant did not know, as a result of a severe mental disease or defect, the wrongfulness of a defendant's acts (See R.C 2901.01(A)(14) <b>and</b> there is not clear and convincing evidence that the defendant is a mentally ill person subject to court order or a person with an intellectual disability subject to institutionalization by court order. See R.C 3945.40(E)</p>
<p>307</p>	<p>Charge dismissed Mental Incompetence</p>	<p>The court finds by a preponderance of the evidence that, because of the defendant's present mental condition, the defendant is incapable of understanding the nature and objective of the proceedings against the defendant or of assisting in the defendant's defense (see R.C 2945.37(G) <b>and</b> the court finds that, even if the defendant is provided with a course of treatment, there is not a substantial probability that the defendant will become</p>

		<p>competent to stand trial within one year (see R.C 2945.38(B)(2) <b>or</b> the court does not find, by clear and convincing evidence, that the defendant committed the offense with which the defendant is charged and the defendant is a mentally ill person subject to court order or a person with an intellectual disability subject to institutionalization by court order (see R.C 2945.39(C)</p>
<b>308</b>	Charge Pending Insanity	<p>Defendant has entered a plea of not guilty by reason of insanity. See R.C. 2943.03</p>
<b>309</b>	Pending Mental Incompetency	<p>The court finds by a preponderance of the evidence that, because of the defendant's present mental condition, the defendant is incapable of understanding the nature and objective of the proceedings against the defendant or of assisting in the defendant's offense (see R.C 2945.37(G)) <b>and</b> that there is a substantial probability that the defendant will become competent to stand trial within one year if the defendant is provided with a course of treatment. See R.C 2945.38(B)(1)</p>

<p><b>313</b></p>	<p>Dismissed Civil Action</p>	<p>Criminal court dismisses the charge but leaves the case open for civil litigation</p>
<p><b>318</b></p>	<p>Adjudication Withheld</p>	<p>Decision by a judge to put an eligible person on probation without an adjudication of guilt. If the person successfully completes the terms of probation and has no subsequent offenses, no further action will be taken on the case and the offense for which adjudication was withheld is typically not considered a prior conviction for purposes of habitual offender sentencing.</p>
<p><b>319 (NEW)</b></p>	<p><b>Bound over to Common Pleas Court</b></p>	<p><b>Any felony offense that has been adjudicated by the Municipal Court and bound over to the Common Pleas court for indictment. This code will indicate that the Municipal Court has heard the felony case, and the defendant has either waived the preliminary hearing or, following a preliminary hearing, the court has found probably cause to continue the prosecution.</b></p>

<p><b>320</b></p>	<p>Mistrial</p>	<p>A mistrial is declared when it is determined that the trial of action cannot stand in law due to want of jurisdiction, wrongful drawing of jurors, disregard of other fundamental requisites, or a hung jury</p>
<p><b>322</b></p>	<p>Found Insane</p>	<p>The defendant proves, by a preponderance of the evidence, that at the time of the commission of the offense, the defendant did not know, as a result of a severe mental disease or defect, the wrongfulness of defendant's acts (see R.C 2901.01(A)(14) <b>and</b> there is clear and convincing evidence that the person is a mentally ill person subject to court order. See R.C 2945.40(F)</p>
<p><b>323</b></p>	<p>Found Mentally Incompetent</p>	<p>The court finds by a preponderance of the evidence that, because of the defendant's present mental condition, the defendant is incapable of understanding the nature and objective of the proceedings against the defendant or of assisting in the defendant's defense. See R.C 2945.38</p>

324	No True Bill	A grand jury returns a NO BILL finding on an indictment.
325 (NEW)	Dismissed Not Final	<p><b>Any felony offense that has been "dismissed for future indictment", "dismissed for direct indictment" or "dismissed without prejudice" by a Municipal Court. This code will indicate that the felony case has concluded in the Municipal Court but could potentially continue in the Common Pleas Court at a future time or will continue due to direct indictment. Any case that is dismissed in a final or complete manner will continue to use an existing code, 305</b></p>
336	Intervention in Lieu of Conviction	<p>Or ILC is a program in which an eligible offender charged with a low-level non-violent felony offense, who committed the offense due to drug or alcohol usage or mental illness or intellectual disability, has the opportunity to obtain a dismissal of the charge(s) after completing court-ordered treatment. Eligibility depends on prior convictions.</p>

