Ohio Bureau of Criminal Identification & Investigation

Electronic Disposition Reporting Methods

UPDATED: June 23rd, 2010

Status: Draft | Ready for Review | Reviewed | Approved
Last Updated: 07/27/2010 4:39 PM
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.


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.
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.
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.
### 2.4 ER3B Record Description

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TYPE</th>
<th>OFFSET</th>
<th>SIZE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>MKIE</td>
<td>A-N</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>d</td>
<td>DATE_SUB</td>
<td>N</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>O</td>
<td>Employee-ID</td>
<td>A-N</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>R</td>
<td>JUD-ORI</td>
<td>A-N</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>O</td>
<td>ARR-ORI</td>
<td>A-N</td>
<td>25</td>
<td>9</td>
</tr>
<tr>
<td>O</td>
<td>SOC</td>
<td>N</td>
<td>34</td>
<td>9</td>
</tr>
<tr>
<td>O</td>
<td>TRN</td>
<td>A-N-dash</td>
<td>43</td>
<td>16</td>
</tr>
<tr>
<td>O</td>
<td>DLS</td>
<td>A</td>
<td>59</td>
<td>2</td>
</tr>
<tr>
<td>O</td>
<td>DLN</td>
<td>A-N-dash</td>
<td>61</td>
<td>12</td>
</tr>
<tr>
<td>&amp;</td>
<td>BCI</td>
<td>A-N</td>
<td>73</td>
<td>7</td>
</tr>
<tr>
<td>&amp;</td>
<td>FBI</td>
<td>A-N</td>
<td>80</td>
<td>9</td>
</tr>
<tr>
<td>d</td>
<td>DOA</td>
<td>N</td>
<td>89</td>
<td>8</td>
</tr>
<tr>
<td>d</td>
<td>CDD</td>
<td>N</td>
<td>97</td>
<td>8</td>
</tr>
<tr>
<td>O</td>
<td>ORC</td>
<td>A-N</td>
<td>105</td>
<td>10</td>
</tr>
<tr>
<td>&amp;</td>
<td>ITN</td>
<td>A-N</td>
<td>115</td>
<td>8</td>
</tr>
<tr>
<td>X</td>
<td>CON</td>
<td>AN</td>
<td>123</td>
<td>3</td>
</tr>
<tr>
<td>R</td>
<td>COL</td>
<td>A-N-S</td>
<td>126</td>
<td>100</td>
</tr>
<tr>
<td>R</td>
<td>CDN</td>
<td>N</td>
<td>226</td>
<td>3</td>
</tr>
<tr>
<td>X</td>
<td>CSS</td>
<td>A-N-dash</td>
<td>229</td>
<td>12</td>
</tr>
<tr>
<td>X</td>
<td>CMT</td>
<td>A-N-dash</td>
<td>241</td>
<td>12</td>
</tr>
<tr>
<td>X</td>
<td>CPR</td>
<td>A-N-dash</td>
<td>253</td>
<td>12</td>
</tr>
<tr>
<td>X</td>
<td>CFN</td>
<td>N</td>
<td>265</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>CPN1</td>
<td>N</td>
<td>271</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>CPN2</td>
<td>N</td>
<td>274</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>CPN3</td>
<td>N</td>
<td>277</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>CPL</td>
<td>A-N-S</td>
<td>280</td>
<td>150</td>
</tr>
<tr>
<td>R</td>
<td>ORC-COPY</td>
<td>A-N</td>
<td>430</td>
<td>17</td>
</tr>
<tr>
<td>N</td>
<td>Filter</td>
<td>N</td>
<td>447</td>
<td>1</td>
</tr>
<tr>
<td>O</td>
<td>END</td>
<td>period</td>
<td>447</td>
<td>1</td>
</tr>
</tbody>
</table>

- **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
### 2.5 MR3B Record Description

