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## Ohio Bureau of Criminal Identification & Investigation

# Electronic Disposition Reporting Methods

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INFORMATION TECHNOLOGY SECTION

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## 1. DISPOSITION REPORTING METHODS NARRATIVE

### 1.1 *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.

### 1.2 *E-MAIL -ATTACHMENTS (BCI APPROVAL NEEDED)*

Disposition files can be e-mailed to BCI&I as attachments. Only 1 disposition file can be attached to each e-mail (see **File Names** below). Files must contain at least 1 record and not more than 5000 records. The file name or Court ORI needs to be included in the Subject Field of the E-mail message. E-mail files are processed without human intervention. When submitting dispositions via e-mail, 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 is expected to correct the record and resubmit it on the next file or to send the corresponding disposition form to BCI.

Note: Supplemental dispositions cannot be reported via e-mail.

### 1.3 *FILE NAMES (FOR EMAILED ATTACHMENTS)*

File names must include the Court's ORI followed by additional letters or numbers which will make them unique. The file name should be included in the Subject Field of the E-mail message.

Examples: OH012013J-20060730, OH012013J-201, OH012013J-202, OH012013J-203

### 1.4 *SUPPLEMENTAL RECORDS*

Supplemental dispositions cannot be reported via e-mail. Courts must continue to mail in hard copies of supplemental dispositions. Hard copies should be mailed to BCI c/o Criminal Conversion.

### 1.5 *CCH DATABASE STRUCTURE NARRATIVE*

The flowcharts on the following pages describe the "Find Offender" process flow and associated relationships between records in the CCH Database.

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

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. If more than 1 matching DOA is found, the ITN will be used to determine the correct arrest.



## Ohio e-Disposition Specification

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 disposition records using record type MR3B. If a disposition without a JUD-TRN already exists for an arrest, then additional dispositions cannot be added. If a disposition is already on file for a cycle and any of the dispositions on file are missing TRNs, eDisp will return error "Disp Found Without TRN". Dispositions entered manually by a BCII operator will not have JUD-TRNs.

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## 2. ELECTRONIC DISPOSITION SPECIFICATIONS

### 2.1 *RECORD TYPES*

ER3B – enter new disposition record  
MR3B – modify existing disposition record

EMAIL  
TEXT FORMAT  
RECORD SIZE: 448 CHARACTERS

### 2.2 *EMAIL*

When submitting dispositions via email:

- 1) Contact BCI for email address
- 2) Send Disposition files as attachments
- 3) Only 1 disposition file should be attached to each e-mail.
- 4) Files must contain at least 1 record.
- 5) Files must contain no more than 5000 records.
- 6) The file name or Court ORI should be included in the Subject Field of the E-mail message.

### 2.3 *MAILING DISPOSITION FORMS*

When submitting dispositions via e-mail, 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.



## Ohio e-Disposition Specification

### 2.4 ER3B RECORD DESCRIPTION

			ITEM	TYPE	OFFSET	SIZE	COMMENTS
			R MKE	A-N	0	4	message key ("ER3B")
		d	R DATE_SUB	N	4	8	Date record submitted to BCI
			O 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
			O SOC	N	34	9	Social Security Number
			O 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	R 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
			* CPN1	N	271	3	Provision code
			* CPN2	N	274	3	Provision code
			* CPN3	N	277	3	Provision code
			* CPL	A-N-S	280	150	Provision literal
			R ORC-COPY	A-N	430	17	Ohio Revised Code
			N Filter	N	447	1	
			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
		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

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## Ohio e-Disposition Specification

Z
TYPE N character set includes numbers 0 thru 9
TYPE S character set includes these special characters only \$ & , ; : ( ) < > . /

