OFFENDER BASED TRANSACTION SYSTEM (OBTS) CRIMINAL JUSTICE DATA ELEMENT DICTIONARY 2014

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Acknowledgements

The Criminal Justice Data Element Dictionary was developed through the cooperative efforts of many people working with the Office of the State Courts Administrator (OSCA), the Florida Department of Law Enforcement (FDLE), the Florida Department of Juvenile Justice (DJJ), the Florida Court Clerks and Comptrollers (FCCC), and the Department of Corrections (DC). Most importantly, this Dictionary could not be maintained without the comments and recommendations made by the members of the OBTS Committee. The Committee participants have changed over time, but the OSCA, FDLE, FACC, DC, a State Attorney and Clerks of Court are represented. The 2013-2014 OBTS Committee includes representation by the following counties: Brevard, Duval, Hillsborough, Lake, Manatee, Marion, Miami-Dade, Santa Rosa, St. Johns, and Volusia. Many thanks are due to all who contributed to this project.

The Honorable David Ellspermann, the Marion County Clerk of Circuit Court is the OBTS Committee Chair. Mr. Ellspermann and his Chief Deputy Clerk, Maribeth Hudson are commended for their efforts leading this Committee.

Background

In 1985, the Florida Legislature first enacted the amendments to Chapter 943, F.S., which created the Offender Based Transaction System (OBTS). The Office of the State Courts Administrator (OSCA), the Florida Department of Law Enforcement (FDLE) and the Department of Corrections (DC) all require information that must be provided, either directly or indirectly, by the Clerks of the Court. While each agency has unique uses for the information, many of the data elements required by the agencies are the same. To implement the legislative mandate for OBTS, the OSCA, FDLE and DC compiled the Criminal Justice Data Element Dictionary which satisfied reporting requirements of all three state-level agencies.

The Proposed Criminal Justice Data Element Dictionary was distributed statewide and 10 counties served as pilot sites with in-depth reviews of the elements and on-site visits followed by circuit-wide training throughout the state. Based on comments and recommendations through these interactions, the OSCA, FDLE and DC made enhancements to the Dictionary.

As part of the juvenile justice reforms of 1994, the Legislature required FDLE to create a criminal history database on juveniles arrested for felonies and a list of specified misdemeanors, effective October 1, 1994. The legislation required FDLE to create a database of juveniles arrested but did not mandate the reporting of juvenile disposition information.

In early 1995, the Florida Association of Court Clerks (FACC) and representatives from various Clerks of Court met to discuss the information which would need to be added to the Dictionary to satisfy the reporting of juvenile disposition data. After several meetings, a revised draft of the Dictionary was developed and provided to FDLE. FDLE then provided copies of the draft dictionary to the OSCA, the DC and the newly-created Department of Juvenile Justice (DJJ) for review.

In September, 1995, the Criminal and Juvenile Justice Information Systems (CJJIS) Council voted to establish three work groups to address data sharing issues. One of these is the Juvenile Justice Data Sharing Work Group. One of the major efforts of the Juvenile Justice Data Sharing Work Group has been to continue, at the state level, the efforts made previously by the Clerks of Court, by finalizing the OBTS Criminal Justice Data Element Dictionary to include new statutory requirements, as well as standardizing the disposition reporting for juvenile criminal histories. The 1997 Dictionary was updated to add codes and field descriptions to support

juvenile reporting as well as domestic violence, stipulated deportations of criminal aliens and sexual predators for adults.

Through the efforts of the Clerks of Court submitting OBTS data, Florida's Computerized Criminal History (CCH) file has been consistently updated with court disposition information. This disposition information is critical in making the CCH records complete, accurate and useful for criminal justice agencies and others that use the data to make correct decisions in investigations, prosecutions, sentencing, licensing, evaluation, research, and employment activities.

Recent Developments

Since 1997 the OBTS Committee has approved deviations to the Dictionary to better reflect circumstances that neither state level agencies nor Clerks of Court could accommodate under the existing specifications and programs. These exceptions were previously documented in OBTS Send Program Memorandum of Understanding, Memorandums from the OBTS Committee Chair in 2007 and 2009 and the LOGAN release notes. The deviations are incorporated in the 2014 Dictionary. In addition, the OBTS Committee has approved changes in the format of many fields, specifically modifying date fields from the MMDDYY format to YYYYMMDD and expanding the length of statute numbers and financial elements. Other fields have been removed; new fields have been added (see below). The format to send data has been updated from fixed length to pipe (|) delimited.

Fields removed from the OBTS Criminal Justice Data Element Dictionary:

- Number of Counts
- Disposition Contributor
- Place of Birth
- U.S. Citizen
- Department of Corrections Number
- Drug Type*
- Charge Qualifier – Weapons*
- Charge Qualifier – Range*
- Charge Qualifier – Amount*
- Charge Qualifier – Unit*
- Jurisdiction Retained
- Length of Time the Defendant/Juvenile's Drivers License Suspended/Revoked
- Drug Trafficking Term
- Cost of Supervision Rate
- County of Supervision

* Initial, Prosecutor and Court phases

Fields added to the OBTS Criminal Justice Data Element Dictionary:

- Maximum Date of Offense
- Date Record Updated
- Clerk Clock-in Date
- Date Pre-trial Diversion Successfully Completed
- Minimum Length of Confinement
- Maximum Length of Confinement
- Sequence Number Associated with the Sentence Status
- Date Supervision Completed

If you have any questions regarding this Dictionary, please contact one of the individuals listed below.

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This document was approved by the OBTS Committee July 30, 2014.

Introduction

Information contained in the Criminal Justice Data Element Dictionary, which pertains to both circuit and county criminal cases, meet current and anticipated informational needs of the OSCA, FDLE, DJJ, and DC. The dictionary, which is broken down into six separate phases, also lends itself to tracking a charge through every aspect of processing through the criminal justice system. A brief description of each phase is provided below including the element number and name. Elements should be submitted to state agencies in order.

Basic Phase

The basic phase identifies fundamental information relating to the defendant and incident. The basic phase will be required for each charge reported.

1. Message/Transaction Type for Disposed Cases
2. Offender Based Transaction System Number
3. Court Docket Number
4. Uniform Case Number
5. Sequence Number
6. Date Record Updated
7. Court Designator
8. Name of Defendant/Juvenile at Arrest/Time Case Initiated
9. Name of Defendant/Juvenile at Final Disposition
10. Sex of Defendant/Juvenile
11. Race of Defendant/Juvenile
12. Birth Date of Defendant/Juvenile
13. Social Security Number
14. Local Arresting Agency's Case Number/Arrest Number (Originating Case #)
15. State Identification Number
16. Federal Bureau of Investigation Number
17. Arresting Agency's ORI Number/Agency Responsible for Issuing Notice to Appear
18. Date of Initial Arrest, Notice to Appear/Summons Served
19. Date of Offense
20. Maximum Date of Offense
21. Clerk Clock-in Date
22. Date Capias/Warrant/Pick-up Order/Custody Order Issued
23. Date of Rearrest

Initial Phase

The initial phase deals with charge information reported by a law enforcement agency and judicial hearings which would occur shortly after charging. The initial phase will be required for all charges resulting from a physical arrest or notice to appear.

24. Charge Status
25. OBTS Number Relating to Rearrest
26. Level of the Charge
27. Degree of the Charge
28. General Offense Character
29. Florida Statute Violation Number
30. Offense Activity
31. Charge Code
32. Charge Description
33. Date of Bond/Juvenile Detention Hearing

34. Date of Adversary Preliminary Hearing

Prosecutor Phase

The prosecutor phase reflects any changes to the charge originally reported, the reason for such changes (if appropriate) along with any other actions taken by the prosecutor. This phase will be required in all cases where the prosecutor is involved in the charge. Bear in mind that the prosecutor phase may not be required if the charge was disposed of at first appearance.

35. Charge Status
36. Level of the Charge
37. Degree of the Charge
38. General Offense Character
39. Florida Statute Violation Number
40. Offense Activity
41. Charge Code
42. Charge Description
43. Prosecutor Filing Date
44. Prosecutor Final Decision Date
45. Final Action By Prosecutor/Grand Jury
46. Type of Counsel

Court Phase

The court phase addresses charges adjudicated by the courts, actions taken, attorney and trial information. The court phase will be required in all cases where the charge was not disposed of by the prosecutor.

47. Charge Status
48. Level of the Charge
49. Degree of the Charge
50. General Offense Character
51. Florida Statute Violation Number
52. Offense Activity
53. Charge Code
54. Charge Description
55. Court Decision Date
56. Court Action Taken
57. Defense Attorney at Sentencing
58. Prosecuting Attorney at Sentencing
59. Type of Trial
60. Defendant's/Juvenile's Final Plea
61. Date Pre-trial Diversion Successfully Completed

Sentence Phase

The sentence phase identifies penalties or conditions imposed on the defendant. The sentence phase will be required when the court imposes penalties/conditions on the defendant.

62. Date Sentence Imposed
63. Sentence Effective Date
64. Judge at Sentencing
65. Sentence Status
66. Court Docket Number Associated with the Sentence Status
67. Sequence Number Associated with the Sentence Status

68. Minimum Length of Confinement
69. Maximum Length of Confinement
70. Type of Confinement
71. Length of Confinement Suspended
72. Credit Time Served
73. Length of Probation
74. Length of Community Control
75. Date Supervision Completed
76. Fine
77. Court Cost
78. Restitution
79. Sentence Provisions (up to 5 values)
80. Special Sentence Provisions (up to 7 values)

Post Sentence Phase

The post sentence phase reflects the date that a case is reopened, the reason for such and the date it is subsequently closed. The post sentence phase will only be required when a disposed case has been either reopened or reactivated.

81. Date Charge Reopened
82. Reason Charge Reopened
83. Date Reopened Charge Closed
84. Date of Notice of Appeal

Data Element Definitions

Basic Phase

Message/Transaction Type for Disposed Cases

Maximum Length: 1

A, N, A/N: A

Examples: P

E

Remarks: This field will identify the reason for supplemental action (changes) on disposed charges which have previously been supplied to the state level.

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Valid Codes/Field Restrictions: P - Appellate Action - This value should only be used for appeals of final judgment. This message type will result in the previously submitted court and sentence data being overlaid (deleted) and replaced with the incoming data.

E - Expunge - This message type is used to delete or expunge a specific charge under a given OBTS number.

S - Seal - This message type is used to seal data associated with a charge that already exists in the system under a given OBTS Number.

N - Not Applicable - No special message type required. A disposal for the charge has not previously been supplied to the state level or the modification of data has not resulted from an appeal, expunge or seal order.

V - Void/Delete – This message is used to void/delete an erroneous case (charge) record that has already been reported via OBTS but should not have been. Court Docket number, Uniform Case Number and sequence number are required.

Basic Phase

Offender Based Transaction System Number

Common Names/Abbreviations: OBTS #, TRACKING NUMBER

Maximum Length: 10

A, N, A/N: N

Examples: 123456

123456789

Remarks: A control number, often referred to as PCN, is required for the Biometric Identification System (BIS). The PCN, which is ten characters in length, is assigned by the livescan or will be pre-printed on a label and supplied to arresting agencies, to be placed on arrest fingerprint cards. The OBTS # assigned to the charges will be the same as the PCN appearing on the fingerprint card. A new OBTS #/PCN will be assigned for each subsequent arrest.

The arresting agency or booking facility is responsible for dispersing the OBTS # to the Clerk of the Court, State Attorney, FDLE, and the Defendant/Juvenile. When an arrest is made for another county, the arresting agency is responsible for assigning the OBTS number and providing this information to the receiving agency which, in turn, will provide the OBTS number to the Clerk of the Court in the county responsible for disposing the charge(s). The sheriff within the county of arrest will provide the OBTS # to the Department of Corrections via the sheriff's certificate as required. When a date of arrest is before January 1, 1988, an OBTS number is not required. The OBTS number should be filled with all 8's. When a date of arrest is after January 1, 1988, an OBTS number is needed. Please exhaust all efforts to obtain the OBTS number.

Valid Codes/Field Restrictions: When a charge status in the initial phase equals "C" or "F", OBTS # should be present.

Not Applicable - All 8's - No OBTS # was assigned.

When a charge status in the initial phase equals an "N" (no initial phase), OBTS # will not be required unless the charge was tied to a case stemming from an arrest in which OBTS # was assigned.

When a charge status in the initial phase equals a "P" (notice to appear), OBTS # would not have been assigned to the charge and the not applicable value for the OBTS # should be used.

Basic Phase

Court Docket Number

Common Names/Abbreviations: CDR, CASE #

Maximum Length: 14

A, N, A/N: A/N

Examples: 731015CFAA02

730003FMA0406

Remarks: This field should contain the number assigned by the court to identify the case in their files.

A case number must be assigned to each and every charge submitted to the state level. Refer to Supreme Court Administrative Order dated January 13, 1977 regarding case numbers.

Valid Codes/Field Restrictions: Values - A-Z, 0-9.

No special characters as hyphens, periods, commas, etc. should be used.

The Court Docket Number must be blank or greater than two digits in length.

Basic Phase

Uniform Case Number

Common Names/Abbreviations: UCN, CASE #, COURT DOCKET NUMBER

Maximum Length: 20

A, N, A/N: A/N

Examples: 012009CF000001AXXXXX comprised of 6 sub-fields:

County	Year	Court type	Seq Number	Party/defendant identifier	Branch Location
01	2009	CF	000001	AXXX	XX

Remarks: This field should contain the number assigned by the court to identify the case in their files.