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TYPE</th>
<th>OFFSET</th>
<th>SIZE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>MKE</td>
<td>A-N</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>d</td>
<td>DATE_SUB</td>
<td>N</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>d</td>
<td>Employee-ID</td>
<td>A-N</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>R</td>
<td>JUD-ORI</td>
<td>A-N</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>O</td>
<td>ARR-ORI</td>
<td>A-N</td>
<td>25</td>
<td>9</td>
</tr>
<tr>
<td>O</td>
<td>SOC</td>
<td>N</td>
<td>34</td>
<td>9</td>
</tr>
<tr>
<td>R</td>
<td>TRN</td>
<td>A-N-dash</td>
<td>43</td>
<td>16</td>
</tr>
<tr>
<td>O</td>
<td>DLS</td>
<td>A</td>
<td>59</td>
<td>2</td>
</tr>
<tr>
<td>O</td>
<td>DLN</td>
<td>A-N-dash</td>
<td>61</td>
<td>12</td>
</tr>
</tbody>
</table>
& | BCI   | A-N   | 73   | 7        | Number assigned by BCI&I |
& | FBI   | A-N   | 80   | 9        | Number assigned by FBI |
| d    | DOA   | N     | 89   | 8        | Date of Arrest |
| d    | 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 | 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 |
X | CPN1  | N     | 271  | 3        | Provision code |
X | CPN2  | N     | 274  | 3        | Provision code |
X | CPN3  | N     | 277  | 3        | Provision code |
X | 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)

Data must be left justified if it does not fill the field
Embedded spaces allowed in COL and CPL only

<table>
<thead>
<tr>
<th>Character Set</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE A</td>
<td>Character set includes upper case letters A thru Z</td>
</tr>
<tr>
<td>TYPE N</td>
<td>Character set includes numbers 0 thru 9</td>
</tr>
<tr>
<td>TYPE S</td>
<td>Character set includes these special characters only $ &amp; , ; : ( ) &lt; &gt; . /</td>
</tr>
</tbody>
</table>

**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)
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 4th 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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Name</td>
<td>OH009013J.20070122</td>
</tr>
<tr>
<td>Report Date</td>
<td>01/03/2005 07:25</td>
</tr>
<tr>
<td>Records Processed</td>
<td>27</td>
</tr>
<tr>
<td>Records Loaded into CCH</td>
<td>24</td>
</tr>
<tr>
<td>Records Containing Errors</td>
<td>0</td>
</tr>
<tr>
<td>No Corresponding Arrest on File</td>
<td>3</td>
</tr>
<tr>
<td>A Disposition Without a TRN is Already on File</td>
<td>0</td>
</tr>
<tr>
<td>Disposition Already on File</td>
<td>0</td>
</tr>
<tr>
<td>Records Contained Supplement Data and Were Ignored</td>
<td>0</td>
</tr>
</tbody>
</table>

**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
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](image)

(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
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:** xnnnnnnn
  - **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
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
  - z = 0 thru 9
- nzzz
- 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: 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

Examples

<table>
<thead>
<tr>
<th></th>
<th>Valid Entries</th>
<th>Invalid Entries</th>
<th>Reason Invalid</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days to 18 months</td>
<td>30D-18M</td>
<td>30D-18</td>
<td>missing M for months</td>
</tr>
<tr>
<td>18 months to 5 years</td>
<td>18M-5Y</td>
<td>18M – 5Y</td>
<td>embedded spaces</td>
</tr>
<tr>
<td>5 years 2 days to LIFE</td>
<td>5Y2D-LIFE</td>
<td>5YEARS2D-LIFE</td>
<td>must use Y for Years</td>
</tr>
<tr>
<td>30 days to 6 months</td>
<td>30D-180D</td>
<td>30-180D</td>
<td>missing D for days</td>
</tr>
<tr>
<td>1 ½ years to 5 years</td>
<td>18M-60M</td>
<td>018M– 60M</td>
<td>leading zeros not allowed</td>
</tr>
<tr>
<td>5 years to 10 years</td>
<td>5Y-10Y</td>
<td>5YEARS-10YEARS</td>
<td>must use Y for Years</td>
</tr>
<tr>
<td>7 years</td>
<td>7Y</td>
<td>7Y-7Y</td>
<td>show maximum only</td>
</tr>
<tr>
<td>10 years 2 Months</td>
<td>10Y2M</td>
<td>2M10Y</td>
<td>show years before months</td>
</tr>
<tr>
<td>LIFE</td>
<td>LIFE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 4TH 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
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…

