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Electronic Disposition Reporting Methods

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Disposition Reporting Methods Narrative

1) US MAIL -hard copies (disposition forms)

Disposition forms can be mailed to BCI&I where a BCI employee will manually enter the information into the CCH database. This method is for courts that report only a few dispositions per week.

Mail hard copies to Conchita Matson at BCI&I, PO Box 365, London, Ohio 43140.

Note: All Supplemental dispositions are still reported using this method.

2) FTPS (**preferred method**)

Disposition files can be submitted to BCI using Secure File Transfer Protocol (FTPS). For guidance in setting up this method, contact the Ohio Attorney General's Information Technology Section by email at ITSSupport@OhioAttorneyGeneral.gov or by phone at 800-750-7922. When submitting dispositions via FTPS, do not mail in the corresponding disposition forms. If a record in the disposition file contains an error and cannot be loaded into CCH, the court is expected to correct the record and resubmit it on the next file or to send the corresponding disposition form to BCI.

A report will be generated when the file is processed and e-mailed back to the sender. Reports can be read using WordPad.

Questions about specific cases or how to report a specific disposition can be sent to... Conchita Matson, Identification Supervisor at conchita.matson@ohioattorneygeneral.gov.

Technical Questions about disposition files, report errors, FTPS, etc can be sent to... ITSSupport@OhioAttorneyGeneral.gov, or by phone at 800-750-7922 during the hours of 7:30 a.m. EST to 5:30 p.m. EST.

File Names

Naming conventions for submitting files:

- 1) Unique name (to prevent overwriting) will include the following elements
 - (a) ORI
 - (b) Date
 - (c) Allowable characters are _ - and alphanumeric
 - (d) Add "Edisp" to filename
- 2) Format to be as follows: ORI_Date_Edisp_Name
Example: 99999_01011901_Edisp_Dailyfile

Supplement Records

Supplemental dispositions cannot be reported electronically. Courts must continue to mail hard copies of supplemental dispositions to BCI c/o Conchita Matson.

CCH Database Structure Narrative

The flowchart on the following page describes the relationship between records in the CCH Database which contains over 1.7 million offenders.

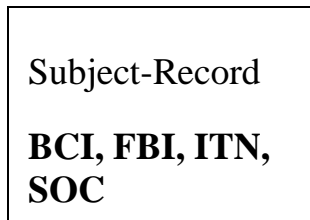
The BCI, FBI, ITN, or the SOC is used to locate offenders in the CCH database. The FBI, ITN, and SOC are not always unique and may result in a list of possible offenders. The ITN is the preferred key used to locate offenders.

If the ITN is missing or occurs multiple times in the CCH database, the 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 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.

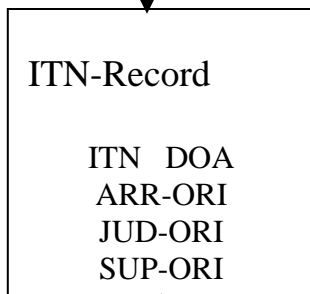
CCH Database Structure

The arrows represent (one to many) relationships.



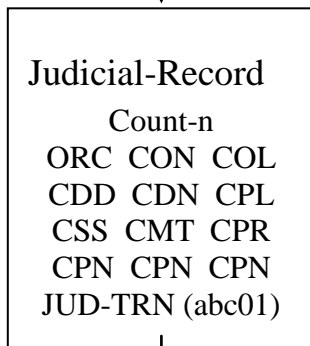
1) Locate the Subject

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.

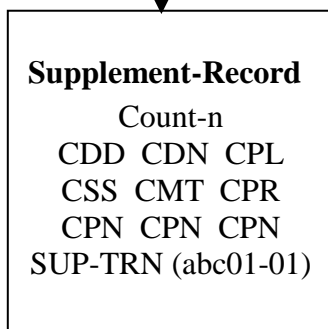


2) Locate/Verify Cycle

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.

Electronic Disposition Specifications

Record Types

ER3B - enter new disposition record
MR3B - modify existing disposition record
XR3B - delete existing disposition record

TEXT FORMAT
RECORD SIZE: 448 CHARACTERS

Mailing Disposition Forms

When submitting dispositions via FTPS, do not mail in the corresponding disposition forms. If a record on the disposition file contains an error and cannot be loaded into CCH, the court will be asked to correct that record and resubmit it on the next file or to send the corresponding disposition form to BCI.