### 2.5 MR3B RECORD DESCRIPTION

				ITEM	TYPE	OFFSET	SIZE	COMMENTS
			R	MKE	A-N	0	4	message key ("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
			O	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	R	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	X	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
			*	CPN1	N	271	3	Provision code
			*	CPN2	N	274	3	Provision code
			*	CPN3	N	277	3	Provision code
			*	CPL	A-N-S	280	150	Provision literal
			R	ORC-COPY	A-N	430	17	Ohio Revised Code
			N	Filter	N	447	1	
			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
		X		Blank if CDN =301,302,303,304,305,306,307,308,309,313,316,318 or 320 (non conviction codes)



## Ohio e-Disposition Specification

			*	At least one of these required if CDN=310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes)
		d		date formats: mmdccyy

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 \$ & , ; : ( ) < > . /

### 2.6 SUMMARY OF DISPOSITION DATA ELEMENTS

- MKE** MESSAGE KEY .ER3B or MR3B
- 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)



## Ohio e-Disposition Specification

- 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 4<sup>th</sup> 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



### 3. SAMPLE DISPOSITION REPORTS

#### 3.1 FILE 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 emailed to BCI will be sent back to the original email address as attachments. These electronic reports are text files with an EDP extension and can be viewed using WordPad. Change the extension to TXT or associated the EDP extension with WordPad. Example report file name: F0701220001\_OH009013J.20070122.EDP

#### 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

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## Ohio e-Disposition Specification

### 3.2 *DETAILED REPORT*

A report similar to the one below will be sent back to the clerk of courts when there is at least one submission on the basic file report with “no corresponding arrest on file”. “No corresponding arrest on file” means that BCI does not have an arrest in the CCH that matches the criteria submitted in that disposition record. An arrest fingerprint card will need to be forwarded to BCI before the disposition can be entered into the CCH.



Detailed-Report

(Click on the icon to open the report)

### 3.3 *DISPOSITION ERRORS AND REMARKS*

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

#### 3.3.1 *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.

#### 3.3.2 *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

#### 3.3.3 *Minor Edit Errors*

**a. OPTIONAL FIELD INVALID**

#### 3.3.4 *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**

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## Ohio e-Disposition Specification

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 disk or emailed disposition record.

**d. OFFENDER NOT ON FILE**

BCI was able to locate the offender to whom this disposition belongs, but this date of arrest or incident is not in the CCH. An arrest fingerprint card will need to be forwarded to BCI before this disposition can be added to CCH.

**E. CYCLE NOT ON FILE**

BCI was unable to locate this offender and incident in our files. An arrest fingerprint card will need to be forwarded to BCI before this disposition can be added to CCH.



## 4. DETAILED DESCRIPTION OF DISPOSITION DATA ELEMENTS

### 4.1 NOMENCLATURE

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:**



4.2 *DESCRIPTIONS:*

**Field:** **ARR-ORI**

**Name:** ARRESTING AGENCY ORI

**Data type:** A-N

**Size:** 9

**Condition:** 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:** 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:** 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



## Ohio e-Disposition Specification

**Field:** **CFN**

**Name:** COURT FINE – expressed in whole dollar amounts

**Data type:** N

**Size:** 6

**Condition:** Blank if no fine  
Blank if CDN =301,302,303,304, 305,306,307,308, 309, 313, 316, 318 or 320 (Non-Conviction Codes)  
REQUIRED for ER3B and MR3B if CDN = 310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes) **and** CSS, CPR, CMT, CPN, and CPL are 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:**

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.



## Ohio e-Disposition Specification

**Field:** **CMT**

**Name:** CONFINEMENT

**Data type:** A-N-dash

**Size:** 12

**Condition:** BLANK if CDN = 301,302,303,304,305,306,307,308,309,313,316,318 or 320 (non conviction codes) REQUIRED for ER3B and MR3B if CDN = 310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes) **and** CSS, CPR, CFN, CPN, and CPL are 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 ½ 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:**    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 4<sup>TH</sup> 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:**    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



## Ohio e-Disposition Specification

### Field: **CPL**

**Name:** COURT PROVISIONS LITERAL

**Data type:** A-N-S

**Size:** 150

**Condition:** REQUIRED for ER3B and MR3B if CDN = 310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes) **and** CSS, CPR, CFN, CPN, and CMT are missing

**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

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...