<p><b>350</b></p>	<p>Nolle Prosequi</p>	<p>An entry on the record of legal action denoting that the prosecutor or plaintiff will proceed no further in an action or suit either as a whole or as to some count or as to one or more of several defendants</p>
<p><b>356</b></p>	<p>Pre-trial Diversion</p>	<p>The prosecuting attorney may establish pre-trial diversion programs for eligible adults who are accused of committing criminal offenses and whom the prosecuting attorney believes probably will not offend again. The prosecuting attorney may require, as a condition of an accused's participation in the program, the accused to pay a reasonable fee for supervision services that include, but are not limited to, monitoring and drug testing. The programs shall be operated pursuant to written standards approved by journal entry by the presiding judge or, in courts with only one judge, the judge of the court of common pleas (see R.C 2935.36(A))</p>

## Court Provision Numeric (CPN) codes

3-digit numeric codes describing common sentence provisions in more detail or provisions that could not be identified using another field (CMT, CPR or CFN)

CPN Code	Translation	Definition	Your court's corresponding code(s)
333	Confinement in Hospital	Subject is confined in hospital as part of the sentence (used with mental incompetency sentencing)	
334	Court Costs	The person received court costs as part of the sentence and the amount is unknown. If the amount is known, it should be entered in the CPL field only, this code should not be used	
335	Death Sentence	Subject is given the death sentence	
338	Fine & Court Costs	The monetary amount to be paid is a combination of fine and court costs and the amount is unknown. If known, the amount should be entered in the CPL field and the code should not be used	

344	Charge dropped/abandoned	A sentence is dismissed as a result of charges being dropped
345	Probation	Subject receives a probation sentence, but the length of probation is unknown. If using this code, the Court Probation (CPR) field should be left blank
346	Restitution	Subject must pay restitution. The amount, of known, should be entered in the CPL field and the code should not be used.
347	Restitution and Cost	Subject must pay restitution and court costs but the amount is unknown. The amount for each, if known, should be entered separately in the CPL field and the code should not be used



349	Restitution or Cost Paid	The charge is dismissed with the payment of restitution and/or costs. The amounts, if known, should be entered separately in the CPL field and the code should not be used
358	Sentence Unknown	Subject was convicted but the sentence is unknown
361	Probation Denied	Court has denied a request for probation
363	Concurrent	The sentence is concurrent to another sentence. If concurrent with a different case number than the one being submitted, list that case number in the CPL. If the sentences are concurrent with each other, the code should not be used on the first sentence entry, only on the following sentences if applicable

364	Consecutive	The sentence is consecutive to another sentence. If consecutive with a different case number than the one being submitted, list that case number in the CPL. If the sentences are consecutive with each other, the code should not be used on the first sentence entry, only on the following sentences if applicable
365	Credited with time served	Subject is credited with an unknown amount of time while awaiting trial. If amount is known, enter it in the CPL field and do not use the code
366	Appealed	Subject appealed the sentence
367	Nights	Subject must serve sentence in jail at night only

368	Weekend Confinement	Subject must serve sentence on weekends only
369	Pretrial diversion completed	The charge is dismissed as a result of subject having completed a pretrial diversion program
370	Combined charge	Court applies one sentence to all charges or another charge. The merged charge can be a conviction or a dismissal. Count one should show a conviction code and the sentence. Count two (and any other applicable charges) should show a conviction or dismissal code with this code in the CPN field
373	Successful completion of ILC	The charge is dismissed as a result of subject having completed an Intervention in Lieu of Conviction program

## Basic Summary and Detailed Reports

When a court file is downloaded into CCH, the court receives a basic and detailed report that lists what happened to all the files. This report also lists any fatal errors that might have occurred while processing the file.

### BASIC SUMMARY REPORT

The top portion of the basic report lists the amount of files processed and what the status is for each.

OHIO BCI&I ELECTRONIC DISPOSITION-FILE REPORT	
FILE NAME:	BC17041J.4C4
REPORT DATE:	4/12/2024 21:00
RECORDS PROCESSED	30
RECORDS LOADED INTO CCH	27
NO CORRESPONDING ARREST ON FILE	1
DISPOSITION WITHOUT TRN IS ON FILE	2
RECORDS CONTAINING ERRORS	0

Any fatal errors will be listed separately underneath the top portion in the detailed portion of the report. The message key will be listed first, then the status of each transaction and all the fields sent with each one. If the status listed is an error, the data containing the error would be reviewed, fixed, and resent with the next transmission of dispositions.

MKE	Reason	ORI	JudTRN	DOA	ITN	BCI	FBI	DATE SUB	EMPLOYEE ID	ARR-ORI	SOC			
DLS	DLN	CDD	ORC	CON	COL	CDN	CSS	CMT	CPR	CFN	CPN1	CPN2	CPN3	CPL

## Fatal Errors

### **Multi-cycle with same ITN**

There are 2 or more arrests on file with the same ITN. The program cannot determine which arrest corresponds to the disposition.