ER3B and MR3B Record Description

				ITEM	TYPE	OFFSET	SIZE	COMMENTS
			R	MKE	A	0	4	message key ("ER3B" or "MR3B")
		d	R	DATE_SUB	N	4	8	Date record submitted to BCI
			R	Employee-ID	A-N	12	4	Employee identification
			R	JUD-ORI	A-N	16	9	Court ORI
			O	ARR-ORI	A-N	25	9	Arresting Agency ORI
			&	SOC	N	34	9	Social Security Number
			R	TRN	A-N-dash	43	16	Tracking Number
			O	DLS	A	59	2	Driver License State
			O	DLN	A-N-dash	61	12	Driver License Number
			&	BCI	A-N	73	7	Number assigned by BCI&I
			&	FBI	A-N	80	9	Number assigned by FBI
+	@	d	O	DOA	N	89	8	Date of Arrest
		d	O	CDD	N	97	8	Court Disposition Date
			O	ORC	A-N	105	10	Ohio Revised Code
+	@		&	ITN	A-N	115	8	Incident Tracking Number
		X	C	CON	AN	123	3	Conviction code
			R	COL	A-N-S	126	100	Court Offense Literal
			R	CDN	N	226	3	Court Disposition Number
		X	*	CSS	A-N-dash	229	12	Suspended Sentence
		X	*	CMT	A-N-dash	241	12	Confinement
		X	*	CPR	A-N-dash	253	12	Probation
		X	*	CFN	N	265	6	Fine
			*	CPN	N	271	3	Provision code
			*	CPN	N	274	3	Provision code
			*	CPN	N	277	3	Provision code
			*	CPL	A-N-S	280	150	Provision literal
			R	ORC-COPY	A-N	430	17	Ohio Revised Code
			O	END	period	447	1	last character of record

			R	Required
			O	Optional
			C	Conditional - Required if convicted - Blank if not convicted
			&	At least 1 of these is Required – enter all of these if known
+				ITN or DOA is always required
	@			ITN and DOA both Required if BCI, FBI, and SOC are not given
		X		Blank if CDN =301,302,303,304,305,306,307,308,309,313,316,318 or 320 (non conviction codes)
			*	At least one of these required if CDN=310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes)
		d		date formats: mmddccyy

Data must be left justified if it does not fill the field
Embedded spaces allowed in COL and CPL only
TYPE A character set includes upper case letters A thru Z
TYPE N character set includes numbers 0 thru 9
TYPE S character set includes these special characters only \$ & , ; : () < > . /

XR3B Record Description

				ITEM	TYPE	OFFSET	SIZE	COMMENTS
			R	MKE	A	0	4	message key ("XR3B")
		d	R	DATE_SUB	N	4	8	Date record submitted to BCI
			R	Employee-ID	A-N	12	4	Employee identification
			R	JUD-ORI	A-N	16	9	Court ORI
				filler	spaces	25	9	
			&	SOC	N	34	9	Social Security Number
			R	TRN	A-N-dash	43	16	Tracking Number
				filler	spaces	59	14	
			&	BCI	A-N	73	7	Number assigned by BCI&I
			&	FBI	A-N	80	9	Number assigned by FBI
+	@	d	O	DOA	N	89	8	Date of Arrest
				filler	spaces	97	18	
+	@		&	ITN	A-N	115	8	Incident Tracking Number
				filler	spaces	123	324	
			O	END	period	447	1	last character of record

			R	Required
			O	Optional
			&	At least 1 of these is Required
+				ITN or DOA is always required
	@			ITN and DOA both Required if BCI, FBI, and SOC are not given
		d		date formats: mmddccyy

Data must be left justified if it does not fill the field
TYPE A character set includes upper case letters A thru Z
TYPE N character set includes numbers 0 thru 9
TYPE S character set includes these special characters only \$ & , ; : () < > . /

Summary of Disposition Data Elements

MKE	MESSAGE KEY	.ER3B, MR3B, or XR3B
DATE-SUB	DATE SUBMITTED	
Employee-ID	code identifying the employee who entered the data	
JUD ORI	NCIC agency identifier identifies the court	
ARR ORI	NCIC agency identifier identifies the arresting agency	
SOC.	Offender's social security number	
TRN	TRACKING NUMBER	Number assigned by contributors to identify this record in their own computer system
DLS	DRIVER LICENSE STATE	
DLN	DRIVER LICENSE NUMBER	
BCI.	Number assigned by BCI&I to identify offender record in OHIO CCH	
FBI	Number assigned by FBI to identify offender record in NCIC database	
DOA	DATE OF ARREST	MMDDCCYY
CDD	COURT DISPOSITION DATE	MMDDCCYY
ORC	OHIO REVISED CODE - condensed, without periods (Sometimes referred to as CIT or STATUTE CITATION)	
ITN	INCIDENT TRACKING NUMBER	number pre printed on all criminal fingerprint cards used to link disposition back to arrest
CON	CONVICTION TYPE	Felony or Misdemeanor indicator (F1, F2, F3, F4, F5, FEL, M1, M2, M3, M4, MIS or BLANK if not convicted)
CDN	COURT DISPOSITION	NUMERIC CODE from table provided