A case number must be assigned to each and every charge submitted to the state level. Refer to Supreme Court Administrative Orders dated July 6, 1998 and December 3, 1998 regarding uniform case numbering system.

Valid Codes/Field Restrictions: Values - A-Z, 0-9.

No special characters as hyphens, periods, commas, etc. should be used.

Circuit Court Types:

CF – Felony
CA – Circuit Civil
MH – Mental Health
CJ – Delinquency
AP – Appeal from County Court
DR – Domestic Relations
CP – Probate/Guardianship
GA – Guardianship
DP – Dependency

County Court Types:

MM – Misdemeanor
CO – County Ordinance
SC – Small Claims
CT – Criminal Traffic
MO – Municipal Ordinance
CC – County Civil
TR – Traffic Infractions
IN – Non Criminal Infractions

The Party/Defendant Identifier subfield is used to identify the defendants associated with a case. To ensure uniqueness and clarity, party/defendant identifier subfield cannot contain four of the same character. Thus 'XXXX', 'AAAA', '0000', etc. are not allowed. The preferred implementation is 'AXXX', 'BXXX', … 'ZDXX', 'ZZLX' and so on.

Branch Location is a two character identifier for use by the county and should be defaulted to XX if not used.

If the UCN is not stored in a local system, the CDR should be converted to the UCN format.

Basic Phase

Sequence Number

Common Names/Abbreviations: SEQ #

Maximum Length: 3

A, N, A/N: N

Examples: 1

5

Remarks: A sequence number must be assigned to each count at the time the count is initiated or filed. The sequence number will be critical in matching incoming modification transactions to the correct record. There cannot be two of the same sequence numbers for one court docket number, for the same date of arrest/OBTS number.

Valid Codes/Field Restrictions: For charges being handled in circuit court, the sequence number assigned at the time the charge is initiated may be changed up until the time the information is filed or the charge is disposed by the prosecutor. After the prosecutor phase is reported, the sequence numbers may not change.

NOTE: If some charges within a case are disposed prior to an information being filed, it is recommended that the upper range of numbers be used (example: 100, 101) in order to reserve the lower range (example: 1, 2) for the charges listed on the information.

For charges being handled in county court, the sequence number must be assigned at the time the charge is initiated and may not change thereafter.

Range - 1 to 999; 0 not accepted; must be unique (not duplicated) for the OBTS # and Court Docket #.

Reserve 900-999 for reporting multiple SRS special proceeding events that occur in the same month.

Will not be edited for sequential assignment.

Basic Phase

Date Record Updated

Common Names/Abbreviations: Date updated, DLU

Maximum Length: 14

A, N, A/N: N

Examples: 20130515080249 = May 15, 2013 at 8:02:49

Remarks: This field should reflect the timestamp the record was added or last updated in the clerk case management system or when the record was added to the LOGAN file.

Valid Codes/Field Restrictions: Must be fourteen numeric characters consisting of the date in YYYYMMDD format and the time in HHMMSS.

The value of the year subfield must be 1900 through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30 and 31, inclusive depending on the month and year indicated.

The date cannot be later than the current date.

The time must be used military time format.

If one subfield is completed, all subfields are required.

This field is required if there is more than one record in the file where the Sequence Number, UCN, Arrest Charge Status and arrest charge (Arrest Statute and/or Arrest Charge Code) are the same.

If the field is not applicable or unknown no value is required.

Basic Phase

Court Designator

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 1

A, N, A/N: A

Examples: C

R

Remarks: This field will identify the court responsible for the charge.

Valid Codes/Field Restrictions: C - County Court - If the county court is responsible for the charge, the level of the charge, at the point the charge is filed by the prosecutor, cannot reflect "F" (felony) unless the General Offense Character is "A" (attempt).

R - Circuit Court

J - Juvenile Court

Basic Phase

Name of Defendant/Juvenile at Arrest/Time Case Initiated

Common Names/Abbreviations: NAME, NAM

Maximum Length: 30

A, N, A/N: A/N

Examples: ALEXANDER, JOHN PAUL
SMITH, B
KIPLING, JOYCE ALICE FAY
JONES, JOHN KING JR

Remarks: An individual's name or business name may be recorded in this field.

This field should reflect the name the Defendant/Juvenile used at the time of arrest or at the time the case was initiated.

Valid Codes/Field Restrictions: If an individual's name is being reported, the following restrictions will apply:

Surname, followed by a comma and space, first name or initial, space, middle name or initial, space, followed by additional names or titles. If there is no middle name or initial there should be one space between first name and title.

Only one comma may be used, and it must follow the surname.

No periods following initials or titles.

Comma, hyphen and space are included in character count.

Valid characters are A-Z comma and hyphen.

Drop apostrophe, etc., and run name together.

If a business name is recorded, a pound sign (#) should be reflected as the first character in the field. The remaining twenty-nine (29) characters will not be restricted in any fashion.

Name may not include any of the following “Juvenile”, “Sealed” or “Expunge” unless Data Element 1, Message Type, is seal (S) or expunge (E).

Basic Phase

Name of Defendant/Juvenile at Final Disposition

Common Names/Abbreviations: ALIAS, AKA

Maximum Length: 30

A, N, A/N: A/N

Examples: DOE, JOHN H
THOMAS, TERESA

Remarks: This field should reflect the name used by the Defendant/Juvenile at the time the charge is disposed. A name must be reflected in this field even if the charge has not been disposed, or it is the same as the name used at arrest/time case initiated.

Valid Codes/Field Restrictions: If an individual's name is being reported, the following restrictions will apply:

Surname, followed by a comma and space, first name or initial, space, middle name or initial, space, followed by additional names or titles. If there is no middle name or initial there should be one space between first name and title.

Only one comma may be used, and it must follow the surname.

No periods following initials or titles.

Comma, hyphen and space are included in character count.

Valid characters are A-Z comma and hyphen.

Drop apostrophe, etc., and run name together.

If a business name is recorded, a pound sign (#) should be reflected as the first character in the field. The remaining twenty-nine (29) characters will not be restricted in any fashion.

Name may not include any of the following “Juvenile”, “Sealed” or “Expunge” unless Data Element 1, Message Type, is seal (S) or expunge (E).

Basic Phase

Sex of Defendant/Juvenile

Common Names/Abbreviations: SEX

Maximum Length: 1

A, N, A/N: A

Examples: M

F

Remarks: This field should reflect the sex of the Defendant/Juvenile.

Valid Codes/Field Restrictions: M - Male

F - Female

N - Business

Basic Phase

Race of Defendant/Juvenile

Common Names/Abbreviations: RACE, RAC

Maximum Length: 1

A, N, A/N: A

Examples: W

B

Remarks: This field should reflect the race of the Defendant/Juvenile.

Valid Codes/Field Restrictions: W -White

B - Black

O - Oriental/Asian

I - American Indian or Alaskan Native

N - Business

Basic Phase

Birth Date of Defendant/Juvenile

Common Names/Abbreviations: DOB

Maximum Length: 8

A, N, A/N: N

Examples: June 7, 1957 = 19570607

March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This field contains the subject's reported date of birth. Date of birth cannot be equal to or greater than current date.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 00 to 12.

The value of the day subfield must be 00 to 28, 29, 30, 31, inclusive depending on the month and year indicated.

If the exact date of birth is unknown, the month and day subfields should contain zeroes and the value of the year subfield should contain the year of birth.

The month subfield cannot contain zeroes unless the day subfield also contains zeroes.

Not Applicable - no value is required - Should only be used for businesses.

When the Court Designator is "J", compare the date of birth to offense date, to make sure the Juvenile is less than 18 years of age.

Basic Phase

Social Security Number

Common Names/Abbreviations: SSN, SOC, SS #, SSN#

Maximum Length: 9

A, N, A/N: N

Examples: 123456789

1999945

Remarks: This field contains the subject's reported social security number.

Valid Codes/Field Restrictions: Value cannot be less than 1010001.

The first three digits cannot be any of 000, 666 or 900 thru 999.

Fourth and fifth digits cannot be 00.

The sixth, seventh, eighth and ninth digits cannot be 0000.

Not Applicable - All 8's - Should only be used for businesses.

This field is not required and no value is required if the data is not available.

Basic Phase

Local Arresting Agency's Case Number/Arrest Number (Originating Case #)

Common Names/Abbreviations: OCA, SIN, JSD

Maximum Length: 12

A, N, A/N: A/N

Examples: 123456

WM1111222

Remarks: This is the arresting agency's case number or identification number.

Valid Codes/Field Restrictions: No special characters (commas, hyphens, periods, etc.) are allowed.

Unknown - All 9's

N - Not Applicable

This field is not required.

Basic Phase

State Identification Number

Common Names/Abbreviations: CCH-DLE, DLE, FDLE #, SID

Maximum Length: 8

A, N, A/N: N

Examples: 2345678

12345678

Remarks: Unique number assigned to persons by FDLE (based on fingerprint identification).

For the purpose of identifying the state which established the computerized record in NCIC, the two-character alpha code for the establishing state (FL for Florida) will be entered automatically by the NCIC computer in the EST field (State Establishing Record) of the identification segment in the NCIC/CCH database.

Corresponds to state identification number (SID) in NCIC. The FDLE number is prefixed with the appropriate state code (FL for Florida), for submission to NCIC.

Valid Codes/Field Restrictions: Unknown - All 9's

Not Applicable - All 8's - To be used for businesses.

This field is not required.

Basic Phase

Federal Bureau of Investigation Number

Common Names/Abbreviations: FBI #

Maximum Length: 9

A, N, A/N: A/N

Examples: 617523A1

14579A

Remarks: This is a unique number assigned by the FBI.

Valid Codes/Field Restrictions:

Unknown - All 9's

Not Applicable - All 8's - To be used for businesses or cases where an FBI number has not been assigned.

This field is not required.

Basic Phase

Arresting Agency's ORI Number/Agency Responsible for Issuing Notice to Appear

Common Names/Abbreviations: ARRESTING AGENCY, ARREST ORI #

Maximum Length: 9

A, N, A/N: A/N

Examples: FL0050000

FL0130400

Remarks: This ORI # will identify the agency responsible for the arrest.

In the event the arresting agency does not have an ORI # assigned, the Sheriff's Office ORI # within the county of arrest should be recorded in this field.

Valid Codes/Field Restrictions: Each agency in the criminal justice community is assigned an ORI by the FBI through FDLE. The first 2 characters of the ORI # (FL) indicate that it is a Florida criminal justice agency. The next three numeric characters identify the county within Florida, and the latter four characters identify the individual agency within the county.

Not Applicable - All 8's - Should be use when the subject was either not arrested or not fingerprinted.

The values acceptable are identified in the Florida Arrest ORI Table is available through the FDLE CJNet website at www.flcjn.net/idt/ArrestORIs/ArrestORIs.html.

This table is evaluated for updates yearly. If you have any questions regarding this table, please contact the FDLE Florida Crime Information Center Bureau at 850-410-7980 or Statutes@fdle.state.fl.us.

Basic Phase

Date of Initial Arrest, Notice to Appear/Summons Served

Common Names/Abbreviations: DOA

Maximum Length: 8

A, N, A/N: N

Examples: June 6, 1957 = 19570607

March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: Date the Defendant/Juvenile was arrested as reflected on the arrest document (should correspond with DOA indicated on the fingerprint card).

If the charge status in the initial phase is “F” (arrest) then this field must be complete.

If the subject was not arrested/fingerprinted, the date the Notice to Appear (NTA)/Summons was served should be recorded here. If the subject is subsequently arrested on such charges, the date should be modified to reflect the date of arrest.

In the case of added charges at the prosecutor's level, use the date of arrest to which the added charges are being tied (not the date on which the charges were added).

If the added charges result in a physical arrest, the DOA field for these added charges should reflect the new DOA.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required. Date indicated cannot be later than the current date or before the date of offense (DOO).

If an Arrest/Notice to Appear/Summons has not occurred or is unknown, no value is required.

Basic Phase

Date of Offense

Common Names/Abbreviations: DOO

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This field should reflect the exact date or the earliest date of the date range the offense occurred.

The date of offense indicated cannot be later than current date.

VALID CODES/FIELDRESTRICTIONS: The field must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

Must be equal to or earlier than the date of arrest.

If the charge being reported is the result of a rearrest, no value is required.

If offense date is unknown no value is required.

Basic Phase

Maximum Date of Offense

Common Names/Abbreviations: DOO

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This field should reflect the latest offense date the offense occurred. This field would be used when the exact date of the offense is unknown but the range of dates is known.

The maximum date range of offense indicated cannot be later than current date.

VALID CODES/FIELDRESTRICTIONS: The field must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

Must be equal to or earlier than the date of arrest.

If the charge being reported is the result of a rearrest, no value is required.

If the precise offense date is known or if the range is unknown no value is required.

Basic Phase

Clerk Clock-in Date

Common Names/Abbreviations: CASE INITIATION DATE; CLERK FILE DATE

Maximum Length:8

A, N, A/N: N

EXAMPLES: March 15, 2001= 20010315

November 22, 2000 = 20001122

REMARKS: This field should reflect the date the initial charging document that created the case was filed in the clerk's office. This is a mandatory field for the Office of the State Courts Administrator's Summary Reporting System (SRS). Policy associated with this field can be found in the SRS Manuals at http://flcourts.org/gen_public/pubs/SummaryReportingSystem.shtml.

No spaces or blanks can appear in these fields. This field will not be used by FDLE.

This is a case-level element.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which corresponds to the year, month and day.