<b>Abbreviation</b>	<b>Meaning</b>
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

INFORMATION TECHNOLOGY SECTION

150 E. Gay Street, 20<sup>th</sup> Floor

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## Ohio e-Disposition Specification

\$500 REST  
\$200 COST  
3Y ACT INCAR

\$500 restitution  
\$200 court cost  
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:** REQUIRED for ER3B and MR3B if CDN = 310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes) **and** CSS, CPR, CFN, CPL, and CMT are missing

**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.



## Ohio e-Disposition Specification

### Field: **CPR**

**Name:** COURT PROBATION

**Data type:** A-N-dash

**Size:** 12

**Condition:** Blank if CDN =301,302,303,304,305,306,307, 308, 309, 313, 316, 318 or 320 (non-conviction codes)  
REQUIRED for ER3B and MR3B if CDN = 310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes) **and** CSS, CMT, CFN, CPN, and CPL are 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 ½ 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		



# CSS

**Name:** COURT SUSPENDED SENTENCE

**Data type:** A-N-dash

**Size:** 12

**Condition:** Blank if CDN =301,302,303,304,305,306,307, 308, 309,313, 316, 318 or 320 (non-conviction codes) REQUIRED for ER3B and MR3B if CDN = 310,311,312,314,321,322,323, 332, 333 or 390 (conviction codes) **and** CPR, CMT, CFN, CPN, and CPL are 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 ½ 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:**     OPTIONAL for ER3B and MR3B

**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:** Optional for ER3B and MR3B

**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 for ER3B and MR3B

**Purpose:** USED TO Locate/Verify ARREST CYCLE IN CCH

**If Invalid:** FATAL ERROR if ITN missing

**Acceptable Formats or values:**



Field: **Employee-ID**

**Name:** Employee identifier

**Data type:** A-N

**Size:** 4

**Condition:** REQUIRED for MR3B  
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



## Ohio e-Disposition Specification

**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**



## Ohio e-Disposition Specification

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

**Name:** OHIO REVISED CODE

**Data type:** A-N

**Size:** 10

**Condition:** 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



## Ohio e-Disposition Specification

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

**Name:** OHIO REVISED CODE

**Data type:** A-N

**Size:** 17

**Condition:** 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:** 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:** Optional for ER3B, required for MR3B

**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



5. 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.



## Ohio e-Disposition Specification

<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.



## 6. CDN CONVICTION CODES

### 6.1 NOTE:

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.



## 7. CDN NON-CONVICTION CODES

### 7.1 NOTE:

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

<b>CODE</b>	<b>COMPUTER TRANSLATION</b>	<b>DEFINITION</b>
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



## Document Change History

**Table 1: Change History**

<i>Version<sup>1</sup></i>	<i>Date</i>	<i>Description/ Reason for Change</i>	<i>Originator</i>
0.1	05/26/2010	Combined existing collaterals into single version	Rick Brown
1.0	05/27/2010	Cleaned up formatting – Ready for Review	Rick Brown
1.1	06/02/2010	Incorporated Tom's builds	Rick Brown
1.2	06/07/2010	Incorporated Jill's builds	Rick Brown
1.3	06/11/2010	Incorporated Tom's builds	Rick Brown
1.4	06/14/2010	Incorporated Tom's builds	Rick Brown
1.5	06/15/2010	Incorporated Conchita's builds	Rick Brown
2.0	06/18/2010	Corrected entries in table	Rick Brown
2.1	06/23/2010	Added TRN verbiage on Page 4.	Rick Brown

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<sup>1</sup> Version numbers in this table refer to the document version as maintained for this document in the IT Document Vault.