- COL COURT OFFENSE LITERAL - exact wording of charge.
Usually same as the ORC translation with the additional information describing the type and degree of the charge.
- For example if 4RTH DEGREE FELONY, F-4 should be included in the COL. Will differ from ORC translation if ORC pertains to CONSPIRACY, ATTEMPTED, or COMPLICITY. For example if ATTEMPTED MURDER, ORC will be 2923.02 (ATTEMPTED) and COL will contain ATTEMPTED MURDER
- CSS SUSPENDED SENTENCE
cannot exceed confinement time expressed in (M) Months, (D) Days and/or (Y) Years
- CMT CONFINEMENT includes time suspended expressed in (M) Months, (D) Days and/or (Y) Years
- CPR PROBATION expressed in (M) Months, (D) Days and/or (Y) Years
- CFN COURT FINE- expressed in whole dollar amount without punctuation (\$. ,)
- CPN COURT PROVISIONS NUMERIC, 3 digit codes describing common provisions
- CPL COURT PROVISIONS LITERAL, additional court information or provisions which cannot be described using CPN CODES

NOTE: Date fields must contain a zero in first position if the month is less than 10
Example 01011998

Sample Disposition Report

A report similar to the one below will be sent back to the clerk of courts.
Records containing fatal errors must be corrected and resubmitted.
Reports for disposition files that were sent using FTPS to BCI will be sent back to the provided email address as attachments. These electronic reports are text files and can be viewed using WordPad. Example report file name: F0701220001_OH009013J.20070122.txt

OHIO BCI&I ELECTRONIC DISPOSITION – FILE REPORT

FILE NAME: OH009013J.20070122

REPORT DATE: 01/03/2005 07:25

RECORDS PROCESSED.....	27
RECORDS LOADED INTO CCH.....	24
RECORDS CONTAINING ERRORS.....	0
NO CORRESPONDING ARREST ON FILE.....	3
A DISPOSITION WITHOUT A TRN IS ALREADY ON FILE.....	0
DISPOSITION ALREADY ON FILE.....	0
RECORDS CONTAINED SUPPLEMENT DATA AND WERE IGNORED.....	0

REC 0016 – FATAL ERROR

	MKE/ER3B
	DATE-SUB/10172001
	Employee-ID/AGF
	JUD-ORI/OH009013J
	AR-ORI/OH0090000
	SOC/272272272
	TRN/CRB0100341
	DLS/
	DLN/
	BCI/
	FBI/
	DOA/10152001
CDD < DOA	CDD/08212001
	ORC/292302A2B3
	ITN/1005877B
	CON/MIS
	COL/ATTEMPT THEFT M2
	CDN/311
	CSS/30D
	CMT/30D
	CPR/
	CFN/350
	CPN1/338
	CPN2/346
	CPN3/
	CPL/
	ORC-COPY/292302A2B3C4

Disposition Report Errors and Remarks

Listed below are most of the error messages and remarks that may appear on disposition reports.

FATAL PROCESSING ERRORS

- a. **Invalid Size**
The disposition records are improperly formatted and cannot be processed.
- b. **Non-printable Characters in record**
At least one disposition record contained non-printable characters such as carriage-returns, line-feeds, or nulls.

FATAL EDIT ERRORS

- a. **REQUIRED FIELD INVALID**
- b. **DOA > DATESUB**
The Date of Arrest is greater than the Date the disposition record was submitted to BCI.
- c. **CDD < DOA**
The Court Disposition Date is less than the Date of Arrest
- d. **BLANK WHEN NOT CONVICTED**
This field should be blank when the CDN indicates that the subject was not convicted
- e. **REQUIRED FIELD MISSING**

MINOR EDIT ERRORS

- a. **OPTIONAL FIELD INVALID**

REMARKS

- a. **MULTI-CYCLE WITH SAME ITN**
There are 2 or more Arrests in the CCH database that have the same ITN. The disposition program cannot determine which arrest corresponds to the disposition record. Manual processing by BCI is required.
- b. **MULTI-CYCLE WITH SAME DOA**
There are 2 or more Arrests in the CCH database that occurred on the same day. The disposition program cannot determine which arrest corresponds to the disposition record. Manual processing by BCI is required.
- c. **MATCHING TRN NOT FOUND**
The disposition program could not find a disposition in CCH that had the same TRN as the disposition record. In order to delete a disposition in CCH, the TRN on the CCH record must match the TRN on the disposition record.

Detail description of Disposition Data Elements

The following pages describe each field on the FILE in more detail.
They are listed in Alphabetical Order by field name
and are formatted as shown below.