Must be in year, month, day format (YYYYMMDD).

The value of the year subfield must be 1900 through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30 and 31, inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Basic Phase

Date Capias/Warrant/Pick-up Order/Custody Order Issued

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: If a capias/warrant/pick-up order/custody order was issued, the date the capias/warrant/pick-up order/custody order was issued should be reflected in this field. If a subsequent capias/warrant/pick-up order/custody order is issued, the most recent date issued should be reflected in this field.

Each new capias/warrant/pick-up order/custody order date should clear the value in the rearrest field.

If the capias/warrant/pick-up order/custody order is withdrawn before an arrest, the field should be changed to reflect no value - no capias/warrant/pick-up order/custody order.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Not Applicable - no value required - No capias/ warrant/pick-up order/custody order issued.

Basic Phase

Date of Rearrest

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This field should reflect the date the Defendant/Juvenile was rearrested, for example as a result of a capias/warrant/pick-up order/custody order being issued for a Failure to Appear, Violation of Probation, Violation of Community Control, etc. This field will not replace the original date of arrest or be the same as the original date of arrest.

VALID CODES/FIELDRESTRICTIONS: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required. This date cannot be later than the current date nor earlier than the date reflected in the date capias/warrant/pick-up order/custody order issued element.

Not Applicable - no value is required - No rearrest has been made.

Initial Phase

Charge Status

Common Names/Abbreviations: STATUS

Maximum Length: 1

A, N, A/N: A

Examples: C

N

Remarks: This field will be used to identify what action initiated the reporting of this charge.

If a direct information results in an arrest, this value should be modified from an "N" to an "F" and the charge data provided. If the charge status equals "C" the charge code in the rearrest segment must be one of the following: 5001, 5005, 5011, 5012, 5013, 5015 or 8888 for recommitment.

Valid Codes/Field Restrictions: C - Rearrest - Charge for which the subject was previously arrested and fingerprinted and subsequently rearrested and fingerprinted, for example as a result of a capias, for Failure To Appear, Violation of Probation, Violation of Community Control, etc. No disposition is forth-coming as it is not considered to be a new charge. The OBTS # for the initial arrest should be reflected in the OBTS # relating of rearrest (following page), and the date of this rearrest should be reflected in the "date of rearrest" field in the original arrest record.

N - N/A - When a charge was added or initiated at the prosecution or court phase, the remaining data in the initial phase would not be required with this value. When or if the added charge results in an arrest, use code "F" for arrest.

P - Notice To Appear (NTA) - No arrest was made, the disposition information is the result of the subject receiving a NTA.

F - Arrest - Charge resulted from the subject being arrested and fingerprinted. Include those arrests, both adult and juvenile, transferred from another County.

S - Sworn Complaint - Charge resulted from a sworn complaint, as described in Florida Rules of Criminal Procedure 3.115, being filed with the Clerk of the Court prior to an arrest being made or an information filed. When the complaint results in another action; i.e., arrest, filing, etc., this field should be modified to reflect the most recent action.

Initial Phase

OBTS Number Relating to Rearrest

Common Names/Abbreviations: OBTS #

Maximum Length: 10

A, N, A/N: A/N

Examples: 1234567890

Remarks: A value other than all 8's (for not applicable) must be reflected in this field when an initial charge status code of "C" is used. This field will identify the OBTS # that was *originally* assigned to the charge, or in the case of a pre-1988 arrest, the original date of arrest.

Valid Codes/Field Restrictions: Not Applicable - All 8's - When a code other than "C" is in the Charge Status - Initial Phase.

In the event no OBTS # is available, a pound sign (#) should be placed in the first character, followed by the year, month, and day of original date of arrest (#YYYYMMDD).

The value for the month must be 01 to 12; the value for the day must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated; and the value of the year must be 50 to 87.

Initial Phase

Level of the Charge

Common Names/Abbreviations: LEVEL

Maximum Length: 1

A, N, A/N: A

Examples: F

M

Remarks: Used to identify the seriousness of the offense as identified by the arresting/initiating agency.

Valid Codes/Field Restrictions: F - Felony - Any offense punishable by death or imprisonment for a term of one year or more.

M - Misdemeanor - Any offense other than a felony (as noted above) or infraction (as noted below) supported by state statute.

I - Infractions - A violation of a state statute for which the only sentence authorized is a fine and which violation is expressly designated as an infraction.

C - County.

L - Municipal (local).

The "C" and "L" values should only be used for violations of local ordinances which are not supported by state statute.

N – Not Applicable.

Initial Phase

Degree of the Charge

Common Names/Abbreviations: DEGREE

Maximum Length: 1

A, N, A/N: A

Examples: C

S

Remarks: This field will be used to identify the degree of the violation.

Valid Codes/Field Restrictions: C - Capital*

L - Life*

P - First Degree, punishable by life*

F - First Degree

S - Second Degree

T - Third Degree*

N - N/A - When the level of the charge is reflected as an infraction, county or municipal.

*If these values are used, the level of the charge must be a felony.

This field is not required.

Initial Phase

General Offense Character

Common Names/Abbreviations: GOC

Maximum Length: 1

A, N, A/N: A

Examples: A

S

Remarks: This field should be used to assist in describing the charge.

Valid Codes/Field Restrictions: If more than one code applies, the order of the codes as they appear should be used as the foundation for reporting the most important descriptor.

L - Conspiracy to Attempt

M - Accessory to Attempt

Q - Principal to Attempt

A - Attempt - An endeavor to do an act, carried beyond mere preparation but short of execution.

B - Assault - Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason for fear or expect immediate bodily harm.

C - Conspiracy - A combination or confederacy between two or more persons formed for the purpose of committing, by joint efforts, some unlawful or criminal act, or some act which is lawful in itself, but becomes unlawful when done by the concerted action of the conspirators, or for the purpose of using criminal or unlawful means to the commission of an act in itself unlawful.

F - Facilitate - The act of making it easier for another to commit crime.

P - Principal - A chief actor or perpetrator, or an aider and abettor actually or constructively present at the commission of the crime, as distinguished from an "accessory".

S - Solicitation - A person is guilty of solicitation to commit a crime if with the purpose of promoting or facilitating its commission he commands, encourages, or requests another person to engage in specific conduct which would constitute

such crime or an attempt to commit such crime or which would establish his complicity in its commission or attempted commission.

T - Threat - A declaration of an intention to injure another or his property by some unlawful act.

X - Aid and Abet - Help, assist, or facilitate the commission of a crime, promote the accomplishment thereof, help in advancing or bringing it about, or encourage, counsel, or incite as to its commission.

Y - Accessory Before the Fact - One who orders, counsels, encourages, or otherwise aids and abets another to commit a felony and who is not present at the commission of the offense.

Z - Accessory After the Fact - A person who, knowing a felony to have been committed by another, receives, relieves, comforts, or assists the felon, in order to enable him to escape from punishment, or the like.

N - Not Applicable - The above listed descriptions are not required/needed to describe the charge.

Initial Phase

Florida Statute Violation Number

Common Names/Abbreviations: CIT, STATUTE NUMBER, FSS

Maximum Length: 25 (3 SUBFIELDS)

CHAPTER: The appropriate chapter number followed by a period.

SECTION: The section is after the chapter should be followed by a period.

SUBSECTION: The subsection follows the chapter and section.

A, N, A/N: A/N

Examples: Flee-Attempt to elude law enforcement officer 316.1935 (4a) would be: 316.1935.4a

Grand Larceny of Firearm 812.014 (2) (c) (5) would be:

812.014.2C5

Trespass 876.43 would be:

876.43.

Remarks: The Florida Statute number is the foundation for identifying the charge being reported. This is a required field if the phase is active and the FCIC code is not provided. Florida Statute Table is available through the FDLE website at www.fdle.state.fl.us. This table is updated yearly. If you have any questions regarding this table please contact the FDLE Florida Crime Information Center Bureau at 850-410-7980 or Statutes@fdle.state.fl.us.

Valid Codes/Field Restrictions: County and municipal violations which are not supported by state statute should be reflected as follows:

County - All 8's

Municipal - All 9's

The statute number consists of three subfields. The subfields can vary in length and are delineated by a period [.]. Other special characters are not allowed in this field.

Spaces are not allowed between subfields.

The first subfield should contain only the chapter number. Enter only the chapter number and follow it with a period. Chapters are required if there is data in the section and subsection subfields.

The second subfield denotes the section. Enter only the section number and follow it with a period.

The third subfield denotes the subsection. The subsection is not required but should be submitted if available.

Initial Phase

Offense Activity

Common Names/Abbreviations: ACTIVITY

Maximum Length: 1

A, N, A/N: A

Examples: S

P

Remarks: This field will be used to assist in clarifying the charge.

Valid Codes/Field Restrictions: In cases where more than one of the following values may apply, consider the order of the selections, however, select the most appropriate value.

If a charge code is provided, this field will not be required.

V - Domestic Violence - to reflect that the offense is a domestic violence case as defined in section 741.28, FS.

G - Gang related activities for Defendant/Juvenile cases.

F - Forgery - Includes both act of forging handwriting of another and act of uttering as true and genuine any forged writing knowing same to be forged with intent to prejudice, damage or defraud any person.

O - Counterfeit - To forge; to copy or imitate, without authority or right, and with a view to deceive or defraud, by passing the copy or thing forged for that which is original or genuine.

A - Fraud - An intentional perversion of truth for the purpose of including another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right.

Z - Embezzlement - The illegal taking, misapplying or misappropriating of money or other thing of value which has been entrusted to one's care, custody or control.

X - Stolen Property - Any act involving possessing, buying, receiving, concealing, etc., property which has been stolen.

T - Traffic - The unauthorized manufacture, distribution, sale or possession with intent to distribute any controlled substance in the quantities established by section 893.135, FS.

R - Smuggle - Bringing on shore or across border goods, wares or merchandise for which duty has not been paid, or goods the importation/exportation/transportation whereof is prohibited.

P - Possess - Actual control, care and management of item.

S - Sell - To transfer or render a controlled substance in exchange for money, services or items of value.

B - Buy -To acquire a controlled substance by paying or providing services or items of value.

D - Deliver - Actual, constructive or attempted transfer from one person to another.

E - Use - The use of a controlled substance or the illegal use of a prescribed substance by the individual.

K - Dispense/Distribute - The transfer or possession of one or more doses of a medicinal drug by a pharmacist or other licensed practitioner to the consumer or to one who represents the individual to whom the drug was prescribed or the delivery or transfer of a controlled substance.

M - Manufacture/Produce/Cultivate - The production, preparation, propagation, compounding, cultivating, growing, conversion or processing of a controlled substance either directly or indirectly.

N - Not Applicable - Further clarification of the charge is not required.

Initial Phase

Charge Code

Common Names/Abbreviations: NCIC CODE, ARREST OFFENSE NUMERIC (AON), COURT OFFENSE NUMERIC (CON)

Maximum Length: 4

A, N, A/N: N

Examples: 1315

5311

Remarks: The charge code field may be used to assist in identifying the specific charge.

Valid Codes/Field Restrictions: The values acceptable are identified in the Florida Statute Table is available through the FDLE website at www.fdle.state.fl.us. This table is updated yearly. If you have any questions regarding this table, please contact the FDLE Florida Crime Information Center Bureau at 850-410-7980 or Statutes@fdle.state.fl.us.

This field is not required and should be null if a charge code is not provided. However, if a valid value is provided in this field, the Offense Activity field will not be required. If possible, please provide the appropriate NCIC charge code, as the NCIC charge code is a valuable tool in expediting the automated process of matching a disposition to an arrest segment housed within FDLE's Computerized Criminal History file.

Initial Phase

Charge Description

Common Names/Abbreviations: Charge, Description, FREE TEXT

Maximum Length: 46

A, N, A/N: A/N

EXAMPLE: GRAND THEFT

Remarks: This field should be used to provide a brief synopsis of the charge.

Valid Codes/Field Restrictions: Values - A - Z, 0 - 9

No special characters such as periods, commas, hyphens, etc. should be used.

Initial Phase

Date of Bond/Juvenile Detention Hearing

Common Names/Abbreviations: FORMAL BOND HEARING

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This is the date a Defendant/Juvenile's pretrial release status is considered by a judge at a special hearing for the purpose of modifying bond or other conditions of pretrial release.

Do not include first appearance hearing date. This field is to be used for noting motion hearing dates for bonds reductions/increases. Include Juvenile detention hearing date if Juvenile case.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Date indicated cannot be later than the current date.

Not Applicable - no value is required. No formal bond hearing held.

Initial Phase

Date of Adversary Preliminary Hearing

Common Names/Abbreviations: APH

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This is the date a hearing is held under Florida Rules of Criminal Procedure 3.133(b) to determine whether there is sufficient cause to hold a Defendant for trial.

This field is not applicable for Juveniles and should contain 0.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Date indicated cannot be later than the current date.

Not Applicable - no value is required. Hearing not required/held.

Prosecutor Phase

Charge Status

Common Names/Abbreviations: STATUS

Maximum Length: 1

A, N, A/N: A

Examples: A

S

Remarks: This field identifies the status of the charge in relation to the charge identified in the initial phase.

If a direct information results in an arrest, initial charge status should be modified from an "N" to an "F" and the charge data provided.

Valid Codes/Field Restrictions: S - Same - Denotes no significant change in the charge being described at the current level as compared to its description in the previous level. More detailed information may be provided to describe the charge.