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>30D COMM SERV</td>
<td>30 days community service</td>
</tr>
<tr>
<td>100HRS COMM SERV</td>
<td>100 hours community service</td>
</tr>
<tr>
<td>15D CREDIT FTS</td>
<td>15 days credit for time served</td>
</tr>
<tr>
<td>CC</td>
<td>Concurrent</td>
</tr>
<tr>
<td>CS</td>
<td>Consecutive</td>
</tr>
<tr>
<td>SUSP</td>
<td>Suspended</td>
</tr>
<tr>
<td>PROB</td>
<td>Probation</td>
</tr>
<tr>
<td>DOA</td>
<td>Date Of Arrest</td>
</tr>
<tr>
<td>SENT</td>
<td>Sentence</td>
</tr>
<tr>
<td>14D</td>
<td>14 days</td>
</tr>
<tr>
<td>6M</td>
<td>6 months</td>
</tr>
<tr>
<td>5Y</td>
<td>5 years</td>
</tr>
</tbody>
</table>
$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: 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.
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

<table>
<thead>
<tr>
<th>Examples</th>
<th>Valid Entries</th>
<th>Invalid Entries</th>
<th>Reason Invalid</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days to 18 months</td>
<td>30D-18M</td>
<td>30D-18</td>
<td>missing M for months</td>
</tr>
<tr>
<td>18 months to 5 years</td>
<td>18M-5Y</td>
<td>18M – 5Y</td>
<td>embedded spaces</td>
</tr>
<tr>
<td>5 years 2 days to LIFE</td>
<td>5Y2D-LIFE</td>
<td>5YEARS2D-LIFE</td>
<td>must use Y for Years</td>
</tr>
<tr>
<td>30 days to 6 months</td>
<td>30D-180D</td>
<td>30-180D</td>
<td>missing D for days</td>
</tr>
<tr>
<td>1 ½ years to 5 years</td>
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<td>5 years to 10 years</td>
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<td>must use Y for Years</td>
</tr>
<tr>
<td>7 years</td>
<td>7Y</td>
<td>7Y-7Y</td>
<td>show maximum only</td>
</tr>
<tr>
<td>10 years 2 Months</td>
<td>10Y2M</td>
<td>2M10Y</td>
<td>show years before months</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Examples</th>
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<tbody>
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<td>30 days to 18 months</td>
<td>30D-18M</td>
<td>30D-18</td>
<td>missing M for months</td>
</tr>
<tr>
<td>18 months to 5 years</td>
<td>18M-5Y</td>
<td>18M – 5Y</td>
<td>embedded spaces</td>
</tr>
<tr>
<td>30 days to 6 months</td>
<td>30D-180D</td>
<td>30-180D</td>
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<td>10 years 2 Months</td>
<td>10Y2M</td>
<td>2M10Y</td>
<td>show years before months</td>
</tr>
</tbody>
</table>
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
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
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.
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: | NZZZZZZZZZ |
| WHERE: | N = 1 thru 9 |
| WHERE: | 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**