Field: 3 CHARACTER ABBREVIATION **Listed in Alphabetical Order**

Name: NAME OF FIELD

Data type: A = A thru Z
N = 0 thru 9
S = special characters \$ & , ; : () < > - . /

Size: in bytes

Condition: explains whether field is REQUIRED OR OPTIONAL

Purpose: USED TO VERIFY OFFENDER IN CCH
USED TO VERIFY ARREST CYCLE IN CCH
USED TO LOCATE AND/OR VERIFY ARREST CYCLE IN CCH
USED TO LOCATE AND/OR VERIFY OFFENDER IN CCH
USED TO LOCATE AND/OR VERIFY JUDICIAL RECORD IN CCH
JUDICIAL DATA TO BE STORED

If Invalid: if FATAL ERROR - record rejected
if WARNING ERROR -continue processing

Acceptable Formats or values:

Field: **ARR-ORI**

Name: ARRESTING AGENCY ORI

Data type: A-N

Size: 9

Condition: Not applicable for XR3B
 OPTIONAL for ER3B and MR3B

Purpose: USED TO VERIFY ARREST CYCLE IN CCH

If Invalid: WARNING ERROR - Field ignored

Acceptable Formats or values:

 FORMAT: OH?????n

 WHERE: ? = 0 thru 9 or A thru Z
 n = 0 thru 9

 This is the most common format – there are a few exceptions.

Field: **BCI** (Sometimes called **SID** or STATE ID)

Name: BCI NUMBER - assigned to offender by BCI&I

Data type: A-N

Size: 7

Condition: OPTIONAL if FBI, ITN, or SOC is given
REQUIRED if FBI, ITN, and SOC are missing

Purpose: USED TO LOCATE AND/OR VERIFY OFFENDER IN CCH

If Invalid: WARNING ERROR if valid FBI, ITN, or SOC is given
FATAL ERROR if FBI, ITN, and SOC are missing or invalid

Acceptable Formats or values:

FORMAT: xnnnnnn

WHERE: x = SPACE, A, B, C, or J
n = 0 thru 9

Field: **CDD**
Name: COURT DISPOSITION DATE
Data type: N
Size: 8
Condition: Not applicable for XR3B
OPTIONAL for ER3B and MR3B
Purpose: JUDICIAL DATA - stored if valid
If Invalid: WARNING ERROR - Field ignored

Acceptable Formats or values:

FORMAT: MMDDCCYY

- Must be valid date
- Must be equal to or later than submitted DOA
- Must be equal to or less than DATE SUBMITTED
- Must be equal to or less than today's date

Field: **CDN**

Name: COURT DISPOSITION NUMBER

Data type: N

Size: 3

Condition: Not applicable for XR3B
REQUIRED for ER3B & MR3B

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

Acceptable Formats or values:

Must be valid code from CDN TABLE

Field: **CFN**
Name: COURT FINE - expressed in whole dollar amounts
Data type: N
Size: 6
Condition: Not applicable for XR3B
Blank if no fine
Blank if not convicted CDN =301,302,303,305,306,307,313 or 320
OPTIONAL for ER3B and MR3B if CSS, CMT, CPR, CPN, or CPL given
Purpose: JUDICIAL DATA - stored if valid
If Invalid: FATAL ERROR - record rejected
If valid and CDN indicates non-conviction: WARNING ERROR - record accepted

Acceptable Formats or values:

FORMATS: nzzzzz WHERE: n = 1 thru 9
 nzzzz z = 0 thru 9
 nzzz
 nzz
 nz
 n

note: if the fine exceeds 999999, leave this field blank and show amount in CPL field.

Field: CMT

Name: CONFINEMENT

Data type: A-N-dash

Size: 12

Condition: Not applicable for XR3B
Blank if not convicted CDN =301,302,303,305,306,307,313 or 320
OPTIONAL for ER3B and MR3B if CPR, CFN, CPN, or CPL given
REQUIRED for ER3B & MR3B if CSS given
REQUIRED for ER3B & MR3B if CPR, CFN, CPN, and CPL missing

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

If valid and CDN indicates non-conviction: WARNING ERROR - record accepted

Acceptable Formats or values:

- MINIMUM to MAXIMUM TIMES or MAXIMUM TIME ONLY
- DASH is used to separate MINIMUM and MAXIMUM times
- MINIMUM must be on LEFT side of dash
- LEFT JUSTIFIED with remainder of field containing SPACES
- Embedded spaces not allowed
- CONFINEMENT includes TIME SUSPENDED
- Show years before months and months before days (2Y6M10D not 10D6M2Y)
- Y, M, and D are used to represent Years, Months, and Days

<u>Examples</u>	<u>Valid Entries</u>	<u>Invalid Entries</u>	<u>Reason Invalid</u>
30 days to 18 months	30D-18M	30D-18	missing M for months
18 months to 5 years	18M-5Y	18M – 5Y	embedded spaces
5 years 2 days to LIFE	5Y2D-LIFE	5YEARS2D-LIFE	must use Y for Years
30 days to 6 months	30D-180D	30-180D	missing D for days
1 1/2 years to 5 years	18M-60M	018M– 60M	leading zeros not allowed
5 years to 10 years	5Y-10Y	5YEARS-10YEARS	must use Y for Years
7 years	7Y	7Y-7Y	show maximum only
10 years 2 Months	10Y2M	2M10Y	show years before months
LIFE	LIFE		

Field: COL

Name: COURT OFFENSE LITERAL - EXACT WORDING OF COURT CHARGES

Data type: A-N-S

Size: 100

Condition: Not applicable for XR3B
REQUIRED for ER3B & MR3B

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

Acceptable Formats or values: FREE TEXT

Usually same as the ORC translation with additional information describing the type and degree of the charge. For example if 4RTH DEGREE FELONY, F-4 should be included in the COL.