E - New - This status occurs as a result of additional count(s) for a similar offense or for an entirely different offense being filed at the current level that was not reflected in the previous level. When this value is used the value in the charge status in the initial phase should equal "N" (not applicable). If the Defendant/Juvenile is arrested for these added charges, the new OBTS # and date of arrest should be reflected in the basic phase of this charge. The initial phase should be completed and reflect a charge status code of "F" arrest.

R - Reduced - This status occurs as a result of a less serious charge being filed at the current level compared to the charge filed in the previous level resulting in an obvious reduction in the charge; i.e., circuit to county. This should not result from reduced number of counts.

A - Amended - This status occurs whenever the offense reported at the previous level was revised in the current level due to an error in determination of the correct charge or due to other extenuating circumstances, such as a change in degree/statute subsection.

N - N/A - Case disposed of without prosecutor involvement, i.e., case disposed of at first appearance. If this value is used, no additional information will be required in the prosecutor phase. Use status code N when phase is inactive.

I - Initiated by Prosecutor - Only to be used when a direct information is filed. When this value is used, the value in the charge status in the initial phase should equal "N" (not applicable) or "F" (arrest).

Prosecutor Phase

Level of the Charge

Common Names/Abbreviations: LEVEL

Maximum Length: 1

A, N, A/N: A

Examples: F

M

Remarks: Used to identify the seriousness of the offense as identified by the arresting/initiating agency.

Valid Codes/Field Restrictions: F - Felony - Any offense punishable by death or imprisonment for a term of one year or more.

M - Misdemeanor - Any offense other than a felony (as noted above) or infraction (as noted below) supported by state statute.

I - Infractions - A violation of a state statute for which the only sentence authorized is a fine and which violation is expressly designated as an infraction.

C - County.

L - Municipal (local).

The "C" and "L" values should only be used for violations of local ordinances which are not supported by state statute.

N – Not Applicable.

Prosecutor Phase

Degree of the Charge

Common Names/Abbreviations: DEGREE

Maximum Length: 1

A, N, A/N: A

Examples: C

S

Remarks: This field will be used to identify the degree of the violation.

Valid Codes/Field Restrictions: C - Capital*

L - Life*

P - First Degree, punishable by Life*

F - First Degree

S - Second Degree

T - Third Degree*

N - N/A - When the level of the charge is reflected as an infraction, county or municipal.

*If these values are used, the level of the charge must be a felony.

Prosecutor Phase

General Offense Character

Common Names/Abbreviations: GOC

Maximum Length: 1

A, N, A/N: A

Examples: A

S

Remarks: This field should be used to assist in describing the charge.

Valid Codes/Field Restrictions: If more than one code applies, the order of the codes as they appear should be used as the foundation for reporting the most important descriptor.

L - Conspiracy to Attempt

M - Accessory to Attempt

Q - Principal to Attempt

A - Attempt - An endeavor to do an act, carried beyond mere preparation, but short of execution.

B - Assault - Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason for fear or expect immediate bodily harm.

C - Conspiracy - A combination or confederacy between two or more persons formed for the purpose of committing, by joint efforts, some unlawful or criminal act, or some act which is lawful in itself, but becomes unlawful when done by the concerted action of the conspirators, or for the purpose of using criminal or unlawful means to the commission of an act in itself unlawful.

F - Facilitate - The act of making it easier for another to commit crime.

P - Principal - A chief actor or perpetrator, or an aider and abettor actually or constructively present at the commission of the crime, as distinguished from an "accessory".

S - Solicitation - A person is guilty of solicitation to commit a crime if with the purpose of promoting or facilitating its commission he commands, encourages, or requests another person to engage in specific conduct which would constitute

such crime or an attempt to commit such crime or which would establish his complicity in its commission or attempted commission.

T - Threat - A declaration of an intention to injure another or his property by some unlawful act.

X - Aid and Abet - Help, assist, or facilitate the commission of a crime, promote the accomplishment thereof, help in advancing or bringing it about, or encourage, counsel, or incite as to its commission.

Y - Accessory Before the Fact - One who orders, counsels, encourages, or otherwise aids and abets another to commit a felony and who is not present at the commission of the offense.

Z - Accessory After the Fact - A person who, knowing a felony to have been committed by another, receives, relieves, comforts, or assists the felon, in order to enable him to escape from punishment, or the like.

N - Not Applicable - The above listed descriptions are not required/needed to describe the charge.

Prosecutor Phase

Florida Statute Violation Number

Common Names/Abbreviations: CIT, STATUTE NUMBER, FSS

Maximum Length: 25 (3 SUBFIELDS)

CHAPTER: The appropriate chapter number followed by a period.

SECTION: The section is after the chapter should be followed by a period.

SUBSECTION: The subsection follows the chapter and section.

A, N, A/N: A/N

Examples: Flee-Attempt to elude law enforcement officer 316.1935 (4a) would be: 316.1935.4a

Grand Larceny of Firearm 812.014 (2) (c) (5) would be:

812.014.2C5

Trespass 876.43 would be:

876.43.

Remarks: The Florida Statute number is the foundation for identifying the charge being reported. This is a required field if the phase is active and the FCIC code is not provided. Florida Statute Table is available through the FDLE web-site at www.fdle.state.fl.us. This table is updated yearly. If you have any questions regarding this table please contact the FDLE Florida Crime Information Center Bureau at 850-410-7980 or Statutes@fdle.state.fl.us.

Valid Codes/Field Restrictions: County and municipal violations which are not supported by state statute should be reflected as follows:

County - All 8's

Municipal - All 9's

The statute number consists of three subfields. The subfields can vary in length and are delineated by a period [.]. Other special characters are not allowed in this field.

Spaces are not allowed between subfields.

Prosecutor Phase

Offense Activity

Common Names/Abbreviations: ACTIVITY

Maximum Length: 1

A, N, A/N: A

Examples: S

P

Remarks: This field will be used to assist in clarifying the charge.

Valid Codes/Field Restrictions: In cases where more than one of the following values may apply, consider the order of the selection, however, select the most appropriate value.

If a charge code is provided, this field will not be required.

V - Domestic Violence - to reflect that the offense is a domestic violence case as defined in section 741.28, FS.

G - Gang related activities for Defendant/Juvenile cases.

F - Forgery - Includes both act of forging handwriting of another and act of uttering as true and genuine any forged writing knowing same to be forged with intent to prejudice, damage or defraud any person.

O - Counterfeit - To forge; to copy or imitate, without authority or right, and with a view to deceive or defraud, by passing the copy or thing forged for that which is original or genuine.

A - Fraud - An intentional perversion of truth for the purpose of including another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right.

Z - Embezzlement - The illegal taking, misapplying or misappropriating of money or other thing of value which has been entrusted to one's care, custody or control.

X - Stolen Property - Any act involving possessing, buying, receiving, concealing, etc., property which has been stolen.

T - Traffic - The unauthorized manufacture, distribution, sale or possession with intent to distribute any controlled substance in the quantities established by section 893.135, FS.

R - Smuggle - Bringing on shore or across border goods, wares or merchandise for which duty has not been paid, or goods the importation/exportation/transportation whereof is prohibited.

P - Possess - Actual control, care and management of item.

S - Sell - To transfer or render a controlled substance in exchange for money, services or items of value.

B - Buy - To acquire a controlled substance by paying or providing services or items of value.

D - Deliver - Actual, constructive or attempted transfer from one person to another.

E - Use - The use of a controlled substance or the illegal use of a prescribed substance by the individual.

K - Dispense/Distribute - The transfer or possession of one or more doses of a medicinal drug by a pharmacist or other licensed practitioner to the consumer or to one who represents the individual to whom the drug was prescribed or the delivery or transfer of a controlled substance.

M - Manufacture/Produce/Cultivate - The production, preparation, propagation, compounding, cultivating, growing, conversion or processing of a controlled substance either directly or indirectly.

N - Not Applicable - Further clarification of the charge is not required.

Prosecutor Phase

Charge Code

Common Names/Abbreviations: NCIC CODE, ARREST OFFENSE NUMERIC (AON), COURT OFFENSE NUMERIC (CON)

Maximum Length: 4

A, N, A/N: N

Examples: 1315

5311

Remarks: The charge code field may be used to assist in identifying the specific charge.

Valid Codes/Field Restrictions: The values acceptable for this field are identified in the Florida Statute Table.

If a valid value is provided in this field, the activity field will not be required.

This field is not required and should contain 0 if a charge code is not provided. However, if possible, please provide the appropriate NCIC charge code as the charge code is a valuable tool in expediting the automated process of matching a disposition to an arrest segment housed within FDLE's Computerized Criminal History file.

Prosecutor Phase

Charge Description

Common Names/Abbreviations: Charge, Description, FREE TEXT

Maximum Length: 46

A, N, A/N: A/N

EXAMPLE: GRAND THEFT

Remarks: This field should be used to provide a brief synopsis of the charge.

Valid Codes/Field Restrictions: Values - A - Z, 0 - 9

No special characters such as periods, commas, hyphens, etc. should be used.

Prosecutor Phase

Prosecutor Filing Date

Common Names/Abbreviations: DATE FILED

Maximum Length: 8

A, N, A/N: N

Examples: January 9, 1998 = 19980109

December 10, 1998 = 19981210

March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This field will reflect the date the prosecutor filed the charge. The prosecutor filing date cannot be before the date of offense.

Prosecutor Final Decision Date cannot be less than Prosecutor Filing Date unless Prosecutor Filing Date is unknown.

If the case is filed for formal prosecution and not terminated at the prosecution phase, this field should equal (=) the filing date or reflect the date of the most recent amended filing relating to this charge.

Valid Codes/Field Restrictions: This date may not be later than the prosecutor final decision date.

Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day year.

Must be in year, month, day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Not Applicable - no value is required - Charge not filed by prosecutor.

Prosecutor Phase

Prosecutor Final Decision Date

Common Names/Abbreviations: DECISION DATE, PDD

Maximum Length: 8

A, N, A/N: N

Examples: January 9, 1999 = 19990109

December 10, 1999 = 19991210

March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This field will reflect the date of final action by the prosecutor. This action may be used to file the charge for court action or to terminate the charge by the prosecutor or grand jury, i.e., date no information/no petition (dropped/abandoned); date nolle prosequi; date no billed by grand jury. The prosecutor final decision date cannot equal blank if the prosecutor charge status is S, E, R, A or I.

Valid Codes/Field Restrictions: This date must be equal to or later than the date filed but may not be later than the current date.

Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required. If the case is filed for formal prosecution and not terminated at the prosecution phase, this field should equal (=) the filing date.

Prosecutor Phase

Final Action by Prosecutor/Grand Jury

Common Names/Abbreviations: ACTION TAKEN, PFA

Maximum Length: 1

A, N, A/N: A/N

Examples: O

P

1

Remarks: This field will denote the final action taken by the prosecutor or grand jury.

Valid Codes/Field Restrictions: If more than one code applies, the order of the codes as they appear (most significant to least significant) should be used as the foundation for reporting the final action by the prosecutor.

Values “L” and “O” can be submitted with “H” or “M” in the Court Action Taken field. If submitted in this manner, FDLE will drop the court phase.

With all other values except the "N", “L”, “O”, “P”, and “2”, the court and sentence phases would not be expected or required.

S - Speedy Trial - Charges are dismissed as a result of non-compliance with speedy trial requirements.

*L - Dropped/Abandoned - A formal notification by the prosecutor identifying that the charge will not be filed on and no further action is to be taken. No petition/no-file for Juvenile cases.

*J - No Bill - Grand Jury found no true bill - Lack of Prosecution. Adults only.

Q - Waived to Adult Court, when a Juvenile is transferred to criminal court for prosecution as an adult following a waiver hearing pursuant to subsection 39.052(2), FS.

F - Administratively Dismissed - Charge was dismissed as a result of extenuating circumstances; i.e., Juvenile not to be treated as adult; Defendant/Juvenile deceased; charge resulted in civil action only; Victim/Arresting Agency files affidavit requesting case to be dropped after information is filed; Charge dismissed/dropped as a result of a blanket (multi-case action) nolle prosequi by the prosecutor. Juvenile case dismissed/closed when juvenile exceeds age limit. This list is not inclusive of all extenuating circumstances. Some examples of

instances where this code should NOT be used are: Victim/witness is unavailable; Defendant absconds or escapes; Defendant paid restitution; Completion of diversion program; Insufficient evidence or state could not prove charges. This list is also not all inclusive.

*P - Pre-Trial Diversion - Prosecutor places the subject under supervision, prior to filing, requiring the subject to abide by certain conditions or to fulfill certain requirements. This value may be modified later to reflect the final action, i.e., dismissed/dropped as a result of satisfying the diversion program; filed for formal prosecution as a result of not satisfying the diversion program, etc. All pre-trial diversions for county court cases should be reflected in the court phase with the court action taken code "H". This includes Teen Court and other diversionary programs for Juvenile cases.

*Z - No Action - No action taken by the prosecutor.

R - Transferred to Another Criminal Court - When the charge is reassigned to a different criminal court for processing. This should not be used for change of venue. Venue changes will be reflected in the court phase. Include Juveniles who are transferred to criminal court for prosecution as an adult following the filing of an information by the State Attorney pursuant to subsection 39.047(4)(e)(5), FS. Also include Juveniles who voluntarily waive themselves to adult court.

O - Nolle Prosequi - A formal entry upon the record by the prosecuting officer, by which it is declared that the charge will not be prosecuted.

1 – Transferred to Civil Court – The charge is reassigned to a civil court for processing. If the court or sentence phases contain data, FDLE will replace the data in these fields with blanks, spaces or default values. At a minimum FDLE will update CCH with the case number, Prosecutor Final Decision Date and Final Action by Prosecutor.