**Q:** How do I resolve this?

**A:** No action is necessary, BCI manually enters the information

### **Multi-cycle with same DOA**

There are 2 or more arrests on file that occurred on the same day. The program cannot determine which arrest corresponds to the disposition.

**Q:** How do I resolve this?

**A:** No action is necessary, BCI manually enters the information

### **Required field invalid**

This message is displayed beside the field that has been entered incorrectly. This could happen due to a variety of reasons. Usually it is a format issue; for example, the date of birth has to be submitted YYYYMMDD

**Q:** How do I resolve this?

**A:** Review the error listed on the report and refer to specifications indicating in what format that field should be submitted. Correct the error, and resend electronically with the next file.

### **Required field missing**

This message is displayed beside the field that has been left blank. Within the specifications there are several combinations by which the search for a matching offender is processed. If one of those fields is missing the program will error because it can't complete the search without it.

**Q:** How do I resolve this?

**A:** Identify which field was submitted without information. Refer to the specifications to verify what fields are mandatory for successful attachment. Add the missing field and resend electronically with the next file. In some cases a different combination of fields might have to be submitted if you do not have the information on the missing field.

### **Disposition already on file**

Either a disposition has already been sent electronically and accepted, or BCI staff has entered it manually.

**Q:** How do I resolve this?

**A:** No action is necessary

### **Matching TRN (tracking number) not found**

The disposition program could not find a disposition in CCH that had the same TRN as the disposition record submitted. In order to delete/modify a disposition in CCH, the TRN on the CCH must match the TRN on the submission.

**Q:** How do I resolve this?

**A:** Resend the disposition as a new entry, not as a modification.

## Detailed Report Errors:

### **Note – the list below does not include all error messages**

#### **Cycle not on file/No corresponding arrest record on file**

An offender has been located, but this incident or date of arrest is not on file. The agency needs contacted to supply a fingerprint card for that arrest.

**Q:** How do I resolve this?

**A:** The Quality Assurance Unit receives detailed reports and contacts the arresting agency if the ITN number is listed. If there is no ITN number, the court should contact the arresting agency if that information is available. Without an ITN number QA does not know where the arrest came from and would not be able to locate that information. \*\*\*Please note that this applies to dispositions sent electronically via FTP. If sending through OCN the number of these will increase since non reportable information is included in this portion of the report. \*\*\*\*\*

#### **Disp (disposition) exists**

There is already a disposition on file for that arrest.

**Q:** How do I resolve this?

**A:** No action is necessary

### **Records contained supplement data and were ignored**

The disposition was ignored because the system interpreted the record to be supplemental data which cannot be processed electronically at this time.

**Q:** How do I resolve this?

**A:** Mail the supplemental information to BCI for manual processing.

### **CCH Query Error**

The data didn't load properly into CCH.