Will differ from ORC translation if ORC pertains to CONSPIRACY, ATTEMPTED, or COMPLICITY. For example if ATTEMPTED MURDER, ORC will be **2923.02** (ATTEMPTED) and COL will contain ATTEMPTED MURDER

Field: CON

Name: CONVICTION TYPE - Felony or Misdemeanor indicator

Data type: A-N

Size: 3

Condition: Not applicable for XR3B
Blank if not convicted CDN =301,302,303,305,306,307,313 or 320
REQUIRED for ER3B & MR3B if convicted

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

If valid and CDN indicates non-conviction:

WARNING ERROR - field ignored - record accepted

Acceptable Formats or values:

F1, F2, F3, F4, F5, FEL, M1, M2, M3, M4, MIS or BLANK if not convicted

Field: **CPL**

Name: COURT PROVISIONS LITERAL

Data type: A-N-S

Size: 150

Condition: Not applicable for XR3B
OPTIONAL for ER3B and MR3B if CSS, CMT, CPR, CFN,
or at least 1 CPN given

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

Acceptable Formats or values: FREE TEXT

The CPL is used to describe court provisions in more detail or provisions that could not be identified using another field.

Examples of information commonly found in the CPL field

- 10 days credit for time served
- 30 days on home arrest
- merged with court case 97CR1234 (explains CPN code 370)
- \$25 cost \$300 restitution (explains CPN code 347)
- \$50 fine suspended (explains CFN in more detail)
- costs suspended (court cost suspended - CPN is not used in this case)
- \$1,500,000 fine

Field: **CPL** (Continued from previous page)

Whenever possible, information in the CPL should not be abbreviated. If, due to space limitations, abbreviations are necessary, they should be common abbreviations that the public, in general, can understand. Rap Sheets are regularly mailed to non-criminal justice agencies or individuals, Therefore, using abbreviations that only those in Law Enforcement could understand would lead to numerous phone calls from the public. If abbreviations must be used, please refer to the following examples...

Abbreviation	Meaning
30D COMM SERV	30 days community service
100HRS COMM SERV	100 hours community service
15D CREDIT FTS	15 days credit for time served
CC	Concurrent
CS	Consecutive
SUSP	Suspended
PROB	Probation
DOA	Date Of Arrest
SENT	Sentence
14D	14 days
6M	6 months
5Y	5 years
\$500 REST	\$500 restitution
\$200 COST	\$200 court cost
3Y ACT INCAR	3 years actually incarcerated

Note: Abbreviations should always consist of at least two characters except when abbreviating months, days, or years. These can be abbreviated M, D, and Y respectively.

Field: CPN

Name: COURT PROVISIONS NUMERIC - up to 3 per record

Data type: N

Size: 3

Condition: Not applicable for XR3B
OPTIONAL for ER3B and MR3B if CSS, CMT, CPR, CFN, or CPL given

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

Acceptable Formats or values: must be valid code from 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.

Field: CPR

Name: COURT PROBATION

Data type: A-N-dash

Size: 12

Condition: Not applicable for XR3B
Blank if not convicted CDN =301,302,303,305,306,307,313 or 320
OPTIONAL for ER3B and MR3B if CSS, CMT, CFN, CPN, or CPL given
REQUIRED for ER3B and MR3B if CSS, CMT, CFN, CPN, and CPL missing

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

If valid and CDN indicates non-conviction: WARNING ERROR - record accepted

Acceptable Formats or values:

- MINIMUM to MAXIMUM TIMES or MAXIMUM TIME ONLY
- DASH is used to separate MINIMUM and MAXIMUM times
- MINIMUM must be on LEFT side of dash
- LEFT JUSTIFIED with remainder of field containing SPACES
- Embedded spaces not allowed
- CONFINEMENT includes TIME SUSPENDED
- Show years before months and months before days (2Y6M10D not 10D6M2Y)
- Y, M, and D are used to represent Years, Months, and Days