2 –Civil/Not Criminal – This outcome can be used when the original charge was criminal but the final charge is not supported by a state criminal statute and not transferred to a civil court. Use of this disposition has the following business rules:

- Prosecution charge status and prosecution decision dates are required and must conform to the current edits.
- Charge description, if provided, must conform to the current edits.
- The prosecution charge level must be I – Infractions, C – County or L - Municipal (local).
- Civil statutes (not in the statute table) will be allowed.
- Blanks/spaces/default values or values specific to I, C or L will be required for Charge Degree and Offense Activity Code (FCIC/AON).

- If other prosecution phase elements contain data, FDLE will replace the data in these fields with blanks, spaces or default values (e.g., Offense Activity, Type of Counsel).
- If the court or sentence phases contain data, FDLE will replace the data in these fields with blanks, spaces or default values.

C - Consolidated - This charge is being prosecuted under another court docket number, and the existing court docket number will be eliminated. This will not include situations where cases are remaining separate but being heard simultaneously.

N - Filed - Charge not disposed of at the prosecutor's level (filed for action by the court). The disposal for the charge would be reflected in the court phase.

*Will not have a filing date.

Prosecutor Phase

Type of Counsel

Common Names/Abbreviations: REPRESENTATION, REP, ATTORNEY

Maximum Length: 1

A, N, A/N: N

Examples: 2

3

Remarks: This field reflects the type of representation used by the Defendant/Juvenile.

If the type of representation changes, this field should be modified to reflect the most current type.

Valid Codes/Field Restrictions: 1 - Self or Unrepresented

2 - Private Attorney

3 - Public Defender - An attorney employed by a government agency to represent Defendant/Juvenile unable to hire private counsel.

4 - Court Private or Assigned Counsel - An attorney, not regularly employed by a government agency, assigned by the court.

5 - Other - Representation not logically falling under categories noted above.

6 - Conflict Council - Use when defendant/juvenile is represented by an attorney from the office of criminal conflict or civil regional counsel as authorized in 27.511 F.S.

Court Phase

Charge Status

Common Names/Abbreviations: STATUS

Maximum Length: 1

A, N, A/N: A

Examples: R

N

Remarks: This field identifies the status of the charge in relation to the charge identified in the prosecutor phase.

Valid Codes/Field Restrictions: S - Same - Denotes no significant change in the charge being described at the current level as compared to its description in the previous level. More detailed information may be provided to describe the charge.

E - New - This status occurs as a result of additional count(s) for a similar offense or for an entirely different offense being disposed at the current level that was not reflected in the previous level. When this value is used, the value in the charge status for both the initial and prosecutor phases should equal "N" (not applicable). If the Defendant/Juvenile is arrested for these added charges, the new OBTS # and date of arrest should be reflected in the basic phase of this charge. The initial phase should be completed and reflect a charge status code of "F" arrest.

R - Reduced - This status occurs as a result of a less serious charge being filed at the current level compared to the charge filed in the previous level. This should not result from reduced number of counts.

A - Amended - This status occurs whenever the offense reported at the previous level was revised in the current level due to an error in determination of the correct charge or due to other extenuating circumstances.

N - Not Applicable - Charge disposed of prior to court phase. If this value is used, no additional information will be required in the court phase. Use status code “N” when phase is inactive.

Court Phase

Level of the Charge

Common Names/Abbreviations: LEVEL

Maximum Length: 1

A, N, A/N: A

Examples: F

M

Remarks: Used to identify the seriousness of the offense as identified by the arresting/initiating agency.

Valid Codes/Field Restrictions: F - Felony - Any offense punishable by death or imprisonment for a term of one year or more.

M - Misdemeanor - Any offense other than a felony (as noted above) or infraction (as noted below) supported by state statute.

I - Infractions - A violation of a state statute for which the only sentence authorized is a fine and which violation is expressly designated as an infraction.

C - County.

L - Municipal (local).

The "C" and "L" values should only be used for violations of local ordinances which are not supported by state statute.

N – Not Applicable.

Degree of the Charge

Common Names/Abbreviations: DEGREE

Maximum Length: 1

A, N, A/N: A

Examples: C

S

Remarks: This field will be used to identify the degree of the violation.

Valid Codes/Field Restrictions: C - Capital*

L - Life*

P - First Degree, punishable by life*

F - First Degree

S - Second Degree

T - Third Degree*

N - N/A - When the level of the charge is reflected as an infraction, county or municipal.

*If these values are used, the level of the charge must be a felony.

Court Phase

General Offense Character

Common Names/Abbreviations: GOC

Maximum Length: 1

A, N, A/N: A

Examples: A

S

Remarks: This field should be used to assist in describing the charge.

Valid Codes/Field Restrictions: If more than one code applies, the order of the codes as they appear should be used as the foundation for reporting the most important descriptor.

L - Conspiracy to Attempt

M - Accessory to Attempt

Q - Principal to Attempt

A - Attempt - An endeavor to do an act, carried beyond mere preparation, but short of execution.

B - Assault - Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason for fear or expect immediate bodily harm.

C - Conspiracy - A combination or confederacy between two or more persons formed for the purpose of committing, by joint efforts, some unlawful or criminal act, or some act which is lawful in itself, but becomes unlawful when done by the concerted action of the conspirators, or for the purpose of using criminal or unlawful means to the commission of an act in itself unlawful.

F - Facilitate - The act of making it easier for another to commit crime.

P - Principal - A chief actor or perpetrator, or an aider and abettor actually or constructively present at the commission of the crime, as distinguished from an "accessory".

S - Solicitation - A person is guilty of solicitation to commit a crime if with the purpose of promoting or facilitating its commission he commands, encourages, or requests another person to engage in specific conduct which would constitute

such crime or an attempt to commit such crime or which would establish his complicity in its commission or attempted commission.

T - Threat - A declaration of an intention to injure another or his property by some unlawful act.

X - Aid and Abet - Help, assist, or facilitate the commission of a crime, promote the accomplishment thereof, help in advancing or bringing it about, or encourage, counsel, or incite as to its commission.

Y - Accessory Before the Fact - One who orders, counsels, encourages, or otherwise aids and abets another to commit a felony and who is not present at the commission of the offense.

Z - Accessory After the Fact - A person who, knowing a felony to have been committed by another, receives, relieves, comforts, or assists the from punishment, or the like.

N - Not Applicable - The above listed descriptions are not required/needed to describe the charge.

Court Phase

Florida Statute Violation Number

Common Names/Abbreviations: CIT, STATUTE NUMBER, FSS

Maximum Length: 25 (3 SUBFIELDS)

CHAPTER: The appropriate chapter number followed by a period.

SECTION: The section is after the chapter should be followed by a period.

SUBSECTION: The subsection follows the chapter and section.

A, N, A/N: A/N

Examples: Flee-Attempt to elude law enforcement officer 316.1935 (4a) would be: 316.1935.4a

Grand Larceny of Firearm 812.014 (2) (c) (5) would be:

812.014.2C5

Trespass 876.43 would be:

876.43.

Remarks: The Florida Statute number is the foundation for identifying the charge being reported. This is a required field if the phase is active and the FCIC code is not provided. Florida Statute Table is available through the FDLE web-site at www.fdle.state.fl.us. This table is updated yearly. If you have any questions regarding this table please contact the FDLE Florida Crime Information Center Bureau at 850-410-7980 or Statutes@fdle.state.fl.us.

Valid Codes/Field Restrictions: County and municipal violations which are not supported by state statute should be reflected as follows:

County - All 8's

Municipal - All 9's

The statute number consists of three subfields. The subfields can vary in length and are delineated by a period [.]. Other special characters are not allowed in this field.

Spaces are not allowed between subfields.

Offense Activity

Common Names/Abbreviations: ACTIVITY

Maximum Length: 1

A, N, A/N: A

Examples: S

P

Remarks: This field will be used to assist in clarifying the charge.

Valid Codes/Field Restrictions: In cases where more than one of the following values may apply, consider the order of the selections, however, select the most appropriate value.

If a charge code is provided, this field will not be required.

V - Domestic Violence - to reflect that the offense is a domestic case as defined in section 741.28, F.S.

G - Gang related activities for Defendant/Juvenile cases.

F - Forgery - Includes both act of forging handwriting of another and act of uttering as true and genuine any forged writing knowing same to be forged with intent to prejudice, damage or defraud any person.

O - Counterfeit - To forge; to copy or imitate, without authority or right, and with a view to deceive or defraud, by passing the copy or thing forged for that which is original or genuine.

A - Fraud - An intentional perversion of truth for the purpose of including another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right.

Z - Embezzlement - The illegal taking, misapplying or misappropriating of money or other thing of value which has been entrusted to one's care, custody or control.

X - Stolen Property - Any act involving possessing, buying, receiving, concealing, etc. property which has been stolen.

T - Traffic - The unauthorized manufacture, distribution, sale or possession with intent to distribute any controlled substance in the quantities established by section 893.135, FS.

R - Smuggle - Bringing on shore or across border goods, wares or merchandise for which duty has not been paid, or goods the importation/exportation/transportation whereof is prohibited.

P - Possess - Actual control, care and management of item.

S - Sell - To transfer or render a controlled substance in exchange for money, services or items of value.

B - Buy - To acquire a controlled substance by paying or providing services or items of value.

D - Deliver - Actual, constructive or attempted transfer from one person to another.

E - Use - The use of a controlled substance or the illegal use of a prescribed substance by the individual.

K - Dispense/Distribute - The transfer or possession of one or more doses of a medicinal drug by a pharmacist or other licensed practitioner to the consumer or to one who represents the individual to whom the drug was prescribed or the delivery or transfer of a controlled substance.

M - Manufacture/Produce/Cultivate - The production, preparation, propagation, compounding, cultivating, growing, conversion or processing of a controlled substance either directly or indirectly.

N - Not Applicable - Further clarification of the charge is not required.

Charge Code

Common Names/Abbreviations: NCIC CODE, ARREST OFFENSE NUMERIC (AON), COURT OFFENSE NUMERIC (CON)

Maximum Length: 4

A, N, A/N: N

Examples: 1315

5311

Remarks: The charge code field may be used to assist in identifying the specific charge.

Valid Codes/Field Restrictions: The values acceptable are identified in the Florida Statute Table is available through the FDLE website at www.fdle.state.fl.us. This table is updated yearly. If you have any questions regarding this table, please contact the FDLE Florida Crime Information Center Bureau at 850-410-7980 or Statutes@fdle.state.fl.us.

If a valid value is provided in this field, the activity and drug fields will not be required.

This field is not required and should be null if a charge code is not provided. However, if possible, please provide the appropriate NCIC charge code, as the NCIC charge code is a valuable tool in expediting the automated process of matching a disposition to an arrest segment housed within FDLE's Computerized Criminal History file.

Court Phase

Charge Description

Common Names/Abbreviations: Charge, Description, FREE TEXT

Maximum Length: 46

A, N, A/N: A/N

Example: GRAND THEFT

Remarks: This field should be used to provide a brief synopsis of the charge.

Valid Codes/Field Restrictions: Values - A - Z, 0 - 9

No special characters such as periods, commas, hyphens, etc. should be used.

Court Phase

Court Decision Date

Common Names/Abbreviations: CDD, COURT DOCKET DATE, ADJUDICATION DATE, DECISION DATE

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: Date of judicial decision which terminates the charge by a judgment of acquittal, dismissal or conviction. Also includes the date adjudication is withheld or the date a charge is transferred to another court or has a change of venue. Includes the date a Defendant/Juvenile is declared mentally unable to stand trial or to participate in the judicial process or the date a Defendant/Juvenile is placed on deferred prosecution. If the Defendant/Juvenile is later declared able to stand trial or fails the deferred prosecution program and is then adjudicated, the date should be changed to reflect this latest adjudication. Otherwise, the court decision date should not be changed.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Court Phase

Court Action Taken

Common Names/Abbreviations: ADJUDICATION, ACTION TAKEN, CDN, ADJ

Maximum Length: 1

A, N, A/N: N

Examples: D

A

1

Remarks: This field will denote the action taken at the court level to terminate the charge. If there is a value of A, D, I, T, M, V, or Z in the court action taken field, there should never be any sentencing information. For the value of "E" there has to be some type of restitution, and/or court cost and/or a fine.

Valid Codes/Field Restrictions: With all values except "E" (dismissed upon payment or restitution/court cost), "G" (guilty), "W" (adjudication withheld), the sentence phase would not be expected or required.

A - Acquitted - Found not guilty.

I - Acquitted by Reason of Insanity - Found not guilty subsequent to an insanity plea.

D - Dismissed - No reason given by court. This value may be used to report a deceased Defendant/Juvenile. This may also include charges dropped or stricken by the court.

E - Dismissed Upon Payment of Restitution/Court Cost - To discharge upon payment of restitution and/or court costs. The amount of restitution and court costs should be reflected in the sentence phase.

T - Dismissed Speedy Trial - To discharge pursuant to speedy trial statute.

*M - Mentally Unable to Stand Trial - Further prosecution is suspended while the Defendant/Juvenile is sentenced to an institution for study and observation regarding his/her competence to stand trial. Defendant is incompetent to proceed.

G - Adjudicated Guilty/Delinquent in Juvenile Court - Convicted. Penalties/conditions imposed by the court should be reflected in the sentence phase.