<table>
<thead>
<tr>
<th>CODE</th>
<th>COMPUTER TRANSLATION</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>331</td>
<td>BAIL FORFEITED</td>
<td>Subject was convicted and sentence is forfeiture of bail. The amount forfeited, if given, should be placed in the COURT PROVISION LITERAL (CPL) field.</td>
</tr>
<tr>
<td>332</td>
<td>CONFINEMENT OR FINE</td>
<td>Subject has choice of Confinement or payment of fine</td>
</tr>
<tr>
<td>333</td>
<td>CONFINEMENT IN HOSPITAL</td>
<td>Subject is confined in hospital as part of the sentence</td>
</tr>
<tr>
<td>334</td>
<td>COURT COSTS</td>
<td>The only monetary punishment is court costs. The amount of the court costs should be entered in the CPL field.</td>
</tr>
<tr>
<td>335</td>
<td>DEATH SENTENCE</td>
<td>Subject is given the death sentence</td>
</tr>
<tr>
<td>338</td>
<td>FINE &amp; COURT COSTS</td>
<td>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.</td>
</tr>
<tr>
<td>342</td>
<td>LIFE</td>
<td>Subject is given the LIFE sentence</td>
</tr>
<tr>
<td>344</td>
<td>CHARGE DROPPED/ABANDON</td>
<td>A sentence is dismissed as a result of charges being dropped</td>
</tr>
<tr>
<td>345</td>
<td>PROBATION</td>
<td>Subject receives a probation sentence, but the length of probation is unknown. The Court Probation (CPR) field should be left blank.</td>
</tr>
<tr>
<td>346</td>
<td>RESTITUTION</td>
<td>Subject must pay restitution. The amount, if known, should be entered in the CPL field.</td>
</tr>
<tr>
<td>347</td>
<td>RESTITUTION AND COST</td>
<td>Subject must pay restitution and court costs. The amount, if known, should be entered in the CPL field.</td>
</tr>
<tr>
<td>349</td>
<td>RESTITUTION OR COST PAID</td>
<td>The charge is dismissed with the payment of restitution and/or costs. The amount, if known, should be entered in the CPL field.</td>
</tr>
<tr>
<td>350</td>
<td>NOLLED</td>
<td>The charge is dismissed as a result of a Nolled, Nolle Prossed, or Nolle Prosequi motion on the part of the prosecuting attorney.</td>
</tr>
<tr>
<td>CODE</td>
<td>COMPUTER TRANSLATION</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>356</td>
<td>NOLO CONTENDERERE</td>
<td>Subject pleads Nolo Contendere to a charge</td>
</tr>
<tr>
<td>358</td>
<td>SENTENCE UNKNOWN</td>
<td>Subject was convicted but the sentence is unknown</td>
</tr>
<tr>
<td>359</td>
<td>SENTENCE SUSPENDED</td>
<td>Sentence was suspended but the amount of time suspended is not known. The CSS field should be left blank.</td>
</tr>
<tr>
<td>361</td>
<td>PROBATION DENIED</td>
<td>Court has denied a request for probation</td>
</tr>
<tr>
<td>363</td>
<td>CONCURRENT</td>
<td>The sentence is to run concurrent with another sentence.</td>
</tr>
<tr>
<td>364</td>
<td>CONSECUTIVE</td>
<td>The sentence is to run consecutive with another sentence.</td>
</tr>
<tr>
<td>365</td>
<td>CREDITED WITH TIME SERVED</td>
<td>Subject is credited with time served, probably time served while waiting trial.</td>
</tr>
<tr>
<td>366</td>
<td>APPEALED</td>
<td>Subject appeals the sentence.</td>
</tr>
<tr>
<td>367</td>
<td>NIGHTS</td>
<td>Subject must serve sentence in jail at night only</td>
</tr>
<tr>
<td>368</td>
<td>WEEKEND CONFINEMENT</td>
<td>Subject must serve sentence on weekends only</td>
</tr>
<tr>
<td>369</td>
<td>PRETRIAL DIVERSION COMPL</td>
<td>The charge is dismissed as a result of Subject having completed pretrial diversion</td>
</tr>
<tr>
<td>370</td>
<td>COMB CHARGE</td>
<td>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.</td>
</tr>
<tr>
<td>371</td>
<td>ADD CONF SENT</td>
<td>Subject receives an added sentence of confinement for a violation committed while in confinement, such as, possession of narcotics or attempted escape.</td>
</tr>
</tbody>
</table>
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

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

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

## Table 1: Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description/ Reason for Change</th>
<th>Originator</th>
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<tr>
<td>0.1</td>
<td>05/26/2010</td>
<td>Combined existing collaterals into single version</td>
<td>Rick Brown</td>
</tr>
<tr>
<td>1.0</td>
<td>05/27/2010</td>
<td>Cleaned up formatting – Ready for Review</td>
<td>Rick Brown</td>
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<td>1.1</td>
<td>06/02/2010</td>
<td>Incorporated Tom’s builds</td>
<td>Rick Brown</td>
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<td>06/07/2010</td>
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<td>1.5</td>
<td>06/15/2010</td>
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<tr>
<td>2.0</td>
<td>06/18/2010</td>
<td>Corrected entries in table</td>
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<tr>
<td>2.1</td>
<td>06/23/2010</td>
<td>Added TRN verbiage on Page 4.</td>
<td>Rick Brown</td>
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1 Version numbers in this table refer to the document version as maintained for this document in the IT Document Vault.