<u>Examples</u>	<u>Valid Entries</u>	<u>Invalid Entries</u>	<u>Reason Invalid</u>
30 days to 18 months	30D-18M	30D-18	missing M for months
18 months to 5 years	18M-5Y	18M – 5Y	embedded spaces
5 years 2 days to LIFE	5Y2D-LIFE	5YEARS2D-LIFE	must use Y for Years
30 days to 6 months	30D-180D	30-180D	missing D for days
1 1/2 years to 5 years	18M-60M	018M– 60M	leading zeros not allowed
5 years to 10 years	5Y-10Y	5YEARS-10YEARS	must use Y for Years
7 years	7Y	7Y-7Y	show maximum only
10 years 2 Months	10Y2M	2M10Y	show years before months
LIFE	LIFE		

Field: CSS

Name: COURT SUSPENDED SENTENCE

Data type: A-N-dash

Size: 12

Condition: Not applicable for XR3B
 Blank if not convicted CDN =301,302,303,305,306,307,313 or 320
 OPTIONAL for ER3B and MR3B if CMT, CPR, CFN, CPN, or CPL given
 REQUIRED for ER3B and MR3B if CMT, CPR, CFN, CPN, and CPL missing

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

If valid and CDN indicates non-conviction: WARNING ERROR - record accepted

Acceptable Formats or values:

- MINIMUM to MAXIMUM TIMES or MAXIMUM TIME ONLY
- DASH is used to separate MINIMUM and MAXIMUM times
- MINIMUM must be on LEFT side of dash
- LEFT JUSTIFIED with remainder of field containing SPACES
- Embedded spaces not allowed
- CONFINEMENT includes TIME SUSPENDED
- SUSPENDED SENTENCE cannot exceed MAXIMUM CONFINEMENT TIME.
- Show years before months and months before days (2Y6M10D not 10D6M2Y)
- Y, M, and D are used to represent Years, Months, and Days

<u>Examples</u>	<u>Valid Entries</u>	<u>Invalid Entries</u>	<u>Reason Invalid</u>
30 days to 18 months	30D-18M	30D-18	missing M for months
18 months to 5 years	18M-5Y	18M – 5Y	embedded spaces
30 days to 6 months	30D-180D	30-180D	missing D for days
1 1/2 years to 5 years	18M-60M	018M– 60M	leading zeros not allowed
5 years to 10 years	5Y-10Y	5YEARS-10YEARS	must use Y for Years
7 years	7Y	7Y-7Y	show maximum only
10 years 2 Months	10Y2M	2M10Y	show years before months

Field: **DATE-SUB**

Name: DATE SUBMITTED

Data type: N

Size: 8

Condition: REQUIRED

Purpose: determines the order in which disposition records are processed

If Invalid: FATAL ERROR - record rejected

Acceptable Formats or values:

MMDDCCYY

Field: **DLN**

Name: DRIVING LICENSE NUMBER

Data type: A-N-dash

Size: 12

Condition: Not applicable for XR3B
OPTIONAL for ER3B and MR3B
Required if DLS is given

Purpose: JUDICIAL DATA - stored if valid

If Invalid: WARNING ERROR - Field ignored

Acceptable Formats or values:

must be valid DRIVERS LICENSE NUMBER

Field: **DLS**

Name: DRIVING LICENSE STATE

Data type: A

Size: 2

Condition: Not applicable for XR3B
Optional for ER3B and MR3B
Required if DLN is given

Purpose: JUDICIAL DATA - stored if valid

If Invalid: WARNING ERROR - Field ignored

Acceptable Formats or values: must be valid 2 CHARACTER ABBREVIATION for STATE

Field: **DOA**

Name: DATE OF ARREST

Data type: N

Size: 8

Condition: REQUIRED if ITN missing

Purpose: USED TO Locate/Verify ARREST CYCLE IN CCH

If Invalid: **FATAL ERROR if ITN missing**
IGNORED if ITN is given

Acceptable Formats or values:

FORMAT: MMDDCCYY

- Must be a valid DATE
- **Must match the DOA on CCH DATABASE**
- Must be less than or equal to today's date
- Must be less than DATE SUBMITTED

Field: **Employee-ID**

Name: Employee identifier

Data type: A-N

Size: 4

Condition: REQUIRED for MR3B & XR3B
 OPTIONAL for ER3B

Purpose: USED TO TRACE THE INFORMATION BACK TO THE EMPLOYEE
 WHO ORIGINALLY ENTERED IT

If Invalid: FATAL ERROR

Acceptable Formats or values:

- Must be at least 3 characters in length
- May contain letters and numbers only
- May not contain embedded spaces

Field: **FBI**

Name: FBI NUMBER – assigned to the offender by the FBI

Data type: A-N

Size: 9

Condition: OPTIONAL if BCI or ITN or SOC is given
REQUIRED if BCI and ITN and SOC missing

Purpose: USED TO LOCATE AND/OR VERIFY OFFENDER IN CCH

If Invalid: WARNING ERROR if BCI or ITN or SOC is given
FATAL ERROR if BCI and ITN and SOC missing