*H - Pre-Trial Diversion - The Defendant/Juvenile is placed under supervision as defined in action taken by the prosecutor, after an information/petition has been filed in a felony or juvenile case. All pre-trial diversions for charges in county court should be reflected here, regardless if an information is filed by the prosecutor. This includes Teen Court and other diversionary programs for Juvenile cases, after a petition is filed.

W - Adjudication Withheld - To be used when the disposition is specifically listed as "adjudication withheld" by a judge. Penalties/conditions imposed by the court should be reflected in the sentence phase.

V - Change of Venue - When the court decides to transfer the case to another jurisdiction.

Z - Closed/Non-Florida case - The subject was arrested/picked up on an out-of-state warrant and may be returned to another state for further action. Florida courts do not have jurisdiction of this charge. The value for the charge status in the prosecutor phase should equal an "N" for Not Applicable.

K - Adjudged Delinquent - An adjudication of delinquency or imposition of Juvenile sanctions.

B - Bond Estreature - Charge is disposed upon the estreature of a bond. No further action will be taken by the prosecutor or court on this charge. Not applicable for Juvenile case.

X - Stipulated Deportation - This is an agreement entered into by the Defendant/criminal alien and the State Attorney's Office. The agreement stipulates that the Defendant will plead guilty to the offense charged, that the offense is a qualifying offense for the purposes of deportation and that the Defendant will be deported and not allowed to re-enter the U. S. within a prescribed period of time without the permission of the U. S. Attorney General. If the Defendant does re-enter the U. S. prior to the prescribed period, the Defendant will be incarcerated in a federal detention facility for a pre-determined term of years.

Q - Waived to adult court, when a juvenile is transferred to criminal court for prosecution as an adult following a waiver hearing pursuant to subsection 39.052(2), FS.

Y - Decline to adjudicate - When the court declines to adjudicate after a jury verdict or for any reason.

1 – Transferred to Civil Court – The charge is reassigned to a civil court for processing. If the court or sentence phases contain data, FDLE will replace the data in these fields with blanks, spaces or default values. At a minimum FDLE

will update CCH with the case number, Court Decision Date and Court Action Taken.

2 –Civil/Not Criminal – This outcome can be used when the original charge was criminal but the final charge is not supported by a state criminal statute and not transferred to a civil court. Use of this disposition has the following business rules:

- Court charge status and court decision date are required and must conform to the current edits.
- Charge description, if provided, must conform to the current edits.
- The court charge level must be I – Infractions, C – County or L - Municipal (local).
- Civil statutes (not in the statute table) will be allowed.
- Blanks, spaces/default values or values specific to I, C or L will be required for Charge Degree and Offense Activity Code (FCIC/AON).
- If other court phase elements contain data, FDLE will replace the data in these fields with blanks, spaces or default values (e.g., Offense Activity, Type of Counsel).
- If the sentence phase contains data, FDLE will replace the data in these fields with blanks, spaces or default values.

*Can change Court Decision Date on M & H court action only.

Once a date is entered into the “Court Decision Date” field, there are only two occasions when this field should change.

(1) If a defendant is declared mentally incompetent to stand trial (code 06), the “Court Decision Date” should reflect the date of this finding. If, at a later date, the defendant is brought back before the court, and found competent to stand trial, the court phase, including the “Court Decision Date”, should be modified to reflect the new disposition information.

(2) If a defendant enters into a pre-trial diversion program (code 08) after an information is filed, the “Court Decision Date” should reflect the date the pre-trial diversion order is filed. If the defendant fails to complete the pre-trial diversion program, and subsequently is brought back before the court, the court phase, including the “Court Decision Date”, should be modified to reflect the new disposition information.

Court Phase

Defense Attorney at Sentencing

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 30

A, N, A/N: A WITH COMMA and HYPHEN.

Examples: ALEXANDER, JOHN PAUL

SMITH, B

KIPLING, JOYCE ALICE FAY

JONES, JOHN KING JR

Remarks: This field should reflect the name of the defense attorney of record at time of sentencing.

Valid Codes/Field Restrictions: Surname, followed by a comma and space, first name or initial, space, middle name or initial, space, followed by additional names or titles. If there is no middle name or initial there should be one space between first name and title.

Only one comma may be used, and it must follow the surname.

No periods following initials or titles.

Comma, hyphen and space are included in character count.

Valid characters are A-Z comma and hyphen.

Drop apostrophe, etc., and run name together.

This field is not required.

Court Phase

Prosecuting Attorney at Sentencing

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 30

A, N, A/N: A WITH COMMA and HYPHEN.

Examples: ALEXANDER, JOHN PAUL

SMITH, B

KIPLING, JOYCE ALICE FAY

JONES, JOHN KING JR

Remarks: This field should reflect the name of the prosecuting attorney of record at time of sentencing.

Valid Codes/Field Restrictions: Surname, followed by a comma and space, first name or initial, space, middle name or initial, space, followed by additional names or titles. If there is no middle name or initial there should be one space between first name and title.

Only one comma may be used, and it must follow the surname.

No periods following initials or titles.

Comma, hyphen and space are included in character count.

Valid characters are A-Z comma and hyphen.

Drop apostrophe, etc., and run name together.

This field is not required.

Court Phase

Type of Trial

Common Names/Abbreviations: TRIAL

Maximum Length: 1

A, N, A/N: N

Examples: 2

3

Remarks: This field identifies the type of trial if one was held.

Valid Codes/Field Restrictions: 1 - None - No trial required.

2 - Jury Trial - Jurors/Alternates selected and sworn. Not applicable for Juvenile court. (Code 2 is not acceptable if court designator is “J”).

3 - Non-Jury - Any action which takes place after opening statement or evidence introduced (Trial by Judge).

Court Phase

Defendant's/Juvenile's Final Plea

Common Names/Abbreviations: PLEA

Maximum Length: 1

A, N, A/N: N

Examples: 2

3

Remarks: This field will be used to record the subject's final plea.

Valid Codes/Field Restrictions: 1 - Not Guilty/Deny

2 - Guilty (includes Alford Plea)/Admit

3 - Nolo-Contendere

4 - Not Guilty by reason of Insanity

5 - No plea entered (primarily used in conjunction with bond estreatures and dismissals).

Court Phase

Date Pre-trial Diversion Successfully Completed

Common Names/Abbreviations: PTI Successfully Completed

Maximum Length: 8

A, N, A/N: N

EXAMPLES: March 15, 2001= 20010315

November 22, 2000 = 20001122

REMARKS: This field should reflect the date the pre-trial diversion was successfully completed. Report this data if available.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which corresponds to the year, month and day.

Must be in year, month, day format (YYYYMMDD).

The value of the year subfield must be 1900 through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30 and 31, inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

This date must be equal to or later than the date filed but may not be later than the current date.

Not Applicable - no value is required. The charge did not have a pretrial diversion, the diversion ended unsuccessfully or the date is unavailable. This field is only allowed with the actions described below.

This field can be used with the following Final Action by Prosecutor: Dropped, Pre-Trial Diversion, No Action, Nolle Prossed or Filed.

This field can be used with the following Court Action Taken: Dismissed, Mentally Unable to Stand Trial or Pre-Trial Diversion.

Sentence Phase

Date Sentence Imposed

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 20010115

November 22, 2000 = 20001122

Remarks: This field will identify the date the court imposed sentence on the Defendant/Juvenile.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

The date must be equal to or later than the date of adjudication, but cannot be later than the current date.

Not Applicable - no value is required. When no sentence is imposed by the court.

Sentence Phase

Sentence Effective Date

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 20010115

November 22, 2000 = 20001122

Remarks: This field will identify the date the court set the sentence to begin if it differs from the date sentence.

This field will only be required if the Defendant/Juvenile is to be incarcerated.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month and day.

Must be in year, month and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current year.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

The date must be equal to or later than the date of adjudication.

Date must be reflected even when equal to sentence date.

Not Applicable - no value is required. When no sentence is imposed by the court or the Defendant/Juvenile is not to be incarcerated.

Sentence Phase

Judge at Sentencing

Common Names/Abbreviations: JUDGE

Maximum Length: 30

A, N, A/N: A WITH COMMA and HYPHEN.

Examples: ALEXANDER, JOHN PAUL

SMITH, B

KIPLING, JOYCE ALICE FAY

JONES, JOHN KING JR

Remarks: This field should reflect the name of the judge at time of sentencing.

Valid Codes/Field Restrictions: Surname, followed by a comma and space, first name or initial, space, middle name or initial, space, followed by additional names or titles. If there is no middle name or initial there should be one space between first name and title.

Only one comma may be used, and it must follow the surname.

No periods following initials or titles.

Comma, hyphen and space are included in character count.

Valid characters are A-Z comma and hyphen.

Drop apostrophe, etc., and run name together.

This field is not required.

Sentence Phase

Sentence Status

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 1

A, N, A/N: N

Examples: 2

3

Remarks: This field is designed to identify the relationship, if any, of multiple sentences.

Valid Codes/Field Restrictions: 1 - Consecutive - When one sentence is to follow another in point of time, the second sentence is deemed to be consecutive; may also be applied to suspended sentences.

2 - Concurrent - When two or more sentences, all or part of each term is to run simultaneously and the Defendant/Juvenile is entitled to discharge at the expiration of the longest sentence specified.

3 - Coterminous/Concurrent - When more than one sentence, which vary in length, are ordered to run concurrently and to expire at the completion of the shortest sentence.

4 - Included - When one sentence is given for multiple charges.

8 - N/A - Not Applicable - When the sentence does not relate to another sentence.

Please note the provisions of the sentence must be provided for 1, 2 and 3 noted above.

When one sentence is given for multiple charges, the provisions of the sentence should be reflected for one charge and the additional charge(s) should reflect the "included" status.

Also note, if a status code of 1, 2, 3 or 4 is used, the Court Docket Number Associated with the Sentence Status must be completed to identify the case which relates to the sentence being reported.

Sentence Phase

Court Docket Number Associated with the Sentence Status

Common Names/Abbreviations: UCN, CDR, CDR #, CASE NUMBER

Maximum Length: 20

A, N, A/N: A/N

Examples: 012009CF000001AXXXXX

102011CF000001AXXXXX

12345TT14

#1234567890

Remarks: This field is used in conjunction with the sentence status field to identify the UCN (or CDR # or OBTS #, date of arrest, county) which relates to the sentence being reported.

Valid Codes/Field Restrictions: This field is mandatory when a sentence status of 1, 2, 3 or 4 is used. This is for the Uniform Case Number (UCN) which is associated/ related to the sentence being reported.

If the UCN is not available, the CDR # relating to the sentence should be used.

If the UCN and CDR are not available, the following values may be supplied:

OBTS Number - If this number is supplied the first character must be a pound sign (#) and the next 10 characters numeric.

Date of Arrest - If this value is supplied, the first character must be an ampersand (&) and the next 8 characters numeric (representing year, month, and day).

County/State - If the county is supplied, the first character must be an at sign (@) and the next two characters a numeric code identifying the state with the state abbreviations used by the U.S. Postal Service.

Other - All 9's - to be used when the values indicated above are unknown or in relation to any active sentence being served and a sentence status of 1, 2 or 3 is used. This may also be used for sentences which relate to federal charges. All 9's may not be used when the sentence status equals "4" (included).

Not Applicable - no value is required. When not applicable is recorded in the sentence status field.

Sentence Phase

Sequence Number Associated with the Sentence Status

Common Names/Abbreviations: SEQ #

Maximum Length: 3

A, N, A/N: N

Examples: 1

9

Remarks: This field is used in conjunction with the sentence status field and the associated court docket number to identify the SEQ # which relates to the sentence being reported.

Valid Codes/Field Restrictions: This subfield will be used to identify the sequence number for the charge under the case that relates to the status.

This field is not required. This field can be used only if there is a valid value in the Court Docket Number Associated with the Sentence Status.

Sentence Phase

Minimum Length of Confinement

COMMON NAMES/ ABBREVIATIONS: MIN CONFINEMENT, CNF

Maximum Length: 9 (THREE THREE-DIGIT SUBFIELDS)

A, N, A/N: N

Examples: 7000000 = 7 years

10006000 = 10 years, 6 months

5 = 5 days

100000 = 100 months

Remarks: This field identifies the minimum amount of time the Defendant/Juvenile is required to serve in a local jail, state prison or a Department of Juvenile Justice facility.

Valid Codes/Field Restrictions: The term of confinement will be recorded by using three three-digit subfields (YYYMMMDDD). The first three-digit subfield should be used to record the number of years, the second three-digit subfield should be used to record the number of months and the third three-digit subfield should be used to record the number of days.

If there is a minimum length of confinement there must be a value in the type of confinement.

If there is a minimum length of confinement there must be a value in the maximum length of confinement.

The value of all subfields is 000 to 999.

Any month or day value greater than 999 must be converted. For example 1,010 days would equal 2 years and 280 days or 2 years, 9 months and 10 days.

Not Applicable - no value is required.

Sentence Phase

Maximum Length of Confinement

COMMON NAMES/ ABBREVIATIONS: MAX CONFINEMENT, CNF

Maximum Length: 9 (THREE THREE-DIGIT SUBFIELDS)

A, N, A/N: N

Examples: 7000000 = 7 years

10006000 = 10 years, 6 months

5 = 5 days

100000 = 100 months

Remarks: This field identifies the maximum amount of time the Defendant/Juvenile is required to serve in a local jail, state prison or a Department of Juvenile Justice facility.