**Q:** How do I resolve this?

**A:** No action is necessary

### **Invalid Size**

That data is not formatted per specifications

**Q:** How do I resolve this?

**A:** The court should format properly and resubmit the data

E-DISP ERROR MESSAGES

ERROR MESSAGE	DEFINITION	RESOLUTION
Offender not on file	Unable to locate an offender in CCH. This means that BCI did not receive a fingerprint card for this individual.	QA will contact arresting agency and try to obtain a fingerprint card
No corresponding arrest on file	An offender has been located, but this incident or date of arrest is not on file	QA will contact arresting agency and try to obtain a fingerprint card
Disp without TRN is on file	A disposition is already on file because it has been manually entered by BCI staff	No action necessary
Disposition already on file	Either a disposition has already been sent electronically and accepted, or BCI staff has entered it manually.	No action necessary
Disposition not on file/No matching disposition to modify/delete	No disposition was found to modify or delete	Court should submit an initial disposition (should submit it as an ER3B)
Multi-cycle on file	There are 2 or more arrests on file that occurred on the same day. The program cannot determine which arrest corresponds to the disposition	No action necessary
Dispo code invalid for conviction CDN/Invalid CDN	The disposition code submitted is not a valid code. The codes submitted must be from the list provided by BCI	Court should resubmit the disposition with the correct code
Sentence info missing for conviction CDN	Per specifications, a conviction must contain either sentence information (confinement, probation or fine) or court provisions (CPN codes)	Court should resubmit the disposition with sentence information
ITN/DOA missing	Either the ITN or DOA (required fields) are missing	Court should resubmit the disposition with the missing field
Missing: BCI, ITN, FBI, SOC	Any of the required fields listed are missing. If the court does not have an ITN number, the program uses other required fields criteria to search for the arrest. The following combinations will find an arrest without an ITN: BCI & DOA, FBI & DOA, SSN & DOA. If any of those are missing, the record will reject.	The court should resubmit the disposition with the missing information.
Missing/Invalid BCI	The BCI number submitted with the disposition is invalid or missing	The court should resubmit the disposition with a valid BCI number
CDN missing	The conviction code is missing (required field)	The court should resubmit the disposition with the missing code
Invalid Con for conviction CDN	The CON field (level of offense) is invalid	The court should resubmit the disposition using the CON codes supplied by BCI
Sentence info present for non conviction CDN	If the code submitted is a non conviction code, there should not be any sentence information (no confinement, no probation, no fine)	The court should remove the sentence information and resubmit the disposition
Invalid MKE	The message key sent is invalid. The message keys are as follows: ER3B - enter an initial disposition; MR3B - modify a disposition previously submitted; XR3B - delete a disposition previously submitted	The court should resubmit the disposition with a valid message key
Record deleted	Court submitted an XR3B message key and the disposition was deleted successfully	No action necessary
Record added	Court submitted an ER3B message key and the disposition was added to the arrest successfully	No action necessary
Record updated	Court submitted an MR3B message key and the disposition was modified successfully	No action necessary
Invalid date submitted, Invalid Judicial ORI	The date submitted (any field that requires a date) was submitted in the wrong format. Format should be MMDDCCYY/The judicial ORI is invalid	The court should resubmit the disposition with date in correct format, or with correct judicial ORI
Required field missing-COL ORC	The court offense literal (literal translation of the Ohio Revised Code) is a required field	The court should resubmit the disposition with a court offense literal
Date_sub <DOA; DOA>Date submitted	The court date is before the date of arrest; the date of arrest is after the court date	The court should resubmit the disposition without the court date since it is not a required field
BCI number provided does not match other provided information	47 The BCI number provided does not match the BCI number found with the other provided information	The court should resubmit the disposition with the correct BCI number or exclude the BCI number and resubmit if there is enough other search information



## What should not be transmitted electronically?

1. Relief from disability – these can be mailed/faxed or emailed to BCI and must contain the person’s demographics and the case number(s) the person has been granted relief of disability for along with the journal entry signed by the judge. A copy or a fax is acceptable, it does not have to be an original.

2. Vacate orders/Sentence modifications or corrections – *If you do not have the capability to electronically submit modifications, these must be faxed, emailed or mailed to BCI.*

These can be submitted on court letterhead, on a journal entry or a correction form provided by BCI <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Forms-for-Court/BCI-CORRECTION-FORM-COURT-DISPOS> and must contain the person’s demographics; the initial sentencing information and the case number.

3. Probation Violations without an ITN number – This is considered supplemental information and cannot be submitted electronically. If submitted electronically, it would reject because there would already be a disposition on file containing the initial sentence. If you know the ITN number for the initial arrest include it with the information sent to BCI.

If an ITN number is provided by law enforcement for the Probation Violation charge, the disposition for the Probation Violation can be submitted electronically under that ITN number.

4. Duplicate ITN’s – some counties will fingerprint a person for the same offense when they are transferred to the jail, when they are bonded out, when they are indicted, etc. This causes duplicate arrests on a person’s record with different dates of arrest that are all linked to the same incident. Report the disposition electronically on any of the ITN numbers. All other “duplicate/same incident” ITN numbers should be reported manually.

Below is an example of how to do this:

BCI Form 2-71 Final Disposition Bureau of Criminal Investigation		Leave Blank
Each arrest cycle must include a <b>Final Disposition</b> . Arrests and Number (ITN) which is unique throughout the incident. The ITN space is provided for the ITN on this Disposition Form. To ensure please reproduce or hand copy the ITN from the Arrest Tenprint P.O. Box 365, London, OH 43140-0365.		
(See instructions on reverse side)		
FBI number		
Name on fingerprint card submitted		Insert ITN Number
Last	First	974 000C
Furnish in all cases:		charge, include this
Date of birth	Sex	
3-15-1990	M	
Fingerprint classification		

*Previously sent electronically 3-24-17 @ ITN #483503MB Fingerprinted @ CCNO @ that # when incarcerated*

*Fingerprinted @ Defiance P.D. @ this ITN# when arrested.*

5. Cases in which charges were not filed in court. The arresting agency can also submit a request asking BCI to remove the arrest from CCH since an expungement will not be available from the court since there wasn't a case.
6. Cases in which the prosecutor declined to file charges and that did not get forwarded to the court.
7. Arrests in which the arresting agency released the person without charging them. The court can submit the information if available to them, or the submitting agency can request that BCI remove the arrest from CCH.