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

Field: **ITN**

Name: INCIDENT TRACKING NUMBER - PREPRINTED NUMBER ON ARREST CARD

Data type: A-N

Size: 8

Condition: OPTIONAL if FBI or BCI or SOC given
REQUIRED if FBI and BCI and SOC missing

Purpose: USED TO LOCATE AND/OR VERIFY OFFENDER IN CCH

If Invalid: WARNING ERROR if valid FBI or BCI or SOC is given
FATAL ERROR if FBI and BCI and SOC missing or invalid

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.**

Field: **JUD-ORI**

Name: JUDICIAL-ORI

Data type: A-N

Size: 9

Condition: REQUIRED

Purpose: JUDICIAL DATA - stored if valid

If Invalid or missing: FATAL ERROR

Acceptable Formats or values:

FORMAT: OH????nG (most juvenile courts end with G)

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

WHERE: ? = 0 thru 9 or A thru Z

 n = 1, 3, 5, or 7

 must end with 'G' or 'J'

Field: **MKE**
Name: MESSAGE KEY
Data type: A-N
Size: 4
Condition: REQUIRED
Purpose: INDICATES RECORD TYPE
If Invalid: FATAL ERROR - record rejected

Acceptable Formats or values:

ER3B = ENTER JUDICIAL RECORD
MR3B = MODIFY JUDICIAL RECORD
XR3B = DELETE JUDICIAL RECORD

Field: **ORC** - sometimes referred to as CIT or STATUTE CITATION

Name: OHIO REVISED CODE

Data type: A-N

Size: 10

Condition: Not applicable for XR3B
OPTIONAL for ER3B and MR3B

Purpose: JUDICIAL DATA - stored if valid

If Invalid: WARNING ERROR - Field ignored

Edits applied:

- Must be at least 3 characters in length
- May not exceed 16 characters in length
- Must begin with a number greater than zero
- May not contain embedded spaces
- May not contain the letters F or M
- May not contain periods (example: 2925.11 should be entered as 292511)

To report CONSPIRACY TO COMMIT MURDER
use the ORC(**2923.01**) for CONSPIRACY
put CONSPIRACY TO COMMIT MURDER in the COL field

To report ATTEMPTED MURDER
use the ORC(**2923.02**) for ATTEMPTED
put ATTEMPTED MURDER in the COL field

To report COMPLICITY TO COMMIT MURDER
use the ORC(**2923.03**) for COMPLICITY
put COMPLICITY TO COMMIT MURDER in the COL field

After the Electronic Disposition Submission Specifications Manual was released on 4/24/98, we realized that some ORC codes could exceed 10 characters, therefore, we would like you to put the ORC in the 17 character field located at the end of the disposition record **AND** in the 10 character field designated for the ORC.

Field: **ORC-COPY** sometimes referred to as CIT or STATUTE CITATION

Name: OHIO REVISED CODE

Data type: A-N

Size: 17

Condition: Not applicable for XR3B
REQUIRED for ER3B and MR3B

Purpose: JUDICIAL DATA - stored if valid

If Invalid: FATAL ERROR - record rejected

Edits applied:

- Must be at least 3 characters in length
- May not exceed 16 characters in length
- Must begin with a number greater than zero
- May not contain embedded spaces
- May not contain the letters F or M
- May not contain periods (example: 2925.11 should be entered as 292511)

- To report CONSPIRACY TO COMMIT MURDER
 - use the ORC(**2923.01**) for CONSPIRACY
 - put CONSPIRACY TO COMMIT MURDER in the COL field
- To report ATTEMPTED MURDER
 - use the ORC(**2923.02**) for ATTEMPTED
 - put ATTEMPTED MURDER in the COL field
- To report COMPLICITY TO COMMIT MURDER
 - use the ORC(**2923.03**) for COMPLICITY
 - put COMPLICITY TO COMMIT MURDER in the COL field

Field: **SOC**

Name: SOCIAL SECURITY NUMBER

Data type: N

Size: 9

Condition: Not applicable for XR3B
 OPTIONAL for ER3B and MR3B

Purpose: USED TO LOCATE OFFENDER IN CCH

If Invalid: WARNING ERROR - Field ignored

Acceptable Formats or values:

 FORMAT: NZZZZZZZZ

 WHERE: N = 1 thru 9
 Z = 0 thru 9

Field: **TRN**

Name: TRACKING NUMBER - ASSIGNED TO THIS DISPOSITION BY CONTRIBUTOR

Data type: A-N-dash

Size: 16

Condition: REQUIRED

Purpose: JUDICIAL DATA – UNIQUE RECORD IDENTIFIER

If Invalid: FATAL ERROR - record rejected

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 dash 2-digit-number

CPN codes

<u>CODE</u>	<u>COMPUTER TRANSLATION</u>	<u>DEFINITION</u>
331	BAIL FORFEITED	Subject was convicted and sentence is forfeiture of bail. The amount forfeited, if given, should be placed in the COURT PROVISION LITERAL (CPL) field.
332	CONFINEMENT OR FINE	Subject has choice of Confinement or payment of fine
333	CONFINEMENT IN HOSPITAL	Subject is confined in hospital as part of the sentence
334	COURT COSTS	The only monetary punishment is court costs. The amount of the court costs should be entered in the CPL field.
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. The amount of each is unknown. The actual amount should be placed in the CPL field.
342	LIFE	Subject is given the LIFE sentence
344	CHARGE DROPPED/ ABANDON	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. The Court Probation (CPR) field should be left blank.
346	RESTITUTION	Subject must pay restitution. The amount, if known, should be entered in the CPL field.
347	RESTITUTION AND COST	Subject must pay restitution and court costs. The amount, if known, should be entered in the CPL field.
349	RESTITUTION OR COST PAID	The charge is dismissed with the payment of restitution and/or costs. The amount, if known, should be entered in the CPL field.
350	NOLLED	The charge is dismissed as a result of a Nolled, Nolle Prossed, or Nolle Prosequi motion on the part of the prosecuting attorney.

CPN codes (continued)

<u>CODE</u>	<u>COMPUTER TRANSLATION</u>	<u>DEFINITION</u>
356	NOLO CONTENDERE	Subject pleads Nolo Contendere to a charge
358	SENTENCE UNKNOWN	Subject was convicted but the sentence is unknown
359	SENTENCE SUSPENDED	Sentence was suspended but the amount of time suspended is not known. The CSS field should be left blank.
361	PROBATION DENIED	Court has denied a request for probation
363	CONCURRENT	The sentence is to run concurrent with another sentence.
364	CONSECUTIVE	The sentence is to run consecutive with another sentence.
365	CREDITED WITH TIME SERVED	Subject is credited with time served, probably time served while waiting trial.
366	APPEALED	Subject appeals 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 COMPL	The charge is dismissed as a result of Subject having completed pretrial diversion
370	COMB CHARGE	Court applies one sentence to all charges; that is, in a two-count court segment. Count one should show the conviction and sentence received. Count two should show a conviction with a CPN of 370.
371	ADD CONF SENT	Subject receives an added sentence of confinement for a violation committed while in confinement, such as, possession of narcotics or attempted escape.

CDN Conviction codes

The following CDN codes indicate a conviction and therefore at least one of these fields is also required... CSS, CMT, CPR, CFN, CPN, CPL.

<u>CODE</u>	<u>COMPUTER TRANSLATION</u>	<u>DEFINITION</u>
310	CONVICTED	self-explanatory
311	CONVICTED LESSER OFFENSE	self-explanatory
312	DEFERRED	Subject was found guilty, but sentencing is deferred to a later date by the judge
314	EXTRADITED	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
321	EXECUTIVE CLEMENCY	An executive clemency exempts an individual from punishment for a crime he/she committed
322	FOUND INSANE	Subject is found insane (Guilty but Insane)
323	FOUND MENTALLY INCOMPETENT	self-explanatory
332	ADJUDICATED DELINQUENT TO A LESSER OFFENSE	self-explanatory
333	ADJUDICATED DELINQUENT	self-explanatory
390	MULTI CHARGES, 1 CONVICTION	Subject is arrested for multiple offenses but receives only 1 disposition for all of them. Each offense should be entered with this CDN code.

CDN Non-conviction codes

The following CDN codes indicate a non-conviction and therefore all of these fields must be blank... CON, CSS, CMT, CPR, CFN. Updated 8/15/2007

<u>CODE</u>	<u>COMPUTER TRANSLATION</u>	<u>DEFINITION</u>
301	ACQUITTED	self-explanatory
302	ACQUITTED REASON INSANITY	self-explanatory
303	ACQUITTED MENTAL INCOMPETENCE	self-explanatory
304	CONTINUED WITHOUT FINDING	self-explanatory (added 8/15/2007)
305	DISMISSED	self-explanatory
306	CHARGE DISMISSED INSANITY	self-explanatory
307	CHARGE DISMISSED MENTAL INCOMPETENCE	self-explanatory
308	CHARGE PENDING INSANITY	self-explanatory (added 8/15/2007)
309	PENDING MENTAL INCOMPETENCE	self-explanatory (added 8/15/2007)
313	DISMISSED CIVIL ACTION	Criminal court dismisses the charge but leaves the case open for civil litigation
316	PROBATION BEFORE CONVICTION	self-explanatory (added 8/15/2007)
318	ADJUDICATION WITHHELD	self-explanatory (added 8/15/2007)
320	MISTRIAL	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
324	NO TRUE BILL	A grand jury returns a NO BILL finding on an indictment