Valid Codes/Field Restrictions: The term of confinement will be recorded by using three three-digit subfields (YYYMMMDDD). The first three-digit subfield should be used to record the number of years, the second three-digit subfield should be used to record the number of months and the third three-digit subfield should be used to record the number of days.

If an indeterminate to majority sentence is not given, the maximum confinement subfield should be used to record the total length of confinement.

If there is a maximum length of confinement there must be a value in the type of confinement.

The value of all subfields is 000 to 999.

Any month or day value greater than 999 must be converted. For example 1,010 days would equal 2 years and 280 days or 2 years, 9 months and 10 days.

Life Confinement - All 9's with an 8 in the final digit.

Death Sentence - All 9's.

Not Applicable - no value is required.

Confined until 19th birthday - All 6's. This applies only to Juvenile cases.

Confined until 21st birthday - All 5's. This applies only to Juvenile cases.

Sentence Phase

Type of Confinement

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 1

A, N, A/N: A

EXAMPLE: C

Remarks: This field will be used to identify the type of facility where the subject will serve confinement. If there is a value in the type of confinement field, then there must be something in the length of confinement field with the exception of Code J or N.

Valid Codes/Field Restrictions: C - County Jail - Any facility under the control of local governments. Not applicable for Juvenile cases.

P - State Prison Facility - Any facility under the control of the Florida Department of Corrections. Not applicable for Juvenile cases.

H - Confined to hospital facility, usually for drug rehabilitation program.

J - Confined to Juvenile facility/Department of Juvenile Justice. A length of confinement is not required for juvenile cases.

O - Confined to other diversionary facility.

N - Not Applicable

Sentence Phase

Length of Confinement Suspended

Common Names/Abbreviations: SUSPENDED CONFINEMENT, SUSP, CSP

Maximum Length: 9 (THREE THREE-DIGIT SUBFIELDS)

A, N, A/N: N

Examples: 3000000 = 3 years

5000 = 5 months

25 = 25 days

Remarks: This field identifies the amount of confinement that is suspended by the court.

Valid Codes/Field Restrictions: The term of the suspension will be recorded by using three separate subfields. The subfields must be in year, month and day (YYYMMMDDD) format.

The value of the year subfield can be 000 to 999. Any value greater than 999 must be converted.

The amount of suspended confinement must be less than or equal to the maximum amount of confinement.

Not Applicable - no value is required.

Sentence Phase

Credit Time Served

Common Names/Abbreviations: CTS

Maximum Length: 4

A, N, A/N: N

Examples: 25

365

Remarks: This field identifies the amount of confinement served prior to sentencing that is to be credited to the sentence.

The amount of credit time can usually be computed by subtracting the date originally incarcerated (date of arrest) from the date the sentence was imposed, minus any out-time.

Valid Codes/Field Restrictions: To be recorded in number of days to be credited.

Range - 1 through 9999

Not Applicable – no value is required.

Credit for Time Given but amount unknown = All 9's. This value may not be used if the Juvenile/Defendant is to be incarcerated in a state prison facility. In those cases, the exact number of days to be credited must be reflected.

Sentence Phase

Length of Probation

Common Names/Abbreviations: PROBATION, CPR

Maximum Length: 9 (THREE THREE-DIGIT SUBFIELDS)

A, N, A/N: N

Examples: 10000000 = 10 YEARS

5006000 = 5 YEARS, 6 MONTHS

Remarks: This field identifies the amount of time the Defendant/Juvenile is to be placed on probation.

Valid Codes/Field Restrictions: The amount of probation will be recorded by using three subfields. The subfields must be in year, month and day (YYYMMMDDD) format.

The value of the year subfield can be 000 to 999. Any value greater than 999 must be converted.

Life Probation - All 9's.

Continue on Probation until 19th Birthday – All 6's. This applies only to juvenile cases.

Continue on Probation until 21st Birthday – All 5's. This applies only if the juvenile has a sentence provision for a level 0 (zero) Maximum Risk Residential Restrictiveness Commitment.

Not Applicable - no value is required.

Sentence Phase

Length of Community Control

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 9 (THREE THREE-DIGIT SUBFIELDS)

A, N, A/N: N

Examples: 2000 = 2 MONTHS

2000000 = 2 YEARS

Remarks: This field identifies the amount of time the Defendant/Juvenile is to be placed on community control. This field will also be used to reflect the amount of time the Defendant/Juvenile is placed in "house arrest." If Defendant/Juvenile is to be electronically monitored, Code "I" should be used in the sentence provisions field.

Valid Codes/Field Restrictions: The amount of community control will be recorded by using three subfields. The subfields must be in year, month and day (YYYMMMDDD) format.

The value of all subfields is 000 to 999. Any value greater than 999 must be converted.

Not Applicable or Unknown – no value is required.

Continue on Community Control until 19th birthday - All 6's. This applies only to Juvenile cases.

Continue on Community Control until 21st birthday - All 5's. This applies only if the juvenile has a sentence provision for a level 0 (zero) Maximum Risk Residential Restrictiveness Commitment.

If one subfield is completed, all subsequent subfields are required.

Sentence Phase

Date Supervision Completed

Common Names/Abbreviations: Probation Term Date, PT Date

Maximum Length: 8

A, N, A/N: N

EXAMPLES: March 15, 2001= 20010315

November 22, 2000 = 20001122

REMARKS: This field should reflect the date the state probation, county probation or community control was completed successfully or revoked. If more than one supervision type applies, report by the following order: state probation, county probation then community control. Report this data if available.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which corresponds to the year, month and day.

Must be in year, month, day format (YYYYMMDD).

The value of the year subfield must be 1900 through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30 and 31, inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

The date must be equal to or later than the date of adjudication, but cannot be later than the current date.

Not Applicable - no value is required The charge did not have supervision, the supervision is active or the supervision termination is unavailable.

This field cannot be used without data in the length of probation or length of community control fields.

Sentence Phase

Fine

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 12 (2 SUBFIELDS)

DOLLARS: The appropriate dollar amount followed by a period.

CENTS: 2 digit field following the first subsection.

A, N, A/N: A/N

Examples: 1000.00

300.00

1500.50

Remarks: This field identifies the exact amount of fine imposed by the court.

Surcharges assessed by the court may also be reflected with the fine.

Valid Codes/Field Restrictions: The fine consists of two subfields. The first subfield can vary in length and is delineated by a period [.]. The length of the second subfield is 2 digits.

Other special characters are not allowed in this field.

Spaces are not allowed between subfields.

If one subfield is completed, all subfields are required.

Range – 0.00 to 99999999.99

Not Applicable – no value is required.

Sentence Phase

Court Cost

Common Names/Abbreviations: COST

Maximum Length: 12 (2 SUBFIELDS)

DOLLARS: The appropriate dollar amount followed by a period.

CENTS: 2 digit field following the first subsection.

A, N, A/N: A/N

Examples: 1000.00

300.00

1500.50

Remarks: This field identifies the exact amount of court cost that must be paid by the Defendant/Juvenile.

This includes costs imposed in accordance with Florida Statutes, as well as other costs that may be assessed by the court, i.e., witness fees, jury costs, etc.

Valid Codes/Field Restrictions: Court cost consists of two subfields. The first subfield can vary in length and is delineated by a period [.]. The length of the second subfield is 2 digits.

Other special characters are not allowed in this field.

Spaces are not allowed between subfields.

Range – 0.00 to 99999999.99

If one subfield is completed, all subfields are required.

Not Applicable – no value is required.

Sentence Phase

Restitution

Common Names/Abbreviations: REST

Maximum Length: 12 (2 SUBFIELDS)

DOLLARS: The appropriate dollar amount followed by a period.

CENTS: 2 digit field following the first subsection.

A, N, A/N: A/N

Examples: 1000.00

300.00

1500.50

Remarks: This field identifies the amount of restitution that the Defendant/Juvenile is required to pay the victim.

Valid Codes/Field Restrictions: Restitution consists of two subfields. The first subfield can vary in length and is delineated by a period [.]. The length of the second subfield is 2 digits.

Other special characters are not allowed in this field.

Spaces are not allowed between subfields.

If one subfield is completed, all subfields are required.

Range – 0.00 to 99999999.99

Not Applicable – no value is required.

Sentence Phase

Sentence Provisions

Common Names/Abbreviations: CPN

Maximum Length: 1 (5 SUBFIELDS - 1 CHARACTER EACH)

A, N, A/N: A/N (Numeric values are for Juvenile cases only.)

Examples: ABCF

O

Remarks: Five values may be used to identify additional conditions, stipulations, or limitations that are part of the sentence which cannot be adequately identified in other sentence fields. The numeric code is applicable only to juvenile cases.

Valid Codes/Field Restrictions: B - Bail Forfeited/Estreated - Subject was convicted and the sentence requires that the Defendant forfeit bail. Not applicable for Juvenile court.

C - Confinement or Fine - Defendant/Juvenile has the choice of confinement or payment of fine.

H - Confinement in Hospital - Subject is confined in a hospital.

G - Night Confinement - Defendant/Juvenile must serve confinement at night only.

W - Weekend Confinement - Defendant/Juvenile must serve confinement only on weekends.

S - Suspended Fine - Fine imposed by the court is suspended.

O - Community Service - Defendant/Juvenile must participate in some type of community service program.

F - Fine or Community Service - Defendant/Juvenile has the choice of paying a fine or participating in community service.

A - Attend DUI School/or Drug Rehabilitation Program - Defendant/Juvenile is required to attend DUI school as part of the sentence.

E - Probation Revoked.

D - Confinement or Community Service - Defendant/Juvenile has the choice of confinement or completing community service as described by the court.

K - Work Release - The Defendant/Juvenile is placed in a work program.

T - Other Court Restrictions/Judicial Warning - Defendant/Juvenile is required to abide by court restrictions which cannot be described by the categories noted above.

U - Split Sentence - Incarceration followed by probation.

V - Split Sentence - Incarceration followed by community control.

Z - Split Sentence - Incarceration followed by youthful offender community control.

I - Electronic Monitor - The Defendant/Juvenile is placed under house arrest and monitored with or without the use of electronic devices.

J - Undetermined period but not longer than the 19th birthday for Juvenile cases only.

L - Undetermined period but not longer than the 21st birthday for Juveniles cases only.

N - Not Applicable.

Commitment Levels: Use the appropriate number for the type of program the Juvenile was assigned to. (Allow numbers 2, 4, 6, 8, and 0 if Court Designator equals "J").

2 - Low Risk Non-Residential Level: A custody classification for the non-residential programs serving committed youth assessed and classified as representing low risks to themselves and the public. Youths classified for this level of placement attend a community based facility which is not physically secure.

4 - Low Risk Residential Restrictiveness Level: A custody classification for the least restrictive residential programs serving committed youth assessed and classified as representing low risks to themselves and the public. Youths classified for this level of placement reside in a community - based facility which is not physically secured.

6 - Moderate Risk Restrictiveness Level: A custody classification of residential programs for committed youth who represent moderate risks to public safety. Programs in this restrictiveness level provide 24 hour a day awake supervision.

8 - High Risk Residential Restrictiveness Level: A custody classification of residential programs for committed youth who have been assessed and classified as substantial risks to public safety. Youth classified for this level of placement require close supervision in a structured residential setting providing

24 hour a day secure custody, care and supervision. Youth committed to this restrictiveness level have committed serious felony offenses and have a prior history of repeated felony offenses.

0 - Maximum Risk Residential Restrictiveness Level: A custody classification of residential programs for committed youth who have been assessed and classified as the greatest risk to public safety. Youth classified for this level of placement require close supervision in a structured residential setting providing 24 hour a day secure custody, care and supervision.

Sentence Phase

Special Sentence Provisions

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 1 (7 SUBFIELDS - 1 CHARACTER EACH)

A, N, A/N: A/N

Examples: YGT

N

1

5

REMARK: One or as many as apply of these values may be used to identify additional conditions, stipulations, or limitations that are part of the sentence which cannot be adequately identified in other sentence fields.

Valid Codes/Field Restrictions: F - Firearms Offense (section 775.087, F.S.) - It is further ordered that the 3 year minimum provisions of subsection 775.087(2), F.S., are hereby imposed for the sentence specified in this count, as the Defendant possessed a firearm. Not applicable to Juvenile cases.

Y - Youthful Offender Act (section 958.04, F.S.).

M - Capital Offense - It is further ordered that the Defendant shall serve no less than 25 years in accordance with the provisions of subsection 775.082(1), F.S. Not applicable for Juvenile cases. If the offense was committed on or after 05/25/94, the Defendant is not eligible for parole.

R - Resentencing - It is ordered that the Defendant/Juvenile be allowed credit for all time previously served in the Department of Corrections or the Department of Juvenile Justice.

D - Defendant is hereby sentenced as a Mentally Disordered Sex Offender. (Repealed 1989.)

G - Defendant/Juvenile sentenced under Sentencing Guidelines.

C - Controlled Substance Within 1,000 Feet of School - It is further ordered that the three year minimum imprisonment provisions of subsection 893.13(1)(e)1, F.S., are hereby imposed for the sentence specified in this count. Repealed effective for offenses dated 01/01/94 or after.) Not applicable for Juvenile cases.

S - Short-Barreled Rifle, Shotgun, Machine Gun - It is further ordered that the five-year minimum provisions of subsection 790.221(2), F.S., are hereby imposed for the sentence specified in this count. (Repealed effective for offenses dated 01/01/94 and after.) Not applicable for Juvenile cases.

E - Continuing Criminal Enterprise - It is further ordered that the 25 year mandatory minimum sentence provisions of section 893.20, F.S., are hereby imposed for the sentence specified in this count. Not applicable for Juvenile cases.

P - Prison Credit - It is further ordered that the Defendant be allowed credit for all time previously served on this count in the Department of Corrections prior to resentencing. Not applicable for Juvenile cases.

L - Law Enforcement Protection Act - It is further ordered that the Defendant shall serve a minimum term before release in accordance with section 775.0823, F.S. (Repealed effective for offenses dated 01/01/94 and after.) Not applicable for Juvenile cases.

T - Defendant is not to be allowed to earn gain time. (Repealed 10/01/86.)

J - Junny-Rios-Martinez, Jr. Act of 1992. Person convicted of committing a Sexual Battery on or after 10/01/92, is not eligible for basic gain time in accordance with section 794.011, F.S.

O - Unlawful Taking, Possession or Use of Law Enforcement Officer's firearm provided for a three-year minimum service prior to release in accordance with section 775.0875, F.S. (Repealed effective with offenses dated 01/01/94 or after.)

A - Assault or Battery on Person 65 years of age or older specifies a three-year minimum sentence in accordance with section 784.08, F.S. (Repealed effective with offenses dated 01/01/94 or after.)

W - Making, Throwing a Destructive Device. Person convicted must serve five years before becoming eligible for parole in accordance with section 790.161, F.S. (Repealed effective with offense date of 01/01/94 or after.)

B - Planting of "Hoax Bomb" requires a minimum time served of three years in accordance with section 790.165, F.S. (Repealed effective with offenses dated 01/01/94 or after.)

K - Dealing in Drugs within 200 feet of Certain Public Areas prohibits any gain time or eligibility of parole during service of any sentence imposed. (Repealed effective for offenses dated 01/01/94 or after.) Not applicable for Juvenile cases.

Q - Evidencing prejudice while committing offense; enhanced penalties in accordance with section 775.085, F.S.

U - Wearing mask while committing offense; enhanced penalties in accordance with section 775.045, F.S.

I - Defendant determined to be a sexual predator by written findings of the court in accordance with section 775.23, F.S.

N - Not Applicable.

1 - Battery of Law Enforcement Officer - Requires a 3 year minimum term if offender possessed a firearm per section 775.087, F.S.

2 - Battery of Law Enforcement Officer - Requires an 8 year minimum term if offender possessed a semi-automatic weapon.

3 - The Defendant/Juvenile is adjudged a habitual felon/serious juvenile offender, pursuant section 775.084(3)(a), F.S. or section 39.01(62), F.S.

H - The Defendant/Juvenile is sentenced as a habitual felony/serious juvenile offender, in accordance with the provisions of section 775.084(4)(a), F.S. or section 39.058, F.S.

4 - The defendant is adjudged to be a habitual violent felony offender, pursuant to section 775.084(3)(a), F.S.

V - The defendant is sentenced as a habitual violent felony offender, pursuant to section 775.084(3)(b), FS.

5 - The defendant is adjudged to be a violent career criminal, pursuant to section 775.084(3)(b), F.S.

X - The defendant is sentenced as a violent career criminal, pursuant to section 775.084(4)(c), F.S.

Post Sentence Phase

Date Charge Reopened

Common Names/Abbreviations: REOPENED

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This is the date a charge is reactivated or resubmitted to the Court by a formal motion or petition filed subsequent to the disposition. This would include a date of arrest or notice served for violations of probation, or Juvenile community control or the date a motion for post-conviction relief was filed, etc. Do not report a nolle prosequi, dismissal, etc. if the defendant successfully completed a pretrial diversion program. This information should be reported in the prosecutor phase of the record. If a warrant is issued, the reopened date should equal the date the warrant is served.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month, and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required.

Not Applicable - no value is required. The charge has not been reopened.

Post Sentence Phase

Reason Charge Reopened

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 1

A, N, A/N: A

Examples: V

P

Remarks: If a charge has been reopened, the reason for such action must be reflected in this field.

Valid Codes/Field Restrictions: V - Charge reopened due to a violation of probation/violation of community control warrant/summons being served.

P - Charge reopened due to a motion for post-conviction relief being filed.

O - Charge reopened for any other reason, i.e., charge returned by an appellate court for further action. This shall not include actions taken to terminate a charge resulting from the successful completion of a pre-trial diversion program, i.e., nolle prosequi, dismissal, etc.

N - Not Applicable - Charge has not been reopened.

Post Sentence Phase

Date Reopened Charge Closed

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 8

A, N, A/N: N

Examples: 20010315

19990115

Remarks: Date of judicial decision which terminates a criminal proceeding on a reopened charge. Include Violation of Probation or Violation of Community Control sentencings and the disposition of a Motion for Post-Conviction Relief. An entry in this field would eliminate the charge from the pending caseload report.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month, and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 or through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

If one subfield is completed, all subfields are required. This date must be the same as or later than the reopened date.

Not Applicable - no value is required.

Post Sentence Phase

Date of Notice of Appeal

Common Names/Abbreviations: SAME AS ABOVE

Maximum Length: 8

A, N, A/N: N

Examples: March 15, 2001 = 20010315

January 15, 1999 = 19990115

November 22, 2000 = 20001122

Remarks: This is the date that a notice of appeal is filed on the charge.

Valid Codes/Field Restrictions: Must be eight numeric characters consisting of a four digit year, a two digit month and a two digit day which correspond to the year, month, and day.

Must be in year, month, and day (YYYYMMDD) format.

The value of the year subfield must be 1900 through current date.

The value of the month subfield must be 01 to 12.

The value of the day subfield must be 01 to 28, 29, 30, 31 inclusive depending on the month and year indicated.

Not Applicable - no value is required.

Appendix A: Rearrests

As part of the Offender Based Transaction System, the rearrest record is a full separate and distinct record containing only a limited amount of information (see attached list of Rearrest Elements) but all 84 elements should be accounted for in the submission. The purpose of this record is to account for the OBTS number, assigned to the fingerprint event, of a defendant booked on charges for which they had previously been arrested.

There are three options to choose from when a defendant, who was previously arrested, is again taken into custody for any of the following reasons:

- failure to appear (on hand or no bond);
- failure to pay a monetary penalty (criminal contempt);
- violation of pretrial release conditions (criminal contempt);
- violation of probation;
- violation of community control;
- recommitment by bondsman in certain circumstances

Each jurisdiction should report each subsequent arrest by selecting the option below that most closely matches the arrest history and prior actions:

Option 1: Creating a Rearrest Record

At the time a defendant is taken into custody for one of the above reasons, a rearrest record containing the information detailed in the Rearrest Elements list should be created if:

- the arrest is made solely to bring the defendant before the Court on charges for which they had previously been arrested, and
- no additional charges are being added to the already existing case.

By using this option, what would have appeared as a new arrest on the defendant's criminal history record, will correctly be shown as a rearrest in effect linking the criminal history events. The prosecutor and court final actions are not required for this option. These records are simply a pointer back to the original arrest. The judicial segment associated with the original charge may be updated on subsequent actions (like probation extended, final action change from withheld to guilty).

Option 2: Creating a New Case

If, at the time of arrest for one of the previously listed reasons, a new case number is assigned, the OBTS number assigned to the fingerprint event at the time of arrest will be reported describing the offense and following the standard/complete OBTS reporting requirements. By using this option, a new arrest and associated charge(s) will be added to the defendant's criminal history file. The Initial Charge Status would be an F – Arrest rather than a C – Rearrest.

Option 3: Adding Charges

If the intent of the jurisdiction is to add a criminal charge, (i.e.: “Fail to Appear”, “Contempt”, “Violation of Probation”, etc.) to an already existing case, the new OBTS number assigned to the fingerprint event at the time of arrest will be reported describing the new charge and following the standard/complete OBTS reporting requirements. By using this option, the additional charge(s) will be added to the defendant’s criminal history file. The Initial Charge Status would be an F – Arrest rather than a C – Rearrest.

Rearrest Elements

Of the 84 data elements, the following data elements must be reported in a rearrest record using Option 1:

ELEMENT NUMBER - NAME	DATA DERIVED FROM
1 - Message Type	Use Code “N”
2 - OBTS Number	New number from rearrest documents
3 - Court Docket Number	From original case information
4 - Uniform Case Number	From original case information
5 - Sequence Number	From original case information
6 - Date Record Updated	LOGAN extract or case management update date
7 - Court Designator	From original case information
8 - Name at Arrest	From rearrest documents
9 - Name at Final Disposition	From original case information
10 - Sex	From original case information
11 - Race	From original case information
12 - Birth Date	From rearrest documents
13 - Social Security Number	From original case information
14 - Local Case Number	From rearrest documents, if available
15 - State Identification Number	From original case information
16 - F.B.I. Number	From original case information
17 - Arresting Agency’s ORI Number	From rearrest documents
18 - Date of Initial Arrest	Date from original case underlying charge (burglary, assault, etc.)
19 - Date of Offense	Always NA no value
20 - Maximum Date of Offense	Always NA no value
21 - Clerk Clock-in Date	From original case information
22 - Date Capias Issued	From original case information
23 - Date of Rearrest	New date from rearrest documents associated with VOP or FTA
24 - Charge Status	Always “C”
25 - OBTS # Relating to Rearrest	Number from original case underlying charge (burglary, assault, etc.)
26 - Level of Charge	From original case information
31 - Initial Charge Code	See list below*
32 - Initial Charge Description	Description of original charge from original case

The remaining elements should be blanks or the default values.

The following business rules apply for a rearrest record using Option 1:

- Element 2 should not equal Element 25, including when #YYYYMMDD substituted

- Element 18 should not equal Element 23
- Element 18 should occur before Element 23
- Require Element 2 or Element 23
- Require Element 18 or Element 25

* Charge Code reason for rearrest:

- F.T.A. on bond – 5001 (historic records only)
- Contempt of Court - 5005
- V.O. Parole - 5011
- V.O. Probation/Community Control - 5012
- Conditional Release Violation - 5013
- F.T.A. no bond - 5015
- Recommitment – 8888 (not expected to be processed by FDLE)

Recommitment (8888) should be used when a defendant is “recommitted” to jail because a bondsman decides to “come off” the bond. Under these circumstances, an arrest fingerprint should not be submitted to FDLE. However, some law enforcement agencies have advised that they are sending arrest fingerprints for this type of event. If the defendant is fingerprinted when he is brought back to jail and the fingerprint event is submitted to the FDLE, a “recommitment rearrest” OBTS record can be submitted. These recommitment rearrest records should be in the Option 1 rearrest format, but the charge code should be 8888.

Appendix B: Electronic File Format

The OBTS submission file to state agencies requires the data to be submitted in a pipe delimited text file. Large data files may be required to be zipped before submission. All 84 elements should be accounted for, in the following order, in the submission.

1. Message/Transaction Type for Disposed Cases
2. Offender Based Transaction System Number
3. Court Docket Number
4. Uniform Case Number
5. Sequence Number
6. Date Record Updated
7. Court Designator
8. Name of Defendant/Juvenile at Arrest/Time Case Initiated
9. Name of Defendant/Juvenile at Final Disposition
10. Sex of Defendant/Juvenile
11. Race of Defendant/Juvenile
12. Birth Date of Defendant/Juvenile
13. Social Security Number
14. Local Arresting Agency's Case Number/Arrest Number (Originating Case #)
15. State Identification Number
16. Federal Bureau of Investigation Number
17. Arresting Agency's ORI Number/Agency Responsible for Issuing Notice to Appear
18. Date of Initial Arrest, Notice to Appear/Summons Served
19. Date of Offense
20. Maximum Date of Offense
21. Clerk Clock-in Date
22. Date Capias/Warrant/Pick-up Order/Custody Order Issued
23. Date of Rearrest
24. Charge Status
25. OBTS Number Relating to Rearrest
26. Level of the Charge
27. Degree of the Charge
28. General Offense Character
29. Florida Statute Violation Number
30. Offense Activity
31. Charge Code
32. Charge Description
33. Date of Bond/Juvenile Detention Hearing
34. Date of Adversary Preliminary Hearing
35. Charge Status
36. Level of the Charge
37. Degree of the Charge
38. General Offense Character
39. Florida Statute Violation Number
40. Offense Activity
41. Charge Code
42. Charge Description
43. Prosecutor Filing Date
44. Prosecutor Final Decision Date
45. Final Action By Prosecutor/Grand Jury

46. Type of Counsel
47. Charge Status
48. Level of the Charge
49. Degree of the Charge
50. General Offense Character
51. Florida Statute Violation Number
52. Offense Activity
53. Charge Code
54. Charge Description
55. Court Decision Date
56. Court Action Taken
57. Defense Attorney at Sentencing
58. Prosecuting Attorney at Sentencing
59. Type of Trial
60. Defendant’s/Juvenile's Final Plea
61. Date Pre-trial Diversion Successfully Completed
62. Date Sentence Imposed
63. Sentence Effective Date
64. Judge at Sentencing
65. Sentence Status
66. Court Docket Number Associated with the Sentence Status
67. Sequence Number Associated with the Sentence Status
68. Minimum Length of Confinement
69. Maximum Length of Confinement
70. Type of Confinement
71. Length of Confinement Suspended
72. Credit Time Served
73. Length of Probation
74. Length of Community Control
75. Date Supervision Completed
76. Fine
77. Court Cost
78. Restitution
79. Sentence Provisions (up to 5 values)
80. Special Sentence Provisions (up to 7 values)
81. Date Charge Reopened
82. Reason Charge Reopened
83. Date Reopened Charge Closed
84. Date of Notice of Appeal